



CITY COUNCIL MEETING
City Hall—Council Chambers, 590 40th Ave NE
Monday, April 25, 2022
7:00 PM

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

AMENDED AGENDA
AGENDA AMENDED ON 4/25/22 REGARDING THE
ADDITION OF ITEM F, AND UPDATE TO ITEM 3.

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, by calling **1-312-626-6799** and **entering meeting ID 812 0698 9074** or by Zoom at <https://us02web.zoom.us/j/81206989074>. For questions please call the Administration Department at 763-706-3610.

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.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

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.)

PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS

- A. Police and Finance Department New Staff Introductions.**
- B. Arbor Day Proclamation.**
- C. Public Works Week Proclamation.**
- D. Earth Day Proclamation.**
- E. Fair Housing Month Proclamation.**
- F. Lomianki Presentation.**

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: Move to approve the Consent Agenda as presented.

- 1. Approve April 4, 2022 City Council Work Session Meeting Minutes.**
MOTION: Move to approve the City Council Work Session Meeting minutes of April 4, 2022.
- 2. Approve April 11, 2022 Local Board of Appeals and Equalization Meeting Minutes.**
Motion: Move to approve April 11, 2022 Local Board of Appeals and Equalization Meeting Minutes.
- 3. Approve April 11, 2022 City Council Meeting Minutes.**
MOTION: Move to approve the City Council Meeting minutes of April 11, 2022.
- 4. Accept February 2nd, 2022 Library Board Minutes.**
MOTION: Move to accept the Library Board Minutes of February 2, 2022.
- 5. Accept March 2nd, 2022 Library Board Minutes.**
MOTION: Move to accept the Library Board Minutes of March 2, 2022.
- 6. Accept March 9th, 2022 Youth Commission Minutes.**
MOTION: Move to accept the Youth Commission Minutes of March 9, 2022.
- 7. Second Reading of Ordinance No. 1673 Amending Chapter 8, Article 1 of the City Code.**
MOTION: Move to waive the reading of Ordinance No. 1673 there being ample copies available to the public.
MOTION: Move to approve Ordinance 1673, an ordinance amending Chapter 8, Article 1 of the Columbia Heights City Code Relating to Animals, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.
- 8. Second Reading of Ordinance No. 1674 Amending Chapter 8, Article VII of the Columbia Heights City Code Relating to Surface Drainage Connections and Discharges.**
MOTION: Move to waive the reading of Ordinance No. 1674 there being ample copies available to the public.
MOTION: Move to approve Ordinance 1674, an ordinance amending Chapter 8, Article VII of the Columbia Heights City Code Relating to Surface Drainage Connections and Discharges, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.
- 9. Second Reading of Ordinance No. 1675 Amending Chapter 9, Article 1 of the City Code.**
MOTION: Move to waive the reading of Ordinance No. 1675 there being ample copies available to the public.
MOTION: Move to approve Ordinance 1675, an ordinance amending Chapter 9, Article 1 of the Columbia Heights City Code Relating to Land Use, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.
- 10. Second Reading of Ordinance No. 1676 Amending Chapter 4, Article II of the City Code.**
MOTION: Move to waive the reading of Ordinance No. 1676 there being ample copies available to the public.
MOTION: Move to approve Ordinance 1676, an ordinance amending Chapter 4, Article II of

the Columbia Heights City Code Relating to Tree and Weed Services, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.

11. Second Reading of Ordinance No. 1677 Amending Chapter 4, Article III of the City Code.

MOTION: Move to waive the reading of Ordinance No. 1677 there being ample copies available to the public.

MOTION: Move to approve Ordinance 1677, an ordinance amending Chapter 4, Article III of the Columbia Heights City Code Relating to Water Service, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.

12. Resolution 2022-52 Approving Contract for Protect Community Forests by Managing Ash for EAB Grant from the MN DNR.

MOTION: Move to waive the reading of Resolution 2022-52, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2022-52 approving the contract between the MN Department of Natural Resources and the City of Columbia Heights for the Protecting Community Forests by Managing Ash for EAB grant.

13. Award of Professional Services for Construction Materials Testing for 2022 Street Rehabilitation Program.

MOTION: Move to approve the proposal for Construction Materials Testing for 2022 Street Rehabilitation Program with Independent Testing Technologies, based on project testing requirements for an estimated cost of \$17,005.00 appropriated from Funds 415-9999-43050-2202 (Street Rehabilitation - Zones 6 and 7) and 415-9999-43050-2206 (State Aid Street Rehabilitation – 47th Avenue).

14. Award of Professional Services for Construction Surveying and Staking for 2022 Street Rehabilitation Project.

MOTION: Move to approve the proposal for Construction Surveying and Staking for 2022 Street Rehabilitation Project - Zones 6 and 7 with Bolton & Menk, Inc. for an estimated cost of \$24,610.00 appropriated from Fund 415-9999-43050-2202.

15. Accept Proposal from Bolton & Menk for Construction Services for Central Avenue Sanitary Sewer Rehabilitation.

MOTION: Move to accept the proposal from Bolton & Menk in the amount of \$95,350 for construction services for the Central Avenue Sanitary Sewer Rehabilitation, City Project 2204.

16. License Agenda.

MOTION: Move to approve the items as listed on the business license agenda for April 25, 2022 as presented.

17. Rental Occupancy Licenses for Approval.

MOTION: Move to approve the items listed for rental housing license applications for April 25, 2022, in that they have met the requirements of the Property Maintenance Code.

18. Review of Bills.

MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$949,130.51.

PUBLIC HEARINGS

ITEMS FOR CONSIDERATION

19. Clarification of Vote on Ordinance 1672.

MOTION: Move to reconsider the vote on Ordinance 1672.

MOTION: Move to approve Ordinance No. 1672, being an Ordinance Amending Chapter 10, Article 3 of the Columbia Heights City Code, Regulating Targeted Picketing, and direct staff to send the ordinance, as presented, for publication in the legal newspaper.

Ordinances and Resolutions

Bid Considerations

20. Accept and Award Contract for Central Avenue Sanitary Sewer Rehabilitation, City Project 2204

MOTION: Move to accept and award the contract for Central Avenue Sanitary Sewer Rehabilitation, City Project 2204, to Meyer Contracting Inc. of Maple Grove, MN based upon their low, qualified, responsible bid in the amount of \$2,112,296.69 with funds to be appropriated from Fund 652.9999.45185.2204; and to transfer \$1,300,000 of ARPA Grant Funds from the Sanitary Sewer Fund to project 651-9999-45185.2204; and, furthermore, to authorize the Mayor and City Manager to enter into a contract for the same.

New Business and Reports

CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council

Report of the City Manager

COMMUNITY FORUM

At this time, individuals may address the City Council about any item not included on the regular agenda. Speakers that are in-person are requested to come to the podium. All speakers need to state their name and connection to Columbia Heights, and limit their comments to five (5) minutes. All speakers are also asked to fill out this information as well as their address on a form for the Council Secretary's record. Those in attendance virtually should send this information in the chat function to the moderator. The City Council will listen to brief remarks, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda. Generally, the City Council will not take official action on items raised at the Community Forum at the meeting on which they are raised.

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.

PROCLAMATION

ARBOR DAY – ARBOR MONTH

WHEREAS: Trees and forest soils keep our lakes and streams clean by absorbing and filtering pollutants and sediments; and

WHEREAS: Forest soils prevent flooding and reduce stormwater by capturing and storing rainwater and snowmelt, which is then slowly released to our lakes, streams, and groundwater; and

WHEREAS: Careful management of our forests is one of the best ways to protect drinking water and reduce the cost of water treatment; and

WHEREAS: Sound management of forested public lands surrounding the Mississippi River ensures clean drinking water for more than one million Minnesotans; and

WHEREAS: About three-quarters of Minnesotans get their drinking water from the forested parts of the state; and

WHEREAS: Planting trees is a natural and easy way to keep our water clean; and

WHEREAS: The last Friday in April, and throughout the month of May, Minnesotans pay special tribute to our trees as natural resources and rededicate ourselves to the vitality of our forests.

NOW, THEREFORE, I, Amáda Márquez Simula, Mayor of Columbia Heights, Minnesota, do hereby proclaim Friday, April 29, 2022 as:

ARBOR DAY

And, the month of May 2022, as Arbor Month in the City of Columbia Heights.

DATED: This 25th day of April, 2022

Mayor Amáda Márquez Simula



NATIONAL PUBLIC WORKS WEEK

Proclamation

WHEREAS, public works services provided in our community are an integral part of our citizen's everyday lives; and

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

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

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

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

NOW, THEREFORE, I, Amáda Márquez Simula, Mayor of the City of Columbia Heights, do hereby proclaim the week of May 15 through May 21, 2022 as

“NATIONAL PUBLIC WORKS WEEK”

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

Mayor Amáda Márquez Simula

(Seal)

COLUMBIA HEIGHTS

PROCLAMATION

Earth Day: April 22, 2022

WHEREAS, we continue to live through the COVID-19 pandemic, we are reminded of the extraordinary importance of maintaining a clean and healthy environment; and

WHEREAS, the global community faces challenges such as health issues, food and water shortages, and economic struggles; and

WHEREAS, all people, regardless of race, gender, income, or geography, have a right to a healthy, sustainable environment with economic growth and opportunity; and

WHEREAS, we are all caretakers of our planet and have an obligation to combat climate change and environmental degradation to preserve the earth's beauty and resources; and

WHEREAS, 2022 marks the 52nd anniversary of the Earth Day movement and the theme of Earth Day, 2022, "Invest In Our Planet" reminds all businesses, institutions, and individuals to commit to caring for the planet and its resources; and

WHEREAS, Columbia Heights has many service organizations, faith communities, businesses, and community members who make every day a day to strive for a cleaner and healthier earth by engaging in frequent street, park, and storm drain clean-ups; and

WHEREAS, the City of Columbia Heights has been a GreenStep City Step Two as designated by the Minnesota Pollution Control Agency and League of Minnesota Cities since 2014, and as such has implemented numerous Green initiatives including being a Tree City USA, adopting and updating erosion and sediment control and shoreland ordinances and procedures, using the B3 Benchmarking database to track energy use, changing out lighting in many city buildings to high efficiency fluorescent and LED lights, encouraging high density housing in the City's recently adopted comprehensive plan, establishing community gardens on publicly owned land, and establishing a roundabout in the Huset Park redevelopment; and

WHEREAS, the City has also established solar arrays on four city buildings including public works, library, liquor and public safety, and the City is signed up for five Solar Gardens.

NOW, THEREFORE, I, Amáda Márquez Simula, Mayor of Columbia Heights, do hereby proclaim April 22 as: Earth Day in the City of Columbia Heights.

Amáda Márquez Simula, Mayor

April 25, 2022

COLUMBIA HEIGHTS

PROCLAMATION

Fair Housing Month: April 2022

WHEREAS, the Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

WHEREAS, the Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

WHEREAS, Columbia Heights is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS, our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

WHEREAS, more than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

WHEREAS, acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

NOW, THEREFORE, I, Amáda Márquez Simula, Mayor of Columbia Heights, do hereby declare the month of April, 2022 as Fair Housing Month.

I further declare, Columbia Heights as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of Columbia Heights.

Amáda Márquez Simula, Mayor

April 25, 2022



CITY COUNCIL WORK SESSION
Public Safety Bldg—Training Room, 825 41st Ave NE
Monday, April 04, 2022
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 Work Session Meeting of the City Council held at 7:00 pm on Monday, April 4, 2022, in the Public Safety Building, Training Room, 825 41st Avenue NE, Columbia Heights, Minnesota. Due to the COVID-19 pandemic, this hybrid meeting was held both virtually and in-person.

CALL TO ORDER/ROLL CALL

Council President Novitsky called the meeting to order at 7:00 pm.

Present: Council President Novitsky, Councilmember Buesgens (via Zoom); Councilmember Jacobs; Councilmember Murzyn, Jr.

Absent: Mayor Márquez Simula

Also Present: Kelli Bourgeois, City Manager; Liam Genter, Urban Forestry Specialist; Kevin Hansen, Director of Public Works; James Hauth, Utilities Superintendent; Sara Ion, City Clerk/Council Secretary; Joseph Kloiber, Finance Director; Ben Sandell, Communications Coordinator; Marcell Walker, Bolton and Menk, Inc. Community Outreach Liaison; Chris Bower, MNDOT Metro North Area Engineer; Melissa Barnes, MNDOT Metro North Area Manager; Adam Smith

WORK SESSION ITEMS

1. MnDOT and Metro Transit Updates.

MNDOT Metro North Area Manager Melissa Barnes gave an overview of short-term and long-term plans and programs. She reviewed some of the recent traffic signal timing, lighting, and pedestrian benefits that will help to impact traffic and accident concerns in the area from 37th Avenue to Highway 10. She reviewed some of the current and upcoming demonstration projects. Currently there are temporary measures at 50th and Gould on Hwy 65 / Central. Additional projects for 2022 include Demonstration Projects at 40th, 42nd/43rd, etc. There are additional changes that are considered medium term projects into 2025. There will be reviews of these projects and conversations with residents. These reviews will include a Planning and Environmental Linkages Study (PEL): Primary Needs, Secondary Needs, Additional Considerations. Many of these items are currently in the concept development stages. 2023 is the anticipated conclusion of the PEL Study. There will also be a pavement study in 2028.

Marcell Walker, Bolton and Menk, Inc. is a consultant on the PEL Study. He led an overview of the primary concerns related to pedestrian safety, bicyclist concerns and motorist concerns. There were comments from 2220 residents and community stakeholders. There

was not a lot of in person outreach due to the pandemic, but there was a QR code in the community and it generated a lot of community feedback. He reviewed the overall timeline for engagement, currently they are reviewing user needs and what the purpose and need for the project is. There will be very tailored facilitated workshops (4 virtual and 4 in person) that will occur in June. In the Spring of 2023 there will be a comprehensive plan for public review and input. In the Fall of 2023 the project will be completed. There are 16 potential workshop locations, and they will explore what works best for the community. There has been good involvement in the Community advisory group, providing feedback on safety and equity.

Councilmember Buesgens is curious about the changing of the timing of the lights. There will be large apartment buildings south of 47th. She would like to see pedestrians be the consideration to reinvigorate our main street area of Central. She thinks it does not feel safe stopping at the median. Councilmember Buesgens wants the residents to be the priority from 37th to 49th.

Ms. Barnes stated that she believes that time was added to 41st and Hwy 65 to account for increased pedestrian time to cross.

Councilmember Murzyn and Councilmember Novitsky stated that they did not have any further questions.

Councilmember Jacobs stated that she would like to know if the meetings are only for Columbia Heights residents.

Mr. Walker stated that the workshops will address a quadrant of the area, north or south of the city. Right now, 694 would be the divider of the areas. He would like to be a point of contact for feedback and materials.

Ms. Barnes stated that she is hoping for additional engagement and feels Chris Bower is the best contact for follow up. There will be more targeted information as the project progresses.

Director Hansen would like to update the website to provide links for citizens to have the correct follow up information.

Metro BRT Project Manager, Adam Smith gave an update regarding the Metro Bus Line, Arterial BRT. Overall, they would like faster, frequent all day access and a dignified user experience. There will be higher capacity buses, with high tech and high amenity services. Route 10 is among the top ridership routes. Central avenue is prioritized as F Line from 10 corridors that were evaluated. The project schedule is pending full funding and subject to change. The corridor plan scope sets the station locations and bus service and will hopefully move forward in 2023. The draft corridor plan will be available in Summer 2022. More information about the project will be available, and the website will be available soon and hopefully he will be available to attend the Art and Info Fair as opportunity to

discuss the project further. Winter 2022 will be a time to seek public feedback on recommended corridor plan. Spring 2023 the Plan will go for final Met Council Approval.

Director Hansen addressed concern about the project being fully funded. The routing of this does highlight projects on 53rd avenue for when the BRT does come through the area.

Project Manager Smith stated that there is funding identified. There is about thirty million allocated for the project, but they are unsure of the total project budget.

2. Stop Sign Plans.

Director Hansen gave some background information regarding stop sign location and regulation. Recommendations and requests are made to the Traffic Commission and then forwarded on for Council review. Recently the traffic commission has brought up having a more uniform approach as to how stop signs are assigned to intersections. Most of our intersections have a level of control occurring. There have been conversations about the ability to have more North and South streets as a flow through in the City. Director Hansen asked Council to consider some of the concerns related to stop signs, and to see if we want to have a City Stop Sign Policy. Overall, do we want to evaluate a more consistent approach to where we have stop signs. Director Hansen stated that one side of the City has a lot and block style, and the other has the a more modern style. One of the main issues is that there are not a lot of uncontrolled intersections.

Councilmember Novitsky inquired as to how many uncontrolled intersections there are? The reason he is asking is he feels a lot of the concerns brought up are related to uncontrolled intersections.

Director Hansen stated that West of Central (Hussett Neighborhood) there are 8 to 10. When considering three-way intersections there are another 8 to 12.

Councilmember Novitsky clarified that the concern is related to the uncontrolled intersections. He would like a more feasible way to address the uncontrolled intersections.

Councilmember Murzyn wanted to clarify the locations of the stop signs.

Councilmember Buesgens feels that there are a lot stop signs. She was curious if people make a full stop at the stop signs. She feels that the requests to the traffic commission is more random. She thinks it may not fix the problem. She further inquired about policy and best practice related to traffic regulation. She would like to see things more uniform, and to see that with a policy.

Councilmember Jacobs stated that she feels 20% stop rate is high. She does not feel like a lot of people are making a full stop.

Director Hansen stated that there can be a lot of rolling stops, and the Police Department would be best to address what percentage is stopping. The Police department is always looking for North/South routing and a uniform policy might reduce stop signs and create

easy routes for them. There are traffic counts every 4 years in 20% of the city because they are State Aid Routes. We don't have data to support some of the traffic concerns. As a rule, stop signs are not designed to reduce speed.

3. Traffic Commission Purpose.

Director Hansen gave the information as to why the Traffic Commission was founded in 1977. The intent of the Commission is to provide recommendations and information to the Council related to traffic concerns and intersection control. Within the last year there has been a discussion related to the expansion of the Traffic Commission as they would like to see a vision zero project. The traffic commission had the Minneapolis Vision Zero coordinator present at a meeting. They would like to see a focus on traffic calming strategies and giving priority to pedestrians. Some of these things go beyond the scope of the City Code and what level of service that staff can provide to the Commission.

City Manager Bourgeois stated that she feels that this topic should be included in goal setting discussion related to Board and Commission aspirations. We do not have many more hours in the day for staff to address the concerns that the Traffic Commission would like to address. This is an opportunity to look more holistically at Commissions and Boards and what our priority is moving forward.

Councilmember Novitsky stated that this is a conversation that is better discussed at the goal setting meeting. He would like more information related to the sustainability commission and a holistic approach. Is it time to rethink the Traffic Commission as a whole.

Councilmember Murzyn would like to hold off to a goal setting meeting.

Councilmember Buesgens apologized for not being in person as she is feeling sick. She would like to have a 21st century discussion related to transportation and not just about stop signs. She wants to see what it would take to transform the commission and what the need is to update the goals for the Traffic Commission. She would like to see a scale of staff time and the commitment needed to accomplish specific goals. There are members of the commission that feel like their decisions could be made by staff. She would like to see part of this Commission be incorporated into the "Sustainability Commission".

City Manager Bourgeois stated that staff time to expand has so many variables, and we could not get our hands around the issue. There was not the ability to get the numbers specific to these goals prior to the meeting as the staff time varies related to how broad the scope becomes.

Councilmember Jacobs would like the staffing information as well. What we do with the traffic commission is part of a bigger issue of what we do with our Commissions as a whole. She needs to know not just what we want to do with the Traffic Commission, but how all of our Commissions are impacted. She would like a meeting directly related to boards and commissions.

Councilmember Novitsky clarified that the goal setting meeting would be the first step in clarifying what we want to do to move forward. There are concerns related to finding options that work for our intersections. Council should send information to City Manager Bourgeois about the things Council would like to see. Overall, he feels we are doing things related to vision zero that are already impacting these objectives. He feels that the walkability has improved.

Councilmember Buesgens stated that she would like to reach out to St. Louis Park regarding their Sustainability Commission and Fridley regarding their Transportation and Mobility Commission. There were a lot of responses on the city survey about additional sidewalks. The residents on the street requesting the sidewalk would need to pay for the sidewalks. She would also like to get information out to the community related to adding a sidewalk and how to go about that.

Councilmember Jacobs feels that the sidewalk issue is a catch twenty-two and residents may not want to fulfil the financial obligation related to having them.

Councilmember Buesgens inquired about when suburbs were built in 1960/70's and the city was more car centric. There were no sidewalks because people are more interested in driving.

Director Hansen stated that there is a policy related to assessment and state statute regarding pulling together a petition for sidewalks. State aid routes usually have sidewalks, and the addition of sidewalks is presented related to residents paying for sidewalks.

4. Water Service – Ordinance Updates.

Utility Superintendent Hauth lead the presentation related to Ordinance updates. There is a need for cross connection control and the changes that are needed are highlighted to the City Code. Council letter lays out what each chapter, article and section should look like.

Councilmember Novitsky asked for the highlights and stated that he had no concerns related to the changes.

Director Hauth reviewed information related to the enforcement of the cross-connection control devise and the updates to the State plumbing controls and surcharges related to nonpayment. As a City we get more compliance related to financial penalties, and the surcharge on the utility bill is more impactful than turning off the water to the property.

Director Hansen stated that the new update related to drinking water, and the inventory of lead lines is recent, and we need to be in compliance. The law related to the lead service lines was passed in 2020, and put into place by the EPA in January 2022. City Code and State Statute is a one year replacement timeline.

Director Kloiber stated that when there is a substantial repair to the private line, the City Contractor can be utilized to replace the line with a ten year assessment to the property. The current methods of communication with customers have also been updated. The City

does retain the opportunity to shut off the water if the surcharge is not applicable or appropriate. There would be times that the Council we be approached related to properties that are not compliant.

Councilmember Murzyn inquired about the language related to meter testing. Is there an opportunity for Minneapolis to test the meter? Should there be a fee assigned?

Councilmember Jacobs asked that the Fee Structure be confirmed on the Fee Schedule.

Superintendent Hauth stated that the reading would be sent out to Minneapolis or third party. There will need to be an update related to meter testing, and the city fee schedule.

Councilmember Buesgens stated that she had no other questions.

5. Tree and Weed Services – Ordinance Updates.

Superintendent Hauth introduced Liam Genter City Forester, who went over the Ordinance regarding Tree and Weed Services from 1977. The DNR dictated that Cities add this Ordinance and other cities adopted similar Ordinances at the same time. There is nothing drastic that needs to be changed, just updating the language in terms of the names of organisms and mechanisms for dealing with issues.

Councilmember Jacobs inquired about managed natural landscape, and how this seems very open to interpretation.

Forester Genter stated that he has partnered with Assistant Fire Chief O'Brien and has borrowed language related to this issue from the City of Minneapolis related to managed natural landscapes. There is plan related to the general guidance that would be provided on this topic to residents.

Councilmember Novitsky confirmed that we do have a guidance related to managed natural landscapes.

Councilmember Buesgens stated that she did not have any questions.

Councilmember Novitsky confirmed that the public right away includes the sidewalk. This helps improve the walkability of the sidewalks.

Forester Genter confirmed that the Public Works team can clear up to the property line. This would include the ability to immediately address the concerns related to trimming a tree or bush without issue.

Director Hansen stated that if Council is contacted about an issue, have the resident call the Public Works general number to get the issue corrected. We can also include information about this in the City Newsletter.

Superintendent Hauth stated that we are not sending letters or gaining permission to correct these issues. We are trimming and addressing the issue immediately as the issue is codified in Ordinance.

Councilmember Murzyn clarified that if the tree is hanging in the public right away, we do not need to contact homeowner.

Forester Genter confirmed that if the tree is over the sidewalk or the street, we are legally able to trim the tree.

Councilmember Jacobs inquired if a resident can trim a tree over their property vs. public property.

Forester Genter stated that we are the property owner of sidewalks and streets, and we are able to trim and prune what we need. We are wasting time and money to send letters and correspondence related to taking care of this issue. We do not charge for this removal.

6. No Mow May.

City Manager Bourgeois stated that the Mayor and Councilmember Buesgens are in support of the program for not mowing lawns until June to allow pollinators an opportunity to use the yard as food and habitat. The DNR is supporting this initiative and so are many other cities. She inquired if Council would like to move forward with this item, and if so, all we will need to do is pass a Resolution to observe No Mow May. As a City we would not enforce lawn and weed ordinance through May. Another option that would be more involved, would be a process of having residents registering their property, and receiving a sign. Overall, the first option provides less friction between neighbors.

Forester Genter stated that in general we usually would not see growth over nine inches or heavy growth in the month of May, so it would likely not be an overall enforcement concern.

Councilmember Novitsky and Councilmember Jacobs stated that they like the first option.

Councilmember Buesgens stated that this a great way to bring back some of the critters and would support signs showing that we are supporting our insects and pollinators.

City Manager Bourgeois stated there will be a Resolution at next week's Council meeting for approval of No Mow May.

7. Council Workshop and Visioning/Goal Setting Session.

City Manager Bourgeois gave information related to scheduling a Council relationship building session, and then having a goal setting session to follow. She would like to have Department Heads review what has been accomplished and then focus on updating the goals of the current Council. Overall, she would like to see this process completed by the end of May. Especially with budgeting coming into play this summer/fall.

Councilmember Novitsky stated that he is looking forward to these types of meeting.

Councilmember Jacobs stated that she is open to both pieces but wants to make sure that everyone comes in good faith. She has better ways to spend her time if there is not any

self-accountability by other members. She has spoken with the facilitator Amy and she is a really neat gal.

Councilmember Buesgens stated that she also approves of this process.

ADJOURNMENT

Meeting adjourned at 9:00 pm.

Respectfully Submitted,

Sara Ion, City Clerk/Council Secretary



BOARD OF APPEAL AND EQUALIZATION

City Hall—Council Chambers, 590 40th Ave NE

Monday, April 11, 2022

6:00 PM

MINUTES

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

The following are the minutes for the Board of Appeal and Equalization Meeting of the City Council held at 6:00 pm on Monday, April 11, 2022, in the City Council Chambers, City Hall, 590 40th Avenue NE, 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 6:02 pm.

Present: Mayor Márquez Simula; Councilmember Buesgens; Councilmember Jacobs; Councilmember Novitsky

Absent: Councilmember Murzyn, Jr.

Also Present: Kelli Bourgeois, City Manager; Sara Ion, City Clerk/Council Secretary; Diana Stellmach, Chief Deputy Anoka County Assessor; Brandon Hodge, Anoka County Residential Appraiser; Jim Ryan, Anoka County Senior Appraiser; Malcom Watson, Resident; Kim Nixon, Resident; Howard Stewart, Resident.

ITEMS FOR CONSIDERATION

1. Statement of Purpose of the Board of Review.

Mayor Márquez Simula read the Statement of Purpose of the Board of Review as follows: "To the review the property valuations as of January 2, 2022, for taxes payable 2023, and to hear appeals from property owners who feel aggrieved or have questions regarding property valuations.

2. Questions and Answers Regarding Property Values.

Deputy County Assessor Stelmach asked for people who were attending in person to address the Board. Resident Kim Nixon inquired about the Taxable Market Value vs. Homestead Market Value Exclusion. Deputy County Assessor Stelmach confirmed what his taxable value was. Resident Nixon was concerned that his home needs a lot of work, and he does not feel that his home has been assessed correctly. Deputy County Assessor Stelmach recommended that an assessor comes to review the property.

Councilmember Jacobs clarified for the homeowner that the value of the property could potentially be assessed higher. Deputy County Assessor Stelmach informed the property owner that the value of the home could go up or down based on their review.

Resident Howard Stewart was concerned about the taxable valuation of his home increasing by \$68,000. He does not feel that this is in line with the actual value of his home, and they type of improvements that have been completed recently.

Deputy County Assessor Stelmach reviewed the information related to the property and asked Mr. Howard if he would like to have an assessor come to the home and complete a review. Typically, what they have seen across the County, numbers have increased in the 25% to 35% range, and this property is a little on the high side of the range.

Mr. Stewart was also concerned about the Hedge Funds purchasing properties and increasing the purchase prices of properties.

Deputy County Assessor Stelmach stated that she does not feel that this is an overwhelming problem, and that the vast majority of properties are purchase by single family home owners. She confirmed that a member of the assessing team would come and review the property for him.

Malcom Watson confirmed the date and time of the next County Board Meeting on June 13, 2022.

Mr. Nixon asked about resources for finding a good contractor and inquiring about permits. Council gave Mr. Nixon information on options to follow up with related to his concerns.

Deputy County Assessor Stelmach read the following properties into the minutes as requests for review have been made either by phone or letter: 36-30-24-24-0083, 25-30-24-33-0048, and 25-30-24-34-0031.

In addition to the three properties, there were also twenty-one additional properties that the assessing team had reviewed in the past ten days. The following properties were read into the record:

Parcel	Address	Before EMV	After EMV
35-30-24-32-0012	4016 2nd st NE	297,300	286,000
25-30-24-14-0107	2325 Innsbruck Pky NE	428,200	421,100
35-30-24-13-0201	4139 Jefferson St. NE	398,100	350,000
35-30-24-13-0202	4141 Jefferson St. NE	406,400	355,500
35-30-24-33-0100	3736 3RD ST NE	326,000	286,000
25-30-24-24-0079	5005 Johnson St NE	406,400	367,700
36-30-24-43-0063	1708 39th Ave NE	298,700	273,600
35-30-24-21-0225	4321 5th St. NE	374,200	324,000
35-30-24-21-0224	4317 5th St. NE	406,700	355,400
35-30-24-21-0223	4315 5th St. NE	374,200	327,000
35-30-24-41-0106	3955 Jackson St. NE	255,000	249,700
36-30-24-14-0070	4108 Stinson Blvd NE	299,200	279,700

36-30-24-23-0402	4141 Central Ave NE STE 101	232,900	167,900
36-30-24-23-0403	4141 Central Ave NE STE 105	246,300	179,900
36-30-24-23-0404	4141 Central Ave NE STE 201	214,700	156,900
36-30-24-23-0405	4141 Central Ave NE STE 205	215,300	185,700
36-30-24-23-0406	4141 Central Ave NE ste 107	156,100	115,000
36-30-24-23-0407	4141 Central Ave NE ste 108	116,300	84,200
36-30-24-23-0408	4141 Central Ave NE ste 109	112,600	98,300
36-30-24-23-0409	4141 Central Ave NE ste 111	178,000	121,500
26-30-24-34-0095	4621 University Ave NE	1,423,200	1,165,500

3. Council Actions Regarding Specific Cases or Cases on which Additional Information is Required.

Motion by Councilmember Buesgens, seconded by Councilmember Novistky, to adopt the 2022 Assessment Rolls as presented. All Ayes, Motion Carried 4- 0 with Murzyn, Jr. absent.

ADJOURNMENT

Mayor Márquez Simula adjourned the adjourned at 6:35 pm.

Respectfully Submitted,

Sara Ion, City Clerk/Council Secretary



CITY COUNCIL MEETING
City Hall—Council Chambers, 590 40th Ave NE
Monday, April 11, 2022
7:00 PM

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

MINUTES

The following are the minutes for the Meeting of the City Council held at 7:00 pm on Monday, April 11, 2022, in the City Council Chambers, City Hall, 590 40th Avenue NE, 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: Lenny Austin, Chief of Police; Kelli Bourgeois, City Manager; Aaron Chirpich, Community Development Director; Mitch Forney, Community Development Coordinator; Jim Hoeft, City Attorney; Sara Ion, City Clerk/Council Secretary; Dan O’Brien, Assistant Fire Chief; Toni Crockett, City Resident; James Alexander, City Resident; Brenna Zeimet, City Resident; Rachel James, City Resident; Ed Higgins, City Resident; Mary Granlund, City Resident; Jon Abeler, Rental Property Owner; Laurie Nordahl, City Resident

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

Motion by Councilmember Jacobs, seconded by Councilmember Buesgens, to approve the Agenda as presented. All Ayes, Motion Carried 5-0.

CONSENT AGENDA

Mayor Márquez Simula requested that Item 5 of the Consent Agenda, “Second Reading of Ordinance 1672, Regulating Targeted Picketing”, be pulled for further discussion.

Motion by Councilmember Murzyn Jr., seconded by Councilmember Novitsky, to approve the Consent Agenda as presented. All Ayes, Motion Carried 5-0.

1. Approve March 22, 2022 City Council Work Session Minutes

Motion: Move to approve the City Council Work Session Meeting Minutes of March 22, 2022.

- 2. Approve March 23, 2022 Special City Council Meeting Minutes**
MOTION: Move to approve the Special City Council Meeting Minutes of March 23, 2022.
- 3. Approve March 23, 2022 City Council Work Session Minutes**
Motion: Move to approve the City Council Work Session Meeting Minutes of March 23, 2022.
- 4. Approve March 28, 2022 City Council Meeting Minutes**
MOTION: Move to approve the City Council Meeting minutes of March 28, 2022.
5. Pulled from the Consent Agenda for further discussion: "Second Reading of Ordinance 1672, Regulated Targeted Picketing".
- 6. Adopt Resolution 2022-46, Approving No Mow May**
MOTION: Move to waive the reading of Resolution 2022-46, there being ample copies available to the public.
MOTION: Move to approve Resolution 2022-46 Supporting No Mow May.
- 7. Adopt Resolution 2022-47, Approving a Master Partnership Contract with MnDOT**
MOTION: Move to waive the reading of Resolution 2022-47, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2022-47 being a Resolution approving the Master Partnership Contract with MnDOT.
- 8. Capital Equipment Replacement: Public Works Wheeled Excavator**
MOTION: Move to authorize the purchase of one (1) new 2022 Volvo EWR130E Wheeled Excavator with attachments from Nuss Truck and Equipment in Burnsville, MN, for \$208,675.00 from the Water (433.9499.44999), Sewer (432.9499.44999) and Storm (438.9699.44999) funds.
- 9. Capital Equipment Replacement: Public Works Patch Truck**
MOTION: Move to authorize the purchase of (1) Western Star 47X Single Axle Cab & Chassis from Boyer Ford Trucks, Inc. of Lauderdale, MN for \$100,953 and (1) STPH22-17 asphalt pothole patcher from Stepp Manufacturing of North Branch MN for \$102,626 for a total amount of \$203,579 allocated from fund 431-3121.
- 10. Acquisition of Toyota Mini-Truck**
MOTION: Move to authorize the acquisition of one (1) Daihatsu Hijet (Toyota) model S510P Mini-Truck, purchase cost \$20,500, and one 2022 Western V Snowplow, purchase cost \$4,000, for a net cost of \$0.00 after deducting for vehicle trade-ins, plus tax and license, from AR-MAR Service located in Bemidji, Minnesota.
- 11. Rental Occupancy Licenses for Approval**
MOTION: Move to approve the items listed for rental housing license applications for April 11, 2022, in that they have met the requirements of the Property Maintenance Code.

12. License Agenda

MOTION: Move to approve the items as listed on the business license agenda for April 11, 2022 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 to claims paid by check and by electronic funds transfer in the amount of \$1,425,656.16.

ITEM PULLED FROM THE CONSENT AGENDA

5. Second Reading of Ordinance 1672, Regulating Targeted Picketing

Mayor Márquez Simula asked that Chief Austin come forward to answer questions that were received regarding this item and provide background on how this is a concern for the community.

Chief Austin reported that there have been discussions regarding an increase in situations in the state and in the nation, where local leaders have become targets for frustration and anger and faced with threats to themselves and their families. He stated that this has increased in the last few years, and in his tenure, he has not seen it to this level. He added that the League of MN Cities did a survey and 80 percent of elected officials stated that they had experienced some sort of harassment, threats, or violence. Chief Austin said that he brought this item forward, as he doesn't see the safety of elected officials going away, especially in the immediate future. He stated that targeted picketing can cause emotional stress in those neighborhoods, and it can obstruct public use of streets and sidewalks. He said that cities have adopted similar ordinances which help regulate this. He added that government officials are concerned about first amendments rights of free speech and expression, however, there also needs to be concern about the safety of local leaders, their families, and neighbors.

Mayor Márquez Simula asked how this ordinance specifically addresses the concern and if she could currently call the police right now regarding people that are outside bothering her and her neighbors. Chief Austin stated that hopefully those situations would start with a conversation, but based on the circumstances, this ordinance would allow them to know what they can do to address those issues.

Councilmember Jacobs asked for clarification on if residents still have the right to peacefully protest other than in specific neighborhoods or residences. Chief Austin said that this ordinance is based upon some case law that the Supreme Court had addressed in the late 1980's. He read the definition of targeted residential picketing, which is "any activity including but not limited to, marching, standing, or patrolling, that is conducted on or in close proximity to and is focused on a single residential dwelling without the consent of the dwelling's occupants".

Councilmember Jacobs asked if this ordinance is for all elected officials, not just Council. Chief Austin stated that is correct.

Mayor Márquez Simula asked about if someone other than an elected official is being targeted, would they be protected by this ordinance. Chief Austin stated this would address other areas of concern as well, but elected officials are the ones that are more likely to be targeted.

Mayor Márquez Simula asked how residents can still peacefully protest, if elected officials can approve of it if it's not threatening, and what would they do if there is no sidewalk in front of a residence. Chief Austin stated that each situation would need to be evaluated; he stated the city hall and the police department are more likely to be places for protest, which he doesn't see as an issue there. He reiterated that this ordinance tries to balance first amendment rights as well as a person's privacy.

Mayor Márquez Simula asked about the new city hall, and how residences will be above it; what if an elected official lived there, would that limit where people could protest. Chief Austin stated that it's situational based on if this ordinance would apply, he would first recommend trying to have a conversation if there was concern to try to balance their rights and individual privacy.

Mayor Márquez Simula stated she had a similar concern about the location of the public safety building and its proximity to residences. Chief Austin stated that if there was a protest at the police department, as it relates to a police incident or about police, he doesn't believe this ordinance would apply based on the definition of targeted residential picketing.

Mayor Márquez Simula stated she is concerned on the vagueness of the ordinance and that it "depends". Chief Austin said that unfortunately some ordinances are written that way and that's why the case law helps to direct the ordinance in this manner.

Councilmember Buesgens stated she agrees with freedom of speech, but she's read about school board members who were physically harassed by being followed to their front door and infringing on their personal property; that's gone too far. She stated that there are plenty of places where they can allow protests and marches. She added that their city hasn't had to deal with this, but this is being proactive, rather than reactive.

Councilmember Jacobs said she agreed with Councilmember Buesgens' comments, and that they can't lose sight of the fact that in the last few years there have been comments made, that would be concerning to individuals on the Council; she agrees with being proactive and supports it.

Councilmember Murzyn Jr. and Councilmember Novitsky both concurred that they supported it.

Mayor Márquez Simula stated that she would like to see how other communities are handling it, although she agrees with being proactive, this does give her pause to say yes to it.

Motion by Councilmember Jacobs, and seconded by Councilmember Novitsky, to waive the reading of Ordinance No. 1672, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Jacobs, and seconded by Councilmember Novitsky, to approve Ordinance No. 1672, being an Ordinance Amending Chapter 10, Article 3 of the Columbia Heights City Code, Regulating Targeted Picketing, and direct staff to send the ordinance, as presented, for publication in the legal newspaper. All Ayes, Motion Carried 5-0.

PUBLIC HEARINGS

14. Adopt Provisional Rental License for 3947 Tyler Street NE

Assistant Fire Chief O'Brien reported that this item is for consideration of conversion of the rental housing license to operate a multi-rental unit within the City of Columbia Heights to a one-unit provisional license until 9/30/2022 for the property located at 3947 Tyler St NE. He added that by zoning law, it cannot be a tri-plex.

Mayor Márquez Simula opened the public hearing.

Toni Crockett, City resident, stated that she is the owner of 3947 Tyler Steet NE and she asked for the Council to consider allowing it to be legal non-conforming as a tri-plex rental property. She said she purchased the property in March 2018 and asked for verification that it was a legal tri-plex. She stated that the seller went to City and it was then inspected, and said to be a legal non-conforming property as long as the violations were remedied, and that is why she purchased the property. She said she was surprised to get notice that she was in violation, and that is going to cause financial burden on her because this was her "retirement plan". She added that she's been licensed four times as a tri-plex.

Councilmember Jacobs asked for clarification on what the Council is voting on tonight. Chief O'Brien indicated that they would be authorizing it to change from three licenses to one conditionally for the remainder of this licensing period, which ends on September 30, 2022, at which at that time it would need to be returned to a single-family residence.

Director Chirpich added that the property is zoned R2-A, which allows for twinhomes, but the minimum lot area needs to be 12,000 square feet, which this property is only around 9,000 square feet.

James Alexander, City resident, stated that they are there in support of the landlord and have lived at the residence since June 2017. He said that if it is converted to a single-family residence, his family will not be able to afford it; they are trying to pursue an adoption, and a change of address can complicate the situation. He added that they have not had any problems with neighbor's downstairs, and they would like to stay there.

Mayor Márquez Simula asked how this item affects the tenant. Chief O'Brien stated it only affects him how he described.

Attorney Hoeft stated that this property has never been a legal non-conforming use, and that you can't obtain it because a mistake was made in the past.

Motion by Councilmember Buesgens, seconded by Murzyn Jr., to close the public hearing and to waive the reading of Resolution Number 2022-51, being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Buesgens, seconded by Murzyn Jr., to adopt Resolution Number 2022-51, being Resolution of the City Council of the City of Columbia Heights approving a provisional rental housing license until 9/30/2022 pursuant to City Code of the rental license listed. All Ayes, Motion Carried 5-0.

15. First Reading of Ordinance No. 1673, Amending Chapter 8 Article 1 of the City Code

Director Hansen reported that the City has been a MS4 (Municipal Separate Storm Sewer System) City since 2003. As an MS4, they are required to submit a permit for the operation of our storm sewer system to the Minnesota Pollution Control Agency (MPCA), which includes a Storm Water Pollution Prevention Program, or SWPPP. Permits are valid for 5-year periods and must be renewed prior to or at the end of the permit cycle. A 4th generation of the MS4 permit was submitted in 2020. A copy of the Storm Water Plan and SWPPP is on the City website at:

https://www.columbiaheightsmn.gov/departments/public_works/swppp.php

As noted in recent budget reviews with the Council and in past work sessions, each cycle of the MS4 permitting process has become more involved requiring a higher level of effort by staff to meet the requirements of the permit. This new cycle again has additional requirements and is more involved related to staff effort. As indicated in the June 2021 update to the Council and the February 2022 work session, the new permit requires several ordinance changes. To meet the requirements of the new statewide permit, the following ordinance amendments to update the city code are recommended:

The change is a requirement in the new permit to require animal owners to clean up after their pets on public property.

Staff recommends scheduling the second reading of ordinance amendment amending Chapter 8: Public Health and Safety, Article 1: Animals for April 25, 2022.

Mayor Márquez Simula asked about which parks have the pet waste bags. Director Hansen stated he could not say, but they are looking to add them and have them around walking paths and in several parks.

Mayor Márquez Simula opened the public hearing.

No one wished to speak.

Motion by Councilmember Murzyn Jr., seconded by Councilmember Jacobs, to close the

public hearing and waive the reading of Ordinance No. 1673 there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Murzyn Jr., and seconded by Councilmember Novitsky, to set the second reading of Ordinance No. 1673 being an Ordinance Amending Chapter 8 of City Code for April 25, 2022. All Ayes, Motion Carried 5-0.

16. First Reading of Ordinance No. 1674, Amending Chapter 8 Article VII of the City Code

Director Hansen reported this item amends the existing ordinance regarding salt storage, and it is specific to industrial and commercial areas within the City.

The introduction of salt storage facilities and how salt is stored and used, and where facilities may be located in the city is now a requirement of the new permit. This applies to all industrial/commercial/institutional facilities, including the City.

Staff recommends scheduling the second reading of ordinance amendments amending Chapter 8, Article VII: Surface Drainage Connections and Discharges of the City Code for April 25, 2022.

Mayor Márquez Simula opened the public hearing.

No one wished to speak.

Mayor Márquez Simula asked who the public would call if they had a concern about salt storage. Director Hansen stated they have a stormwater specialist at public works that would look into complaints.

Motion by Councilmember Murzyn Jr., seconded by Councilmember Jacobs, to close the public hearing and waive the reading of Ordinance No. 1674 there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Murzyn Jr., seconded by Councilmember Buesgens, to set the second reading of Ordinance No. 1674 being an Ordinances Amending Chapter 8 of City Code for April 25, 2022. All Ayes, Motion Carried 5-0.

17. First Reading of Ordinance No. 1675, Amending Chapter 9 of the City Code

Director Hansen reported that clarifying descriptions were added to define which type of storm water permit is referred to or discussed in the code language. The definition of the threshold for a storm water management plan was also updated. He added that a stormwater permit is required for any soil disturbance over one acre. The section on erosion control was also changed to add 'waste control' within the storm water management plan.

Staff recommends scheduling the second reading of ordinance amendment amending Chapter 9: Land Use, Article 1: Zoning and Land Development of the City Code for April 25, 2022.

Councilmember Buesgens asked about when smaller lots need to replace their sewer line, what is required for that type of soil disturbance. Director Hansen stated that there is a shoreline ordinance, which is a protected area and has certain requirements, and there is also a requirement for single-family residences to have an erosion control plan, which come to public works for review.

Mayor Márquez Simula opened the public hearing.

No one wished to speak.

Motion by Councilmember Murzyn Jr., seconded by Councilmember Novitsky, to close the public hearing and waive the reading of Ordinance No. 1675 there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Murzyn Jr., seconded by Councilmember Novitsky, to set the second reading of Ordinance No. 1675 being an Ordinances Amending Chapter 9 of City Code for April 25, 2022. All Ayes, Motion Carried 5-0.

18. First Reading of Ordinance No. 1676, Amending Chapter 4 Article II of the City Code

Director Hansen reported that Section 1, Item E.6 is added in total to include parts of trees within the authority of the City to inspect and require remediation or removal. Item E.7 increases the minimum distance a tree must be pruned above streets and sidewalks within the public right-of-way. It is also amended to provide authority for the removal of parts deemed to be an immediate threat to the public. Item J establishes the requirement for all tree removal companies to be licensed through the City annually. Item K is amended to clarify the process and procedure of abatement and provide authority for the City to trim trees within the right-of-way during regularly scheduled activities without first notifying the property owner.

Section 2 is amended to restrict planting trees with a mature height taller than 25' within 25' of overhead utilities and allow for a process for citizens to request an exemption to the stump removal requirement.

Section 3 is amended to include the term "managed natural landscape". This term is included to recognize the desire of the public to reduce the maintenance requirements of their lawn and provide natural growth for insect habitat. The process for deciding if an area is managed will fall to the City and residents must comply with City requirements.

Staff recommends scheduling the second reading of ordinance amendments amending Chapter 4: Municipal Services, Article II: Tree and Weed Services of the City Code for April 25, 2022.

Councilmember Buesgens asked if it is legal for someone to remove a 35–40-foot tree from their lot by themselves. Director Hansen stated that yes, property owners can remove a tree themselves.

Councilmember Buesgens asked if information regarding the “managed natural landscape” can be posted on the website. Director Hansen said there is an information sheet created and if approved, they will post information on the City website.

Mayor Márquez Simula commented on when letters are sent out for possible weeds, that it stated they only have four days to remedy it from when the letter was sent, which she believes is a short period of time.

Councilmember Buesgens stated now that now that the “managed natural landscape” is defined, they could discuss the four days at a work session and if they are on vacation, how those situations would be handled.

Director Hansen stated that those are handled through the nuisance ordinance and by the fire department; it takes about seven days for them to act on that usually.

Councilmember Jacobs asked if the initial letter is more informational or if action is taken at that time. Chief O’Brien stated that the property is first posted with a tag, which is the “official notice”, they also mail a letter which is received around a week, and then reinspect after a week. He added that if within the next 12 months there is another violation, it is immediately sent to a contractor, they are not given notice.

Councilmember Buesgens asked if they are trained on the type of plants, weeds versus natural landscape. Chief O’Brien stated they have received some training, but the City’s master gardener can also go out and decipher the plants as well.

Councilmember Buesgens asked if it could be noted somehow if a property has the natural landscape. Chief O’Brien stated they could notate it, but because licensing is not required, they may not catch it every time.

Councilmember Jacobs and Councilmember Buesgens discussed concerns regarding if someone is on vacation and cannot dispute that it’s a natural lawn. Councilmember Jacobs stated that maybe the natural landscapes should be registered with the City. She stated that she would be in favor of having a registry.

Mayor Márquez Simula asked if this ordinance would need to be changed if the nuisance ordinance changed, regarding the four days.

Manager Bourgeois stated that if the Council wants to make a change to the four days, that wasn’t part of the notice for this ordinance, so another notice would need to be sent out with the change. She added that the ordinance could be approved tonight and then an amendment could be done at a later date or table this item until the notice could be sent out with the change.

Director Hansen stated this ordinance has been this way for a long time. He said this timeframe was previously discussed at a work session with a different Council regarding the four days; the four days was decided because the process went on too long.

Councilmember Buesgens stated that this type of lawn may have not been around in the last few decades and she doesn't want their work to be mowed down if there is a misunderstanding.

Mayor Márquez Simula asked for the timeline on the nuisance ordinance and the possible change on the four days. Director Hansen stated he would want to discuss the four days with the department that enforces it and then present at a work session. He stated that the registration would also need to be discussed and brought back to the Council at a work session.

Mayor Márquez Simula opened the public hearing.

No one wished to speak.

Motion by Councilmember Novitsky, and seconded by Councilmember Jacobs, to close the public hearing and waive the reading of Ordinance No. 1676 there being ample copies available to the public. All Ayes, Motioned Carried 5-0.

Motion by Councilmember Novitsky, and seconded by Councilmember Jacobs, to set the second reading of Ordinance No. 1676 being an Ordinance Amending Chapter 4 of City Code for April 25, 2022. All Ayes, Motioned Carried 5-0.

19. First Reading of Ordinance No. 1677, Amending Chapter 4 Article III of the City Code

Director Hansen reported that the City adopted the current water service ordinance in August 1991. Since the adoption of the ordinance many technologies, laws and practices have changed in the water industry, and within Columbia Heights Public Works. In an effort to align practices, procedures and current enforcement of the ordinance, an amendment to the Water Service is necessary. Also, throughout this chapter all gender specific pronouns have been replaced. The Minnesota Department of Health, acting in the role of primacy for the Environmental Protection Agency, has enacted laws requiring the enforcement of cross connection control programs, and the identification and replacement of lead service lines. The Minnesota Uniform Plumbing Code was also recently updated. These new laws and codes require several ordinance changes. To meet the requirements of the new nationwide laws, and to bring our ordinance in line with the statewide plumbing code, the following ordinance amendments to update the city code are recommended:

Section 3, the tapping of water services is no longer done by City staff. Licensed contractors perform this task and the resulting work is inspected by Public Works. Additionally, no person other than City staff is allowed to operate valves on the water distribution system. The addition of item B.4 adds language to codify this practice.

Section 4, Item D is amended to clarify the process of adding a water service to the distribution system and ensure proper review of service size is conducted before installation. Item F is amended to clarify “All taps other than” meant larger than 2” in diameter. Item J is updated to consider construction techniques which may place the water meter someplace other than within 1 foot of an exterior wall. It is also amended to ensure valves are sized accordingly to the pipe on which they are installed, not service size. This change is necessary because a large service pipe will be often reduced before a meter is installed. This allows the meter to be sized for the expected usage and not the size of the service. This practice makes the metering of water more accurate. Item M added in total to establish code pertaining to cross connection control. The EPA and MDH updated enforcement guidelines pertaining to backflow prevention inspection and cross connection control. This item was added to ensure the City has the necessary authority to inspect devices, require their proper installation and repair, and penalize property owners that do not comply with the requirements. A connection that requires a control device poses a threat to the public water supply, and this item is a means for the city to protect the water supply.

Section 6, the requirement that each unit in a building have a separate curb stop was added to ensure new and altered water services comply with this requirement. The curb stop is the point of control for the City for each metered unit. Having separate curb stops allows for the water at one unit to be shut off without disrupting service to other units. This addition only pertains where separate meters are installed and

Section 12, Item A.2.d is amended to provide adequate space around the water meter to allow City staff to perform required installations and repairs. Item A.3 is amended to include enforcement language pertaining to granting access to the water meter and establishes the process by which residents will be notified. It is no longer city practice to shut off water to a residence for non-payment, or improper functioning meters. The language added to this section allows the city to have an enforcement process without shutting off water service. If it becomes necessary to seek a water shut off, the Council would have the authority to grant staff permission to do so. Item B is removed in total. Staff are no longer sealing meters and code should represent current practices. Item C is changed to Item B and amended to remove the language pertaining to general wear and tear. A new meter replacement program will happen in the next few years. The new meters come with a 20-year warranty and if they fail because of general wear and tear they will be replaced at no charge to the homeowner. Item D is amended to impose penalties on property owners that intentionally tamper with a water meter. The penalties are designed to follow other sections amended in this chapter.

Section 13, Item A is amended to clarify how estimation will be performed for any metered usage that cannot be read. Item C is amended to include all current charges being placed on the quarterly water bills, and clarify what constitutes payment toward the quarterly invoice as well as the process for assessment of unpaid charges. All reference to water shutoffs for non-payment has also been removed to better represent current practices.

Section 17 is amended to define the proper usage of temporary hydrant meters, backflow prevention requirements and the process for obtaining said meter.

Staff recommends scheduling the second reading of ordinance amendments amending Chapter 4: Municipal Services, Article III: Water Service of the City Code for April 25, 2022.

Mayor Márquez Simula opened the public hearing.

No one wished to speak.

Motion by Councilmember Novitsky, seconded by Councilmember Murzyn Jr., to close the public hearing and waive the reading of Ordinance No. 1677 there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Novitsky, seconded by Councilmember Murzyn Jr., to set the second reading of Ordinance No. 1677 being an Ordinance Amending Chapter 4 of City Code for April 25, 2022. All Ayes, Motion Carried 5-0.

ITEMS FOR CONSIDERATION

20. **Root Property Update and Approval of Additional Project Costs**

Community Development Coordinator Forney reported he would provide the Council with an update on the environmental remediation of 3930 University Avenue NE (the Root property) and highlight and discuss issues that the project ran into, and the steps required as the project moves forward.

Over the past two years, Community Development staff have been working with Anoka County and the City's environmental consultant Carlson McCain to plan for the remediation of the Root property. In December of 2021, Carlson McCain and the City's demolition contractor Veit initiated the environmental cleanup. Over a period of 4 weeks, Veit removed two storage buildings, their slab foundations, the basement foundation of the main building, 665 tons of contaminated soil, and clear-cut a majority of the site. During the remediation of the site, Veit and Carlson McCain uncovered an old dumpsite on the southern end of the property, two large fuel storage tanks, and an additional foundation underneath one of the storage building foundations. The dumpsite and additional foundation were immediately remediated. The storage tanks were left in place and covered to prevent any leaking or other damage to the area. These tanks will require further action which is discussed in a separate staff report.

The remediation of the extra foundation and dumpsite increased the overall cost of the initial project. Not only did Veit have to excavate all materials, but additional testing was required to move forward. The dumpsite contained a wide variety of debris including asbestos-containing materials. The presence of asbestos required Veit to take extra precautions when remediating the dumpsite. Asbestos-containing materials can only be disposed of at certain dumpsites which also contributed to an increase in cost. The remediation of the unexpected debris was essential to the continuation of the project. To

obtain a No Further Action letter from the MPCA, all the contaminants had to be removed. Other than the fuel tanks, the contamination from the rest of the site has been remediated.

The funding for the initial remediation efforts at the Root property was provided through Anoka County and the Community Development Block Grant program (CDBG). Included are two change orders and a resolution requesting funds from the Anoka County Housing and Redevelopment Authority (ACHRA). The change orders alter the original contracts with the City's contractors to cover the additional costs incurred. The resolution follows staff's recommendation to utilize the ACHRA special levy to pay for the increased project costs not covered by CDBG funds. Remediating the Root property directly supports the goals and mission of the ACHRA Levy.

Veit completed the original contracted project \$7,644.52 under bid, but the additional unexpected work added \$21,882.63 to the project cost. Since Veit finished the project under bid, Veit's change order increases the contract cost by \$14,239 for a total contract cost of \$93,719. Carlson McCain came in with an initial bid of \$14,250 but added \$10,493.80 due to the additional work required. This resulted in a total project cost of \$24,743.80 for Carlson McCain. CDBG Funds covered \$71,835.48 of Veit's project cost and \$11,874.30 of Carlson McCain's. This leaves the City responsible for an additional \$34,752.13, which staff recommend using the ACHRA levy to cover.

Currently, Carlson McCain is working to obtain the necessary project completion documents from the MPCA. These documents, including the No Further Action letter, are required to close out the CDBG funded portion of the Root property cleanup. Anoka county staff are working on the reimbursement of CDBG funds while awaiting the receipt of the No Further Action letter to close out the project. Community Development staff expect two more invoices to be brought forth after the project is complete. One from Carlson McCain covering their work with the MPCA going forward. The second is from the MPCA to cover their review.

Community Development staff recommends the approval of both change orders. The additional incurred costs were essential to the completion of the project and the ultimate receipt of CDBG funds. Staff also recommend the approval of resolution 2022-49, a resolution authorizing the use of ACHRA funds to cover the increased remediation costs.

Motion by Councilmember Buesgens, seconded by Councilmember Novitsky, to approve the final compensation change orders for Veit and Carlson McCain for the environmental remediation of 3930 University Avenue NE. All Ayes, Motion Carried 5-0.

Motion by Councilmember Buesgens, seconded by Councilmember Novitsky, to waive the reading of Resolution No. 2022-49, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Buesgens, seconded by Councilmember Murzyn Jr., to approve Resolution No. 2022-49, a resolution requesting funds from the Anoka County Housing and

Redevelopment Authority to support economic development activities at 3930 University Avenue NE, Columbia Heights. All Ayes, Motion Carried 5-0.

21. 3930 University Fuel Tank Removal and Remediation

Coordinator Forney reported that during the recent environmental remediation of 3930 University Avenue NE (Root Property), the City's demolition contractor uncovered two 6,000 Gallon heating oil storage tanks that were not expected. These tanks were found buried behind the main building's foundation. He informed the Council of what steps are necessary to accommodate the removal of the tanks, and to seek approval to apply to the State of Minnesota Abandoned Underground Storage Tank Removal Program.

Further research found that there was little to no way of knowing about the abandoned storage tanks. Both tanks were never registered with the correct state agencies and two separate historical site reviews, in 2012 and 2019, failed to identify the existence of the tanks. Community Development staff are looking to make use of the Department of Commerce's, Abandoned Underground Storage Tank Removal Program. The Program covers 100% of the costs to remove abandoned storage tanks. To qualify for the program, staff need to prove that the City did not know of the tanks when the property was purchased. If the City's application is approved, the Department of Commerce will hire private contractors to remove the tanks and conduct environmental sampling of the affected area. If no contaminants are found to have leaked from the tanks the Department of Commerce will regrade the area and the site remediation will be complete.

If contaminants are found to have leaked from the tanks, the City's application and the sampling report will be sent to the MPCA for further review. The MPCA will review the circumstances and documents from the tank removal to determine if the City is responsible for the spillage and the cleaning of the contaminants. If the City is found to not be responsible, the MPCA will contract to have the remaining environmental remediation completed at no cost to the City. If Columbia Heights is deemed responsible, it falls on the City to remediate all contaminants. In this event, the City can apply for the Department of Commerce's Petroleum Tank Release Cleanup Fund ("Petrofund") grant. The Petrofund reimburses approved applicants up to 90% of the costs related to the cleanup of tank contaminants.

The City's environmental consultant Carlson McCain and a representative from the Department of Commerce, believe that the tank removal project would qualify for the removal and remediation of the tanks at no cost to the City. Community Development staff recommend moving forward with the applications for the Department of Commerce's programs.

Councilmember Buesgens asked what the timeline is for the cleanup. Coordinator Forney stated that the Department of Commerce said a few months, but the MPCA is on their own timeline.

Motion by Councilmember Jacobs, seconded by Councilmember Murzyn Jr., to waive the reading of Resolution No. 2022-50, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Jacobs, seconded by Councilmember Murzyn Jr., to approve Resolution No. 2022-50, a resolution of the City Council for the City of Columbia Heights, Minnesota, authorizing the submittal of the abandoned underground storage tank removal and petroleum tank release cleanup fund applications to the Minnesota Department of Commerce. All Ayes, Motion Carried 5-0.

Bid Considerations

22. Adopt Resolution 2022-48 Being a Resolution Accepting Bids and Awarding a Contract for the 2022 Street Rehabilitation Program, Projects 2202 and 2206

The 2022 Columbia Heights Street Rehabilitation Program consists of the following projects, Bid A – D and Alternate 1. Bid A: Zone 6 and Zone 7 street rehabilitation, project 2202, partial reconstruction and mill and overlay; Bid B: Municipal State Aid 47th Avenue, mill and overlay, project 2206; Bid C: Chatham Road mill and overlay (repair); and Bid D: city-wide striping (epoxy paint), refreshing the epoxy paint striping on primarily MSA streets which have had a mill and overlay within the last few years. Striping will be done after reclamite surface treatment this summer. Alternate 1: residential sidewalk and driveway construction for those properties adjacent to the project was also included in the bid as Alternate 1.

On February 14, 2022, the Council authorized staff to advertise the 2022 Street Rehabilitation Program for bids. In February, plans and specifications were advertised for bids in the LIFE newspaper and electronically on the City website and through Quest Construction Data Network. Seventeen contractors (8 prime bidders and 9 subcontractors) requested a copy of the bidding documents. Three bids were received and publicly read aloud at the April 6, 2022, bid opening.

The low bid was submitted by Valley Paving of Shakopee, Minnesota in the amount of \$1,728,233.42. The bid was 10.3% higher than the Engineer's estimate. Funding will be provided by assessments, Infrastructure, State Aid, General, Water, Sanitary, and Storm Sewer funds. Based upon the bids received, Valley Paving, Inc. is the low, qualified, responsible bidder. Staff is recommending award of the bid to Valley Paving, Inc.

Motion by Councilmember Buesgens, seconded by Councilmember Novitsky, to waive the reading of Resolution 2022-48, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Buesgens, seconded by Councilmember Jacobs, to adopt Resolution 2022-48 being a Resolution accepting bids and awarding the 2022 Street Rehabilitation Program consisting of Bid A: Street Rehabilitation – Zone 6 and Zone 7; Project 2202, Bid B: Municipal State Aid – 47th Avenue Mill and Overlay; Project 2206, Bid

C: Chatham Road Mill and Overlay (Repair); Bid D: City Wide Street Striping (Epoxy Paint), and Alternate 1: Residential Construction, to Valley Paving, Inc. of Shakopee, MN based upon their low, qualified, responsible bid in the amount of \$1,728,233.42, appropriated from the following funds, \$1,452,324.93 from Fund 415-6400 (2202), \$141,617.53 from Fund 415-6400 (2206), \$13,795.25 from fund 212-3190, \$18,700.71 from Fund 101-3121, \$16,040.00 from Fund 601-9430, \$19,490.00 from Fund 602-9450 and \$66,265.00 from Fund 604-9650; and, furthermore, to authorize the Mayor and City Manager to enter into a contract for the same. All Ayes, Motion Carried 5-0.

CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council

Councilmember Buesgens stated she is now the liaison to the Mississippi Watershed Management Organization on the board; they just had a meeting to review the ten applications for the director and chose the top four candidates; they will be interviewing them in two weeks. She watched a webinar on the avian flu through the University of Minnesota Extension for small scale poultry; she recommended that people with chickens watch their flock and look to the University for resources. She stated that her and her husband cleaned their adopted storm drains; she would like to encourage community members to clean their nearby drains before the storms that are coming. She is excited about “No Mow May”, it is to encourage pollinator and insect growth; she said that **worldwide we have lost 50-70%** of the insects that feed other animals.

Councilmember Jacobs stated that SACA continues to allow clients into the food shelf with limitations, and the thrift store is finally open; they are taking donations for gently used clothing from infant to adult; she facilitated three resident reach outs. She recognized March 31, 2022, as “International Trans-Day of Visibility”; she stated she stands with millions in America, for those that identify as transgender and others of the LGBTQ community and she calls for all such people to be treated with the dignity and respect that everyone deserves; she supports the long-standing commitment of justice for all individuals through education and action, regardless of gender identity or gender expression. She stated that “transgender people are valued family members and friends of the community; what harms them, harms all of us.”

Councilmember Novitsky reminded residents about “Adopt-a-Drain” or to pick up trash before it goes into the sewer; April 23, 2022 is the City Clean-up Day; he said a dumpster will be available, paper shredding, and information on “Adopt-a-Drain”; he stated to adopt-a-block if you can’t make it to the event and make the city clean.

Councilmember Murzyn Jr. stated he hoped to see everyone at the Clean-Up Day and that last year they had a good turnout for paper shredding; it starts at 9:00 a.m.

Mayor Márquez Simula thanked the other Councilmembers for the reminder about the storm drain cleaning. She stated she attended a MNDot meeting about the PEL Study; Regional Council of Mayors meeting where she presented and moderated on a panel for racial equity; she is happy about the “No Mow May” for the first time in the City and another benefit is that the roots can retain more water; she applauded staff for when updating ordinances that they are also updating the gender pronouns.

Report of the City Manager

Manager Bourgeois stated that the library had an “Adopt-a-Drain” presentation and celebration, there were over 30 attendees, which is a huge turnout. She encouraged residents to keep adopting them, the City would like to win that award again.

Report of the City Attorney

Attorney Hoeft had no update.

COMMUNITY FORUM

Mayor Márquez Simula opened the community forum.

Brenna Zeimet, City resident, stated that she is disappointed with the vote regarding targeted picketing. She stated that everything the Chief spoke about is already illegal and the ordinance makes it illegal to peacefully protest in front of people’s houses. Zeimet stated that when they are talking about communities of color, which is generally who is being talked about in these types of ordinances; this is why this exists, is because in Minneapolis, people are dying at the hands of police, they are getting no help from the city or the police. She stated she knows for a fact that lots of people contacted the Council about this item, and the Council is still going to vote how they are going to vote; their only recourse is protest, but if they make that illegal, it’s a huge deal and can affect those who are already struggling with the law; she stated it is unnecessary. She said that she is a school board member, and they shouldn’t be worried about them, they should be protecting the residents. Zeimet stated that she is saddened that they are going to make it like Minneapolis; she said that in the Daunte Wright case that all the public space was barricaded off and you had to be in people’s lawns or on the street.

Councilmember Jacobs called a “Point of Order” and stated that the community forum states that individuals may address the Council about any item not included on the regular agenda and it violates the process in place.

Attorney Hoeft stated the Council has the right to decide by majority if the community forum is out of order or not.

Motion by Councilmember Jacobs, to follow the process of the community forum as stated. There was no second motion made.

Councilmember Novitsky asked why that sentence is in there if they are not going to follow the process.

Mayor Márquez Simula said that she did not write the community forum statement and it was there before her. She stated that she believes that community members should be able to speak for five minutes with their elected officials.

Councilmember Murzyn Jr. stated that he doesn’t have a problem with people coming up and saying what they want to say as long as they are respectful, not yelling, or swearing.

Rachel James, City resident, stated she was there to speak on targeted picketing; she said that it was not clear that there would not be a public hearing on the second reading. James thanked the Mayor for pulling it from the consent agenda so that the community could hear what each councilmember was thinking and more from the Chief. She stated she appreciates that the Chief stated that this tries to balance free speech and safety, but she draws the balance differently; she believes privacy weighs less than the right to free speech. She added there are laws against harassment threats, and this ordinance does not change that. She stated cities are doing this in response to the protests in May and June 2020; she finds it unnecessary and discriminatory. James stated that this is now an ordinance on the books, and it takes a long time to change an ordinance. She said she is disappointed that standing in front of someone's house can lead to a misdemeanor; she appreciates that it was stated that a conversation would be had first, but someone could be charged, and it could cause a big problem. She stated that she was contacted by several Somali and African American community members and they were scared to be there tonight; she said there are already ordinances for noise, trespassing, and blocking the right-of-way so this is unnecessary; she believes that rights for free speech are very important and those rights may have been violated in this case.

Ed Higgins, City resident, stated that it is a tragedy when any form of free speech is criminalized, when people cannot express themselves freely it stifles creativity and an open dialogue; it also creates an environment of fear and mistrust. He said that criminalizing free speech is often done to "protect" public order, or "prevent" violence, however, history has shown that the voices of decent are often the most important in challenging injustices and promoting social change. Higgins stated that criminalizing free speech, the people who could help move forward as a society are silenced. He stated that "we must always fight for the right to express ourselves, even when unpopular or inconvenient, only then can we truly progress as a community". He said that there is a ruthless dictator who is against free speech, committing genocide against the people of Ukraine because of their "gender freedoms". He stated that there are additional questions regarding protests that need to be answered, it's a slippery slope; the freedom of speech includes the freedom to offend people. He added that if the Council doesn't want protests in front of their homes, they should not do anything that causes citizens to protest.

Mary Granlund, City resident, stated that she is disappointed in the passage of the targeted picketing ordinance that evening. She said she is aware of the courts upheld ordinances in other municipalities, she is significantly concerned about the infringement upon rights. Granlund stated she is another elected official in the community, and she was unaware of this ordinance, even though the Chief and the Council were using the School Board as a reason to move this forward. She stated she does not have a sidewalk in front of her house and she lives across from the post office, she lives on a municipal state aid roadway, adjacent to two county highways; where are people going to protest, she asked. She added that she is worried about the "situational" nature of this ordinance because that was the response by the Chief regarding many of the questions. She added that she does not want people to picket in front of her house, but her discomfort doesn't override people's first amendment rights.

Jon Abeler, Rental property owner, stated that he owns a rental property in the City that they have had for ten years; he has had other rental properties in other cities and spoke to the cost that other cities charge for rental licenses. He stated that they received a notice that the price was going to increase but didn't feel there was opportunity to speak to that; he said a rental license is \$300 a year. He stated

that he is going to be required to pay a \$160 reinspection fee, even though his daughter is just moving out; they have a track record already. He asked if it could be brought before the Council to waive the \$160 fee. He stated that there had been some conversations regarding changing the rental licensing period, but it got delayed due to COVID; he hopes these conversations can be had again.

Laurie Nordahl, City resident, stated she is there to express her disappointment with the ordinance that was passed regarding targeted picketing. She stated that this ordinance is unnecessary and she believes it is in response to Black Lives Matter protests, and the national and global movement to hold people in power accountable. She stated that “We the people, reserve the right to demonstrate”, change does not happen by making sure everyone is comfortable; it’s how marginalized groups obtain freedom and fair treatment. Nordahl stated its how many things have been won such as, mandated work breaks, the right to vote, the right to marry who we want, the right to sit in elected seats. She stated that this ordinance criminalizes the right to demonstrate, and makes it easier for protestors to get misdemeanors. She stated that protests are organized and organic and move through residential areas; they don’t just happen because something was annoying or inconvenient, it happens because something wrong happened. She said the public responds when the government pushes back on the right to protest, such as in Minneapolis; that these ordinances cause more violence between protestors and police; the further dissolution of trust between the public and elected officials and government bodies who are responsible for the justice and safety of the people who live in the City. She asked the Council to make an amendment to undue the approval of the ordinance.

ADJOURNMENT

Motion by Murzyn Jr., seconded by Councilmember Novitsky, to adjourn. All Ayes, Motion Carried 5-0.

Meeting adjourned at 8:56 pm.

Respectfully Submitted,

Sara Ion, City Clerk/Council Secretary



ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, by calling 1-312-626-6799 and entering **meeting ID 862 5221 5747** and **passcode 039390**, or by Zoom at <https://us02web.zoom.us/j/86252215747> at the scheduled meeting time. For questions, please call the library at 763-706-3690.

The meeting was called to order in the Library Community Room by Chair Tricia Conway at 5:30pm.

Members physically present: Tricia Conway; Teresa Eisenbise; Gerri Moeller; Christopher Polley; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** Carrie Mesrobian. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); Georgia Cook (Library Supervisor). **Public physically/remotely present:** N/A.

- 1. Introduction of Georgia Cook:** The new part-time Library Supervisor introduced herself to the Library Board, and highlighted her recently completed Library Sciences master's degree. She resides in the southwest metro area, and hopes to learn the needs of the community and how the Library fits into the residents' daily lives while working here.
- 2. The Minutes of the January 5, 2022, Board Meeting** were **moved and unanimously approved.**
- 3. Operating Budget Review:** \$51k remaining unspent, but the financials will not be finalized until later this month. Most of the surplus is due to underspending in personnel; there was no Youth Services Librarian for 2.5 months and part-time staff did not work all anticipated hours. To date in 2022, three part-time Pages have resigned and one will be studying abroad for the spring semester continuing a pattern of understaffing.

Community Forum: Opportunity for public input; **no public in attendance at this meeting.**

Old Business:

- 4. Fine-Free Implementation Update:** As the Board is already aware, the City Council unanimously voted to eliminate overdue fines at CHPL. Thanks are due to everyone involved in the effort: former Board members for starting the conversation, current Board members for continuing to advocate and seek support on social media and in the community; library staff for support and logistics; citizens for voicing support and communicating with the City Council; and the Council for listening and asking the questions needed to make the decision. Implementation will happen in three phases. The first phase is programming the Integrated Library System (ILS) to eliminate overdue fines on any items checked-out on March 1, 2022 and after. The next step will be to change the status of any items previously borrowed so that they, too, will not incur overdue fines. Lastly, any existing overdue fines on patron accounts will be expunged (overdue fines only, not lost/damaged costs, rental fees, or purchases.) Steps two and three will require the assistance of ILS vendor SirsiDynix and will likely happen after March 1 because many other libraries are also eliminating fines at this time and ACL/CHPL will need to wait for an available programmer. In the interim, patrons that may be blocked by fines in excess of \$10 can contact staff to have overdue fines forgiven. Council Liaison Novitsky wondered if there is an efficient way to message patrons (especially blocked patrons), and welcome/invite them back to the Library.
- 5. Review of Library Policy Manual for Submission to the City Council:** After 18 months of review, updating, and approving various policies (some of which had not been reviewed in 10-20 years), the Board is ready to forward them to the City Council for final approval. Board Staff Secretary Olberding has compiled and reformatted all the revised policies into one CHPL Policy Manual document, which will be submitted at an upcoming City Council meeting. Realizing that some of the policies reviews were done in 2020, the Board discussed a review cycle. Now that policies are up-to-date, subsequent reviews should take much less time and could be done more often. Every three (3) years was the consensus of the Board members in attendance, to coincide with Board/Commission term limits, meaning that fewer members will be starting from scratch understanding the reasoning and implications

of the policies. No motion was made to enact the review cycle, but 2025 was suggested as a target next review date.

New Business:

6. **Preliminary Strategic Planning:** The Board Meeting packet included previous Library strategic planning documentation; a Goalsetting Report prepared by the City of Columbia Heights in 2020; and research done by Carrie Mesrobian into the goals of ISD13 and other groups. The Board assigned themselves the task of looking over the strategic planning documentation, doing their own research, and compiling goals they might have for the future of the Library. The Director will seek staff suggestions for strategic planning before next month. A progress report on the current strategic plan was distributed at the meeting.
7. **Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
 - a. **January Operational Reports: FYI**
 - b. **Compensation Study:** The City commissioned a compensation and pay equity study for all positions and is in the process of approving and implementing its recommendations. Employees with the lowest wages will be getting the largest pay increases. Compensation increases will benefit the Library and other departments in staff recruitment and retention. The study will add ~\$30,000 of unbudgeted personnel expense to the 2022 budget and a percentage increase in subsequent years. The Board said at the next meeting they would like to discuss the possibility of re-structuring PT/FT positions and whether there would be a benefit to decreasing the amount of PT positions to add an additional FT position, or other potential options.
 - c. **IT Department:** The City IT department will increase from 3 to 5 persons in order to adequately serve all departments. A new position of IT Director was created and Jesse Hauf was hired. New Help Desk Technician Jessica Lundberg will focus on the library and liquor operations. New staffing will allow the IT Department to quickly implement changes/upgrades, fix issues, and adapt to new technologies.
 - d. **Annual Report:** The 2021 Annual Report will be presented for approval at the March meeting.
 - e. **2022 Snow Blast Winter Fest:** The 2nd annual Snow Blast family-friendly community event will take place Saturday, February 5, 2021, from 3-6:30pm at Huset Park, featuring story stroll, skating, pony rides, fire pits, food trucks, beer garden, and free hot beverages/popcorn/s'mores while supplies last.

There being no further business, a motion to adjourn was made at 6:27 pm, and seconded; **meeting adjourned.**

Respectfully submitted,

↓

Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
Wednesday, March 2nd, 2022

Item 5.
Approved 4/6/2022

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, by calling 1-312-626-6799 and entering **meeting ID 862 5221 5747** and **passcode 039390**, or by Zoom at <https://us02web.zoom.us/j/86252215747> at the scheduled meeting time. For questions, please call the library at 763-706-3690.

The meeting was called to order in the Library Community Room by Chair Tricia Conway at 5:33pm.

Members physically present: Tricia Conway; Teresa Eisenbise; Carrie Mesrobian; Christopher Polley; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** Gerri Moeller. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Public physically/remotely present:** N/A.

1. The **Minutes of the February 2, 2022**, Board Meeting were **moved and unanimously approved**.
2. **Operating Budget Review:** Two months into the year and 11.6% of the budget is encumbered.
 - a. **4400 (Repair & Maintenance: Services):** 48.7% spent due to the annual maintenance contract for our Automated Materials Handler (AMH) being paid upfront.
 - b. **BS&A Finance Software:** The new system has exceeded expectations. Submitting and approving bills has been much more streamlined, and reporting is more comprehensive.

Community Forum: Opportunity for public input; **no correspondence, and no public in attendance at this meeting.**

Old Business:

3. **Strategic Planning:** Board Members were tasked with looking over previous Strategic Planning documents that were included in the February Meeting Packet. Renee solicited feedback from professional staff. Renee asked the Board to define what Strategic Planning means to them, and what data they would like to receive to inform decision-making. The City should have data from the scientific **Community Survey** and an informal online survey. Anoka County Library recently worked on a **diversity audit of its print collection**, and are also working with Wilder Research to conduct a **Community Needs Assessment and Strategic Planning Process**. MELSA will be currently conducting a metro-wide **Community Technology Survey**. All these data sources could contribute to our Strategic Planning process. Topics discussed tonight (based on previous SP sessions) are as follows:
 - a. **Workforce Development:** Potential partners: Anoka County CareerForce, Open-To-Business, Metro North Metro Adult Basic Education Center. Library computer technology for self-service job searching.
 - b. **Technology:** Consider community needs, inequality in internet access, emerging technologies, and the increase of government, work and retail interactions occurring online. Teresa asked about discounts or grants.
 - c. **Art:** programs/exhibitions/installations. The board indicated that art installations may be lower priority unless there is substantial outside investment.
 - d. **Communication/Outreach:** Need a proactive PR strategy through various channels, with help of the City Communications department. Determine how to reach non/ex users and promote library's value to all.
 - e. **Education/Homework Help/Tutoring:** Larger library systems have more resources available for these in-person services; we would need a robust volunteer pool to offer tutoring. Chris asked about opportunities to partner with ISD-13, which offers limited tutoring during the school year.
 - f. **Collection/Special Collections:** Continue developing the collection to reflect the overall community. Consider adding special collections like ACL? Promote ILL borrowing (from college, out-state, out-of-state libraries), and the variety of materials available (scholarly articles, media, sheet music, materials unavailable in Anoka County).
 - g. **Physical Library:** Attend to building maintenance and refurbishing damaged furniture and fixtures. Keep

the Library looking good and enhance customer experience in the building.

- h. Youth Commission:** Partnership opportunities or benefits from the City's newly established Youth Commission.

New Business:

4. **Consider Eliminating the Rental Fee for new DVDs, effective April 1st, 2022:** Anoka County's Library Board has voted to make all DVDs free, and CHPL should consider doing the same. Currently, newly released DVDs (less than one year old) have a \$1 rental fee for a three-week checkout. The Board **unanimously approved the following motions:**
 - a. **MOTION:** Eliminate rental fees for all DVDs effective April 1, 2022.
 - b. **MOTION:** Recommend that the City Council amend the City Fee Schedule to reflect the elimination of the rental fee for new DVDs.
5. **Bee Hotels:** Nick Novitsky discussed a pollinator initiative of the Lion's Club which will culminate with the Columbia Heights Jamboree. With the eventual reconstruction of 37th Avenue and the addition of trails, the Lions will not be devoting as much time to maintaining the Park on the corner of Stinson/37th Avenue. They would like to facilitate a project to add native bee habitat/hotels to city parks and private property. Nick asked for the Library Board's support to create and install a bee house near the stormwater retention pond behind the Library. The Board expressed their approval of the concept. In addition to installations on public land, the Lions will assemble kits for residents to create bee hotels and house to their own yards.
6. **Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
 - a. **January Operational Reports:** Newly condensed format; Renee asked the Board to make comments and suggestions so that staff reports contain relevant and complete information and eliminate any unnecessary data. Tricia suggested adding brief details of building maintenance.
 - b. **Overdue Fine-Free:** Overdue fine elimination is underway. Checkouts happening at Columbia Heights during February 2022 have a new rule that overdue fines will not be applied. Prior to opening on March 1, staff ran a program to erase 29,681 bills totaling \$35,432.65 from the accounts of 6,338 library patrons. Board was reminded that there is no direct correlation between bills generated on patron accounts and actual revenue collected. Action to erase fines did not occur on those accounts in Collections. Starting, March 1, daily reports eliminate any overdue fines from material being returned which was checked-out prior to the implementation of the new check-out rules in February. Fine-free has been featured in the recent City Newsletter.
 - c. **Minnesota Public Library Annual Report:** Due by March 31; will be presented for Board review and approval at the April meeting.
 - d. **2022 Jamboree:** Nick Novitsky mentioned that the Staff/Library Board should start thinking about how to promote the Library in the 2022 Jamboree Booklet. As a City Department, the Library may be eligible for up to a full-page advertisement at potentially no cost. Carrie asked if it would be beneficial to be in the Jamboree parade, preferring not to be on a float, but some alternative way to include/promote the Library during the festivities.

There being no further business, a motion to adjourn was made at 6:50 pm, and seconded; **meeting adjourned.**

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees



YOUTH COMMISSION
City Hall—Council Chambers, 590 40th Ave NE
Wednesday, March 09, 2022
6:00 PM

MINUTES

The following are the minutes for the Meeting of the Youth Commission held at 6:00 pm on Wednesday, March 09, 2022, in the City Council Chambers, City Hall, 590 40th Avenue NE, Columbia Heights, Minnesota.

CALL TO ORDER

Communications Coordinator Ben Sandell called the meeting to order at 6:00 pm.

ROLL CALL/STATUS OF MEMBERSHIP

Members Present: Commissioners Garcia Genis, Hernandez-Monroy, Novitsky, Johnson, Kucera, Mamo, Marquez, Solem Hernandez-Monroy, Rogne, Tabor.

Council Liaison: Mayor Márquez Simula.

Also Present: Kelli Bourgeois, City Manager; Sara Ion, City Clerk; Nick Novitsky, Councilmember; Ben Sandell, Communications Coordinator.

Discussion of Officer Roles.

Communications Coordinator Ben Sandell lead the discussion about what role the Chair, Vice-Chair and Secretary/Treasurer contributes to the Youth Commission and how the meeting is run.

APPROVAL OF AGENDA

Motion by Coordinator Sandell, seconded by Commissioner Rogne to approve the agenda as presented.

PRESENTATIONS

City Clerk

City Clerk Sara Ion lead a presentation regarding the job duties of the Clerk, as well as who the elected officials are for Columbia Heights. She gave a brief overview of how commission meetings are run, the role that staff and council liaisons play in supporting commissions, and some of the basics of Roberts Rules of Order.

City Manager

City Manager Kelli Bourgeois lead a presentation related to the job duties and role of Columbia Heights City Manager. She spoke to the challenges and rewards of working in local government, and all the great opportunities there are for the Commission to impact the community they live in.

NEW BUSINESS

Discussion of By-Laws / Rules of Operation.

Coordinator Sandell asked the group to review the By-Laws that were in the packet for the next meeting. He gave a brief overview of the By-Laws document and asked for feedback related to changes that are needed. By the end of the third meeting of the commission, the By-Laws will need to be approved. The By-Laws will be reviewed each year in April for any updates or changes that may be needed.

Review of Duties, Roles, and Expectations.

There was a motion to table the discussion and appointment of Chair, Vice Chair and Secretary to the next meeting. Overall, the Commission would like to find a way to vote that was more anonymous than an official role call vote. Clerk Ion and Coordinator Sandell agreed to work on a way to have votes taken in a transparent way, without putting anyone on the spot at the next meeting.

Appoint Board and Commission and Council Liaisons.

Coordinator Sandell asked the group to consider the assignments of members to various Board and Commissions and Council Liaison.

Future Projects, Presentations, and Goals Brainstorming.

Coordinator Sandel asked for the Commission to feel open to bringing forward ideas and concerns that they would like the Commission to discuss. Overall, the goal is to have a broader discussion over the next several meetings about the projects and presentations that they are hoping to have.

Mayor Márquez Simula introduced herself to the Commission and gave some background on the function of the Council Liaison. She also mentions some upcoming events that she will be hosting and hopes that the group can attend.

Group Photo

A group photo was taken at the Council Dias.

ADJOURNMENT

Communications Coordinator Sandell adjourned the meeting at 7:23 pm.

Respectfully Submitted,

Sara Ion, City Clerk/Council Secretary



AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Second Reading of Ordinance No. 1673 Amending Chapter 8, Article 1 of the City Code									
DEPARTMENT:	Public Works	BY/DATE: Kevin Hansen 4/19/2022								
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td>X_Safe Community</td> <td>_Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td>_Economic Strength</td> <td>_Excellent Housing/Neighborhoods</td> </tr> <tr> <td>_Equity and Affordability</td> <td>_Strong Infrastructure/Public Services</td> </tr> <tr> <td>_Opportunities for Play and Learning</td> <td>_Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>			X_Safe Community	_Diverse, Welcoming "Small-Town" Feel	_Economic Strength	_Excellent Housing/Neighborhoods	_Equity and Affordability	_Strong Infrastructure/Public Services	_Opportunities for Play and Learning	_Engaged, Multi-Generational, Multi-Cultural Population
X_Safe Community	_Diverse, Welcoming "Small-Town" Feel									
_Economic Strength	_Excellent Housing/Neighborhoods									
_Equity and Affordability	_Strong Infrastructure/Public Services									
_Opportunities for Play and Learning	_Engaged, Multi-Generational, Multi-Cultural Population									

BACKGROUND: The City of Columbia Heights has been a MS4 (Municipal Separate Storm Sewer System) City since 2003. As an MS4, we are required to submit a permit for the operation of our storm sewer system to the Minnesota Pollution Control Agency (MPCA), which includes a Storm Water Pollution Prevention Program, or SWPPP. Permits are valid for 5-year periods and must be renewed prior to or at the end of the permit cycle. We submitted the 4th generation of our MS4 permit in 2020.

As noted in recent budget reviews with the City Council and in past work sessions, each cycle of the MS4 permitting process has become more involved requiring a higher level of effort by staff to meet the requirements of the permit. This new cycle again has additional requirements and is more involved related to staff effort. As indicated in the June 2021 update to the Council and the February 2022 work session, the new permit requires several ordinance changes.

On April 11, 2022 the City Council voted unanimously to approve the draft ordinance on first consideration and set the second reading for April 25, 2022.

RECOMMENDED MOTION(S):
<p>MOTION: Move to waive the reading of Ordinance No. 1673 there being ample copies available to the public.</p> <p>MOTION: Move to approve Ordinance 1673, an ordinance amending Chapter 8, Article 1 of the Columbia Heights City Code Relating to Animals, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.</p>

ATTACHMENT: Ordinance 1673: City Code Section Chapter 8, Article I

ORDINANCE NO. 1673

**BEING AN ORDINANCE AMENDING CHAPTER 8, ARTICLE 1 OF THE -COLUMBIA
HEIGHTS CITY CODE RELATING TO ANIMALS**

The City of Columbia Heights does ordain:

Section 1:

Sections § 8.101 of the Columbia Heights City Code as they currently read are amended as follows:

ARTICLE I: ANIMALS

Section

- 8.101 Regulations
- 8.102 Impoundment
- 8.103 Destruction
- 8.104 Quarantine
- 8.105 Penalty

§ 8.101 REGULATIONS.

(A) Rabies vaccination required. A person who owns, harbors, or keeps a dog over six months old within the city must have the dog vaccinated by a licensed veterinarian with an anti-rabies vaccine that is currently effective. A vaccination certificate is valid only for the dog and owner to which it is issued. A person must not use a rabies vaccination certificate for a different dog than the one for which it was issued.

(B) Tags. A person who owns, harbors, or keeps a dog over six months old within the city must securely attach an identification tag or plate to the dog's collar so that it can be readily seen. The tag or plate must contain the name and telephone number of the owner or other person who is keeping the dog. The identification tag or plate must be worn by the dog at all times when it is off the owner's or keeper's property.

(C) Limit on number of cats and dogs. Because the keeping of four or more dogs or four or more cats in the family dwelling unit or on the family premises is subject to great abuse, causing discomfort to persons in the area by way of smell, noise, hazard, and general aesthetic depreciation, and because the irresponsible maintenance of four or more dogs or four or more cats within a residential area has been the source of a variety of complaints, no family or family member shall keep, harbor, or have custody of more than three dogs, or more than three cats, or a combination of more than five animals exceeding six months in age in the family dwelling unit or on the family premises.

(D) The owner or custodian of any animal permanently or temporarily in the city shall have the obligation and responsibility to prevent such animal from committing any act which constitutes a public nuisance, which shall include, but not be limited to, the following acts:

(1) Habitually or frequently bark or cry to the annoyance of neighbors or the general public.

(2) Molest or annoy any person if such person is not on the property of the owner or custodian of such animal.

(3) Molest, defile, or destroy any public or private property not belonging to the owner or custodian of such animal.

(4) Defecate upon public property without immediately removing the excrement and disposing of it in a sanitary manner.

(5) Chase vehicles or otherwise run at large within the city.

(E) (1) The City of Columbia Heights will follow the provisions of M.S. Chapter 347 as it relates to dangerous and potentially dangerous dogs.

—(2) The City of Columbia Heights may impose additional requirements to the owners of potentially dangerous dogs, including all requirements listed for dangerous dogs.

(F) No person who is the owner or has custody of any animal shall beat, treat cruelly, torment or otherwise abuse or abandon such animal. No person who is the owner or has custody of any animal shall fail to provide such animal with sufficient, good and wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering, or with humane care and treatment.

(G) Exceptions. The provisions of § 8.101.(D)(4) do not apply to a guide dog accompanying a blind person, a service dog accompanying a disabled person, or a dog while engaged in police or rescue activity.

(77 Code, § 8.102) (Am. Ord. 1005, passed 7-12-82; Am. Ord. 1658, passed 1-27-20) Penalty, see § 8.105

§ 8.102 IMPOUNDMENT.

(A) The city shall have the authority to impound any animal in such manner and under such conditions and circumstances as prescribed by this section:

(1) The Council may enter into a contract with any qualified person, firm or corporation to be designated as the City Poundmaster, whose duties shall be to enforce the provisions of this section.

(2) The city shall provide an adequate facility within or in close proximity to the city, where all animals taken into custody shall be kept and cared for until disposed of according to the provisions of this section.

(B) The City Poundmaster may impound any animal where there is reasonable cause to believe said animal:

(1) Exhibits ferocious or vicious tendencies;

(2) Constitutes a public nuisance as defined in § 8.101(D);

(3) Has bitten a person; or

(4) Is not displaying the proper tag listed in the provisions of § 8.101.

(C) When the ownership of the animal is known, or can be determined, the Poundmaster shall provide notice to the owner within 24 hours of the impoundment by the means available to them.

(D) Any animal impounded pursuant to the provisions of this section shall be kept for not less than five regular business days unless reclaimed prior to that time by their owner as provided hereafter. The owner of any impounded animal may reclaim the same upon payment to the Treasurer or Poundmaster of an impounding fee as set by resolution of the Council, and the payment of such daily boarding fees as shall be determined by the Council for such time as the animal has been confined. The Poundmaster shall not release any animal subject to the vaccination requirement in § 8.101 without proof of current anti-rabies vaccination.

(E) Any animal which is unclaimed by the rightful owner within the prescribed time may be sold to anyone desiring to purchase said animal, if not requested by a licensed educational or scientific institution under state law.

(1) All sums received in excess of costs shall be held by the Treasurer for the benefit of the owner. If not claimed within one year, such funds shall be placed in the general fund of the city.

(2) Any animal which is not disposed of as provided above shall be painlessly killed and buried by the Poundmaster.

(F) Nothing in this code shall prevent the Poundmaster from disposing of any animal in less than the prescribed time if such animal is injured and, in the opinion of the Poundmaster, the only humane act would be disposing of the animal.

(77 Code, § 8.103) (Am. Ord. 1535, passed 9-8-08; Am. Ord. 1658, passed 1-27-20)

§ 8.103 DESTRUCTION.

(A) A court of proper jurisdiction may order the destruction of any animal, or may order the owner or custodian to keep said animal confined to a designated place, upon a hearing as hereinafter provided.

(1) A summons shall be issued to the owner of said animal commanding him to appear before said court and show cause why said animal should not be seized by the Poundmaster or otherwise disposed of in the manner authorized by this chapter. Said summons shall issue upon sworn complaint that any of the following facts exist:

(a) That the animal has destroyed property or habitually trespassed in a damaging manner on the property of persons other than the owner.

(b) That the animal has attacked or bitten a person outside the owner's or custodian's premises.

(c) That the animal is vicious or exhibits vicious or ferocious tendencies, or molests pedestrians, or interferes with vehicles on public streets or highways.

(d) That the animal is a public nuisance as heretofore defined; or

(e) That the animal is running at large in violation of this chapter.

(2) Such summons shall be returnable not less than two, nor more than six days from the date thereof and shall be served at least two days before the time of appearance mentioned therein.

(3) The court shall make findings of fact regarding the allegations of the sworn complaint.

(B) The costs of any proceeding brought pursuant to this section shall be assessed against the prevailing party. The remedies provided by this section are supplemental to other provisions of this chapter.

(C) Any animal which presents a clear and immediate danger to city residents because it is infected with rabies (hydrophobin) or because it is of a clearly demonstrated vicious or ferocious nature, may be summarily destroyed after the Poundmaster has made reasonable attempts to impound such animal.

(77 Code, § 8.104) (Am. Ord. 1658, passed 1-27-20)

§ 8.104 QUARANTINE.

(A) No person shall own, keep, harbor or have custody of any animal over six months of age within the city which does not have a current anti-rabies vaccine provided by a qualified veterinarian.

(B) (1) The City may quarantine any animal which bites a person for such time as is directed. During the quarantine, the animal shall be securely confined and kept from contact with any other animal.

(2) The place of quarantine may be on the premises of the owner in the discretion of the Chief of Police or designee. Confinement shall otherwise be at an animal shelter or a veterinary hospital, at the expense of the owner of such animal.

(77 Code, § 8.105) (Am. Ord. 1658, passed 1-27-20) Penalty, see § 8.105

§ 8.105 PENALTY.

Any person, firm, or corporation who violates the provisions of this article shall be punished as provided in § 1.999.

(77 Code, § 8.106) (Am. Ord. 1658, passed 1-27-20)

First Reading: April 11, 2022

Offered by: Murzyn, Jr.

Seconded by: Novitsky

Roll Call: All Ayes

Second Reading: April 25, 2022

Offered by:

Seconded by:

Roll Call:

Date of Passage:

Mayor Amáda Márquez Simula

Attest:

Sara Ion, City Clerk



AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Second Reading of Ordinance No. 1674 Amending Chapter 8, Article VII of the Columbia Heights City Code Relating to Surface Drainage Connections and Discharges	
DEPARTMENT:	Public Works	BY/DATE: Kevin Hansen 4/19/2022
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>		
X_Safe Community		_Diverse, Welcoming "Small-Town" Feel
_Economic Strength		_Excellent Housing/Neighborhoods
_Equity and Affordability		_Strong Infrastructure/Public Services
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population

BACKGROUND: The City of Columbia Heights has been a MS4 (Municipal Separate Storm Sewer System) City since 2003. As an MS4, we are required to submit a permit for the operation of our storm sewer system to the Minnesota Pollution Control Agency (MPCA), which includes a Storm Water Pollution Prevention Program, or SWPPP. Permits are valid for 5-year periods and must be renewed prior to or at the end of the permit cycle. We submitted the 4th generation of our MS4 permit in 2020.

As noted in recent budget reviews with the City Council and in past work sessions, each cycle of the MS4 permitting process has become more involved requiring a higher level of effort by staff to meet the requirements of the permit. This new cycle again has additional requirements and is more involved related to staff effort. As indicated in the June 2021 update to the Council and the February 2022 work session, the new permit requires several ordinance changes.

On April 11, 2022 the City Council voted unanimously to approve the draft ordinance on first consideration and set the second reading for April 25, 2022.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Ordinance No. 1674 there being ample copies available to the public.
MOTION: Move to approve Ordinance 1674, an ordinance amending Chapter 8, Article VII of the Columbia Heights City Code Relating to Surface Drainage Connections and Discharges, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.

ATTACHMENTS: Ordinance 1674: City Code Section Chapter 8, Article VII

ORDINANCE NO. 1674

BEING AN ORDINANCE AMENDING CHAPTER 8, ARTICLE VII OF THE COLUMBIA HEIGHTS CITY CODE RELATING TO SURFACE DRAINAGE CONNECTIONS AND DISCHARGES

The City of Columbia Heights does ordain:

Section 7:

Sections § 8.704, of the Columbia Heights City Code as they currently read are amended as follows:

ARTICLE VII: SURFACE DRAINAGE CONNECTIONS AND DISCHARGES

Section

- 8.701 Purpose
- 8.702 Definitions
- 8.703 Compliance
- 8.704 Prohibited discharges
- 8.705 Inspections

§ 8.701 PURPOSE.

The purpose of this article is to implement regulations that will aid the city in limiting and reducing the inflow of rainwater (or clear water) into the sanitary sewer system. The article will be utilized to minimize the overflow problem resulting from the lack of capacity of the sanitary sewer system to handle large amounts of rainwater. Other sources of inflow and infiltration are discharges of water from rooftops; surface water, groundwater sump pumps, footing tiles, swimming pools, or other natural precipitation sources that may flow into the city sewer system and potentially cause flooding or overloading of the city's sewage system. When clear water is discharged into the sanitary sewer system it is treated at the sewage treatment plant. This results in added expenses for the city. The City of Columbia Heights, therefore, finds it in the best interest of the city to prohibit such discharges into the sanitary sewer system in order to protect and maintain the health and property of its residents.

(Ord. 1472, passed 7-12-04)

§ 8.702 DEFINITIONS.

For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AREA DRAIN. A receptacle designed to collect and convey surface or storm water to the drainage system.

BEST MANAGEMENT PRACTICES (BMPs). The schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to storm water, receiving waters, or storm

water conveyance systems that are identified and adopted by the city. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

CLEARWATER. Any surface flow, runoff, and drainage that does not contain any hazardous substance or sewage. This includes, but is not limited to, NPDES permitted discharges, storm water and water from foundation and footing drains and basement sump pumps.

COMBINED SEWER. A sewer that must handle flow of both sanitary wastewater and storm water in a single pipeline.

COMBINED SEWER OVERFLOW (CSO). Occurs when excessive amounts of rainfall enter a sanitary sewer system. The result is a volume of rainwater and sanitary wastewater, which exceeds the system's capacity. Combined rainwater and sewage is forced to overflow into area streams and rivers through outfalls.

HAZARDOUS SUBSTANCES. Materials which may cause or contribute to a substantial hazard to human health, safety, property or the environment based upon its quantity, concentration, physical, chemical, or infectious nature. These may include:

(1) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas.

(2) Any waters containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, or create any hazard in the receiving waters or the wastewater treatment plant.

(3) Any waters or wastes having a pH lower than 5.5, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the wastewater works.

ILLCIT CONNECTION. Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system, including but not limited to, any conveyances which allow any non-storm-water discharge, including sewage, process wastewater, and wash water, to enter the storm drain system, and any connections to the storm drain system from indoor drains and sinks, regardless of whether the drain or connection had been previously allowed, permitted, or approved by the city; or any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the city.

ILLCIT DISCHARGE. Any direct or indirect non-storm-water discharge to the storm drain system, except exempted in § 8.704.

LIQUID WASTE. The discharge from any fixture, appliance, or appurtenance that does not receive fecal matter.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4). The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) owned and operated by the city, and designed or used for collecting or conveying storm water, and is not used for collecting or conveying sewage.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT. A permit issued by the Environmental Protection Agency (or by a state under authority delegated pursuant to 33 U.S.C. § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area.

NON-STORM-WATER DISCHARGE. Any discharge to the storm drain system that is not composed entirely of storm water.

OWNER. The person who is listed as property owner or taxpayer by Anoka County.

POLLUTANT. Anything which causes or contributes to pollution. **POLLUTANTS** may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

RUNOFF. Precipitation and other surface drainage that is not infiltrated into or otherwise retained by the soil, concrete, asphalt, or other surface upon which it falls.

SANITARY SEWER SYSTEM. Pipelines, pumping stations, force mains, and all other construction devices, and mechanical devices used for conveying sewage or industrial waste or other wastes to a point of ultimate disposal.

STORM DRAIN SYSTEM. The publicly-owned facilities by which storm water is collected or conveyed, including but not limited to, any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP). A document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site, and the actions to eliminate or reduce pollutant discharges to storm water, storm water conveyance systems, and/or receiving waters to the maximum extent practicable.

WASTEWATER. Any water or other liquid, other than uncontaminated storm water, discharged from a facility.

STORM WATER. Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation.

(Ord. 1472, passed 7-12-04; Am. Ord. 1618, passed 2-9-15)

§ 8.703 COMPLIANCE.

(A) Compliance with other codes and laws. Compliance with the provisions of this article does not release a person from any responsibility to comply with any other law or regulation, whether federal, state, or local.

(B) Conflict. In the event that the provisions of the chapter shall conflict with any Minnesota statute or any federal statute, the Minnesota statute or federal statute shall govern to the extent of any direct conflict.

(C) Violations. Any person who violates any provision of this article shall be guilty of an ordinance violation and subject to punishment and penalties as set forth in § 8.705(E). (Ord. 1472, passed 7-12-04)

§ 8.704 PROHIBITED DISCHARGES.

(A) Prohibited discharges.

(1) Sanitary sewer. No clear water from any roof, surface, groundwater, sump pump, footing tile, swimming pool, or other buildings or structures which require, because of infiltration of water into basements, crawl spaces, and the like, a sump pump discharge system shall have a permanently installed discharge line which shall not at any time discharge water into the sanitary sewer system. No person shall discharge, or cause to be discharged, hazardous substances to any public sewers.

(2) Storm drain system.

(a) No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the storm drain system any pollutants or waters containing any pollutants, other than storm water.

(b) The following discharges are exempt from discharge prohibitions established by this article:

1. Water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water;

2. Discharges or flow from firefighting, and other discharges, authorized by the city in writing, that are necessary to protect public health and safety;

3. Discharges associated with dye testing; however, this activity requires verbal notification to the city prior to the time of the test;

4. The prohibition shall not apply to any non-storm-water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and further provided that written approval has been granted for any discharges to the storm drain system.

(B) Illicit connections.

(1) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

(2) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under the law or practices applicable or prevailing at the time of the connection.

(3) A person is considered to be in violation of this chapter if the person connects a line conveying sewage to the storm drain system, or allows that connection to continue.

(4) Improper connections in violation of this article must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the city.

(5) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property, upon receipt of written notice of violation from the city requiring that such locating be completed. The notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the city.

(C) Disconnection.

(1) Before August 1, 2004, any person having a yard drain, roof surface, tile, or swimming pool now connected and/or discharging into the sanitary sewer system shall be disconnected or removed. Any disconnections or openings in the sanitary sewer system shall be closed or repaired in an effective, workmanlike manner, as approved by the Public Works Director or his or her designated agent.

(2) Sump pumps shall not be connected to the sanitary sewer. Prior to the closing of the sale of a dwelling, the seller must request that the sump pumps and drain tiles be inspected by the city visually and/or by smoking, to ensure that they are not connected in any manner to the sanitary sewer system. If the city determines that the sump pump or drain tile is illegally connected to the sanitary sewer system, the situation must be corrected before the unit is considered in compliance to be sold.

(D) Manner of disconnection.

(1) The disconnection shall be accomplished by a complete and permanent method and performed in a competent manner. Any disconnection, plugging, capping, rerouting, altering, or modifying must be done in accordance with all applicable state and city building codes.

(2) A permanent installation shall be one which provides for year-round discharge capability to either the outside of the dwelling, building, or structure, or is connected to city storm sewer or discharge through the curb and gutter to the street. It shall consist of a rigid discharge line, without valving or quick connections for altering the path of discharge, and if connected to the city storm sewer line, shall include a check valve and air gap located in a small diameter structure.

(E) Industrial or construction activity discharges.

(1) Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with the permit may be required in a form acceptable to the city prior to the allowing of discharges to the MS4.

(2) The operator of a facility, including construction sites, required to have an NPDES permit to discharge storm water associated with industrial activity shall submit a copy of the notice of intent (NOI) to the city at the same time the operator submits the original notice of intent to the Environmental Protection Agency as applicable.

(3) The copy of the notice of intent may be delivered to the city, either in person or by mailing it to:

Notice of Intent to Discharge Storm Water
 City of Columbia Heights
 590 40th Avenue NE
 Columbia Heights, MN 55421

(4) A person commits an offense if the person operates a facility that is discharging storm water associated with industrial activity, without having submitted a copy of the notice of intent to do so to the city.

(F) Salt storage at commercial, industrial, and institutional facilities.

(1) Indoor operations for the storage of deicing materials must be provided whenever possible in order to prevent such material from being affected by rain, snow, or melt water.

(2) All salt, sand, and other deicing materials stored outdoors must be covered at all times. When not using a permanent roof, a waterproof impermeable, flexible cover must be placed over all storage piles. The cover must prevent runoff and leachate from being generated by the outdoor storage piles. The cover must be secured to prevent removal by wind or other storm events. Piles must be formed in a conical shape and covered as necessary to prevent leaching.

(3) Facility siting.

(a) The facility must be in close proximity to the area in which the deicing materials are to be used, if practical.

(b) Each facility must be located outside of floodplains and follow the Shoreline Ordinance for specified [distances] from lakes, rivers, streams, ditches, storm drains, manholes, catch basins, wetlands, and any other areas likely to absorb runoff. A facility must not be located in close proximity to surface water features, water supplies, wells or drywells.

(c) A facility must be located on impermeable surfaces.

(d) The property's slope must be away from the facility's salt, deicer, and sand storage area.

(e) Salt vulnerable natural areas should be avoided as storage facilities to the extent possible. Where they cannot be avoided, specific measures should be instituted to protect vulnerable areas. Salt vulnerable areas include, but are not limited to:

(i) Areas with salt sensitive vegetation

(ii.) Areas serving as a source of drinking water (surface water and groundwater)

(iii.) Areas with bodies of water with low dilution, low volume, or salt sensitive species

(iv.) Areas associated with groundwater recharge zones or shallow water table, with medium to high permeable soils.

(4) Snow Piles. Snow piles must be located downslope from salt and deicer storage areas to prevent the snow melt from flowing through storage areas and carrying material to the nearest drainage system or waterway.

(6) **Transfer of materials. Practices must be implemented in order to reduce exposure (e.g., sweeping, diversions, and/or containment) when transferring salt or other deicing material.**

(G) Watercourse protection. Every person owning or occupying premises through which a watercourse passes, shall keep and maintain that part of the watercourse within the premises free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or occupant shall maintain existing privately owned structures within or adjacent to a watercourse so that they will not become a hazard to the use, function, or physical integrity of the watercourse.

(H) Notification of spills.

(1) Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of any known or suspected release of materials resulting in, or that may result in, illegal discharges or pollutants discharging into storm water, the storm drain system, or waters of the state, that person shall take all necessary steps to ensure the discovery, containment, and cleanup of that release. In the event of the release of hazardous materials, that person must immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of nonhazardous materials, that person shall notify the city no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the city within three business days of the personal or phone notice. If the discharge of prohibited materials originates from an industrial establishment, the owner or operator of the establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. These records must be retained for at least four years.

(Ord. 1472, passed 7-12-04; Am. Ord. 1618, passed 2-9-15)

§ 8.705 INSPECTIONS.

(A) Inspection.

(1) Sanitary sewer.

(a) Every person owning improved real estate that discharges into the city's sanitary sewer system shall allow a city employee, or a designated representative of the city, to inspect the building to confirm that there is no sump pump or other prohibited discharges into the sanitary system. In lieu of having the city inspect their property before the sale of a dwelling, the property owner may furnish a certificate from a licensed plumber, certifying that the property is in compliance with this section.

(b) Any person refusing to allow their property to be inspected, or refusing to furnish a plumber's certificate within 21 days of the date city employee(s), or their designated representatives, are denied admittance to the property, shall immediately become subject to the surcharge hereinafter provided for. Any property found to violate this article shall make the necessary changes to comply with the article, and furnish proof of the changes to the city.

(2) Storm drain system. The city shall be permitted to enter and inspect facilities subject to regulation under this article, as often as may be necessary to determine compliance with this article.

(a) The owner or party responsible shall allow the city ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law. Any temporary or permanent obstruction to safe and easy access to the area to be inspected or sampled shall be promptly removed by the discharger at the request of the city, and shall not be replaced.

(b) If the city employee or representative of the city has been refused access to any part of the premises from which storm water is discharged, and he or she is able to demonstrate probable cause to believe that there may be a violation of this article, or that there is a need to inspect and/or sample, as part of a routine inspection and sampling program designed to verify compliance with this article, or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the city employee or representative of the city may seek issuance of a search warrant from any court of competent jurisdiction.

(c) The city may require the discharger to install monitoring equipment or other such devices as are necessary, in the opinion of the city, to conduct monitoring or sampling of the premises storm water discharge. The monitoring equipment must be maintained by the discharger in a safe and proper operating condition at all times. All devices used to measure storm water flow and quality must be calibrated to ensure their accuracy.

(B) New construction. All new dwellings that are permitted to install a sump pump after June 1, 2004, shall have a pump that is piped to the outside of the dwelling before a certificate of occupancy is issued. New homes will be required to have their sump pump system inspected within 30 days of occupancy, and a certificate of compliance must be completed before the property owner may occupy the property.

(1) Incentives. Property owner reimbursement and fees related to the program will be set by resolution.

(2) Surcharge. A surcharge of \$100 per month is hereby imposed on every utility bill accrued on or after January 1, 2005, to property owners who are not found to be in compliance with this section, or who have refused to allow the city to inspect the property. The surcharge will be added to the property owner's utility billing until the property is found to be in compliance.

(C) Warning notice. When the city finds that any person has violated, or continues to violate, any provision of this article, or any order issued hereunder, the city may serve upon that person a written warning notice, specifying the particular violation believed to have occurred, and requesting the discharger to immediately investigate the matter, and to seek a resolution whereby any offending discharge will cease. Investigation and/or resolution of the matter in response to the warning notice in no way relieves the alleged violator of liability for any violations occurring before or after receipt of the warning notice. Nothing in this division shall limit the authority of the city to take any action, including emergency action or any other enforcement action, without first issuing a warning notice.

(D) Notice of violation.

(1) Whenever the city finds that a person has violated a prohibition or failed to meet a requirement of this chapter, the authorized enforcement agency may order compliance by written notice of violation to the responsible person.

(2) The notice of violation shall contain:

- (a) The name and address of the alleged violator;
- (b) The address when available, or a description of the building, structure or land upon which the violation is occurring, or has occurred;
- (c) A statement specifying the nature of the violation;
- (d) A description of the remedial measures necessary to restore compliance with this article and a time schedule for the completion of the remedial action;
- (e) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;
- (f) A statement that the determination of violation may be appealed to the city by filing a written notice of appeal within three days of service of notice of violation; and
- (g) A statement specifying that, should the violator fail to restore compliance within the established time schedule, the work will be done by a designated governmental agency or a contractor, and the expense thereof shall be charged to the violator.

(3) The notice may require without limitation:

- (a) The performance of monitoring, analyses, and reporting;
- (b) The elimination of illicit connections or discharges;
- (c) That violating discharges, practices, or operations shall cease and desist;
- (d) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;
- (e) Payment of a fine to cover administrative and remediation costs; and
- (f) The implementation of source control or treatment BMPs.

(E) Suspension of MS4 access.

(1) When the city finds that any person has violated, or continues to violate, any provision of this article, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the United States, which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the city may issue an order to the violator, directing it immediately to cease and desist all such violations, and directing the violator to:

- (a) Immediately comply with all article requirements; and
- (b) Take such appropriate preventive action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.

(2) Any person notified of an emergency order directed to it under this division shall immediately comply and stop or eliminate its endangering discharge. In the event of a discharger's failure to immediately comply voluntarily with the emergency order, the city may take such steps as deemed necessary to prevent or minimize harm to the MS4 or waters of the United States, and/or endangerment to persons or to the environment,

including immediate termination of a facility's water supply, sewer connection, or other municipal utility services.

(F) Penalties.

(1) Any person found to be violating any provision of this article shall be served by the city with written notice, stating the nature of the violation, and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in the notice, permanently cease all violations.

(2) In the event that the owner fails to correct the situation within the given time period, the city may correct it and collect all costs, together with reasonable attorneys' fees, or in the alternative, by certifying the costs of correction as any other special assessment upon the land from which the correction of the violation was made.

(3) Any person that has violated or continues to violate this chapter shall be liable to criminal prosecution to the fullest extent of the law, and shall be subject to a criminal penalty of \$1,000 per violation per day and/or imprisonment for a period of time not to exceed 90 days. The authorized enforcement agency may recover all attorneys' fees, court costs, and other expenses associated with enforcement of this chapter, including sampling and monitoring expenses.

(G) Winter discharge.

(1) The Director of Public Works, and his or her designee, shall issue a permit to allow a property owner to discharge surface water into the sanitary sewer system. The permit shall authorize the discharge only from November 1 to March 30 of each year, and a property owner is required to meet at least one of the following criteria in order to obtain a permit:

(a) The freezing of the surface water discharge from sump pump or footing drain is causing a dangerous condition, such as ice buildup or flooding, on public or private property.

(b) The property owner has demonstrated that there is a danger that the sump pump or footing drain pipes will freeze up and result in either failure or damage to sump pump unit of the footing drain and cause basement flooding.

(c) The water being discharged from the sump pump or footing drain cannot be readily discharged into a storm drain or other acceptable drainage system.

(2) Following ten days' written notice and an opportunity to be heard, the City Manager may require a property to discharge its sump pump into the sanitary sewer from November 1 to March 30, if surface water discharge is causing an icy condition on streets.

(H) Disclaimer. The city does not guarantee or imply that areas will be free from flooding or flood damages caused by inflow and infiltration. The city does not assume a specific duty as to individual property owners to enforce this article, but is enacting the article as a general regulation. This article shall not create liability on the part of the city or its offices or employees for any flood damage that may result from failure to comply with any portion of this article, or any administrative decisions made pursuant thereto, whatever the cause.

(Ord. 1472, passed 7-12-04; Am. Ord. 1538, passed 3-10-08; Am. Ord. 1618, passed 2-9-15)

First Reading: April 11, 2022
Offered by: Murzyn, Jr.
Seconded by: Buesgens
Roll Call: All Ayes

Second Reading: April 25, 2022
Offered by:
Seconded by:
Roll Call:

Date of Passage:

Mayor Amáda Márquez Simula

Attest:

Sara Ion, City Clerk

AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Second Reading of Ordinance No. 1675 Amending Chapter 9, Article 1 of the City Code	
DEPARTMENT:	Public Works	BY/DATE: Kevin Hansen 4/19/2022
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>		
X_Safe Community		_Diverse, Welcoming "Small-Town" Feel
_Economic Strength		_Excellent Housing/Neighborhoods
_Equity and Affordability		_Strong Infrastructure/Public Services
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population

BACKGROUND: The City of Columbia Heights has been a MS4 (Municipal Separate Storm Sewer System) City since 2003. As an MS4, we are required to submit a permit for the operation of our storm sewer system to the Minnesota Pollution Control Agency (MPCA), which includes a Storm Water Pollution Prevention Program, or SWPPP. Permits are valid for 5-year periods and must be renewed prior to or at the end of the permit cycle. We submitted the 4th generation of our MS4 permit in 2020.

As noted in recent budget reviews with the City Council and in past work sessions, each cycle of the MS4 permitting process has become more involved requiring a higher level of effort by staff to meet the requirements of the permit. This new cycle again has additional requirements and is more involved related to staff effort. As indicated in the June 2021 update to the Council and the February 2022 work session, the new permit requires several ordinance changes.

On April 11, 2022 the City Council voted unanimously to approve the draft ordinance on first consideration and set the second reading for April 25, 2022.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Ordinance No. 1675 there being ample copies available to the public.
MOTION: Move to approve Ordinance 1675, an ordinance amending Chapter 9, Article 1 of the Columbia Heights City Code Relating to Land Use, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.

ATTACHMENT: Ordinance 1675: City Code Section Chapter 9, Article 1

ORDINANCE NO. 1675

BEING AN ORDINANCE AMENDING CHAPTER 9, ARTICLE 1 OF THE COLUMBIA HEIGHTS CITY CODE RELATING TO ZONING AND LAND DEVELOPMENT

The City of Columbia Heights does ordain:

Section 1:
Sections § 9.106, and § 9.116, of the Columbia Heights City Code as they currently read are amended as follows:

CHAPTER 9: LAND USE

Article

I. ZONING AND LAND DEVELOPMENT

ARTICLE I: ZONING AND LAND DEVELOPMENT

Section

- 9.101 Purpose, authority and jurisdiction
- 9.102 Rules of construction
- 9.103 Definitions
- 9.104 Administration and enforcement
- 9.105 Nonconformities
- 9.106 General development standards
- 9.107 Specific development standards
- 9.108 General district provisions
- 9.109 Residential districts
- 9.110 Commercial districts
- 9.111 Industrial districts
- 9.112 Mixed-use development district
- 9.113 Planned Unit Development District
- 9.114 Overlay districts
- 9.115 Public and Open Space District
- 9.116 Subdivision regulations

§ 9.106 GENERAL DEVELOPMENT STANDARDS.

(1) Storm water management.

(1) Purpose. The purpose of this division is to promote, preserve and enhance the natural resources within the city and protect them from adverse effects occasioned by poorly sited development or incompatible activities by regulating land alterations or development activities that would have an adverse and potentially irreversible impact on water quality and unique and fragile environmentally sensitive land; by minimizing conflicts and encouraging compatibility between land alterations and development

activities and water quality and environmentally sensitive lands; and by requiring detailed review standards and procedures for land alterations or development activities proposed for such areas, thereby achieving a balance between urban growth and development and protection of water quality and natural areas.

(2) Definitions. For the purposes of this section, the following terms, phrases, words, and their derivatives shall have the meaning stated below. When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directive.

APPLICANT. Any person who wishes to obtain a building permit, preliminary plat approval or an excavation permit.

CONTROL MEASURE. A practice or combination of practices to control erosion and attendant pollution.

DETENTION FACILITY. A permanent natural or man-made structure, including wetlands, for the temporary storage of runoff which contains a permanent pool of water.

EXCAVATION ACTIVITIES. Any excavation or filling activity as regulated by § 9.106(j).

FLOOD FRINGE. The portion of the floodplain outside of the floodway.

FLOODPLAIN. The areas adjoining a watercourse or water basin that have been or may be covered by a regional flood.

FLOODWAY. The channel of the watercourse, the bed of water basins, and those portions of the adjoining floodplain that are reasonably required to carry and discharge floodwater and provide water storage during a regional flood.

HYDRIC SOILS. Soils that are saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part.

HYDROPHYTIC VEGETATION. Macrophytic plantlife growing in water, soil or on a substrate that is at least periodically deficient in oxygen as a result of excessive water content.

LAND ALTERATION. Any change of the land surface including, but not limited to, removing vegetative cover, excavating, filling, grading, and the construction of utilities, roadways, parking areas and structures.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES). The program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (Sections 301, 318, 402, and 405) and United States Code of Federal Regulations Title 33, Sections 1317, 1328, 1342, and 1345.

PERSON. Any individual, firm, corporation, partnership, franchisee, association or governmental entity.

PUBLIC WATERS. Waters of the state as defined in M.S. § 1036.005, subd. 15, as it may be amended from time to time.

REGIONAL FLOOD. A flood that is representative of large floods known to have occurred generally in the state and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of a 100-year recurrence interval.

RETENTION FACILITY. A permanent natural or man-made structure that provides for the storage of storm water runoff by means of a permanent pool of water.

SEDIMENT. Solid matter carried by water, sewage, or other liquids.

STRUCTURE. Any manufactured, constructed or erected building including portable structures and earthen structures.

SURFACE WATER MANAGEMENT DESIGN STANDARDS (SWMDS). Document stating the design criteria and specifications for the city's storm water management program.

WETLANDS. Lands transitional between terrestrial and aquatic: systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this definition, wetlands must have the following attributes:

1. Have a predominance of hydric soils;
2. Are inundated or saturated by surface or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and
3. Under normal circumstances support a prevalence of such vegetation.

(3) Scope and effect.

(a) Applicability. This section shall apply to any land alteration requiring any of the following permits or approvals:

1. A building permit for new multiple-family residential (three or more attached dwelling units), commercial, industrial, or institutional development;
2. A preliminary plat;
3. Land alteration permit as regulated by § 9.106 (J);
4. A building permit for a single-family or two-family residential dwelling except that only subdivisions (3) through (7) of this division shall apply; or
5. Public improvement projects.
6. No building permit, preliminary plat, excavation permit or public improvement project shall be approved until approval of a storm water management plan has been obtained in strict conformance with the provisions of this section.
7. All projects ~~either creating or~~ disturbing one acre or greater of ~~new impervious land~~ will require the submittal of a storm water management plan.

(b) Exemptions. The provisions of this section do not apply to:

1. Construction of a single-family or two-family dwelling or any structure or land alteration accessory thereto except that the provisions of subdivisions (3) through (7) of this division shall apply;
2. Any currently valid building permit, preliminary plat, excavation permit, or public improvement project approved prior to the effective date of this article;
3. Construction of agricultural structures or land alterations associated with agricultural uses unless an excavation permit is required by § 9.106(J);
4. Installation of a fence, sign, telephone, and electric poles and other kinds of posts or poles; or
5. Emergency work to protect life, limb, or property.

(4) Submission requirements—storm water management plan. A storm water management plan shall be submitted with all permit applications identified in § 9.106(I)(3). Storm water management plan submittal requirements are outlined in the city's SWMDS. No building or land disturbing activity will be approved unless it includes a

storm water management plan, detailing how runoff and associated water quality impacts resulting from development will be controlled or managed.

(5) Plan review procedure.

(a) Process. Storm water management plans meeting the requirements of § 9.106(I) and the city's SWMDS shall be reviewed by the Engineering Division in accordance with the standards of § 9.106(I)(6) and the city's SWMDS. The Director of Public Works, or designee, shall approve, approve with conditions, or deny the storm water management plan.

(b) Duration. A storm water plan approved in accordance with this section shall become void if the corresponding building permit, excavation permit, preliminary plat, or public improvement project expires or becomes invalid.

(c) Conditions. A storm water management plan may be approved, subject to compliance with conditions reasonable and necessary to insure that the requirements contained in this article are met. Such conditions may, among other matters, limit the size, kind or character of the proposed development, require the construction of structures, drainage facilities, storage basins and other facilities, require replacement of vegetation, establish required monitoring procedures, stage the work over time, require alteration of the site design to insure buffering, and require the conveyance, for storm water management purposes, to the city or other public entity of certain lands or interests therein.

(d) Letter of credit. Prior to approval of any storm water management plan, the applicant shall submit a letter of credit or cash escrow to cover the estimated cost of site restoration. The letter of credit or cash escrow amount shall be in the amount specified by the current city SWMDS.

(e) Amendment. A storm water management plan may be revised in the same manner as originally approved.

(6) Approval standards. No storm water management plan which fails to meet the standards contained in this section shall be approved by the city.

(a) General criteria for storm water management plans.

1. An applicant shall install or construct all storm water management facilities according the criteria outlined in the city's SWMDS.

2. The applicant shall give consideration to reducing the need for storm water management facilities by incorporating the use of natural topography and land cover, such as wetlands, ponds, natural swales and depressions, as they exist before development, to the degree that they can accommodate the additional flow of water without compromising the integrity or quality of the wetland or pond.

3. The following storm water management practices shall be investigated in developing a storm water management plan in the following descending order of preference:

- a. Infiltration of runoff on-site, if suitable soil conditions are available for use;
- b. Flow attenuation by use of open vegetated swales and natural depressions;
- c. Storm water retention facilities; and
- d. Storm water detention facilities.

4. A combination of successive practices may be used to achieve the applicable minimum control requirements specified in subdivision 3. above. Justification shall be provided by the applicant for the method selected.

(b) Specifications. At a minimum, applicants shall comply with all of the NPDES general construction storm water permit requirements.

(c) Wetlands. Existing wetlands may be used for storm water management purposes, provided the following criteria are met:

1. The wetland shall not be classified as a Group I or II water within the City Water Resource Management Plan.

2. A protective buffer strip of natural vegetation, at least ten feet in width, shall surround all wetlands.

3. A sediment trapping device or area that is designed to trap sediments 0.5 millimeters in size or greater, with a trap volume size based upon a prescribed maintenance schedule, shall be installed prior to discharge of storm water into the wetlands.

4. The natural outlet control elevation of the wetlands, if it is not a DNR public water, shall not be changed, except when either i) the outlet is intended to restore the wetland to its original elevation, ii) the wetland basin is landlocked and the artificial outlet control is placed no lower than 1.5 feet below the ordinary high water mark, iii) the proposed level control is identified in the City Water Resource Management Plan, or iv) the level change is approved by a technical evaluation panel convened pursuant to the state Wetland Conservation Act of 1991 (WCA).

5. The water fluctuation from storm water shall not be increased over what occurs naturally, except as provided in subdivision 4.c. above.

6. The wetland shall not be a protected fen.

7. Wetlands shall not be drained or filled, wholly or partially, unless replaced by restoring or creating wetland areas in accordance with the WCA. When wetland replacement is required, it shall be guided by the following principles in descending order of priority:

a. Avoiding the direct or indirect impact of the activity that may destroy or diminish the wetland;

b. Minimizing the impact by limiting the degree or magnitude of the wetland activity and its implementation;

c. Rectifying the impact by repairing, rehabilitating, or restoring the affected wetland environment;

d. Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the activity; and

e. Compensating for the impact by replacing or providing substitute wetland resources or environments.

8. If the wetland is a DNR public water, all necessary permits from the DNR shall be obtained.

(d) Models/methodologies/computations. Hydrologic models and design methodologies used for the determination of runoff and analysis of storm water management structures shall be approved by the Director of Public Works. Plans,

specifications and computations for storm water management facilities submitted for review shall be sealed and signed by a registered professional engineer. All computations shall appear on the plans submitted for review, unless otherwise approved by the Director of Public Works.

(e) Watershed management plans/groundwater management plans. Storm water management plans shall be consistent with adopted watershed management plans and groundwater management plans prepared in accordance with M.S. §§ 103B.231 and 103B.255, respectively, as they may be amended from time to time, and as approved by the Minnesota Board of Water and Soil Resources in accordance with the state law.

(7) Storm water management fee.

(a) When required. In lieu of the storm water management facilities required in § 9.106(I), the city may allow an applicant to make a monetary contribution to the development and maintenance of community storm water management facilities, designed to serve multiple land disturbing and development activities, when consistent with the City's Water Resource Management Plan.

(b) Calculation of fee. The amount of monetary contribution shall be found in the SWMDS. For preliminary plats, an estimated impervious coverage per lot, subject to the approval of the Director of Public Works, shall be included in the total impervious surface area calculation.

(c) Payment of fee. Payment of a monetary contribution shall occur as follows:

1. Building permit—upon issuance of building permit.
2. Excavation permit—upon issuance of excavation permit.
3. Preliminary plat—upon approval of final plat or commencement of land alteration,

whichever occurs first.

(8) Inspection and maintenance. All storm water management facilities shall be designed to minimize the need for maintenance, to provide access for maintenance purposes, and to be structurally sound. In addition, the following maintenance standards shall apply:

(a) All storm water detention periods shall be maintained to ensure continued effective removal of pollutants from storm water runoff. In addition, upon 50% of the pond's original design volume being filled with sediment, the sediment shall be removed and the pond restored to its original design.

(b) The Director of Public Works, or designated representative, shall inspect all storm water management facilities during construction, during the first year of operation, and at least once every five years thereafter.

(c) All permanent storm water management facilities must provide a maintenance agreement with the city that documents all responsibilities for operation and maintenance of long-term storm water management facilities. Such responsibilities shall be documented in a maintenance plan and executed through a maintenance agreement. All maintenance agreements must be approved by the city and recorded at the County Recorder's office prior to final plan approval. At a minimum, the maintenance agreement shall describe the inspection and maintenance obligations:

1. The responsible party who is permanently responsible for inspection and maintenance of the structural and nonstructural measures.

2. Pass responsibilities for such maintenance to successors in title.
 3. Allow the city and its representatives the right of entry for the purposes of inspecting all permanent storm water management systems.
 4. Allow the city the right to repair and maintain the facility, if necessary maintenance is not performed after proper and reasonable notice to the responsible party of the permanent storm water management system.
 5. Include a maintenance plan that contains, but is not limited to, the following:
 - a. Identification of all structural permanent storm water management systems.
 - b. A schedule for regular inspections, monitoring, and maintenance for each practice. Monitoring shall verify whether the practice is functioning as designed and may include, but is not limited to, quality, temperature, and quantity of runoff.
 - c. Identification of the responsible party for conducting the inspection, monitoring and maintenance for each practice.
 - d. Include a schedule and format for reporting compliance with the maintenance agreement to the city.
 - e. Right of entry. The issuance of a permit constitutes a right of entry for the city or its contractor to enter upon the construction site. The applicant shall allow the city and its authorized representatives, upon presentation of credentials, to:
 - i. Enter upon the permitted site for the purpose of obtaining information, examining records, conducting investigations or surveys.
 - ii. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations.
 - iii. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permit.
 - iv. Inspect the storm water pollution control measures.
 - v. Sample and monitor any items or activities pertaining to storm water pollution control measures.
 - vi. Correct deficiencies in storm water, erosion and sediment control measures.
- (d) Storm water management facilities serving a single-family residential area or subdivision, but more than one single-family lot, shall be maintained by the city. The cost incurred by the city for maintenance of said facilities shall be assessed, levied through a special storm water taxing district against the properties contributing storm water runoff to or through the facility, or by the city's storm water utility.
- (e) Storm water management facilities serving a multiple-family residential building or development; a commercial, industrial or institutional building or development; or an individual parcel shall be maintained by the property owner on which the facility is located, unless it is determined by the Director of Public Works that it is in the best interests of the city for the city to maintain such facilities. If the city is to maintain the storm water management facilities, the cost incurred by the city for the maintenance may be assessed or levied as described in subsection (d) above.
- (9) Penalty. Any person, firm or corporation violating any provision of this section shall be fined not less than deemed committed on each day during or on which a violation occurs or continues.

(10) Other controls. In the event of any conflict between the provisions of this section and the provisions of the city code, the more restrictive standard prevails.

(j) Land alterations.

(1) Purpose. The purpose of this section is to manage land alterations within the city and provide for the review and approval of proposed grades prior to land alteration activities.

(2) In general. No person, firm or corporation may engage in any excavation, grading or filling of any land in the city without first having secured a permit from the Public Works Director in accordance with this section.

(3) Exemption. The removal of material for the purpose of constructing a basement or placement of footings is exempt from the provisions of this section, provided a grading plan was submitted and approved as part of the review and approval process. Grading of new subdivisions or developments is also exempt from the provisions of this section, provided a grading plan was submitted and approved as part of the review and approval process.

(4) Land alteration permit required. A land alteration permit from the Public Works Director is required for any of the following activities:

(a) Placement, removal or grading of more than ten cubic yards of earthen material on steep slopes adjacent to a lake or wetland, or within the shore or bluff impact zone of a lake or wetland.

(b) Placement, removal or grading of more than 50 cubic yards of earthen material anywhere in the city.

(c) Placement, removal or grading of earthen material within ten feet of any property line, or when such activity alters the drainage patterns of adjacent property.

(5) Conditional use permit required. A conditional use permit is required for any of the following activities:

(a) Placement, removal or grading of more than 500 cubic yards of earthen material on developed property zoned R-1 or R-2.

(b) Placement, removal or grading of more than 1,000 cubic yards of earthen material on undeveloped property zoned R-1 or R-2.

(c) Placement, removal or grading of more than 1,500 cubic yards of earthen material on property zoned R-3, R-4 or LB.

(d) Placement, removal or grading of more than 2,000 cubic yards of earthen material on property zoned GB, CBD, I-1, I-2, or MXD.

(6) Submittal requirements. An application for a land alteration permit shall include the following:

(a) A legal description of the land to be altered.

(b) The nature of the proposed alteration and future use of the property.

(c) The starting date and completion date of the land alteration.

(d) The names and addresses of all the owners of all the land to be altered.

(e) Scaled plans, showing the existing and proposed topography with two-foot contour intervals, and signed by a registered surveyor or engineer in the State of Minnesota.

(f) A scaled plan, showing existing and proposed vegetation and ground cover.

(g) An erosion and sedimentation control plan.

(Q) Erosion and sediment control.

(1) Purpose.

(a) During the construction process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil also necessitates repair of sewers and ditches and the dredging of lakes.

(b) As a result, the purpose of this local regulation is to safeguard persons, protect property, and prevent damage to the environment in the city. This division will also promote the public welfare by guiding, regulating, and controlling the design, construction, use, and maintenance of any development or other activity that disturbs or breaks the topsoil or results in the movement of earth on land in the city. This division is to be used in supplement to the City Zoning Code, § 9.106 and to any other regulations as required by state agencies.

(2) Definitions. For the purpose of this division, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AS-BUILT PLANS. Record drawings of approved and as-constructed improvements.

BEST MANAGEMENT PRACTICES (BMPs). Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing degradation of surface water, including avoidance of impacts, construction phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.

CLEARING. Any activity that removes the vegetative surface cover.

CONSERVATION EASEMENT. Legal land preservation agreement between a landowner and a municipality or a qualified land protection organization. The easement confers the transfer of usage rights from one party to another.

CONSTRUCTION ACTIVITY. A disturbance to the land that results in a change in the topography, or the existing soil cover (both vegetative and non-vegetative). Examples of construction activity may include clearing, grading, filling and excavating.

CONTRACTOR. The party who signs the construction contract. Where the construction project involves more than one contractor, the general contractor shall be the contractor that is responsible pursuant to the obligations set forth in this division.

DEVELOPER. The party who signs the development agreement with the city to construct a project.

DEWATERING. The removal of water for construction activity. It can be a discharge of appropriated surface or groundwater to dry and/or solidify a construction site. Minnesota Department of Natural Resources permits are required to be appropriated, and if contaminated, may require other MPCA permits to be discharged.

EROSION. The wearing away of the ground surface as a result of movement of wind, water, ice and/or land disturbance activities.

EROSION CONTROL. A measure that prevents erosion, including, but not limited to: soil stabilization practices, limited grading, mulch, temporary or permanent cover, and construction phasing.

EROSION CONTROL INSPECTOR. A designated agent given authority by the city to inspect and maintain erosion and sediment control practices.

FINAL GRADE. Excavation or fill of material to final plan elevation. Final grade completed as part of individual site development.

FINAL STABILIZATION. All soil disturbing activities at the site have been completed and a uniform (evenly distributed, without large bare areas) perennial vegetative cover, with a density of 70% of approved vegetative cover, for the area has been established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures have been employed.

GRADING. Excavation or fill of material, including the resulting conditions thereof.

GRADING, DRAINAGE AND EROSION CONTROL PERMIT. A permit issued by the municipality for the construction or alteration of the ground and for the improvements and structures for the control of erosion, runoff, and grading. Hereinafter referred to as GRADING PERMIT.

GRADING, DRAINAGE AND EROSION CONTROL PLANS. A set of plans prepared by or under the direction of a licensed professional engineer. Plans are required to indicate the specific measures and sequencing to be used to control grading, sediment and erosion on a development site during and after construction as detailed in the "Zoning Ordinance" and City SWPPP.

IMPERVIOUS SURFACE. A constructed hard surface that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.

LAND DISTURBING ACTIVITY. Any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within the city's jurisdiction, including, but not limited to, clearing, grubbing, grading, excavating, transporting and filling.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES). The program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (Sections 301, 318, 402, and 405) and United States Code of Federal Regulations Title 33, Sections 1317, 1328, 1342, and 1345.

PERIMETER SEDIMENT CONTROL. A barrier that prevents sediment from leaving a site by filtering sediment-laden runoff or diverting it to a sediment trap or basin.

PERMANENT COVER. Final site stabilization. Examples include turf, gravel, asphalt, and concrete.

PHASING. Clearing a parcel of land in distinct phases, with the stabilization of each phase completed before the clearing of the next.

PUBLIC WATERWAY. Any body of water, including, but not limited to, lakes, ponds, rivers, streams, and bodies of water delineated by the city or other state or federal agency.

PUBLIC WORKS DIRECTOR. A registered professional engineer with the State of Minnesota who has received training and is given authority by the city to review, authorize, approve, inspect, and maintain erosion and sediment control plans and practices.

ROUGH GRADE. Excavation or fill of material to a condition suitable for general maintenance.

SEDIMENT. The product of an erosion process; solid material, both mineral and organic, that is in suspension, is being transported, or has been moved by water, air, or ice, and has come to rest on the earth's surface, either above or below water level.

SEDIMENT CONTROL. Measures and methods employed to prevent sediment from leaving the site. Sediment control practices may include, but are not limited to, silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, pipe slope drains, storm drain inlet protection, and temporary or permanent sedimentation basins.

SITE. A parcel of land or a contiguous combination thereof, where grading work is performed as a single unified operation.

STABILIZED. The exposed ground surface has been covered by appropriate materials such as mulch, staked sod, riprap, wood fiber blanket, or other material that prevents erosion from occurring. Grass seeding is not stabilization.

STANDARD PLATES. General drawings having or showing similar characteristics or qualities that are representative of a construction practice or activity.

START OF CONSTRUCTION. The first land-disturbing activity associated with a development, including land preparation such as clearing, grading, excavation and filling.

STORM WATER. Defined under Minn. Rules, part 7077.0105, subp. 41(b), and includes precipitation runoff, storm water runoff, snow melt runoff, and any other surface runoff and drainage.

STORM WATER POLLUTION PREVENTION PROGRAM (SWPPP). A program for managing and reducing storm water discharge that includes erosion prevention measures and sediment controls that, when implemented, will decrease soil erosion on a parcel of land and decrease off-site nonpoint pollution.

SURFACE WATER or WATERS. All streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems, whether natural or artificial, public or private.

TEMPORARY EROSION CONTROL. Methods employed to prevent erosion. Examples of temporary cover include: straw, wood fiber blanket, wood chips, and erosion netting.

WATERWAY. A channel that directs surface runoff to a watercourse or to the public storm drain.

WATER CONVEYANCE SYSTEM. Any channel that conveys surface runoff throughout the site.

WETLAND or WETLANDS. Defined in Minn. Rules, part 7050.0130, subp. F, and includes those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state.

ZONING ORDINANCE. City code detailing city specifications for all plan requirements.

(3) Permits.

(a) Approval. No person shall be granted a grading permit for land-disturbing activity that would require the uncovering or distributing of material in excess of any of the following measurements without the approval of a Grading, Erosion and Sediment Control, and Storm Water Management Plan by the city.

1. Ten thousand square feet.
2. Five hundred cubic yards undeveloped land, or 50 cubic yards developed land.
3. Within 1,000 feet of a waterway.

(b) Exception. No grading permit is required for land disturbances under the amounts specified above, or for the following activities:

1. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
2. General establishment of new construction lawns, or the addition of four or fewer inches of topsoil.
3. Existing nursery and agricultural operations conducted as a permitted main or accessory use.

(c) Application requirements.

1. Each application shall bear the name(s) and address(es) of the owner or developer of the site, and of any consulting firm retained by the applicant, together with the name of the applicant's principal contact at such firm.

2. A filing fee and security as outlined by the city's Zoning Ordinance and subdivision (d) below.

3. A Grading, Erosion and Sediment Control, and Storm Water Management Plan meeting the requirements of this division. Each application shall include the required number of plans and other required materials as specified on the application form.

4. The application form shall include a statement by the applicant that any land clearing, construction, or development involving the movement of earth shall be in accordance with the approved Grading, Erosion and Sediment Control, and Storm Water Management Plan.

(d) Security.

1. The permittee will be required to file with the city an irrevocable, automatically renewing letter of credit, or other improvement security in the amount specified by the current city SWMDS for fee schedule.

a. The security shall cover all costs of engineering and inspection, site improvements, street sweeping, repairs to erosion control measures, and maintenance of improvements for such period as specified by the city. Such deposit shall be provided prior to the release of the grading permit.

b. Deposit shall be released after final stabilization is complete, erosion control measures have been removed, and their removal area inspected.

2. Individual lot developers shall be required to provide a bond with a building permit application.

a. The security shall cover city costs for street sweeping, installation, maintenance and repairs to erosion control measures. The bond will be in an amount as specified by the current city SWMDS for fee schedule.

b. The security shall be released after turf is established as specified in the City Zoning Ordinance.

(e) Procedure. The city will review each application for grading permit to determine its conformance with the provisions of this regulation and other applicable requirements. The city requires complete application no less than 15 working days in advance of the desired grading permit date. Upon complete application, the city shall, in writing:

1. Approve the permit application;
2. Approve the permit application, subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or
3. Disapprove the permit application, indicating the reason(s) and procedure for submitting a revised application and/or submission;
4. Appeals of denial of permit shall be processed in accordance with appeal to the City Zoning Ordinance.

(4) Grading, Erosion and Sediment Control, and Storm Water Management Plan requirements.

(a) Plan requirements. Grading, erosion control practices, sediment control practices, storm water management practices, and waterway crossings shall meet the design criteria set forth in the Grading, Erosion and Sediment Control, and Storm Water Management Plan, and shall be adequate to prevent transportation of sediment from the site to the satisfaction of the city. No land shall be disturbed until the plan is approved by the Public Works Director, and conforms to the standards set forth herein.

(b) The Grading, Erosion and Sediment Control, and Storm Water Management Plan shall comply with all of the NPDES general [construction](#) storm water permit requirements and the city's SWMDS for temporary erosion and sediment control, [waste control](#), final stabilization and permanent water quality.

(5) Construction requirements. Construction specifications, waterway and watercourse protections requirements, and pollution prevention management measures shall comply, at a minimum, with all of the NPDES general [construction](#) storm water permit requirements, in addition to the city's SWMDS.

(6) Inspection. Notification, procedures, material requirements, permittee inspection, authorization, and record keeping shall comply, at a minimum, with all of the NPDES general [construction](#) storm water permit requirements, in addition to the city's SWMDS.

(7) Site maintenance. Responsibilities, maintenance requirements, and lapses regarding site maintenance shall comply, at a minimum, with all of the NPDES general [construction](#) storm water permit requirements, in addition to the city's SWMDS.

(8) Final stabilization requirements. Final stabilization is not complete until the criteria laid out in the NPDES general [construction](#) storm water permit and the city's SWMDS are met.

(9) Post-construction storm water management. All post-construction storm water management plans must be submitted to the Public Works Director prior to the start of

construction activity. Standards for post-construction storm water management shall be as follows:

(a) Specifications. At a minimum, applicants shall comply with all of the NPDES general construction storm water permit requirements.

(b) Design criteria. Permanent storm water management systems shall meet the design criteria as provided in the city's SWMDS.

(c) Maintenance agreement. The applicant shall enter into a maintenance agreement with the city that documents all responsibilities for operation and maintenance of long-term storm water treatment BMPs. Such responsibilities shall be documented in a maintenance plan and executed through a maintenance agreement. All maintenance agreements must be approved by the city and recorded at the County Recorder's office prior to final plan approval. At a minimum, the maintenance agreement shall describe the following inspection and maintenance obligations:

1. The responsible party who is permanently responsible for inspection and maintenance of the structural and nonstructural measures.
2. Pass responsibilities for such maintenance to successors in title.
3. Allow the city and its representatives the right of entry for the purposes of inspecting all permanent storm water management systems.
4. Allow the city the right to repair and maintain the facility, if necessary maintenance is not performed, after proper and reasonable notice to the responsible party of the permanent storm water management system.
5. Include a maintenance plan that contains, but is not limited to, the following:
 - a. Identification of all structural permanent storm water management systems.
 - b. A schedule for regular inspections, monitoring, and maintenance for each practice. Monitoring shall verify whether the practice is functioning as designed and may include, but is not limited to, quality, temperature, and quantity of runoff.
 - c. Identification of the responsible party for conducting the inspection, monitoring, and maintenance for each practice.
 - d. Include a schedule and format for reporting to the city compliance with the maintenance agreement.
6. The issuance of a permit constitutes a right of entry for the city or its contractor to enter upon the construction site. The applicant shall allow the city and its authorized representatives, upon presentation of credentials, to:
 - a. Enter upon the permitted site for the purpose of obtaining information, examining records, conducting investigations or surveys.
 - b. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations.
 - c. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permit.
 - d. Inspect the storm water pollution control measures.
 - e. Sample and monitor any items or activities pertaining to storm water pollution control measures.
 - f. Correct deficiencies in storm water and erosion and sediment control measures.

(10) Certification.

(a) Approved Grading, Erosion and Sediment Control, and Storm Water Management Plan. Plans for grading, stripping, excavating, and filling work, bearing the approval of the Public Works Director, shall be maintained at the site during the progress of the work.

(b) Procedure. The city will withhold issuance of building permits until the approved certified Grading Plan and Site Development Plan are on file with the city, all securities as required by this division are received, conservation posts are installed, and all erosion control measures are in place as determined by the Public Works Director.

(c) As-built Grading Plan and Development Plan. Within 60 days after completion of site development, as per the approved Grading, Erosion and Sediment, and Storm Water Management Plan, the developer shall provide the city with an As-built Grading Plan and Development Plan as defined in the City Zoning Ordinance.

(d) Removal of erosion control measures. The above-specified requirements will be authorized for removal upon the sodding of the rear yards, completion of punch list items involving ponds and slopes, final stabilization, completion of proper turf establishment, and placement of the proper conservation easement posts and signs as specified. Inspection is required after the removal of erosion control measures to verify proper restoration. Please refer to City Zoning Ordinance for specifications.

(11) Enforcement.

(a) Notice of violation.

1. In the event that any work on the site does not conform to the approved erosion and sediment control plan, or any of the requirements listed in the provisions of this article, the Public Works Director, or his or her designee, shall issue a written notice of violation to the applicant, detailing the corrective actions necessary for compliance.

2. The applicant shall conduct the corrective actions within the time period determined by the city and stated in the notice.

3. If an imminent hazard exists, the city may require that the corrective work begin immediately.

(b) Stop work order/revocation of site development permit.

1. In the event that any person holding a site development permit pursuant to this article violates the terms of the permit or implements site development in such a manner as to materially adversely affect the health, welfare, environment, or safety of persons residing or working in the neighborhood or development site so as to be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood, the city may suspend or revoke the site development permit through the issuance of a stop work order, or the revocation of the site development or building permit.

2. The city may draw down on the grading permit security, with 30 days written notice to developer, for any violation of the terms of this contract related to landscaping, if the violation is not cured within such 30-day period, or if the security is allowed to lapse prior to the end of the required term. If the security is drawn down, the proceeds shall be used to cure the default.

3. No development, utility or street construction will be allowed and no building permits will be issued unless the development is in full compliance with the requirements of this subdivision.

(c) Violation and penalties.

1. No person shall construct, enlarge, alter, repair, or maintain any grading, excavation, or fill, or cause the same to be done, contrary to or in violation of any terms of this division. Any person violating any of the provisions of this division shall be deemed guilty of a misdemeanor and each day during which any violation of any of the provisions of this division is committed, continued, or permitted, shall constitute a separate offense.

2. Upon conviction of any such violation, such person, partnership, or corporation shall be punished by a fine as specified by the city ordinance for fee schedule for each offense. In addition to any other penalty authorized by this section, any person, partnership, or corporation convicted of violating any of the provisions of this division shall be required to bear the expense of such restoration.

§ 9.116 SUBDIVISION REGULATIONS.

(A) Purpose. The purpose of this section is to provide for the orderly and economic development of land and urban facilities, and to promote the public health, safety and general welfare of the community by establishing physical standards and procedures for the subdivision of land.

(B) Authority. The Council hereby established the following rules and regulations pursuant to the authority provided in Minnesota Statutes, to regulate, control and maintain streets and provide for platting of property.

(C) Plats and data.

(1) Sketch plans. Sketch plans shall contain as a minimum, the following information:

- (a) Tract boundaries.
- (b) North point.
- (c) Streets on and adjacent to the tract.
- (d) Significant topographical and physical features.
- (e) Proposed general street layout.
- (f) Proposed general land use.
- (g) Name of owner and/or developer.
- (h) Zoning on and adjacent to tract.

(2) Preliminary plat. A preliminary plat shall contain the following information:

(a) Identification and description.

1. Proposed name of subdivision, which name shall not duplicate or be similar to the name of any other plant.

2. Location by section, town, range or by other legal description.

3. Names and addresses of the owner, subdivider, surveyor and designer of the plan.

4. Graphic scale.

5. North point.

6. Date of preparation.

7. Certification by surveyor certifying to accuracy of survey.

(b) Existing conditions.

1. Boundary line of proposed subdivision clearly indicated.
 2. Existing zoning classification, if any.
 3. Total acreage, including greenspace percentage.
 4. Location, widths and names of all existing or previously platted streets or other public way, showing type, width and also condition of improvements, if any, railroad and utility rights-of-way, parks and other public spaces, permanent buildings and structures, easements and section and corporate line within the tract, and to a distance of 100 feet beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes and hydrants, if any, shall also be known.
 5. Boundary lines of adjoining unsubdivided or subdivided land within 100 feet, identifying by name and ownership.
 6. Topographical data, including contours at vertical intervals of not more than 2 feet, except that contour lines shall be no more than 100 feet apart. Watercourses, marshes, wooded areas, rock outcrops, power transmission poles and lines, buildings and other significant features shall also be shown.
 7. All elevations, topography and vertical control data shall be tied to sea level datum, 1929 General Adjustments. Temporary benchmarks shall be established within the boundaries of the subdivision. Descriptions, reference ties and elevations of the benchmarks shall be furnished to the City Engineer.
 8. Reference to recorded subdivision plat or adjoining platted land by record, name, date and number.
 9. The location and size of all existing sanitary sewer, water or storm sewer, trunks, laterals or services on or adjacent to the property.
- (c) Design features.
1. Primary control points, with descriptions and "ties" to such control points to which all dimensions, angles, bearings and similar data on the plan shall be referred.
 2. Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves.
 3. Name and right-of-way width of each street or other right-of-way.
 4. Location, dimensions and purpose of any easements.
 5. An identification system for all lots and blocks.
 6. Site data including number of residential lots, typical lot size, and acres in park, and the like.
 7. Sites, if any, to be reserved for parks or other public uses.
 8. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings.
 9. Minimum building setback line on all lots and other sites with the width of lot shown at setback line.
 10. Location and description of monuments.
- (d) Preliminary grading and drainage plan. Including earthwork quantities, final grades (4:1 maximum slopes), building pad elevations, existing and proposed topography at two-foot intervals, drainage calculations, 10-year storm pipe design, 100-year storm

level of protection, direction of drainage around each building pad location, appropriate easements as required.

(e) Preliminary erosion control plan. Including method, location and detail of erosion control measures, consistent with § 9.106(I)(6)(g), where applicable.

(f) Preliminary utility and/or on-site sewage treatment plan.

1. Plan and profile showing existing utilities, proposed utilities, connection with existing utilities (watermain, sanitary sewer, storm sewer) appropriate easements as required.

2. Note whether utilities will be publicly or privately constructed, owned and maintained.

(g) Preliminary street plan. Plan and profile showing internal roads, grades, lengths of cul-de-sacs, curb data (horizontal and vertical), connection to existing streets or platted right-of-way, provisions for future extensions or connections to adjacent land, appropriate easements of right-of-way.

(h) Preliminary wetland plan. Plan showing fill or draining of any wetland including sequencing justification and proposed mitigation. All wetlands must be delineated in accordance with 1989 Federal Manual for Identifying and Delineating Wetlands.

(i) Preliminary landscape plan. Landscaping required by city landscape policy. Plan must identify location, size species and quantity of plant materials.

(j) Right-of-way requirements. Letter from Anoka County and/or MN/DOT containing recommendations and/or regulations on access or right-of-way requirements, if the property abuts county or state roads or right-of-way, or proposes access to a state of county road.

(k) Supplementary data to be supplied with preliminary plat

1. Names or record owners of adjoining unplatted land.

2. Protective covenants in form of recording, if any.

3. Other information such as certificates, affidavits, endorsements, photographs, traffic studies or other information as may be required by the City Council and/or the Planning Commission and/or the city staff in the enforcement of these regulations.

4. Soil borings and analysis, if required by the City Engineer or Chief Building Official.

5. Evidence that ground water control is at least ten feet below the level of finished grades or plan for solving ground water problems, if required by the City Engineer.

6. The size and dimension of all lots.

7. Notarized certification by owner and by any mortgage holder of record, of the adoption of the plat and the dedication of streets and other public area.

(3) Final plat. The final plat shall be on sheets 20 inches wide by 30 inches long and shall be at a scale of 100 feet equals 1 inch or such other standard scale as approved by the City Engineer and in all other respects shall comply with Minnesota Statutes. Where necessary, plat or final plat may be on several sheets accompanied by a key map showing the entire subdivision. For large subdivisions, the final plat may be submitted for approval progressively in contiguous sections satisfactory to the City Council.

(a) The final plat shall contain the following information:

1. Certifications showing that all taxes due on the property to be subdivided have been paid in full.
2. An attorney's opinion of title showing title or control of the property to be subdivided in the application.
3. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing subdivision.
4. Location of section, township, range, county and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions, which must mathematically close. The allowable error closure of any portion of a final plat shall be 1 in 7,500.
5. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments.
6. Location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curbs, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curb to lot lines.
7. Lots shall be numbered clearly. Blocks are to be numbered with numbers shown clearly in the center of the block.
8. The exact locations, widths and names of all streets.
9. Location and width of all easements.
10. Name and address of surveyor making the plat.
11. Scale of plat (the scale to be shown graphically on the bar scale), date and north arrow.
12. Statement dedicating all easements as follows and drainage facilities are reserved over, under, and along the strips marked "utility easements."
13. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.
14. Certification by registered surveyor in the form required by M.S. § 505.03, as amended.
15. Execution of all owners of any interest in the land and any holders of an mortgage thereon of the certificates required by M.S. § 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.
16. Space for certificates of approval and review to be filled in by the signatures of the City Engineer, City Clerk and Anoka County Surveyor.
 - (b) Additional plans to be submitted with the final plat include the following:
 1. Final utility plan. Plan and profile showing existing utilities, proposed utilities, connection with existing utilities (watermain, sanitary sewer, storm sewer) appropriate easements as required. Note whether utilities will be publicly or privately constructed, owned and maintained.

2. Final wetland plan. Plan showing fill or draining of any wetland including sequencing justification and proposed mitigation. All wetlands must be delineated in accordance with 1989 Federal Manual for Identifying and Delineating Wetlands.

3. Landscape plan. Plan showing reforestation required by this article and landscaping required by city landscape policy. Plan must identify location, size, species and quantity of plant materials.

4. Final street plans for requirements established in § 9.116(D).

5. Park dedication. It is deemed necessary and consistent with sound city planning to provide in each new proposed plat or subdivision, areas for future development of park and recreational purposes. Each plat shall hereafter provide for a dedication to the municipality, an area not less than 10% of the total proposed area to be subdivided.

a. Such area shall consist of developable and usable land and shall be located so as to serve the present and future needs of the community for recreational or park purposes.

b. The Planning Commission and the Council shall consider the proposed location in relation to existing or contemplated recreational and park sites in other parts of the community and as to the suitability in meeting the requirements of the city's comprehensive plan.

c. The following properties shall not be accepted for purposes of the owner's compliance with divisions (C)(3)(b)5.a. or b. above: Land dedicated or obtained as easements for storm water retention, drainage, roadway and other utility purposes.

d. This requirement may be waived and/or modified by the Council after recommendation by the Planning Commission for one of the following reasons:

i. The enforcement of this provision would act as an extreme hardship to the property owner, because of the size of the tract involved, the topography of the land (zoning areas involved) or the owner has already dedicated comparable areas in other subdivisions in the city.

ii. The owner contributes the cash equivalent to the city for the Parks Capital Improvement Fund of the city. A cash equivalent shall be a sum mutually agreed upon representing 10% of the market value of the tract in an underdeveloped state on the date the preliminary plat is presented to the city.

e. The city, at its sole discretion, may consider a combination of an area dedication and cash contribution to total the 10% park dedication contribution.

(D) Design standards.

(1) The following design standards are to be followed unless the City Council shall permit a variance because of unusual circumstances due to the topography, placement of buildings or other factors making it reasonable to vary the standards set forth without nullifying the intent and purpose of the comprehensive plan or this section.

(2) Streets.

(a) The arrangement, character, extent, width, grade and location of all streets shall conform to the comprehensive plan and shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and in their appropriate relation to the proposed uses of the land to be served by such streets.

(b) Where such is not shown in the comprehensive plan, the arrangement of streets in the subdivision shall either:

1. Provide for the continuation or appropriate projection of existing principal streets in surrounding areas; or
2. Conform to a plan for the neighborhood approved or adopted by the City Council to meet a particular situation where topography or other conditions make continuance or conformance to existing streets impractical.
(Ord. 1428, passed 5-29-01; Am. Ord.1470, passed 6-28-04; Am. Ord. 1537, passed 3-10-08)

First Reading: April 11, 2022
Offered by: Murzyn, Jr.
Seconded by: Novitsky
Roll Call: All Ayes

Second Reading: April 25, 2022
Offered by:
Seconded by:
Roll Call:

Date of Passage:

Mayor Amáda Márquez Simula

Attest:

Sara Ion, City Clerk



CITY COUNCIL MEETING

Item 10.

AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Second Reading of Ordinance No. 1676 Amending Chapter 4, Article II of the City Code	
DEPARTMENT:	Public Works	BY/DATE: Kevin Hansen 4/4/2022
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>		
X_Safe Community		_Diverse, Welcoming "Small-Town" Feel
_Economic Strength		_Excellent Housing/Neighborhoods
_Equity and Affordability		X_Strong Infrastructure/Public Services
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population

BACKGROUND: The City of Columbia Heights adopted the current Tree and Weed Services ordinance in 1977. It has been amended twice, the most recent in 2010. Since the adoption of the ordinance and subsequent amendments, new challenges and diseases and pests have emerged, and the best practices for managing them has changed. To align our practices, procedures and current enforcement of the ordinance, an amendment to the Tree and Weed Services ordinance is necessary. Also, throughout this chapter all gender specific pronouns have been replaced, the term Forester has been added to recognize the new title of our Urban Forestry Specialist and scientific names have been updated where necessary. To meet the challenges facing our urban forest and provide clarification and enforcement measures ordinance amendments to update the city code were recommended.

On April 11, 2022 the City Council voted unanimously to approve the draft ordinance on first consideration and set the second reading for April 25, 2022.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Ordinance No. 1676 there being ample copies available to the public. MOTION: Move to approve Ordinance 1676, an ordinance amending Chapter 4, Article II of the Columbia Heights City Code Relating to Tree and Weed Services, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.

ATTACHMENT(S): Ordinance 1676: City Code Section Chapter 4: Municipal Services, Article II

ORDINANCE NO. 1676

BEING AN ORDINANCE AMENDING CHAPTER 4, ARTICLE II, OF THE COLUMBIA HEIGHTS CITY CODE RELATING TO TREE AND WEED SERVICES

The City of Columbia Heights does ordain:

Section 2:

Sections § 4.201, § 4.202 and § 4.203 of the Columbia Heights City Code as they currently read are amended as follows:

ARTICLE II: TREE AND WEED SERVICES

Section

4.201 Removal of diseased, dead or hazardous trees

4.202 Disease control, planting and routine removal

4.203 Weed removal

§ 4.201 REMOVAL OF DISEASED, DEAD OR HAZARDOUS TREES.

(A) Declaration of policy. The health of the trees in the city is threatened by shade tree pests, and the loss or ill health of trees growing upon public and private property substantially depreciates the value of property within the city and impairs the safety, good order, general welfare and convenience of the public. In addition to and in accordance with M.S. §§ 89.001, 89.01, and 89.51-64, as they may be amended from time to time, the provisions of this section are adopted as an effort to control and prevent the spread of these shade tree pests.

(B) Declaration of shade tree pest. The Council may by ordinance declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community forest, as defined by M.S. § 89.001, as it may be amended from time to time, to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest, including necessary timelines for action.

(C) City Forester/Tree Inspector. The Council may appoint a Forester and/or Tree Inspector to coordinate the activities of the city relating to the control and prevention of damage by shade tree pests. The Forester and/or Tree Inspector will recommend to the Council the details of any program for the declaration, control, and prevention of shade tree pests. The Forester and/or Tree Inspector is authorized to enforce or cause to be enforced the tasks incident to such a program adopted by the Council. The term "Tree Inspector" includes person designated by the Council or the Forester to carry out the activities authorized in this section.

(D) Public nuisances declared. The Forester or their official representative has the authority to enter onto private property for inspection purposes. The Forester shall inspect all premises and places, both public and private, within the city for the presence of any of the below-described conditions and declare them a public nuisance:
~~The following are public nuisances whenever they may be found within the city.~~

~~(E) The Forester or his their official representative has the authority to enter onto private property for inspection purposes. The Forester shall inspect all premises and places, both public and private, within the city for the presence of any of the below-described conditions:~~

(1) Living or standing elm (*Ulmus spp.*) trees or parts thereof which are infected with the Dutch ~~e~~Elm disease ~~fungus-fungi~~ *Ophiostoma ulmi* or *Ophiostoma novo-ulmi*, ~~Ceratocystis Elmi (Buisman) Moreau~~ or which harbors any of the elm bark beetles *Scolytus multistriatus* ~~Scolytus Multis Triatus (Eichh)~~ or *Hylurgopinus Rufipes (Marsh)* *Hylurgopinus rufipes*.

(2) Living or standing oak (*Quercus spp.*) trees or parts thereof which are infected with ~~the Oak oak w~~Wilt Disease ~~disease~~ fungus *Bretziella fagacearum (syn. Ceratocystis fagacearum)* ~~Ceratocyrstris Fagacearum~~.

(3) Any living or dead ash (*Fraxinus spp.*) tree or part thereof infected to any degree with the insect Emerald Ash Borer, *Agilus planipennis* ~~Agilus planipennis Fairmaire (Coleoptera: Buprestidae)~~.

(4) Any other living or standing tree or part thereof infected with tree disease as determined by the Forester or any destructive or communicable disease or insect infestations.

(5) Any diseased dead tree or part thereof, including limbs, branches, stumps, firewood, or other oak, elm, ash or wooden material which has not been removed and burned or otherwise effectively treated so as to destroy and prevent as fully as possible the spread of communicable disease or insect infestation.

~~(6) Any dead trees or parts of trees, standing or fallen, including limbs, branches, and stumps.~~

~~(67) Any tree, limb or shrub that obstructs street lights, view of intersections, traffic signs, the free passage of pedestrians or vehicles, or a tree or any part thereof that is less than ~~eight sixteen~~ feet above the surface of the street, ~~sidewalk~~ or alley, ~~or less than ten feet above a sidewalk~~, or a tree ~~or part thereof~~ that poses an ~~an immediate~~ threat to ~~public safety, or public property, as determined by the Forester.~~~~

~~(FE) It is unlawful for any person to permit any public nuisance as defined herein on any premises owned or controlled by ~~him-them~~ within the city. Such nuisances shall be abated in the manner prescribed by this section.~~

~~(GF) Inspections and application of control measures.~~

(1) The Forester or ~~his-their~~ official representative may enter upon private premises at reasonable times and reasonable hours for the purpose of carrying out any of the duties assigned to them under this chapter.

(2) All premises and places within the city shall be inspected as often as practicable to determine whether any condition declared in this section to be a public nuisance, exists thereon. All reported incidents of infection by Dutch ~~e~~Elm fungus, the presence of elm bark beetles, of infection by the ~~o~~Oak ~~w~~Wilt fungus or the presence of Emerald Ash Borer shall be promptly investigated. Diagnosis may be by the presence of commonly recognized symptoms, by tests as may be recommended by the commissioner of the Minnesota Department of Agriculture or the commissioner of the Minnesota Department of Natural Resources, or other reliable means.

(3) No person, firm, or corporation shall interfere with the Forester/Tree Inspector or with anyone acting under the Forester/Tree Inspector's authority while engaged in activities authorized by this section.

~~(HG)~~ Abatement of shade tree pest nuisances. In abating a nuisance, defined by ordinance herein, the organism, condition, plant, tree, wood, or material identified as injurious to the health of shade trees shall be removed or effectively treated so as to destroy and prevent as fully as possible the spread of the shade tree pest. Such abatement procedures shall be carried out in accordance with the control measures and areas prescribed herein.

~~(HI)~~ Reporting discovery of shade tree pest. Any owner or occupier of land or any person engaged in tree trimming or removal who becomes aware of the existence of a public nuisance caused by a shade tree pest as defined herein, shall report the same to the city.

~~(HJ)~~ Registration of tree care firms. Any person, firm, or corporation that provides tree care, tree trimming, or removal of trees, limbs, branches, brush, or shrubs for hire must be registered with the Minnesota Commissioner of Agriculture under M.S. § 18G.07, as it may be amended from time to time, and must also be licensed by the City on an annual basis.

~~(HK)~~ Standard abatement procedure. Except as provided herein, whenever a Forester/Tree Inspector determines with reasonable certainty that a public nuisance, as described by this section is being maintained or exists on premises in the city, the Tree Inspector~~Forester~~ is authorized to abate a public nuisance according to the procedures in this division.

(1) The nuisance shall be clearly physically marked by the Forester wherever possible. The Forester will notify in writing the owner of record or occupant of the premises that a public nuisance exists and order that the nuisance be terminated or abated. The notice may be given in person or by mail. Failure of any party to receive the mail does not invalidate the service of the notice. A copy of the notice shall be filed with the City Clerk. The notice shall require abatement of all identified public nuisances and shall clearly state the time by which the abatement must be completed.

~~—(2) The notification shall require abatement of such condition within 20 days from the date of the mailing of the notice.~~

~~(23)~~ Abatement procedures shall be carried out in accordance with the current technical and expert methods and plans as may be designated by the Commissioner of Agriculture of the State of Minnesota or by the Commissioner of Natural Resources of the State of Minnesota.

(a) The notice of abatement shall state that unless the public nuisance is abated by the owner, it will be abated by the city at the expense of the owner. The notice shall specify the control measures to be taken to abate the nuisance, and provide a reasonable amount of time to abate the nuisance. The notice will also state that the owner has the right to appeal the determination that a public nuisance exists by submitting a request in writing to the City Clerk prior to the expiration of the date by which the nuisance must be abated as set forth in the notice.

(b) If no timely appeal is submitted, and the control measures prescribed in the notice of abatement are not complied with within the time provided by the notice or any

additional time granted, the Forester or designated person shall have the authority to obtain permission or an administrative search warrant, enter the property, and carry out abatement in accordance with the notice of abatement.

(3) Limbs or parts of trees or shrubs encroaching upon the public right of way, signs, lights, or otherwise obstructing or interfering with public infrastructure and its intended uses, may be removed or abated by City staff or contractors during regularly scheduled tree maintenance activities without first providing notice to the tree owner.

~~(L)~~ High-cost abatement. If the Tree Inspector determines that the cost of abating a nuisance will exceed \$5,000 based on a reasonable, good faith estimate, the written notice referred to in division (K) must provide that if the nuisance is not abated within the reasonable amount of time provided, the matter will be referred to the City Council for a hearing. The date, time, and location of the hearing must be provided in the notice.

~~(M)~~ Appeal procedure. If the City Clerk receives a written request for a hearing on the question of whether a public nuisance exists, prior to the expiration of the date by which the nuisance must be abated as set forth in the notice, the City Council shall hold a hearing. At least three days notice of the hearing shall be given to the individual who made the written request for the hearing. The Council may modify the abatement notice or extend the time by which abatement must be completed. Each owner, agent of the owner, occupant, and lien holder of the subject property of properties in attendance, if any, shall be given the opportunity to present evidence at the hearing. After holding the hearing, the City Council may issue an order requiring abatement of the nuisance.

~~(N)~~ Abatement procedure in event of imminent danger.

(1) If the Forester/Tree Inspector determines that the danger of infestation to other shade trees, or danger to public safety or infrastructure is imminent, and delay in control measures may put public health, safety, or welfare in immediate danger, the Forester/Tree Inspector may provide for abatement without following the procedures described herein. The Tree Inspector must reasonably attempt to notify the owner or occupant of the affected property of the intended action and the right to appeal the abatement and any cost recovery at the next regularly scheduled City Council meeting.

(2) Nothing in this section shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety.

~~(O)~~ Recovery of cost of abatement; liability and assessment.

(1) The owner of premises on which a nuisance has been abated by the city shall be personally liable for the cost to the city of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Clerk or other official shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the City Clerk.

(2) After notice and hearing, as provided in M.S. § 429.061, which may be amended from time to time, the City Clerk shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges as well as other charges for current services to be assessed under M.S. § 429.101, as it may be amended from time to time, against each separate lot or parcel to which the charges are attributable. The City Council may then certify the charges against the property to the County Auditor for collection along with

current taxes the following year or in annual installments as the city may determine in each case.

(~~PO~~) Penalty.

(1) Any person, firm, or corporation that violates any provision of this section shall, upon conviction, be guilty of a misdemeanor. The penalty, which may be imposed for any crime that is a misdemeanor under this section, including Minnesota Statutes specifically adopted by reference, shall be a sentence of not more than 90 days, or a fine of not more than \$1,000 or both.

(2) Upon conviction of a misdemeanor, the costs of prosecution may be added. A separate offense shall be deemed committed upon each day during which a violation occurs or continues.

(3) The failure of any officer or employee of the city to perform any official duty imposed by this section shall not subject the officer or employee to the penalty imposed for a violation.

(4) In addition to any penalties provided for in this section, if any person, firm, or corporation fails to comply with any provision of this section, the City Council or any official designated by it may institute appropriate proceedings at law or equity to restrain, correct, or abate the violation.

(77 Code, § 4.201) (Am. Ord. 1248, passed 7-13-92; Am. Ord. 1579, passed 4-12-10)

§ 4.202 DISEASE CONTROL, PLANTING AND ROUTINE REMOVAL.

(A) Whenever the Forester determines that any tree or wood within the city is infected with disease, ~~he they~~ may use appropriate disease control methods on all the nearby high value trees, in accordance with methods and procedures prescribed by the Commissioner of Agriculture of the State of Minnesota or the Commissioner of Natural Resources of the State of Minnesota. Notice shall be provided under this section in the manner prescribed for abatement.

(B) The Forester shall maintain trees on public streets, parks, boulevards and other public properties to facilitate the safe passage of pedestrian and vehicular traffic.

(C) No person shall plant, remove, cut above the ground, or disturb any tree on any public place without first obtaining written permission from the City Forester. The City Forester shall consider all requests by property owners for the planting or routine removal of public trees in accordance with the following standards:

(1) No more than one tree shall be planted for each ~~3040~~ feet of property frontage.

(2) No trees may be planted under or within ~~twenty five ten~~ lateral feet of any overhead utility wire ~~except tree varieties that reach a mature height of 25 feet or less. No trees may be planted~~ over or within five lateral feet of any underground water line or gas line, or over or within five lateral feet of any sewer line, transmission line or other utility.

(3) No trees may be planted midway between the existing curb and sidewalk without the approval of the City Forester. In areas where curb and sidewalk do not exist, no tree may be planted closer than three feet from the projected curb line.

(4) No tree shall be planted closer than 30 feet of any street corner, measured from the point of nearest intersecting curbs, or curb lines. No tree shall be planted closer than ten feet of any fire hydrant.

(5) No person, firm, or city department shall top any public tree. Topping is defined as the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this subdivision at the determination of the City Forester.

(6) No tree stumps shall remain on any property. All stumps of trees shall be removed or buried to ~~a minimum of four inches below the level of~~ the surface of the ground ~~including root extension to at least two feet from the outer edge of surrounding~~ the stump. Residents may request in writing an exception from the City Forester. The request must clearly state the reason the exception is being requested, and why allowing the stump to remain should be considered. If at any time thereafter, the stump is found to be a nuisance, the City Forester may rescind the exception and require the removal of the stump.

(D) The City Forester shall locate, select and identify any trees which qualify as "Landmark Trees." A tree may qualify as a Landmark Tree if it meets one or more of the following criteria: species rarity, old age, association with a historical event or person, abnormality, or scenic enhancement.

(E) The city shall have the exclusive right to plant, prune, maintain and remove public trees as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds and rights-of-way.

(F) No person except the City Forester, ~~his-their~~ agent, or a contractor hired by the city may plant, remove, prune, trim, spray or otherwise treat public trees without first obtaining written permission from the City Forester. The removal of basal suckers, also called water sprouts, is exempted from this clause. The person obtaining the written permission shall abide by the standards set forth in this section.

~~(G) The City Tree Board shall have the power to promulgate and enforce rules, regulations and specifications concerning the trimming, spraying, removal, planting, pruning and protection of public trees and shall have full power and authority over all public and private trees that constitute a hazard or threat as described herein.~~

~~(HG)~~ When the development of private and/or commercial property occurs, the Planning and Zoning Commission, City Engineer, and City Forester shall review landscaping plans and may require trees to be planted in any of the streets, parking lots, parks or other public places abutting lands henceforth developed and/or subdivided.

~~(H)~~ A person, partnership, corporation or other entity who violates or refuses to comply with any of the provisions of this article, upon conviction thereof, shall be punished as provided in § 1.999. Each day that a violation exists shall constitute a separate offense. If, as the result of the violation of any provision of this section, the injury, mutilation or death of a public tree located on city owned property is caused, the cost of repair or replacement of such tree, shrub, or other plant shall be borne by the party in violation. The replacement value of trees and shrubs shall be determined in accordance with the latest revision of "A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs, and Evergreens," as published by the International Society of Arboriculture.

(77 Code, § 4.202) (Am. Ord. 1248, passed 7-13-92; Am. Ord. 1579, passed 4-12-10)

§ 4.203 WEED REMOVAL.

(A) The weed inspector or delegated assistant may inspect all premises and places within the city for the presence of weeds, as defined below:

WEEDS. As used in this code shall include:

(a) Noxious weeds enumerated by Minn. Rules, part 1505.0730, as it may be amended from time to time.

(b) Any other uncultivated or uncontrolled weed growth, which have gone or are about to go to seed, such as secondary weeds enumerated by Minn. Rules, part 1505.0740, as it may be amended from time to time.

(c) Any tall weeds or grass growing upon any lot or parcel of land in the city to a height greater than nine inches. The weed inspector may grant exceptions for wildlife areas, areas bordering ponds, wildflower areas, ornamental grasses and other ~~such areas~~ managed natural landscapes that are a part of an orderly landscape design and comply with City guidance and requirements.

(d) Such other vegetation as the Council shall, from time to time, designate by resolution.

(B) The weed inspector or delegated assistant shall notify the affected property owner that weeds which are on ~~their~~his property, must be eradicated, or controlled, in the manner prescribed by the inspector. Such notice may be posted on the property, served personally, or may be served by mail.

(1) The notification shall require abatement of the weeds, or other prescribed action, within four days from the date of mailing of notice.

(2) The notification shall state that the city will take appropriate remedial action to eradicate or control the weeds upon expiration of said four days, with a charge to the property owner/property for costs.

(C) For properties for which there have been one or more notices issued within the prior 12-month period, compliance with division (B) shall not be required. For those properties, the first notice issued within a 12-month period shall contain a general notice that the city may abate future violations without providing additional specific notice of the violation.

(D) The weed inspector, delegated assistant, or other delegated agent of the city, shall cause the removal or other prescribed action of any weeds located on public property; or on private property, upon expiration of the prescribed notice to the owner.

(E) For the purpose of this section, the following definition shall apply.

OWNER. The person who is listed as the contact person on any current rental licensing application on file with the city, if any, or if none, the person listed as owner by the County Assessor on the homestead record, or if none, the taxpayer as shown by the records of the County Assessor.

(77 Code, § 4.203) (Ord. 1511, passed 6-12-06; Am. Ord. 1544, passed 5-12-08; Am. Ord. 1590, passed 5-9-11)

First Reading: April 11, 2022
Offered by: Novitsky
Seconded by: Jacobs
Roll Call: All Ayes

Second Reading: April 25, 2022
Offered by:
Seconded by:
Roll Call:

Date of Passage:

Mayor Amáda Márquez Simula

Attest:

Sara Ion, City Clerk



AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Second Reading of Ordinance No. 1677 Amending Chapter 4, Article III of the City Code									
DEPARTMENT:	Public Works	BY/DATE: Kevin Hansen 4/19/2022								
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input checked="" type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>			<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel									
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods									
<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services									
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population									

BACKGROUND: The City of Columbia Heights adopted the current water service ordinance in August 1991. Since the adoption of the ordinance many technologies, laws and practices have changed in the water industry, and within Columbia Heights Public Works. In an effort to align our practices, procedures and current enforcement of the ordinance, an amendment to the Water Service is necessary. Also, throughout this chapter all gender specific pronouns have been replaced.

The Minnesota Department of Health, acting in the role of primacy for the Environmental Protection Agency, has enacted laws requiring the enforcement of cross connection control programs, and the identification and replacement of lead service lines. The Minnesota Uniform Plumbing Code was also recently updated. These new laws and codes require several ordinance changes. To meet the requirements of the new nationwide laws, and to bring our ordinance in line with the statewide plumbing code, ordinance amendments to update the city code were recommended.

On April 11, 2022 the City Council voted unanimously to approve the draft ordinance on first consideration and set the second reading for April 25, 2022.

RECOMMENDED MOTION(S):
<p>MOTION: Move to waive the reading of Ordinance No. 1677 there being ample copies available to the public.</p> <p>MOTION: Move to approve Ordinance 1677, an ordinance amending Chapter 4, Article III of the Columbia Heights City Code Relating to Water Service, and direct staff to send a summary of the ordinance as presented, for publication in the legal newspaper.</p>

ATTACHMENT: Ordinance 1677: City Code Section Chapter 4: Municipal Services, Article III

ORDINANCE NO. 1677

BEING AN ORDINANCE AMENDING CHAPTER 4, ARTICLE III, OF THE COLUMBIA HEIGHTS CITY CODE RELATING TO WATER SERVICE

The City of Columbia Heights does ordain:

Section 3:

Sections § 4.303, § 4.304, § 4.306, § 4.312, § 4.313 and § 4.317 of the Columbia Heights City Code as they currently read are amended as follows:

ARTICLE III: WATER SERVICE

Section

- 4.301 Compliance with provisions
- 4.302 Water service connections; permit requirements
- 4.303 Water service connections and disconnections; charges; manner and costs
- 4.304 Installation and construction requirements and specifications
- 4.305 Restrictions on laying of pipes
- 4.306 Separate service to each building
- 4.307 Separate curb stop required for each building
- 4.308 Two or more services on one curb stop
- 4.309 Maintenance responsibility of service pipes
- 4.310 Unused service pipe
- 4.311 Control of water; disclaimer; liability
- 4.312 Water meters
- 4.313 Service rates and charges; rules and regulations
- 4.314 Discontinuance of service
- 4.315 Reinstatement of service
- 4.316 Fire services
- 4.317 Fire hydrants
- 4.318 Miscellaneous provisions
- 4.319 Penalty

§ 4.301 COMPLIANCE WITH PROVISIONS.

No person shall make, construct or install any water service installation, or make use of any water service connected to the water system except in the manner provided in this chapter, nor shall any person make, construct, install or make use of any installation connected to the water system contrary to the regulatory provisions of this chapter. (Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.302 WATER SERVICE CONNECTIONS; PERMIT REQUIREMENTS.

(A) Permit required. No person other than a city employee shall uncover or make or use any city municipal water system except pursuant to a permit obtained from the Inspections Department.

(B) Conditions of permit. No permit to tap or connect with sewer or water service in the city shall be granted for service to ~~property for which there are~~properties for which there are delinquent taxes, delinquent special assessments, or unpaid special charges, as of the date of the permit application.

(C) Deposit for water used during construction. A deposit for the estimated amount of water to be used during construction shall be paid when filing for a plumbing permit.

(D) Excavation permit. An excavation permit pursuant to § 6.301 is required if any part of the excavation for municipal water is within the public right-of-way.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.303 WATER SERVICE CONNECTIONS AND DISCONNECTIONS; CHARGES; MANNER AND COSTS.

(A) Connection and disconnection charges.

(1) Water service for any premises, building or building unit, shall not be commenced or restarted until a connection fee in an amount set by resolution of the Council is paid to the Utility Billing Office, together with any delinquent water bills from past service to said building or building unit, and any unpaid and delinquent special assessments.

(2) Where separate water meters are installed to service separate locations or units within the same building, the provisions of this section relating to delinquent water bills shall only apply to those locations or units for which such delinquencies exist.

(3) The provisions of this section shall remain in full force and effect without regard to any private contractual agreements or responsibilities between individuals or firms, regarding the payment of water bills, and the providing of utility services.

(4) A disconnection fee as set by resolution of the Council shall be charged upon voluntary or involuntary termination of water service at any premises, building or building unit.

(B) Manner and costs.

~~(1) Taps or connections to the water mains shall be made by the Public Works Department at no extra cost to the applicant for taps up to and including one inch in size.~~

~~(2) Taps larger than one inch shall~~ All taps shall be made by applicant at the expense of the applicant.

~~(3) All taps and connections shall be left uncovered until inspected and tested by the Public Works Department. All connections shall conform with city specification.~~

~~(Ord. 1227, passed 8-26-91) Penalty, see § 4.319~~

~~(43) No person except a city employee shall turn on, or off any water supply at the curb stop.~~

~~(Ord. 1227, passed 8-26-91) Penalty, see § 4.319~~

§ 4.304 INSTALLATION AND CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS.

All installations of services shall comply with the following:

(A) All services shall be constructed by a licensed plumber at the owner's expense.

(B) Services three inches in diameter and less shall be "Type K" copper. All services larger than three inches in diameter, shall be ductile iron.

(C) All taps two inches in diameter or smaller shall be made with the use of a corporation stop designed for tapping under pressure.

(D) The maximum size corporation stop that can be tapped directly into the main is must be as follows: approved by City staff prior to work commencing, and the use of a restraining saddle may be required

Pipe Size	Tap Size
Up to 6 inch ductile iron	¾ inches
8-inch ductile iron	1-inch

~~(E) The maximum size corporation stop that can be used with double strap bronze service saddle is as follows:~~

Pipe Size	Tap Size
6-inch ductile iron	1½ inches
8-inch ductile iron	2 inches

~~(F) All taps other than those allowed in the preceding division shall be made only with the use of an approved tapping sleeve and valve greater than 2" in size must be made with the use of an approved tapping sleeve and valve.~~

~~(G) All corporation stops must have clear openings of the same diameter as the pipe with which they are placed and be of a make and pattern approved by the Public Works Department.~~

~~(H) All curb stops one inch and larger shall be of a manufacturer and model approved by the Public Works Department the Mueller Oriseal design or approved equal.~~

(I) All services must be placed not less than seven feet below finished grade; and each service two inches in diameter and smaller shall have a Minneapolis pattern base curb stop fitted with a stop box set on the property in the right-of-way 1 foot from the property line at finished grade or proposed sidewalk.

(J) The stop box used shall have a Minneapolis base and be of a design approved by the Public Works Department. Stop boxes on curb stops one and one-fourth inch diameter and smaller shall have an unobstructed opening of one and one-half inch diameter. Curb stops one and one-half inch diameter and larger shall have an unobstructed opening of a minimum size as the service pipe. All stop boxes shall be fitted with a cover approved by the Public Works Department. Every service pipe must have a shut-off valve placed adjacent to and on the street side of the meter which must be kept in working order at all times so that the water may be shut off by the occupant of the premises. Said valve shall be no more than one foot from the inside wall of the structure. There shall also be a gate valve

placed on the outlet side of the water meter, not more than one foot from the meter so that the meter can be taken out or replaced without draining the plumbing system of the building. All valves shall have a clear opening the size of the inside diameter of the service pipe on which it is installed.

(K) The minimum size water service allowed shall be one inch.

(L) Plumbers shall leave all new water services shut off at the curb stop after completing the testing. Curb stops are to remain off until a water meter has been installed. (Ord. 1227, passed 8-26-91) Penalty, see § 4.319

(M) Cross Connection Control

1. The purpose of a cross-connection control program is to protect the health of water customers and the potable municipal water supply.
2. Cross-connections between the Columbia Heights municipal water system and other systems or equipment are prohibited, except when and where, as approved by the city of Columbia Heights, suitable backflow prevention devices are installed, tested and maintained to ensure proper operation on a continuing basis.
3. All property owners will provide access upon notice from the City of Columbia Heights for the purpose of performing a cross connection control survey.
 - i. The results of the survey will identify any deficiencies in cross connection protection and property owners will be required to make the required repairs within 90 days of being notified. After completion of repairs the property owner must allow the city, or its agents, to reenter the property for the purpose of reinspection. All repairs, installation or alterations to existing plumbing will require a plumbing permit to be issued by the City of Columbia Heights.
4. A backflow prevention device is to be owned, tested and maintained in working condition by the customer/owner of the premises being served.
5. Installation, maintenance and testing of backflow preventers shall be according to the ~~2015~~ most recent Minnesota Plumbing Code, ~~Chapter 4714~~ revision.
 - a. Testing must be performed by a state certified backflow tester. All internal maintenance to the device must be performed by a state certified backflow prevention rebuilder. Test results shall be furnished to the city. The city's annual fee for administering a backflow preventer testing program shall be as established by city council resolution from time to time.
 - b. A person who is recognized by the Minnesota Department of Labor and Industry as a backflow prevention tester or backflow prevention rebuilder is considered qualified by the City of Columbia Heights to test backflow preventers and certify them to be functional.

6. Failure to comply with the provisions of this section shall be cause to discontinue water service in accordance with Division 19 – Section A. The City of Columbia Heights may also apply surcharges to utility bills in lieu of water shutoffs at its discretion and determination of the risk posed by non-compliance.

§ 4.305 RESTRICTIONS ON LAYING OF PIPES.

No customer shall be permitted to conduct water pipes across lots or buildings to adjoining properties; but all service pipes shall be laid on streets, alleys, or public ground to the properties to be served and entered at the front or rear when practical of the building nearest the main. All new services must be installed perpendicular to the water main from the main to the curb stop.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.306 SEPARATE SERVICE TO EACH BUILDING.

No new service shall be constructed and no existing service shall be changed in such manner that more than one building, and in the case of residential property one living unit, shall be on the same service pipe, without specific approval of the City Engineer. Whenever two or more parties are supplied from one pipe connecting with a service main in a single family home or duplex, each building or part of a building separately supplied shall have a separate stop box and a separate meter.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.307 SEPARATE CURB STOP REQUIRED FOR EACH BUILDING.

Owners of properties having water services which do not have separate curb stops and boxes for each building or which otherwise do not conform to the requirements in this chapter at the time of its passage may be required to put in such curb stop or make such other changes as are necessary to conform to these requirements, when so instructed by the City Engineer.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.308 TWO OR MORE SERVICES ON ONE CURB STOP.

Where there are two or more services on one curb stop the water will not be turned on for one service unless the service pipes supplying the entire premises are metered and the water bill is paid for each service. The property owner shall be held responsible for the water bill and any maintenance, repairs or replacements of the service line where more than one unit is served by one service line.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.309 MAINTENANCE RESPONSIBILITY OF SERVICE PIPES.

(A) It shall be the responsibility of the property owner to maintain in good working order and/or replace service pipes,- including curb stops, from the main to the meter.

(B) The property owner shall immediately repair any leak occurring in ~~his~~their service pipe when the property owner is notified by the Public Works Department that the leak is in their service. Within 24 hours, the property owner shall provide the Department the name of the contractor that will make the repair and when the repair will be made, which repair must be completed within two days. If the repair has not been completed within three days from the date the property owner was first notified of the leak, the Public Works Department shall cause the work to be completed and the property owner will be billed for all expenses involved. If for some reason the work is deemed to be a hazard for the safety and welfare of the general public, the Public Works Department may cause the work to be completed immediately after discovering the leak, and bill all expenses to the customer.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.310 UNUSED SERVICE PIPE.

All service pipes that become useless or abandoned, including previously abandoned or unused services upon discovery of the same, must be permanently closed off and capped at the watermain by the property owner and so reported to the Public Works Department. In the event the property owner fails to shut off the service after being notified by certified mail, the Public Works Department may perform the necessary work and charge all expenses involved to the owner of the property.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.311 CONTROL OF WATER; DISCLAIMER; LIABILITY.

(A) Right to shut off water or vary water pressure. The Public Works Department reserves the right, at any time when necessary and without notice, to discontinue water supply or to vary water pressure for the purpose of making repairs or extensions or for any other purpose deemed to be in the best interest of the general public health and welfare. No claim shall be made against the City of Columbia Heights for any damage that may result from shutting off water or from varying the water pressure. The Public Works Department shall give notice prior to shutting off water if conditions are such that it is possible to do so.

(B) Pressure and supply not guaranteed. The Public Works Department does not guarantee the customer any fixed pressure or a continuous supply. In emergencies water may be shut off without notice.

(C) Disclaimer of liability. The City of Columbia Heights shall not be held responsible by reason of the breaking of any service pipe or apparatus, frozen water services, shut-off, fixtures within the premises, for failure in the supply of water, or variances in pressure.

(Ord. 1227, passed 8-26-91)

§ 4.312 WATER METERS.

(A) Requirements and installation.

(1) Except for extinguishing of fire, no person or other entity except authorized city employees shall use water from the water supply system or permit water to be drawn there

from unless the same be metered by passing through a meter furnished by the Public Works Department at the expense of such person or entity.

(2) The Public Works Department shall ensure that every customer and user of city water is provided with a properly installed water meter upon request ~~therefore~~. All meters shall be installed by a licensed plumber or by the Public Works Department in accordance with the following rules:

(a) Meters shall be placed on the service pipe not to exceed one foot from the wall or floor where such pipe enters the premises;

(b) Valve installation requirements as set forth in § 4.304(J);

(c) The meter must be placed in a suitable place so as to keep it dry and clean, protected from frost;

(d) All meters shall be readily accessible, with a minimum of 3 feet on all sides, and above the meter to allow ~~to~~ the meter reader, inspectors and Public Works Department personnel adequate access and space to work and perform repairs.

(3) For purposes of enforcing the provisions of this code, delegated city officials upon presentation of proper identification shall have the authority to enter any premises during reasonable hours to read, inspect, ~~maintain~~ repair, or replace said water meter.

(a) The owner shall allow the City's employee, or assigned agent, to complete the inspection, repair or replacement within 30 days of written notice from the city that an inspection, repair or replacement of the meter is required.

(b) Upon a property owner's failure to permit City personnel, or its assigned agent, onto the property to inspect, repair or replace the meter as required in this paragraph, a monthly surcharge in an amount duly adopted by the City Council and set forth in the City's fee schedule shall be imposed against the property on which the meter is located. The monthly surcharge will be imposed for every month during which the compliance with this paragraph is not met and charged on the property's municipal utility billing statement, whether the non-compliance has existed for the entire month or a portion thereof.

(c) If a property owner does not allow access to the property for the inspection, repair or replacement of the water meter following the addition of the surcharges to the Utility Bill, with 30 days written notice to the property owner and any occupants or lessees, city staff can request permission from the City Council to shut off the water service to the property until access is granted, subject to the provisions of the Cold Weather Rule M.S. § 216B.097,

~~(B) Requirements of seal:~~

~~— (1) Every water meter shall be sealed by an employee of the city at the time of installation; and at any time thereafter where the seal has been broken.~~

~~— (2) No person shall break or remove said seal except an authorized employee of the Public Works Department, provided however, that a licensed plumber may break said seal for the purpose of making necessary repairs after being granted specific permission by the Public Works Department.~~

~~— (3) Any broken seal or removed water meter shall be reported to the city within 24 hours of such action, or as soon as discovered.~~

(~~CB~~) Protection damage and repairs. The property owner or occupant of premises where a meter is installed shall be held responsible for its care and protection from freezing or hot water, and from other injury or interference from any person or persons. Meters that are liable to become damaged by hot water shall be protected by the installation of a reliable check and relief valve. In case of damage to the meter, or in case of its stoppage or imperfect working, the property owner or occupant shall give immediate notice to the office of the Public Works Department. All meters that are broken or damaged by negligence of owners or occupants of the premises, or by freezing, hot water, or other damage, ~~including ordinary wear and tear,~~ shall be repaired or replaced by the Public Works Department and the cost of repairs or replacement shall be paid by the owner or occupant.

(~~DC~~) Removal; replacement. Whenever a water meter is installed on a water service in a premise that is to be remodeled, removed, or destroyed, or where the service is discontinued so that the water meter is no longer needed, the owner of such premises shall give notice to the Public Works Department to remove such meter, and free access to such meter must be provided so that the meter may be removed. If the meter is lost or damaged, the owner of the premises shall be required to replace the same at the replacement value.

(~~ED~~) Tampering prohibited; estimation of bill. No one shall in any way interfere with the proper registration of a water meter. If any meter is found to have been tampered with, the water bill shall be estimated for the period and the meter ~~repaired and tested~~ replaced at the property owners expense. A surcharge in an amount duly adopted by the City Council and set forth in the City's fee schedule shall be imposed against the property on which the meter is located. Upon repetition of the offense, it will be optional with the Public Works Department to discontinue the water service or collect the amount estimated due. ~~The basis of estimating the bill shall be on the amount of the largest quarter billed in the preceding year from the date of the tampering of the meter. If no prior bill for the current property owner exists, City staff will propose a reasonable alternative estimate to be approved by the City Council. An escalating surcharge in an amount duly adopted by the City Council and set forth in the City's fee schedule shall be imposed against the property on which the meter is located for each additional offense.~~

(~~FE~~) Meter testing. In case there is doubt as to the accuracy of a water meter on the part of the customer, ~~he-they~~ may have the meter tested ~~by the Public Works Department by an organization equipped to accurately perform the test~~; at which test ~~he-they~~ may be present if ~~he-they~~ so desires. If the meter is found to register within 2% of being correct a charge will be made to pay for the ~~labor cost~~ of making such tests, plus a testing fee in an amount duly adopted by the City Council and set forth in the City's fee schedule. If the meter is found to measure 2% or more incorrectly, no charge shall be made for making the test. If the meter should be found to over-register more than 2%, there shall be a proportional deduction made from the previous water bill. A water meter shall be considered to register satisfactorily when it registers within 2% of accuracy.

(~~GF~~) Remote meter registers. When remote registers have been installed, and there is a conflict between the inside meter reading and the remote register reading, the inside meter reading shall prevail as the actual reading for billing purposes.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.313 SERVICE RATES AND CHARGES; RULES AND REGULATIONS.

(A) Charges. The Council shall by resolution fix all charges and penalties for late payment for water and sewer service and for garbage and rubbish hauling rates for dwellings and shall similarly fix the rates by which such charges shall be computed. All such utility bills may be collected as provided for water billing by division (C) of this section. Volume charges for water and sewer service for periods for which an accurate meter reading is not available, will be estimated at the highest quarterly reading in the preceding year, adjusted for any unusual use. If no prior consumption history for the current property owner exists, City staff will propose a reasonable alternative estimate to be approved by the City Council.

(B) Owner liability for charges. In billing water service the rates shall be applied separately for the consumption through each meter. The property owner shall be liable for water supplied to the property owner's property, whether the owner is occupying the property or not, and any charges unpaid shall be a lien upon the property.

(C) Statements; delinquent bills, shut-off for non-payment; resumption of services.

(1) Accounting. The administration services of the city shall provide for a method of periodic accounting and recording of water consumed at each metered location throughout the city. Bills shall then be calculated to include connecting and disconnecting charges; meter replacement charges; minimum charges for availability of water services, regardless of connection or usage; and consumption charges as necessary and appropriate for revenue for the maintenance and operation of the city water works facilities.

(2) Statements. The administrative service shall mail said water bills to the owner at the address listed for each specified meter location or to such address as the owner of record may request in writing.

(3) Due date. Water bills are due and payable on the tenth day of the month following the date of the ~~postmark~~invoice date. Any bill not paid by the close of business on the tenth day of the month following its mailing is delinquent, at which time a charge established by the City Council shall be added to the billing. ~~Partial payments shall be considered as payment towards most dated amounts billed.~~

(4) Delinquent bills. The administrative service shall ascertain all water bills that are delinquent after the tenth day of the month and send mail notice of such delinquency to the occupant of the metered location by the twentieth day of the same month. ~~If such bill remains unpaid at the last day of the month in which the delinquency notice was sent, the administrative service shall send a second written notice of such delinquency.~~ Said notice shall include a statement that water service will be discontinued unless full payment is received fees and interest will be applied if the delinquent bill is not paid in full by the due date, and tenth day of the month following the month in which the first delinquency notice was mailed. Before the water will be turned on, the entire account, including any current charges must be paid along with and including the charge established by the Council for turning the water off and

~~on. Water will be turned on only during regular working hours. If water bills are not paid, the bills may be levied against the owner's property and owner and certified for collection with against property taxes annually. annually. prior to turning the water back on, and proof of levy payment must be provided to the administrative service prior to said service being turned back on.~~

~~(5) Shut-off for non-payment. Water service may be discontinued at any time thereafter, subject to the following exceptions: Service may not be discontinued in this manner for:~~

~~—(a) Any tenant, lessee, or individual occupant of a multiple dwelling or commercial building which does not have a separate meter for each separate tenant, lessee, or occupant unit.~~

~~—(b) Any person who has filed with the Finance Director a written protest of the amount billed, either in whole or in part, together with the reasons or basis for such protest.~~

~~—(c) Any person who is subject to the Cold Weather Rule, M.S. § 216B.097, as it may be amended from time to time.~~

~~(6) Shut-off for non-payment under subdivision (C)(5)(a).~~

~~—(a) Water service may be discontinued under circumstances described in subdivision (C)(5)(a) by providing 30 days' written "Final Notice" to each individual tenant, lessee or occupant.~~

~~—(b) Upon expiration of 25 days of said 30-day period, additional written notice shall be provided to each individual tenant, lessee, or occupant indicating whether the delinquent water bills remain unpaid.~~

~~(7) Shut-off for non-payment under subdivision (C)(5)(b). Under circumstances described in subdivision (C)(5)(b), the administrative service shall investigate the basis for the protest and issue a report of its findings to the aggrieved party. When so warranted by the results of the investigation, water service may thereafter be terminated upon 24 hours' notice.~~

~~(8) Certification of delinquent bills. The Council may certify unpaid and delinquent water bills to the County Auditor annually for collection pursuant to the provisions of M.S. § 444.075, as it may be amended from time to time.~~

~~(6) Shut-off for non-payment:~~

~~(a) The water service to any property that is not subject to collection pursuant to the special assessment provisions of M.S. § 444.07, is subject to shut-off for non-payment upon 30 days' written notice to the property owner and any occupants or lessees, subject to the provisions of the Cold Weather Rule M.S. § 216B.097.~~

~~(b) Any disconnection fee established by the City Council under section 4.303(4) above applies to shut-off for non-payment under this section.~~

~~(c) Reinstatement of water service following shut-off for non-payment requires either payment in-full of the delinquent amount. Reinstatement following a change in ownership requires payment in-full.~~

~~(D) Water service bills payable at Finance Department. All bills for water and other services are payable at the office of the Finance Department during regular working hours, or as otherwise provided by said Finance Department.~~

~~(Ord. 1227, passed 8-26-91)~~

§ 4.314 DISCONTINUANCE OF SERVICE.

Any customer desiring to discontinue the use of water must notify the Finance Department in writing. The Public Works Department shall turn off the water, subject to any fees established. (Ord. 1227, passed 8-26-91)

§ 4.315 REINSTATEMENT OF SERVICE.

No firm, company or corporation or individuals from whose premises the water shall have been shut off shall turn the water on without permission from the Public Works Department. (Ord. 1227, passed 8-26-91)

§ 4.316 FIRE SERVICES.

(A) Construction. The construction of fire services shall be allowed as provided under the building code and Inspection Department. Separate services are required for both Fire and Domestic water use, and ~~Detector~~ flow meters shall be installed on any separate fire service line.

(B) Activation of detector flow meter. When the detector flow meter is activated by flow through the fire system, it shall be the duty of the property owner or occupant to notify the Public Works Department within 24 hours thereafter.

(C) Limitation of size. The Public Works Department shall reserve the right to limit the size of fire protection services where the street mains are of such size as to make it necessary in order to protect public interest.

(D) Prohibited use. In any case when the owner or occupant of any premises are found to be using water from a fire service for other purposes than fire protection, such act shall be cause for requiring metering of the fire service with a meter specified by the Public Works Department, at the expense of the owner. Estimated usage shall be billed to the property owner pursuant to section § 4.313(A)2-(C)

(E) Requirement of meter. The Public Works Department reserves the right at any time to require the property owner of the premises supplied with fire services to furnish and install, at his-their expense and under the direction of the Public Works Department an approved water meter and to keep the same in accurate operating condition, if it finds it necessary to do so to protect the public interest.

(Ord. 1227, passed 8-26-91)

§ 4.317 FIRE HYDRANTS.

(A) Permit requirements. No person other than an authorized city employee shall use a fire hydrant without first obtaining a permit therefor from the Public Works Department.

(B) Flushing streets and sewers. Hydrants used for construction purposes or for flushing sewers and streets shall have a reducing coupling attached to the nozzle of the hydrant with an independent throttling valve for regulating the supply. A Backflow preventer ~~must be~~

available that has been tested within the past year and found to be operating properly must be installed at the hydrant or ~~the~~ vehicle.

(C) Opening hydrants. Hydrants shall be opened only with a numbered hydrant spanner.

(D) Use as temporary service by contractors. Temporary service from fire hydrants is available for contractors. A meter will be obtained from the Public Works Department and a charge shall be made for hook-up. The charges for such water service shall be at the same rate as other services. Responsibility for the safety of and security of the meter lies with the contractor. The contractor shall place a deposit for the replacement value of the meter with the Public Works Department at the time of the request for application, and an escrow payment will be made for estimated water usage.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.318 MISCELLANEOUS PROVISIONS.

(A) Water supply from two sources; private supply substituted for city water. On premises where water is supplied from two sources, the city water being one of the systems, the piping system for city water must be entirely separated from that of the other source. If other than city water is to be furnished on premises previously supplied with city water, the property owner or ~~his~~their plumber must ~~give notice at the office of the receive approval from the Public Works Department. If approval is given the owner or their plumber when he they will make this change and must also cut off the~~will be responsible for discontinuing city water supply at the corporation stop and disconnect the service pipe.

(B) Disconnection of direct connection of two sources. Premises now having direct connection between the city water supply and another supply shall forthwith disconnect the same.

(C) Requirements of safety devices. Customers are required to equip boilers, heating plants, and refrigeration machinery with safety devices and/or backflow preventers; or provide auxiliary supplies.

(D) Repairs to comply with provisions. Repairs made to existing services shall cause such service to conform in every respect with this chapter.

(E) Accuracy of information not guaranteed. Such information as may be obtained from the records, maps, employees, and the like, of the Public Works Department relative to the location of water mains and service pipes will be furnished to licensed plumbers and interested parties, but the Public Works Department does not guarantee the accuracy of the same.

(F) Restriction of water use. The Public Works Department reserves the right to prohibit the use of water for yard sprinklers, elevators, air conditioners, coolers, and large consumers of water when in the judgment of the Public Works Department it shall be necessary to do so for the protection of public interest.

(G) Provisions considered part of every contract. The foregoing rules and regulations shall be considered a part of the contract for every person who takes water supplied by the City of Columbia Heights, and shall be considered as having expressed ~~his~~their agreement to be bound thereby.

(Ord. 1227, passed 8-26-91) Penalty, see § 4.319

§ 4.319 PENALTY.

(A) Any person, firm, or corporation who violates or refuses to comply with any of the provisions of this article, upon conviction thereof, shall be punished as provided in § 1.999. Each day that a violation exists shall constitute a separate offense.

(B) Any person violating any of the provisions of this article is liable to the city for any expense, loss, or damage occasioned the city by reason of such violation.

(Ord. 1227, passed 8-26-91)

First Reading: April 11, 2022

Offered by: Novitsky

Seconded by: Murzyn, Jr.

Roll Call: All Ayes

Second Reading: April 25, 2022

Offered by:

Seconded by:

Roll Call:

Date of Passage:

Mayor Amáda Márquez Simula

Attest:

Sara Ion, City Clerk



AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Resolution 2022-52 Approving Contract for Protect Community Forests by Managing Ash for EAB Grant from the MN DNR
-------	--

DEPARTMENT: Public Works	BY/DATE: Kevin Hansen 4/19/2022
--------------------------	---------------------------------

CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>	
<input type="checkbox"/> Safe Community	<input checked="" type="checkbox"/> Diverse, Welcoming "Small-Town" Feel
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods
<input checked="" type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population

BACKGROUND: The Emerald Ash Borer is an invasive species that has begun to devastate the ash tree population in the Twin Cities metropolitan area and will continue to do so over the next 10 years. Ash trees in Columbia Heights have been identified as infested and the work of removing ash trees from public spaces will be mostly complete by the end of this year. To help our community reforest after the years of ash removal, the Urban Forestry Department applied for grant funds from the MN DNR and was awarded \$63,450.00 to help manage replanting and treatment of publicly owned ash trees in Columbia Heights. The grant was a competitive grant awarded to select communities that showed a comprehensive plan, ability to meet the grant goals, and the knowledge to manage the emerald ash borer infestation through best practices.

STAFF RECOMMENDATION(S): The grant awarded to Columbia Heights will ensure that the continued management and replanting of publicly owned trees can continue following best forestry practices. The impact of EAB on forestry budgets around the state will be large, and by securing \$63,450.00 in grant funding, Columbia Heights can mitigate the impact on the general fund budget and still follow the City's Comprehensive EAB Management Plan (2014). The Urban Forestry budget will be used to meet the cash and in-kind match requirements of the 3-year program. The Protect Community Forests by Managing Ash for EAB grant will allow Columbia Heights to continue aggressively combating EAB and begin to re-establish the community forest by replanting a diverse selection of trees and ensuring the health and vitality of the community forest for generations. Grant activities include the cyclical treatment of 275 publicly-owned ash trees and planting 525 new trees in parks and along streets city-wide. The contract documents are being processed by MnDNR and will be available to sign soon.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Resolution 2022-52, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2022-52 approving the contract between the MN Department of Natural Resources and the City of Columbia Heights for the Protecting Community Forests by Managing Ash for EAB grant.

ATTACHMENT(S): Resolution 2022-52
Exhibit A B – Columbia Heights.docx (Grant Deliverables)

RESOLUTION NO. 2022-52

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

WHEREAS, the Urban Forestry Department pursued a competitive grant, Protecting Community Forests by Managing Ash for EAB, to help manage the replanting and treatment of publicly owned ash trees in Columbia Heights; and

WHEREAS, the competitive grant was awarded to select communities that showed a comprehensive plan, ability to meet the grant goals and the knowledge to manage the emerald ash borer infestation through best practices; and

WHEREAS, the City of Columbia Heights has been awarded a grant amount of \$63,450.00 by the MN Department of Natural Resources.

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

FINDINGS OF FACT

1. The City Council hereby approves the Grant Agreement between the MN Department of Natural Resources and the City of Columbia Heights, and furthermore authorizes the City Forester to act as the designated representative.

ORDER OF COUNCIL

Passed this 25th day of April, 2022

Offered by:

Seconded by:

Roll Call:

Amáda Márquez Simula, Mayor

Attest:

Sara Ion, City Clerk/Council Secretary

Exhibit A: Grant Project Deliverables

2022 Protect Community Forests Grants

City of Columbia Heights Deliverables

Grant Sum Total: \$63,450.00

Grant Contact Deliverables

- Adopting an EAB management plan through this grant process if the community does not yet have one in place
- Each ash tree removed must be replaced with a newly planted tree
- Grantee must be willing to participate in work by the Minnesota Department of Agriculture and University of Minnesota to evaluate project impacts

Regardless of requests for reimbursement, a written update must be submitted by each reporting deadline, to insure project is moving forward and on track to completion. Add written reports below corresponding to each reporting date:

December 15, 2022 Update:

June 15, 2023 Update:

December 15, 2023 Update:

June 15, 2024 Update:

December 15, 2024 Update:

June 30, 2025 Update:

As work is completed, thoroughly address all applicable bullet points below. Add in the date of reporting (i.e. 12/15/22) and change the font color of your update to red, to show where information has been added. Continually add to this document over the lifetime of your grant, making sure that all bullet points are addressed by the time of the grant's completion.

Work with DNR to fully execute and report on the impacts of the work plan by meeting the requirements as submitted in the City of Columbia Heights' application:

Project Overview and Need

The City of Columbia Heights seeks to minimize the negative impacts of Emerald Ash Borer on the community by continuing to execute the EAB management plan adopted by the City in 2014. The adopted plan is a City-wide, balanced approach to managing EAB. The City will maintain and protect valuable canopy cover by treating approximately 275 of the highest quality City owned ash trees with trunk injections of emamectin benzoate at three year intervals. The City is currently under contract with Rainbow Treecare to provide injection services for City owned ash trees in 2022. As part of this project, the City intends to purchase the necessary equipment and chemical to bring EAB injections in house starting in 2023. This move will enable the City to reduce costs and make long-term treatment of all remaining City-owned ash trees financially viable. In keeping with the management plan, as of Spring 2022 the City will have completed preemptive scheduled removals of all untreated City-owned ash trees; further removals are not planned. In order to ensure public safety the City will continue to inspect and monitor all treated ash trees and remove any trees that become infested with EAB or become hazardous. To replace the valuable canopy already lost to EAB management efforts the City will plant 525 new trees over the course of this project. Approximately 450 bareroot saplings and 75 container trees will be planted in parks and along streets City-wide. Tree selection will focus on increasing the diversity of the community forest utilizing GIS inventory and DNR community survey data. Plantings will

diversify the community forest to enhance resilience, increase ecosystem services, and provide climate mitigation. Although the City is well-prepared for the EAB crisis, management efforts to date have placed the Urban Forestry budget under considerable strain. Additional funding will allow for the purchase of injection equipment and chemical to maintain valuable canopy long-term and for timely purchase and planting of replacement trees.

Project Timeline

2022

- May/June- Order bareroot stock for fall planting, ~150 trees. Bareroot order arrives and is placed in gravel bed for heeling-in. Purchase bark protectors, stakes, tree straps, watering bags, and mulch.
- June/July- Treatment of ~91 City-owned ash trees by contractor.
- September/October- Plant ~150 bareroot trees in City parks and along streets. Update GIS to include all new plantings.
- November- Ongoing watering of newly planted trees as needed.
- December- Purchase EAB injection equipment, accessories, pesticide storage safety cabinet, and emamectin benzoate product for 2023 injections.

2023

- January/February- Order bareroot stock for fall planting, ~150 trees
- March/April- Order tree watering bags, bark protectors, stakes, tree straps, and mulch. Watering of 2022 planting cohort as needed.
- May- Bareroot order arrives and is placed in gravel bed for heeling-in.
- June/July- Emamectin benzoate trunk injection of ~78 City owned trees by City Forester. Watering of 2022 planting cohort as needed.
- August 2022- Watering of 2022 planting cohort as needed.
- September/October/November- Plant ~150 bareroot trees in City Parks and along streets. Update GIS to include all new plantings. Watering of 2022 and 2023 planting cohorts as necessary.
- December- Order injection accessories and emamectin benzoate product for 2024 injections.

2024

- January/February- Order bareroot stock for fall planting, ~150 trees. Order watering bags, bark protectors, stakes, and tree strap.
- March/April- Watering of 2022 and 2023 planting cohorts as necessary.
- May- Bareroot order arrives and is placed in gravel bed for heeling-in. Inspect 2023 planting cohort; adjust/remove stakes as appropriate. Watering of 2022 and 2023 planting cohorts as necessary.
- June/July/August- Emamectin benzoate trunk injections of ~110 City-owned ash trees by City Forester. Watering of 2022 and 2023 planting cohorts as necessary.
- September/October/November- Plant ~150 bareroot trees in City parks and along streets. Update GIS to include newly planted trees. Watering of 2022, 2023, and 2024 planting cohorts according as necessary.
- December 2024- Order injection accessories and emamectin benzoate product for 2025 injections.

2025

- January/February- Order ~75 container trees and planting accessories for 2025 Spring planting.
- March/April- Watering of 2023 and 2024 planting cohorts as necessary.
- May/June- Plant ~75 container trees in City parks and along streets. Emamectin benzoate injection of ~91 City-owned ash trees by City Forester. Watering of 2023 and 2024 planting cohorts.

Project Budget Explanation

The City of Columbia Heights will fund the cash match portion of grant activities through the Urban Forestry budget, which is part of the City's general fund. The City will provide in-kind match in the form of employee labor and the usage of City-owned vehicles and equipment. The City Forester will oversee the project, with additional labor provided by other City employees as necessary. City vehicles and equipment will be utilized for the planting, care, and maintenance of new trees and to perform ash injections. The City is under contract with Rainbow Treecare to provide emamectin benzoate trunk injections for the City's 2022 injection cohort. The purchase of the Arborjet Quik-Jet Air kit, accessories, pesticide safety cabinet, and emamectin benzoate product will allow the City to transition to in-house EAB trunk injections. The cost savings from this switch will enable the City to continue to treat high value ash trees long-term in a financially viable manner. Grant funding will greatly assist and speed this transition. The purchase of watering bags, bark protectors, tree straps, and stakes will provide the equipment necessary to facilitate planting with best practices. By choosing bareroot trees for the majority of trees planted for this project the City will maximize the number of trees that can be planted under budgetary constraints. The 75 container trees included in the plan will allow the City to purchase tree species that are unavailable as bareroot stock, or to choose species that perform poorly as bareroots. New tree planting will focus on increasing the diversity and resiliency of the community forest. Utilizing a Missouri gravel bed system to heel-in bareroot nursery stock will increase survival rates of newly planted trees and provide flexibility in the planting timeline. Additional grant funding will allow the City to plant a much larger number of trees over the grant period than would otherwise be possible. Many ash trees have already been lost to EAB management efforts; this project will provide a jump start to recovering the invaluable mature canopy lost.

Project Impacts on Priority Landscapes and Populations

This project has great potential to reduce racial and economic disparities while making positive health and environmental quality impacts for a diverse population. According to data from the US Census Bureau, the City of Columbia Heights is considerably more racially diverse than the state of MN as a whole. 63.3% of the residents of the City are white alone, not Hispanic or Latino, compared to 79.1% for the state of MN as a whole. 18.9% of residents of Columbia Heights are foreign born, much higher than the 8.5% number for the state of MN as a whole. Data from the U.S. Census Bureau also show that in addition to being more racially diverse than the state of MN as a whole, residents of Columbia Heights are also more likely to experience economic hardship. The City of Columbia Heights has a lower annual median household income than the state of MN as a whole, \$57,882 compared to \$71,306. The percentage of Columbia Heights residents living in poverty is also higher than state-wide numbers, 12.0% compared to 8.3%. The proposed project is City-wide in scope and has the potential to impact all residents of Columbia Heights, thereby reducing disparities for a diverse population. Thriving urban forests have been clearly shown to have positive impacts on the physical and mental health of residents and increase property values. Trees in urban environments also act as green infrastructure, providing critical ecosystem services. Mature trees provide shade, mitigate urban heat island effects, intercept particulate air pollution, reduce CO2 emissions, help conserve electricity and natural gas, and intercept

storm water. Urban trees and the services they provide will be critically important components in mitigating the impacts of climate change on our community. Mature ash trees treated and preserved through this project will continue to provide their valuable services to the community, retaining critical canopy cover that would take decades to replace. Trees planted as a part of this project will eventually replace the mature canopy already lost to Emerald Ash Borer, providing increasingly valuable ecosystem services and helping to combat the effects of climate change.

Communication

The City of Columbia Heights will continue and expand its outreach efforts about EAB, City management efforts, and this project throughout the course of the grant. The City currently features EAB on its website under the Urban Forestry section. This page provides basic information about EAB, updates on EAB status in Columbia Heights, and links to further resources for residents. The City will continue to update and maintain the EAB section of the website with information and resources for residents, as well as updates on grant activities and City management efforts. In addition to the website, the City will provide updates and information to the public through our quarterly City newsletter, use of social media, and informational sessions at the library. Newsletter stories and social media updates will highlight the critical status of EAB in Columbia Heights and urge residents to make a plan and take action on their trees. Newsletter, website, and social media updates will inform residents of the bulk discount available for EAB treatments from the City contractor. Social media updates will engage community interest with photos and videos highlighting grant activities and providing EAB information and awareness to residents. A new outreach effort in 2022 will include EAB informational sessions at the City library. These informational sessions will be one hour in length, free to residents, and presented by the City Forester. Informational sessions will include an overview of EAB, update on EAB status in Columbia Heights, City management efforts, grant activities, and management options available to residents. Resources detailing insecticide treatment options and the City's bulk discount treatment program will be provided. Sessions will conclude with question and answer time. If sufficient resident interest exists, two sessions will be provided each year for the entirety of the grant timeline. Communication will be collaboratively executed by the City Forester and City communications staff.

Key Personnel

This project will be coordinated and managed by the City Forester, an ISA certified arborist and MN certified Tree Inspector with a B.S. in Plant Science and graduate studies in Plant Pathology from the University of Minnesota. The City Forester will be assisted by other Public Works staff, including three MN certified Tree Inspectors and two additional ISA certified arborists. Five Public Works staff members have pesticide applicator's licenses. All staff will maintain their current credentials during the course of the project. All staff involved in the project have extensive experience planting and maintaining trees. The City Forester will select planting locations, select and order trees and other planting supplies, oversee and maintain the gravel bed, personally supervise all planting, perform inspections on planted trees, and manage all other tree maintenance and GIS activities with support from additional City Staff as necessary. The City Forester will personally perform annual inspections on all newly planted trees and adjust or remove stakes as necessary. Watering of trees will be accomplished by the City Forester and other Public Works staff utilizing the City's watering trailer and water truck. The City Forester will manage the list of treated City-owned ash trees, overseeing the work of contractors and performing all in-house emamectin benzoate trunk injections. Emamectin benzoate trunk injections in 2022 will be performed by the City contractor Rainbow Treecare, a full-service tree care company with ISA certified arborists on staff. Rainbow Treecare was awarded a two year contract for EAB injection services after a

competitive bidding process in 2020. Beginning in 2023, ash trunk injections will be brought in-house and performed by the City Forester.

Tree Planting

Grant funds will not fund the purchase of trees that are over-represented in your community. Any genera that comprise 10% or more of the community forest make-up will not be funded. Numbers derived from the Minnesota Department of Natural Resources 2010 Rapid Assessment will be used unless an updated inventory is provided. For your community this means grant funds cannot be spent on purchasing:

- *Acer* (maple): 19.7%
- *Picea* (spruce): 14.3%
- *Fraxinus* (ash) 12.4%

All trees planted with grant funds are expected to be maintained based on the City of Columbia Heights' Three Year Tree Maintenance Plan submitted as Exhibit C. Trees that do not survive will need to be replaced prior to grant close-out utilizing the warranty the city has with the nursery that stock was purchased from, or at the expense of the City of Columbia Heights.

Requesting Reimbursement

Accomplishment reports and maps of completed work will be submitted with all requests for reimbursement.

- Partial payment form along with invoices and proof of payment for grant-funded purchases, Cash Match form along with proof of payment, and In-Kind Match form
- Partial payments may be submitted as needed and must include all up-to-date required documents and accomplishment reports, including a relevant certification and/or declaration
- Accomplishment reports will include grant contract deliverables and their impacts
- Photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results
- Maps will:
 - Identify the location of ash that have been removed
 - Identify the location of ash stumps that have been ground
 - Identify the location and species of trees that have been planted
 - Identify the location of ash trees that have been treated
- All trees removed, treated, and planted will be mapped and submitted as shapefiles, with the planted trees identified by species and size, to obtain grand fund reimbursement. If your community does not have access to shapefile-generating software, please notify your DNR Urban and Community Forestry Team Member, and they will work to assist you.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources [Pocket Guide to Planting Trees](#).

Staff will also ensure that the project adheres to the 20-10-5 guideline which means that following planting, a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Staff will confirm that planted tree stock is ¾"-2" caliper bareroot or a container class size #20 or smaller.

Ineligible Project Expenses

Ineligible project expenses include, but are not limited to:

- Costs incurred prior to the start date on the fully executed grant agreement
- Staff time for local government unit employees
- Purchase of trees listed on the [Minnesota Invasive Terrestrial Plants](#) list, including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Norway maple, Russian olive, Siberian elm, and tree of heaven
- Purchase of balled and burlapped trees, containerized trees larger than #20, and bareroot trees greater than 2" caliper diameter
- Purchase of tree species that already make up 10% or more of the community's public trees, or whose family makes up 20% or more of the public trees
- Purchase of plants such as shrubs, living ground covers, sod, grass seed, and flowers
- Purchase of land or easements
- Major soil and grade changes or construction
- Equipment purchases equal to or exceeding \$5,000
- Purchase of meals or snacks for volunteers
- Experimental practices not approved by DNR

Acknowledgments

Environment and Natural Resources Trust Fund (ENRTF)

- Since the citizens of Minnesota created this funding source, it is critical to the transparency of the fund that they are aware of how the funds are used. Acknowledgement of the ENRTF should be included in all project communications and outreach – including press releases, media interactions, signs, publications, event advertisements & invitations, websites, newsletters, printed materials, presentations, and social media.
- Acknowledgement can be made through use of the ENRTF logo. Contact the UCF Team to obtain the ENRTF logo. Projects are encouraged to display it within their efforts whenever possible and appropriate. It is available in color, black and white, or grayscale in a variety of file formats (.ai, .eps, .png, .jpg, .gif).
- Acknowledgement can be made by tagging ENRTF on Facebook (Minnesota Environment and Natural Resources Trust Fund) and mentioned on Twitter (@mnenrtf) when the City of Columbia Heights posts about a project that has been supported by ENRTF. Not only will this fulfill the acknowledgement requirements, but it allows LCCMR to share Columbia Heights' project accomplishments with their followers, including commission members.
- Acknowledgement can be made through use of ENRT attribution language. If choosing to acknowledge ENRTF funding through attribution language, please include at a minimum:

"Funding provided by the Minnesota Environment and Natural Resources Trust Fund."
(verbal)

- or -

"Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR)." (written)

Minnesota Department of Natural Resources

The Minnesota Department of Natural Resources needs to be acknowledged in publications, audiovisuals, and electronic media developed as a result of this award.

- Including any publications or outreach materials related to this grant or agreement, a statement of affiliation with Minnesota Department of Natural Resources, e.g., “This publication made possible through a grant from the Minnesota Department of Natural Resources.” OR “This project was conducted in cooperation with the Minnesota Department of Natural Resources.”
- Logo is permitted for use and can be obtained by contacting the UCF Team.

Exhibit B: Project Budget
2022 Protect Community Forests Grants
City of Columbia Heights

Item	State Grant Funds	Cash Match	In-kind Match	Total
Personnel and Owned Equipment			\$92,300.00	\$92,300.00
Eligible Expenses	\$63,450.00	\$7,200.00		\$70,650.00
Totals	\$63,450.00	\$7,200.00	\$92,300.00	\$162,950.00



AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Award of Professional Services for Construction Materials Testing for 2022 Street Rehabilitation Program		
DEPARTMENT:	Public Works	BY/DATE:	Kevin Hansen 4/20/2022
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>			
<input type="checkbox"/> Safe Community		<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	
<input type="checkbox"/> Economic Strength		<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input type="checkbox"/> Equity and Affordability		<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	
<input type="checkbox"/> Opportunities for Play and Learning		<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: Staff regularly obtains quotes for material testing services on construction projects. Testing services include items such as compaction of Class 5 aggregate base, compressive strength of concrete, and density of bituminous paving. The testing type and frequency are outlined in the State Aid Schedule of Materials Control for Local Government Agencies.

STAFF RECOMMENDATION: Staff requested proposals from geotechnical engineers to provide the construction materials testing services. The following is a combined total submitted for both 2022 Street Rehabilitation – Zones 6 and 7 and State Aid Overlay - 47th Avenue projects:

- Independent Testing Technologies (ITT): \$17,005.00
- American Engineering Testing (AET): \$17,515.00 (minimum) \$26,486.00 (likely)

Actual costs are based on the time required at the project site and the number of tests. Independent Testing Technologies included more tests and trips to the construction sites than the numbers provided in American Engineering Testing "minimum" proposal for approximately the same cost. Staff recommends awarding the construction materials testing services to Independent Testing Technologies.

RECOMMENDED MOTION(S):
MOTION: Move to approve the proposal for Construction Materials Testing for 2022 Street Rehabilitation Program with Independent Testing Technologies, based on project testing requirements for an estimated cost of \$17,005.00 appropriated from Funds 415-9999-43050-2202 (Street Rehabilitation - Zones 6 and 7) and 415-9999-43050-2206 (State Aid Street Rehabilitation – 47 th Avenue).



AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Award of Professional Services for Construction Surveying and Staking for 2022 Street Rehabilitation Project	
DEPARTMENT:	Public Works	BY/DATE: Kevin Hansen 4/20/2022
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>		
<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: As needed, staff obtains quotes for construction surveying and staking services on construction projects.

STAFF RECOMMENDATION: Staff requested proposals from consulting engineers to provide the construction surveying and staking services for the Street Rehabilitation projects – Zones 6 and 7:

- Bolton & Menk, Inc. \$24,610.00
- SEH, Inc: \$52,500.00

Actual costs are based on the time required at the project site. Staff recommends awarding the construction surveying and staking services to Bolton & Menk.

RECOMMENDED MOTION(S):
MOTION: Move to approve the proposal for Construction Surveying and Staking for 2022 Street Rehabilitation Project - Zones 6 and 7 with Bolton & Menk, Inc. for an estimated cost of \$24,610.00 appropriated from Fund 415-9999-43050-2202.



AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Accept Proposal from Bolton & Menk for Construction Services for Central Avenue Sanitary Sewer Rehabilitation									
DEPARTMENT:	Public Works	BY/DATE: Kevin Hansen 4/20/2022								
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>										
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">_ Safe Community</td> <td style="width: 50%;">_ Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td>_ Economic Strength</td> <td>_ Excellent Housing/Neighborhoods</td> </tr> <tr> <td>_ Equity and Affordability</td> <td>X_ Strong Infrastructure/Public Services</td> </tr> <tr> <td>_ Opportunities for Play and Learning</td> <td>_ Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>			_ Safe Community	_ Diverse, Welcoming "Small-Town" Feel	_ Economic Strength	_ Excellent Housing/Neighborhoods	_ Equity and Affordability	X _ Strong Infrastructure/Public Services	_ Opportunities for Play and Learning	_ Engaged, Multi-Generational, Multi-Cultural Population
_ Safe Community	_ Diverse, Welcoming "Small-Town" Feel									
_ Economic Strength	_ Excellent Housing/Neighborhoods									
_ Equity and Affordability	X _ Strong Infrastructure/Public Services									
_ Opportunities for Play and Learning	_ Engaged, Multi-Generational, Multi-Cultural Population									

BACKGROUND: On April 25th, 2022 the City Council will consider the award of bids for the Central Avenue Sanitary Sewer Rehabilitation Project. The scope of the work on Central Avenue includes pipe upsizing, pipe replacement due to broken pipe or joint issues, and manhole replacement and rehabilitation.

The construction is scheduled for late spring start with completion in mid-September of 2022. The work will be completed prior to the new City Hall site completion and prior to leasing/move-ins for the new apartments at the same location. The cost of the sewer rehab project for 2022 is funded through a combination of funds including the American Rescue Plan Act (ARPA), along with the City’s Sewer Construction Fund and Sewer operations fund.

ANALYSIS/CONCLUSIONS:

The City had previously hired the consulting firm of Bolton & Menk for the design and preliminary surveying services for this project. Attached please find Bolton & Menk’s proposal for providing construction administration services for the project. The work will include:

1. Construction surveying
2. Reviewing and approving all required submittals, including traffic control on Central Avenue.
3. On site daily inspections for the project duration.
4. Reviewing and approving of a temporary sanitary sewer by-pass pumping plan.
5. Monitoring and ensuring proper traffic control and safety measures are incorporated by the contractor.
6. Coordinating and approving the materials testing.
7. All site restoration work in the Trunk Highway ROW and appurtenance installation, subgrade compaction, pavement, turf establishment etc.
8. Contract administration services such as the preconstruction meeting, weekly construction meeting agendas, minutes, pay vouchers, close out procedures including punch list and as-builts.

Due to Bolton & Menk’s familiarity with the sanitary sewer analysis, staff obtained a proposal for surveying and construction administration services from them. With all the work occurring within the ROW on Central Avenue, two key project elements should be noted – project coordination with MnDOT and traffic control on

Central Avenue. The cost to not exceed amount is 4.5% of the construction value, under the typical 8% range for construction services.

Staff recommends approval of the professional service agreement with Bolton & Menk in the amount of \$95,350.

RECOMMENDED MOTION(S):

MOTION: Move to accept the proposal from Bolton & Menk in the amount of \$95,350 for construction services for the Central Avenue Sanitary Sewer Rehabilitation, City Project 2204.

ATTACHMENT: Bolton & Menk Proposal dated April 4, 2022



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Dr. Item 15.
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

April 4, 2022

Kevin Hansen, P.E.
Director of Public Works / City Engineer
Public Works Department
637 38th Avenue NE
Columbia Heights, MN 55421

RE: Construction Services – Central Avenue (TH 65) Manhole Reconstruction Improvements

Dear Mr. Hansen:

Bolton & Menk, Inc. appreciates the opportunity to submit this proposal to the City of Columbia Heights for construction related services for the proposed Central Avenue (TH 65) Manhole Reconstruction Improvements. The project includes reconstructing 23 brick/block manholes between 37th Avenue and 45th Avenue, along with approximately 300 feet of sewer pipe south of 42nd Avenue, and 6 spot repairs of the sanitary sewer main. The work also includes improvements along Gould Avenue between Central Avenue and Peters Place.

The City is planning to use American Rescue Plan Act (ARPA) funds for the project. Our understanding is the City will lead all efforts for requesting reimbursement, reporting and financial documentation related to the funding source. Bolton & Menk will provide necessary invoicing related to contractor payments and engineering fees to the City for their use in securing reimbursement.

WORK PLAN

We will perform construction services for the project, including administration, observation and construction staking. We understand the following tasks will be required for this portion of the project:

- Pre-Construction conference, along with construction meetings as required,
- Review submittals related to: manholes, traffic control, pavements, imported materials, and other items which may be included in the construction documents,
- Construction survey will be minor for this project,
- Site observations for construction operations,
- Administration for items such as pay requests and construction documentation, and
- Record Drawings.

Other tasks could also potentially arise, and the amount of time dedicated to the tasks can vary. We will be in communication with the City of Columbia Heights as the project proceeds through construction to discuss levels of effort related to these activities.

Construction material testing services will include soil testing, aggregate testing, and bituminous testing performed consistent with the latest "SALT" Schedule of Materials Control. Bolton & Menk will coordinate the materials testing for the project, and the testing company will contract directly with the City of Columbia Heights.

Bolton & Menk solicited two quotes for testing services, one from American Engineering Testing (AET) and one from Independent Testing Technologies (ITT). The quotes were based on the same work scope for quantities of tests, personnel hours, and trips to the site. The quotes received were as follows:

<u>Firm</u>	<u>Amount</u>
AET	\$31,732.80
ITT	\$35,910.00

Based on the quotes received, we recommend using AET for the testing services. The quotes are attached for reference.

SCHEDULE AND COMPENSATION

Project Schedule

Bid opening is scheduled to occur on April 5, 2022, with construction activities occurring during the 2022 construction season.

We have assumed the following when preparing our proposed fees for the project:

- Construction Administration will be required for facilitation meetings, Preparation of pay applications, and routine communications with the City and contractor.
- Construction staking will be minor for the project. Our inspector will mark removals for the project.
- Approximately 2 weeks of part-time inspection will be required for submittal review and preparing for construction.
- Construction will last 8 weeks, requiring full time inspection.
- Approximately 4 weeks of part time inspection will be required after substantial completion for inspections, quantity discussions with the contractor, and record drawings.

Compensation

We have prepared the following estimate of time and fees associated with completing the tasks described in this letter.

<u>Staff</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Project Manager	16	\$200/hr	\$ 3,200
Project Engineer (Administration)	40	\$145/hr	\$ 5,800
Construction Staking	24	\$165/hr	\$ 3,960
Construction Observation	550	\$145/hr	\$79,750
<u>Surveying (Record Drawings)</u>	<u>16</u>	<u>\$165/hr</u>	<u>\$ 2,640</u>
Totals	646		\$95,350

Mr. Kevin Hansen, P.E.
April 4, 2022
Page 3

We are proposing to complete the work for a not-to-exceed amount of \$95,350. Based on an estimated \$1.4M construction cost, this equates to approximately 6.8%.

If there are any questions related to the scope and/or fee portion of this submittal, please call me at (651) 968-7760.

Sincerely,

Bolton & Menk, Inc.



Kevin P. Kielb, P.E.
Project Manager

ACCEPTED BY: _____
Kelli Bourgeois, City Manager

DATE: _____



March 22, 2022

City of Columbia Heights
637 38th Avenue NE
Columbia Heights, Minnesota 55421

Attn: Mr. Kevin Hansen, PE – City Engineer
KHansen@columbiaheightsmn.gov

RE: Quality Assurance Testing Proposal
Central Avenue Sewer Manhole Improvements
City of Columbia Heights, Minnesota
AET Proposal No. P-0011264

Dear Mr. Hansen:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. This proposal has been prepared in response to the recent request from Bolton & Menk by email on March 17, 2022, and describes our understanding of the project, our anticipated scope of services, our unit rates, and an estimated total fee to perform these services.

PROJECT INFORMATION

The City of Columbia Heights (the City) will be performing sewer manhole improvements project during the 2022 construction season. Work/Construction is anticipated to begin and be completed during the 2022 construction season. The project area will include Central Avenue between 37th Avenue and 45th Avenue. The project will be funded with municipal funds.

Plans by Bolton & Menk, dated February 2022, were available to us for review at the time this proposal was authored. Specifications were not available. We understand Construction Inspection and Contract Management of the project will be performed by Bolton & Menk, Inc. (BMI).

GEOTECHNICAL INFORMATION

A geotechnical exploration and analysis was performed for this project by AET. The results were presented in our Report of Geotechnical Exploration and Review, dated February 25, 2022 (AET Project No. P-0006922). Reference should be made to that report for more details regarding site conditions and recommendations.

PROJECT APPROACH

During the construction improvements, AET will provide experienced MnDOT certified Engineering Technicians to perform sampling and material testing services as directed by BMI personnel. For this project, Robert Olson will be AET's contact. He can be reached at (763) 742-8651 (office). ***AET requires a minimum of 24 hours' notice of the need for Services. Saturday and Sunday are not included in this minimum amount of notice.***

We understand that BMI will contract with MnDOT Metro Inspections for bituminous and concrete plant monitoring.

SCOPE OF SERVICES

Based on our review of the available plans and our experience with on similar projects, our anticipated scope of services is outlined below. These services will be provided on an on-call basis coordinated through authorized BMI field personnel.

Soils Sampling and Testing

Our estimate of the sampling and testing to be performed on the grading and base items is based on estimated testing as requested by BMI personnel. AET will perform MnDOT Relative Density testing (Proctor) as well as in-place density and moisture testing on the following materials:

- Utility Trench Backfill
- Subgrade Preparation

The MnDOT Dynamic Cone Penetrometer will be used to verify compaction on the granular sections, including the Select Granular Borrow and the Class 5 Aggregate Base sections of the project as requested by BMI personnel.

AET will perform the sampling of the Class 5 Aggregate Base materials and transport the samples to our St. Paul, Minnesota laboratory. BMI personnel will update AET on the schedule of material placement, material sources (including changes in source), and changes in quantities.

Subgrade Test-Roll Observations

During or after final grading of the pavement subgrade soils, AET personnel will observe test-rolling (if requested). These observations will be performed by a Staff Engineer on an on-call basis. Our scope of services will include the following:

- Observe the reaction/stability of the pavement subgrade soils as they are test-rolled by a loaded, tandem-axle dump truck.
- Evaluate the subgrade deflections under the wheel loads, and mark areas of excessive deflection. Areas of excessive deflection will be shown to personnel from the contractor and/or their subcontractors.
- Provide recommendations for correction of the unstable subgrade soils.

Bituminous Subgrade & Base Test-Roll Observations and Testing

During or after final grading of the pavement subgrade soils and aggregate base, AET personnel will observe test-rolling of the pavement subgrade soils and aggregate base. These observations will be performed by a Staff Engineer on an on-call basis. Our scope of services will include the following:

- Observe the reaction/stability of the pavement subgrade soils and aggregate base as they are test-rolled by a loaded, tandem-axle dump truck.
- Evaluate the subgrade deflections under the wheel loads, and mark areas of excessive deflection. Areas of excessive deflection will be shown to personnel from the contractor and/or their subcontractors.
- Provide recommendations for correction of the unstable subgrade soils.

Bituminous Pavement Sampling and Testing

As bituminous paving is being completed, AET personnel will pick-up companion samples provided by the contractor, during each day of paving, and transport the samples to our St. Paul, Minnesota laboratory. Samples will be tested in our laboratory for MnDOT Gyrotory Mix Properties as follows:

- Gyrotory Density (AASHTO T 312) MnDOT Modified
- Rice Specific Gravity (ASTM D2041)
- Asphalt Extraction and Aggregate Gradation (ASTM D2172 Method E-11) MnDOT Modified C137 and C117
- Fine Aggregate Angularity (AASHTO T 304, Method A, MnDOT 1206.5)
- Percent Crushed Particles (MnDOT 1214.8)

BMI personnel will coordinate the removal of both the contractor and companion cores with the contractor.

After the completion of the coring, AET will retrieve companion core samples from the project contractor for laboratory testing. This testing will include the following:

- The thickness of each layer of the core sample
- The density of each layer of the core sample

When placement of the bituminous base and wear layers begins, an Engineering Technician will make site visits on an on-call basis to perform nuclear density gauge verification testing of the bituminous. BMI will determine and mark the random nuclear density test locations of the bituminous. AET understands that we will test one location per lot for verification testing of the Contractor's results. The Contractor's QC personnel will perform nuclear density gauge on each lot as determined by BMI.

Concrete Sampling and Testing

During the placement of concrete curb and gutter and sidewalk, AET will perform field testing consisting of slump, air content, temperature of the plastic concrete, and casting of cylinders for compression testing. AET will perform field testing for slump, air content, and temperature as requested by BMI personnel for of each type of concrete placed each day. Compressive strength cylinders (1 set of 3 cylinders) are required as requested by BMI personnel for each type of concrete placed each day; the cylinders will be retrieved the following day for curing and testing in our laboratory. The 3 cylinders are to be tested at 28-days. We are proposing to cast sets of 5 cylinders, with compressive strength testing as follows: 1 at 7 days, 3 at 28 days, and the 5th cylinder will be held in reserve for future testing if the 28-day strength requirement is not met.

We have assumed BMI personnel will be compiling the concrete batch tickets, certificates of compliance, and AET's field test results of the plastic concrete, which we will provide each day we are on-site performing testing services.

Concrete and Bituminous Plant Inspection

This proposal does not incorporate the time and cost to perform concrete or bituminous plant inspections. These services will be provided at your request.

REPORTING

AET staff will prepare reports for BMI to review. These reports will include the results of our field and laboratory testing as performed per BMI personnel testing frequencies referenced in the project documents.

ESTIMATED FEES

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Materials Testing Estimate. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. The rates are from the annual fee schedule for 2022 projects.

We have estimated a “likely needed estimate” which is the cost that we anticipate will be required to complete the previously described testing services, based on our experience and assumed scheduling of the project. Our “likely needed” estimated fee is **\$31,732.80**. We refer you to the attached Materials Testing Estimate as reference to how we arrived at this estimated cost. We caution that this is only an estimated cost.

We caution that this is only an estimated cost. Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor’s schedule, unforeseen conditions, or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized. We will not, however, exceed the estimated total cost for the project without first obtaining your authorization.

TERMS AND CONDITIONS

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Construction Service Agreement—Terms and Conditions, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted only upon written acceptance of the proposal.

ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions: 1) issuing an authorizing purchase order for any of the Services described in this

proposal, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

GENERAL REMARKS

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have any questions or need addition information, please contact me.

Sincerely,
American Engineering Testing



Robert J Olson, PE (MN)
Branch Manager
rolson@teamAET.com
763-742-8651



Kevin Beidelman
Staff Geologist
kbeidelman@teamAET.com
763-244-5413

Attachments: Materials Testing Estimate
Construction Service Agreement – Terms and Conditions
Certificate of Insurance
W9

AET PROPOSAL No. P-0011264 ACCEPTANCE AND AUTHORIZATION

Signature:

Date:

Printed Name:

Title:

Representing:



Materials Testing Estimate for Central Avenue Sewer Manhole Improvements Columbia Heights, Minnesota

Material	Units	Quantity	Trips	Hours	Testing & Frequency		# of Tests		Cost per Test (\$)		Cost (\$)	
					Proctor (1/soil type)	Specified Density Nuclear Gauge	Minimum	Likely	Minimum	Likely		
Watermain Storm Sewer Sanitary Sewer	LF		12	18			1	4	16.00	16.00	16.00	64.00
Aggregate Base Class 5	CY		10	16			20	40	35.00	35.00	700.00	1400.00
							1	4	41.00	164.00		
							1	2	117.00	234.00		
							20	40	1100.00	2200.00		
							1	4	41.00	164.00		
							0	0	115.00	0.00		
							0	0	115.00	0.00		
Subgrade Preparation	STA		8	25			0	0	525.00	0.00	0.00	0.00
							0	0	470.00	0.00		
							0	0	242.00	0.00		
							1	2	160.00	320.00		
							10	20	35.00	700.00		
Bituminous - SP WE/NW	TON		10	18			5	10	55.00	275.00	550.00	
							2	4	41.00	82.00		
							4	8	540.00	4320.00		
							10	20	49.00	980.00		
Concrete - Sidewalk, Pedestrian Ramps, Curb & Gutter, Driveway	CY		12	33			35	60	35.00	1225.00	2100.00	
							5	8	85.00	680.00		
							52	110				
							Subtotal =		7,182.00	14,040.00		

Notes:
 1. Estimate is based on our anticipated testing, final testing quantities will be determined by Bolton & Menk personnel.
 2. AET testing will be performed on an on-call basis.

Time and Mileage	Unit	Rate (\$)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Level II Engineering Technician	Hour	99.00	110	140	10,890.00	13,860.00
Coring Crew & Equipment	Hour	248.00	0	0	0.00	0.00
Geotechnical Staff Engineer I	Hour	146.00	3	6	438.00	876.00
Engineer II, Final Project Summary Report	Hour	165.00	2	4	330.00	660.00
Engineer II, Project Management	Hour	165.00	2	4	330.00	660.00
				Subtotal =	13,360.80	17,692.80

Estimate prepared by: **Rob Olson**

Minimum	Likely
20,542.80	31,732.80

Total Cost Estimate =

SECTION 1 - RESPONSIBILITIES

1.1 – This Service Agreement – Terms and Conditions (“terms and conditions”) is applicable to all services (“Services”) provided by American Engineering Testing, Inc. (AET). As used herein “Services” refer to the scope of Services described in the proposal submitted by AET to Client. The proposal, these terms and conditions and any appendices attached hereto shall comprise the agreement (“Agreement”) between AET and Client for Services described in the proposal and are binding upon the Client, its successors, assignees, joint ventures and third-party beneficiaries. **AET requests written acceptance of the Agreement, but the following actions shall also constitute Client’s acceptance of the Agreement: 1) issuing an authorizing purchase order, task order, service order, or any other documentation for any of the Services, 2) authorizing AET’s presence on site, or 3) written or electronic notification for AET to proceed with any of the Services.** Issuance of a purchase order, task order or service order by Client which contains separate terms and conditions will not take precedence or modify the terms and conditions contained in this Service Agreement.

1.2 - Prior to AET performing Services, Client will provide AET with all information that may affect the cost, progress, safety and performance of the Services. This includes, but is not limited to, information on proposed and existing construction, all pertinent sections of contracts between Client and their client and/or Owner which contain flow-down provisions to AET, if they are included, site safety plans or other documents which may control or affect AET’s Services. If new information becomes available or changes are made during AET’s Services, Client will provide such information to AET in a timely manner. Failure of Client to timely notify AET of changes to the project including, but not limited to, location, elevation, loading, or configuration of the structure or improvement will constitute a release of any liability of AET. Client will provide a representative for timely answers to project-related questions by AET.

1.3 - AET observes and tests earthwork and other construction operations and materials, and may provide opinions, conclusions and recommendations regarding the same. However, AET’s Services do not relieve the contractors of their contractual responsibility to perform their work in accordance with approved plans, specifications and building code requirements.

1.4 - AET personnel do not have authority to accept, reject, direct or otherwise approve the work of the contractor. AET cannot stop work or waive or alter the requirements of the project documents. Any authority given to AET by Client must be in writing prior to the start of Services.

1.5 - AET does not perform construction management, general contracting or surveying services and our involvement with the project does not constitute any assumption of those responsibilities.

1.6 - Services performed by AET often include sampling at specific locations. Client acknowledges the limitations inherent in sampling. Variations in conditions occur between and beyond sampled/tested locations. The passage of time, natural occurrences and direct or indirect human activities at the site or distant from it may alter the actual conditions. Client assumes all risks associated with such variations.

1.7 - AET is not responsible for interpretations or modifications of AET’s recommendations by other persons.

1.8 - Should change in conditions be alleged, Client agrees to notify AET before evidence of alleged change is no longer accessible for evaluation.

1.9 - Test borings and/or cone penetration test soundings to a proper depth below foundation grade and the base of suitable bearing soils are recommended to explore the deeper unseen soil and ground water conditions. Judgments made by AET personnel regarding the suitability of materials and ground water conditions below the bottom of an excavation are limited if sufficiently deep test borings/soundings are not provided by the Client prior to our observations and judgments. AET’s opinions, conclusions and recommendations are qualified to that extent.

1.10 – Pricing in the proposal assumes use of these terms and conditions. AET reserves the right to amend pricing if Client requests modifications to the Agreement or use of Client’s alternate contract format. Any contract amendments made after Client has authorized the Services shall be applicable only to Services performed after the effective date of such amendment. The proposal and these terms and conditions, including terms of payment, shall apply to all Services performed prior to the effective date of such amendment.

1.11 – The AET proposal accompanying these terms and conditions is valid for ninety (90) days after the proposal issuance date to the Client. Any attempt to authorize Services after the expiration date is subject to AET’s right to revise the proposal as necessary.

SECTION 2 – ON CALL SERVICES

2.1 - If AET’s Services are performed on an on-call basis at the direction of the Client or its authorized representatives, Client acknowledges the inherent limitations associated with performing engineering judgments and testing Services on an on-call basis, including without limitation, the inability to completely evaluate, document or judge work and conditions not directly observed or tested by AET. AET’s opinions, conclusions, and recommendations are qualified to the extent of those limitations.

2.2 - Density tests of fill soils represent conditions only at the locations and elevations tested and do not necessarily represent conditions laterally, above or below. AET can only provide judgments regarding the engineered fill system to adequately support the design construction loadings by monitoring the filling process on a continuous basis for consistency of soil type, moisture content, lift thickness, and compaction effort.

2.3 – AET requires a minimum of 24 hours’ notice of the need for Services. AET will not be liable for claims, damages, or delays related to failure of Client to provide adequate advance notice to AET.

SECTION 3 - SITE ACCESS, UNDERGROUND FACILITIES AND CONSTRUCTION STAKING

3.1 - Client will furnish AET safe and legal site access.

3.2 – With the exception of public utilities which AET will contact state “call before you dig” notification centers (e.g. Gopher State One call in Minnesota), Client will mark or cause to be marked the location of all other underground utilities and structures (Facilities) that service or are located on the site. AET shall be entitled to rely upon the accuracy of all location information supplied by any source.

3.3 – Client shall hold harmless, indemnify and defend AET from all claims, damages, losses, fines, penalties and expenses (including attorney’s fees) arising out of or related to the following: a) Facilities that are not shown or vary from the locations shown on any plans or drawings, b) Facilities that are not located by or vary from the locations marked by Client, governmental or quasi-governmental locator programs, or private utility locating services, or c) any other Facilities that are not disclosed or vary from locations provided by the Client. The obligation to defend AET shall be independent of the obligation to indemnify and hold harmless AET and shall be with independent counsel acceptable to AET.

3.4 - The location and elevation of a proposed structure or facility shall be staked (with offsets) and controlled by surveying or GPS equipment by others. AET’s measurements are made in relation to that information. The reliability of any opinions, conclusions, and recommendations based on those measurements is strictly dependent on the accuracy of the staking or GPS information provided by others.

3.5 - During construction, observations and testing Services are based on the positioning of the formwork by the contractor or its subcontractor. AET will not be responsible for any errors or damages resulting from improper location or positioning of the formwork.

SECTION 4 - SAFETY

4.1 - Client shall inform AET of any known or suspected hazardous materials or unsafe conditions at the site. Client or its authorized representative(s) is responsible for the safety of the jobsite. If, during the course of AET's Services, such materials or conditions are discovered, AET reserves the right to take measures to protect AET personnel and equipment or to immediately terminate Services. Client shall be responsible for payment of such additional protection costs.

4.2 - AET shall only be responsible for safety of AET employees at the site; the safety of all others shall be Client's or other persons' responsibility.

SECTION 5 - SAMPLES

5.1 - Client shall inform AET of any known or suspected hazardous materials prior to submittal to AET. All samples obtained by or submitted to AET remain the property of the Client during and after the Services. Any known or suspected hazardous material samples will be returned to the Client at AET's discretion.

5.2 - Non-hazardous samples will be held for thirty (30) days and then discarded unless, within thirty (30) days of the report date, the Client requests in writing that AET store or ship the samples. Storage and shipping costs shall be borne solely by Client.

SECTION 6 - PROJECT RECORDS

The original project records prepared by AET will remain the property of AET. AET shall retain these original records for a minimum of three years following submission of the report, during which period the project records can be made available to Client at AET's office at reasonable times.

SECTION 7 - STANDARD OF CARE

AET performs its Services consistent with the level of care and skill normally performed by other firms in the profession at the time of this service and in this geographic area, under similar budgetary constraints.

SECTION 8 - INSURANCE

AET maintains insurance with coverage and minimum limits shown below. AET will furnish certificates of insurance to Client upon request.

8.1 -

Workers' Compensation Employer's Liability	Statutory Limits \$100,000 each accident \$500,000 disease policy limit \$100,000 disease each employee
Commercial General Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Automobile Liability	\$1,000,000 each accident
Professional/Pollution Liability Insurance	\$1,000,000 per claim \$1,000,000 aggregate

8.2 - Commercial General Liability insurance will include coverage for Products/Completed Operations extending one (1) year after completion of AET's Services as outlined in our proposal, Property Damage, Personal Injury, and Contractual Liability coverage applicable to AET's indemnity obligations under this Agreement.

8.3 - Automobile Liability insurance shall include coverage for all owned, hired and non-owned automobiles.

8.4 - Professional/Pollution Liability Insurance is written on a claims-made basis and coverage will be maintained for one (1) year after completion of AET's Services as outlined in our proposal. Renewal policies during this period shall maintain the same retroactive date.

8.5 - **To the extent permitted by applicable state law, and upon Client's signing of the proposal, which includes these Terms and Conditions, and return of the same to AET, or Client provided forms of acceptance as defined in Section 1.1; Client and Owner shall be named an "additional insured" on AET's Commercial General Liability Policy (Form CG D4 14, which includes blanket coverage for the Additional Insured on a Primary and Non-Contributory basis). Client and Owner shall also be named an "additional insured" on a Primary and Non-contributory basis on AET's Automobile Liability Policy (Form CA T4 74). Any other endorsement, coverage or policy requirement may result in additional charges.**

8.6 - AET will maintain insurance coverage required by this Agreement at its sole expense, provided such insurance is reasonably available, with insurance carriers licensed to do business in the state in which the project is located and having a current A.M. Best rating of no less than A minus (A-). Such insurance shall provide for thirty (30) days prior written notice to Client for notice of cancellation or material limitations for the policy or ten (10) days' notice for non-payment of premium.

8.7 - AET reserves the right to charge Client for AET's costs for additional coverage requirements unknown on the date of the proposal, e.g., coverage limits or policy modification including waiver of subrogation, additional insured endorsements and other project specific requirements.

SECTION 9 - DELAYS

If delays to AET's Services are caused by Client or Owner, other parties, strikes, natural causes, pandemic, weather, or other items beyond AET's control, a reasonable time extension for performance of the Services shall be granted, and AET shall receive an equitable fee adjustment.

SECTION 10 - PAYMENT, INTEREST AND BREACH

10.1 - Invoices are due net thirty (30) days from the date of receipt of an undisputed invoice, but not greater than 45 days from the date of the invoice. Client will inform AET of invoice questions or disagreements within fifteen (15) days of invoice date; unless so informed, invoices are deemed correct.

10.2 - Invoices remaining unpaid for sixty (60) days shall constitute a material breach of this Agreement, permitting AET, in its sole discretion and without limiting any other legal or equitable remedies for such breach, to terminate performance of this Agreement and be relieved of any associated duties to the Client or other persons. Further, AET may withhold from Client data and reports in AET's possession. If Client fails to cure such breach, all reports associated with the unpaid invoices shall immediately upon demand be returned to AET and Client may neither use nor rely upon such reports or the Services.

10.3 - AET reserves the right to pursue any unpaid invoice utilizing available remedies at law. AET explicitly reserves its Mechanic Lien or Bond Claim rights for nonpayment of an undisputed invoice. Client is responsible for paying AET expenses and attorney fees related to collection of past due invoices.

SECTION 11 - CHANGE ORDERS

AET's proposal associated with this project provides an estimated cost for the work. If the proposal amount is a time and material estimate, or if changes occur affecting the project scope, estimated quantities, project schedule or other unforeseen conditions, AET will communicate with Client and request a change order. However, nothing in this agreement shall be construed in any way as a waiver of payment by Client to AET for Services authorized under this agreement. Approval of a change order may be in writing, by electronic communication, or any directive for additional Services.

SECTION 12 - MEDIATION

12.1 - Except for enforcement of AET's rights to payment for Services rendered or to assert and/or enforce its lien rights, including without limitation assertion and enforcement of mechanic's lien rights and foreclosure of the same, Client and AET agree that any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party; provided however that if either party fails to respond to a request for mediation within sixty (60) days, the party requesting mediation may without further notice, proceed to arbitration or the institution of legal or equitable proceedings.

12.2 - Mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. Request for mediation shall be in writing and the parties shall share the mediator's fee and any filing fees equally and each party shall pay their own legal fees. The mediator shall be acceptable to both parties and shall have experience in commercial construction matters.

SECTION 13 - LITIGATION REIMBURSEMENT

Except for matters relating to non-payment of fees, which is governed by Section 10 hereof, payment of attorney's fees and costs associated with lawsuits or arbitration of disputes between AET and Client, which are dismissed or are judged substantially in either party's favor, shall be paid by the non-prevailing party. Applicable costs include, but are not limited to, attorney and expert witness fees, court costs, and other direct costs.

SECTION 14 - MUTUAL INDEMNIFICATION

14.1 - Subject to the limitations contained in Sections 14 and 17, AET agrees to indemnify Client from and against damages and costs to the extent caused by AET's negligent performance of the Services.

14.2 - Client agrees to indemnify AET from and against damages and costs to the extent caused by the intentional acts or negligence of the Client, Owner, Client's contractors and subcontractors or other third parties.

14.3 - If Client has an indemnity agreement with other persons or entities relating to the project for which AET's Services are performed, the Client shall include AET as an Additional Insured.

14.4 - AET's indemnification to the Client, including any indemnity required or implied by law, is limited solely to losses or damages caused by its failure to meet the standard of care and only to the extent of its negligence.

SECTION 15 - NON-SOLICITATION

Each party to this Agreement (a "Party") agrees that it will not encourage, induce, or actively solicit any employee of the other party to leave their employment for any reason, provided that neither Party is precluded from (a) hiring any such employee who has been terminated by a Party or its subsidiaries prior to commencement of employment discussions between a Party and such employee, or (b) soliciting any such employee by means of a general advertisement or through an employment agency that does not specifically pursue the employee, or (c) hiring employees or former employees of the other Party who contact the Party on its own accord. This Non-Solicitation provision shall be effective and enforceable for six (6) months following termination of this Agreement.

SECTION 16- MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES

Except as specifically set forth herein and to the extent permitted by applicable law, Client and AET waive against each other, and each other's officers, directors, members, subcontractor, agents, assigns, successors, partners, and employees any and all claims for or entitlement to special, incidental, indirect, punitive, or consequential damages arising out of, resulting from, or in any way related to the Services provided by AET under this Agreement. This mutual waiver of consequential damages includes, but is not limited to, the following: loss of profits; loss of revenue; rental costs/expenses incurred; loss of income; loss of use of property, equipment, materials or services; loss of opportunity; loss of rent; loss of good will; loss of financing; loss of credit; diminution of value; loss of business and reputation; loss of management or employee productivity or the services of such persons; increased financing costs; cost of substitute facilities; cost of substitute goods/property/equipment; cost of substitute services; and/or cost of capital. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement in accordance with the provisions of the Agreement and related documents and shall survive any such termination.

SECTION 17 - LIMITATION OF LIABILITY

To the fullest extent permitted by applicable law, the total aggregate liability of AET and its officers, directors, partners, employees, subcontractors, agents, and sub-consultants, to Client and/or Client's employees, officers, directors, members, agents, assigns, successors, or partners, or anyone claiming through Client, for any and all injuries, damages, claims, losses, or expenses (including attorney's fees and costs) arising out of, resulting from or in any way related to Services provided by AET from any cause or causes, including, but not limited to, its negligence, professional errors and omissions, s

liability, breach of contract, or breach of warranty shall not exceed the total compensation in excess of costs received by AET for Services or \$50,000, whichever is greater. The limitation of liability set forth herein does not apply to claims arising solely out of or related to the willful or intentional acts of AET.

SECTION 18 - POSTING OF NOTICES ON EMPLOYEE RIGHTS

Effective June 21, 2010, prime contracts with a value of \$100,000 or more and signed by federal contractors on projects with any agency of the United States government must comply with 29 CFR Part 471, which requires physical posting of a notice to employees of their rights under Federal labor laws. The required notice may be found at [29 Code of Federal Regulations Part 471, Appendix A to Subpart A](#). The regulation also has a "flow-down" requirement for subcontractors under the prime agreement for subcontracts with a value of \$10,000 or more. AET requires strict compliance of its subcontractors working on federal contracts subject to this regulation. The regulation has specific requirements for location of posting and language(s) for the poster.

SECTION 19 - TERMINATION

After 7 days' written notice, either party may elect to terminate work for justifiable reasons. In this event, the Client shall pay AET for all Services performed, including demobilization and reporting costs to complete the Services.

SECTION 20 - SEVERABILITY

Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, Client and AET will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

SECTION 21 - GOVERNING LAW

This Agreement shall be construed in accordance with the Laws of the State of Minnesota without regard to its conflicts of law provisions.

SECTION 22 - ENTIRE AGREEMENT

This Agreement, including these terms and conditions and attached proposal and appendices, is the entire agreement between AET and Client. Regardless of method of acceptance of this Agreement by the Client, this Agreement supersedes any written or oral agreements, including purchase/work orders or other Client agreements submitted to AET after the start of our Services. Any modifications to this Agreement must be mutually acceptable to both parties and accepted in writing. No considerations will be given to revisions to AET's terms and conditions, or alternate contract format submitted by the Client as a condition for payment of AET's accrued Services.



CERTIFICATE OF LIABILITY INSURANCE

DATE () Item 15.
12/01/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 20443386 Hub International Great Plains 245 E. Roselawn Avenue Suite 31 Saint Paul, MN 55117-1940	CONTACT NAME: Ann Ross PHONE (A/C, No, Ext): (651) 288-5137 FAX (A/C, No): (651) 286-0560 E-MAIL ADDRESS: ann.ross@hubinternational.com
INSURER(S) AFFORDING COVERAGE	
INSURED	NAIC #
AMERICAN CONSULTING SERVICES INC AMERICAN ENGINEERING TESTING INC AMERICAN PETROGRAPHIC SERVICES INC 550 CLEVELAND AVE N ST PAUL, MN 55114-1804	INSURER A : The Phoenix Insurance Company 25623 INSURER B : The Travelers Indemnity Company of America 25666 INSURER C : Travelers Property Casualty Company of America 25674 INSURER D : The Travelers Indemnity Company 25658 INSURER E : Continental Casualty Company 20443 INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			P630539K8896PHX22	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			8102L6457122143G	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			CUP3K2260092143	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0						AGGREGATE \$ 10,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB9H9151012143G	1/1/2022	1/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	PROF/POLL LIABILITY			ECH254066939	1/1/2022	1/1/2023	EACH CLAIM \$ 10,000,000
E	RETRO: 070287			ECH254066939	1/1/2022	1/1/2023	AGGREGATE \$ 15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RENEWALS: contracts@teamAET.com

CERTIFICATE HOLDER

CANCELLATION

ILLUSTRATION CERTIFICATE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Request for Taxpayer Identification Number and Certification

Item 15.

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
AMERICAN ENGINEERING TESTING, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

C Corporation

S Corporation

Partnership

Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
550 CLEVELAND AVENUE NORTH

6 City, state, and ZIP code
SAINT PAUL, MN 55114

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-						
--	--	--	--	---	--	--	--	--	--	--

or

Employer identification number

4	1	-	0	9	7	7	5	2	1
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Phillip Chumil* Date ▶ *1/1/22*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding later.



April 1, 2022

Mr. Kevin Kielb
Bolton & Menk, Inc.
7533 Sunwood Drive NW, Suite 206
Ramsey, MN 55303

E-mail: kevin.kielb@bolton-menk.com

RE: **Proposal #03-59**
Central Avenue Sewer Manhole Improvements
Columbia Heights, Minnesota

Dear Mr. Kielb,

We are pleased to submit this comprehensive proposal to provide the construction materials testing for the above referenced project in Columbia Heights, Minnesota. We will provide, on an on-call basis, certified and experienced field and laboratory consultants to conduct the necessary testing services for the project as detailed on the attached cost breakdown.

Our on-site activities, laboratory testing and documentation will be based on the necessary testing, frequencies under the direction of Bolton & Menk. Based on the quantities provided to us, the total cost of the project is to not exceed **\$35,910.00**.

We would be pleased to work with you on this project. If you have any questions about our company or the scope of services we offer, please feel free to contact me. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Tyler T. Burkes". The signature is written in a cursive, flowing style.

Tyler T. Burkes, EIT
Assistant Geotechnical Engineer

Independent Testing Technologies, Inc.
337 31st Avenue South
Waite Park, MN 56387
Phone: 320-253-4338

April 1, 2022
 Proposal #03-59

Project: Central Avenue Sewer Manhole Improvements
 Columbia Heights, Minnesota

Cost Estimate:

<u>Description</u>	<u>Qty.</u>	<u>Unit Rate</u>	<u>Extension</u>
<u>Project Scope</u>			
Staff Time (Test Roll Observations, Concrete Testing, Management), hourly	160	\$ 100.00	\$16,000.00
Laboratory Proctor Test (Standard Method) – Utilities, each	4	\$ 185.00	\$ 740.00
Nuclear Density Tests – Utilities, each	40	\$ 30.00	\$ 1,200.00
Laboratory Moisture Determination - Utilities, each	4	\$ 40.00	\$ 160.00
Laboratory Proctor Test (Standard Method), – Subgrade, each	2	\$ 185.00	\$ 370.00
Nuclear Density Tests – Subgrade Preparation, each	20	\$ 30.00	\$ 600.00
Dynamic Cone Penetrometer (DCP) Tests – Subgrade, each	10	\$ 50.00	\$ 500.00
Laboratory Moisture Determination – Subgrade, each	4	\$ 40.00	\$ 160.00
Gradations – Aggregate Base, each	2	\$ 90.00	\$ 180.00
Dynamic Cone Penetrometer (DCP) Tests – Aggregate Base, each	40	\$ 50.00	\$ 2,000.00
Laboratory Moisture Determination – Aggregate Base, each	4	\$ 40.00	\$ 160.00
Plant Monitoring, hourly	—	\$ 125.00	AS NEEDED
Concrete Compression Tests (Curing & Compression of Cylinders), each	60	\$ 25.00	\$ 1,500.00
Bituminous Properties (Extraction Gradations, & Air Voids), Companions, each	8	\$ 400.00	\$ 3,200.00
Bituminous Density Roll Pattern, each	—	\$ 400.00	AS NEEDED
Density of Pavement Cores, Companions, each	20	\$ 50.00	\$ 1,000.00
Bituminous Nuclear Density Tests, each	—	\$ 40.00	AS NEEDED
Trip Charges (Travel Time & Mileage), each	44	\$ 185.00	\$ 8,140.00
TOTAL:			<u>\$35,910.00</u>

Submitted By:
 Tyler T. Burkes, EIT
 tylerb@ittmn.com

TO CITY COUNCIL APR 25, 2022

*Signed Waiver Form accompanied application

Contractor Licenses – 2022

Renewal:

ST MARIE SHEET METAL	7940 SPRING LK RD, SPRING LK PK, MN	\$80.00
*CROSTOWN SIGN	16307 ABERDEEN ST, HAM LAKE, MN	\$80.00

Tree Contractor Licenses – 2022

Renewals:

*MAXIMUM TREE SERV. & LAND.	106 RIDGE ROAD, NEW LONDON, MN	\$80.00
-----------------------------	--------------------------------	---------

Massage Therapy Business Licenses – 2022

Renewals:

*COLUMBIA HEIGHTS MASSAGE	5019 UNIVERSITY AVE, COLUMBIA HEIGHTS, MN	\$500.00
---------------------------	---	----------

Massage Therapist Licenses – 2022

Renewals:

*MAO PING PAN	5019 UNIVERSITY AVE, COLUMBIA HEIGHTS, MN	\$350.00
*XIAOXIN QU	5019 UNIVERSITY AVE, COLUMBIA HEIGHTS, MN	\$350.00

Ice Cream Truck Licenses – 2022

Renewals:

*ROSA CHUNCHI P LLC	4550 CENTRAL AVE LOT #1404, HILLTOP, MN	\$50.00
---------------------	---	---------



AGENDA SECTION	CONSENT AGENDA
MEETING DATE	APRIL 25, 2022

ITEM:	LICENSE AGENDA									
DEPARTMENT:	COMMUNITY DEVELOPMENT	BY/DATE: Alicia Howe (April 20, 2022)								
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input checked="" type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>			<input checked="" type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
<input checked="" type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel									
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods									
<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services									
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population									

BACKGROUND: Attached is the business license agenda for the April 25, 2022, City Council meeting. This agenda consists of applications for 2022 Contractor Licenses, 2022 Tree Contractor Licenses, 2022 Massage Therapy Business Licenses, 2022 Massage Therapist Licenses, and 2022 Ice Cream Truck Licenses. At the top of the license agenda there is a phrase stating "*Signed Waiver Form accompanied application", noting that the data privacy form has been submitted as required. If not submitted, certain information cannot be released to the public.

RECOMMENDED MOTION(S):
MOTION: Move to approve the items as listed on the business license agenda for April 25, 2022 as presented.

- ATTACHMENT(S):**
 Contractor Licenses – 2022
 Tree Contractor Licenses – 2022
 Massage Therapy Business Licenses – 2022
 Massage Therapist Licenses – 2022
 Ice Cream Truck Licenses - 2022



AGENDA SECTION	CONSENT
MEETING DATE	APRIL 25, 2022

ITEM:	Rental Occupancy Licenses for Approval									
DEPARTMENT:	Fire	BY/DATE: Daniel O'Brien, 4/25/22								
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input checked="" type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>			<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input checked="" type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel									
<input type="checkbox"/> Economic Strength	<input checked="" type="checkbox"/> Excellent Housing/Neighborhoods									
<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services									
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population									

BACKGROUND: Consideration of approval of attached list of rental housing license applications

RECOMMENDED MOTION:
MOTION: Move to approve the items listed for rental housing license applications for April 25, 2022, in that they have met the requirements of the Property Maintenance Code.

ATTACHMENT:
 Rental Occupancy Licenses for Approval – 4-25-22



COLUMBIA HEIGHTS

PROPERTY MAINTENANCE

825 41st Avenue NE • Columbia Heights, MN 55421 • Ph: (763) 706-8156 • Email: fireinspections@columbiaheightsmn.gov • heightsfire.com

City Council Rental Occupancy Licenses for Approval.

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
, Legends of Columbia Heights Columbia Heights Leased Housing Assoc 1, LLLP 3700 Huset Pkwy NE Columbia Heights, MN 55421	3700 Huset Pkwy NE	22-0004420 Rental License [Over 3 Units] Number of licensed units: 191 \$4,452.00
Ahadome, Gladys 1206 Ellison St Falls Church, VA 22046	328 Orendorff Way NE	22-0004419 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Ahmed, Adam 6546 Willow Lane N Brooklyn Center, MN 55430	4059 Jefferson St NE	22-0004624 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Ahmed, Mohamed 439 Main St Lino Lakes, MN 55014	4056 5th St NE	22-0004623 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Belcher, Scott 2340 Indiana Ave N Golden Valley, MN 55422	1000 41st Ave NE #109	22-0004393 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Bona, Dean DabCo Properties, LLC 13154 Avocet Street NW Coon Rapids, MN 55448	3951 Polk St NE 3953 Polk St NE	22-0004617 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Demetrious, Martha Demetriou Trustee Demetrios & Demetriou Trustee Martha 11159 Holland Cir Eden Prairie, MN 55347	1400 47th Ave NE 1410 47th Ave NE	22-0004412 Rental License [Over 3 Units] Number of licensed units: 20 \$690.00
Dettman, Alex Strathmore Dettman, LLC 3654 6th Street N Minneapolis, MN 55412	3919 Polk St NE	22-0004615 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Egal, Asli Labelle Property, LLC 3858 LaBelle Street Columbia Heights, MN 55421	3850 Labelle St NE	22-0004434 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Hardy, Adam 4800 C Heights LLC 10508 Major Ave N Brooklyn Park, MN 55443	1121 Gould Ave NE	22-0004582 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
McFall, Stanley Triple B Enterprises, LLC 2000 Argonne Dr NE Columbia Heights, MN 55421	4518 Taylor St NE 4516 Taylor St NE	22-0004476 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Mora, Luis 3825 Hayward Ct S Monticello, MN 55362	4445 Jackson St NE	22-0004570 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
<i>*New License</i>		
Mora, Luis 3825 Hayward Ct S Monticello, MN 55362	5054 Monroe St NE	22-0004696 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Olson, Karen 977 Summit Ave#A Saint Paul, MN 55105	2227 Forest Dr NE	22-0004417 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Ramos, Alma 1560 Dana Ct. NE Fridley, MN 55432	5240 7th St NE	22-0004519 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Salchow, Cheryl 4662 Taylor St NE Columbia Heights, MN 55421	4660 Taylor St NE	22-0004487 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Strom, John 9801 Co Rd 7 NW Brandon, MN 56315	3914 Tyler St NE	22-0004438 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
<i>*New License</i>		
Warner, Colette 2809 St. Anthony Blvd. NE Saint Anthony, MN 55418	1011 41st Ave NE #313	22-0004697 Family Exempt Rental License Number of licensed units: 1 \$75.00
Wilkins, Joel 4533 Bridge Court Shoreview, MN 55126	1070 Grandview Ct NE #205	22-0004401 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
<i>*New License</i>		
Worthington, Jonathan 4100 46th Ave N Robbinsdale, MN 55422	4618 Jefferson St NE	22-0004700 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00

CITY OF COLUMBIA HEIGHTS

FINANCE DEPARTMENT

COUNCIL MEETING OF: April 25, 2022 .

STATE OF MINNESOTA

COUNTY OF ANOKA

CITY OF COLUMBIA HEIGHTS

Motion: Move that in accordance with Minnesota Statutes the City Council has reviewed the enclosed list of claims paid by check and by electronic funds transfer in the amount of \$949,130.51.

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/08/2022	MAIN	32 (E)	BO 1874575	WELLS FARGO CREDIT CARD	MOVIE RIGHTS-MOVIES IN THE PARK	202101.1110.42171	1,335.00
		32 (E)	021622 TGT		RETURN SNOWBLAST SUPPLIES	101.1110.42171	(39.69)
		32 (E)	4839882404		SNACKS-YOUTH COMMISSION-MNTHLY PROC	101.1110.42175	18.48
		32 (E)	030922 CUB		SNACKS-YOUTH COMMISSION MEETING	101.1110.44380	21.47
		32 (E)	4840013799		SNACKS-PLANNING COMMISSION,RECGN-R.	101.1110.44380	5.99
		32 (E)	360243		MCMA CONFERENCE 2022-BOURGEOIS	101.1320.43105	610.00
		32 (E)	35326639-1		LODGING-MCMA CONFERENCE BOURGEOIS	101.1320.43320	113.82
		32 (E)	9840442459		FINANCE SAFE FOR NEW CITY HALL	101.1510.42171	265.99
		32 (E)	5100862-2		POSTAGE	101.1510.43220	26.95
		32 (E)	305705		ANNUAL DUES RENEWAL	101.1510.44330	340.00
		32 (E)	9340231		REFRIGERATOR WATER FILTERS	101.1940.42171	28.49
		32 (E)	3885031		2 25-PK CERTIFICATE HOLDERS	101.2100.42000	57.78
		32 (E)	1103433		PRACTICE BUTTERFLY KNIFE FOR TRAINI	101.2100.42070	12.98
		32 (E)	3325809		FOLDING LOCK BLADE FOR TRAINING	101.2100.42070	14.15
		32 (E)	0045807		MARTIAL ARTS BLUNT TRAINING KNIFE	101.2100.42070	15.98
		32 (E)	5228210		GYM MATS-USE OF FORCE TRAINING	101.2100.42070	628.00
		32 (E)	0023885-IN		10 SETS STOP STICKS	101.2100.42171	1,410.00
		32 (E)	4317021		TOASTER PD	101.2100.42171	29.71
		32 (E)	8310626		100 MOUTHGUARDS-TRAINING	101.2100.42171	199.00
		32 (E)	4100236		4 STORAGE BINS-EVIDENCE INTAKE ROOM	101.2100.42171	86.98
		32 (E)	959236		3 BX ADDIPAK STERILE WATER VIALS	101.2100.42171	51.92
		32 (E)	6129025		POWER CORD-POLE CAM,2 BX FLASH DRIV	101.2100.42171	60.25
		32 (E)	ORD1736445		2 CS LARGE GLOVES	101.2100.42171	281.80
		32 (E)	28994		FOOD-MAC MEETING 021522	101.2100.42175	94.74
		32 (E)	1592		MANDATORY CHECKINS,CONSULTATION W/C	101.2100.43050	645.00
		32 (E)	1622		8 MANDATORY CHECK INS,1 CONSULT,1 T	101.2100.43050	1,220.00
		32 (E)	1093		BOARDING-2 DOGS,NEGLECT CASE 211355	101.2100.43050	1,830.00
		32 (E)	1098		BOARDING-2 DOGS,NEGLECT CASE 211135	101.2100.43050	510.00
		32 (E)	13037		ETI CONFERENCE MATT MARKHAM	101.2100.43105	510.00
		32 (E)	CPS124911		NORTHWESTERN SCHOOL OF STAFF & COMM	101.2100.43105	4,600.00
		32 (E)	CB654033178A		POST MANDATED TRAINING CAPT MARKHAM	101.2100.43105	250.00
		32 (E)	32196		TRNG OFCR JURAN-DMT-G,CRISIS RESPON	101.2100.43105	625.00
		32 (E)	32220		CRISIS RESPONSE,DMT-G TRAINING OFCR	101.2100.43105	625.00
		32 (E)	21753		DMT-G ONLINE RECERT SGT TNOLL	101.2100.43105	75.00
		32 (E)	0000658		FIT TRAINING OFCR MO FARAH	101.2100.43105	943.95
		32 (E)	0000654		FIT TRAINING TOMBERS AND YANG	101.2100.43105	1,887.90
		32 (E)	21713		DMT-G RECERT TRAINING SWAGNER	101.2100.43105	75.00
		32 (E)	16B0737AE237		CRISIS REPSONSE TRNG EJOHNSTON	101.2100.43105	250.00
		32 (E)	21-069915		REPAIR FOR ELLIPTICAL	101.2100.44000	174.00
		32 (E)	21-070122		LABOR-REPLACE PARTS IN ELLIPTICAL	101.2100.44000	90.00
		32 (E)	6635104858		CISCO WEBEX SUBSCRIPTION	101.2100.44030	
		32 (E)	20220306-000723		TIME IQ SUBSC 0306-040522	101.2100.44030	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		32 (E)	000000086		LICENSE TABS #8141	101.2100.44310	0.35
		32 (E)	12405		MEMBERSHIP 2022 CAPT MARKHAM	101.2100.44330	180.00
		32 (E)	12625		2022 MEMBERSHIP CHIEF AUSTIN	101.2100.44330	406.00
		32 (E)	000000086		LICENSE TABS #8141	101.2100.44390	14.25
		32 (E)	MLSPOS000101826		POST LICENSE CHIEF AUSTIN	101.2100.44390	92.24
		32 (E)	MLSPO2000102183		POST LIC RENEWALS-4 OFFICERS	101.2100.44390	360.00
		32 (E)	4342-839497		FLOOR DRY	101.2200.42171	99.90
		32 (E)	2767417		5 TACTICAL DUFFLE BAG	101.2200.42171	199.95
		32 (E)	5951468		HDMI CABLES,HOCKEY STICK HANDLE TAP	101.2200.42171	140.94
		32 (E)	2050631		LED HEADLAMP,SCREWGATE CARABINER CL	101.2200.42171	145.29
		32 (E)	030822 TGT		DECORATIONS,SNACKS-ENGINE 4 PARTY	101.2200.42171	50.12
		32 (E)	030822 DT		NAPKINS,CUTLERY,PLATES	101.2200.42171	13.39
		32 (E)	0376244		1/2 ZIP JOB SHIRT	101.2200.42172	40.78
		32 (E)	030822 SAMS		CUPCAKES-ENGINE 4 PARTY	101.2200.42175	23.96
		32 (E)	030822 SAMS		SNACKS-ENGINE 4 PARTY	101.2200.42175	77.63
		32 (E)	030822 ALDI		SNACKS-E4 PARTY	101.2200.42175	26.51
		32 (E)	73010814-RJ1PA		NFSA CLASS REGISTRATION MP,ZP	101.2200.43105	800.00
		32 (E)	776120704687		SHIPPING FEE	101.2200.43220	16.60
		32 (E)	63561017362		MEMBERSHIP RENEWAL TM	101.2200.44330	200.00
		32 (E)	8457817		AMAZON PRIME MEMBERSHIP	101.2200.44330	12.99
		32 (E)	7301081-2J5P0		2022 MEMBERSHIP MP	101.2200.44330	50.00
		32 (E)	03032022		2022 MEMBERSHIP FEE ZP	101.2200.44330	50.00
		32 (E)	1992205		2022 WALL CALENDAR CONF ROOM	101.3100.42000	13.99
		32 (E)	2105834282		2022 ACROBAT PRO LICENSE	101.3100.42011	179.88
		32 (E)	3423429		WELDING TABLE	101.3121.42010	332.98
		32 (E)	228759		COMPOUND MITER SAW,CUTTING BLADE	101.3121.42010	158.49
		32 (E)	1883452		ANGLE CLAMPS, VICE	101.3121.42171	72.00
		32 (E)	0569018		CLAMPS,MAGNETS,TABLET MOUNT,HAND TO	101.3121.42171	90.08
		32 (E)	1921851		TOOL ORGANIZERS	101.3121.42171	253.90
		32 (E)	618998		PAVEMENT PRESERVATION STREET DEPT	101.3121.43105	450.00
		32 (E)	619001		PAVEMENT PRESERVATION STREET DEPT	101.3121.43105	75.00
		32 (E)	7495420		FILE ORGANIZER FOR DESK	101.5000.42171	29.97
		32 (E)	030422 WAL		SNACKS-BASKETBALL LEAGUE,SUPPLIES-S	101.5001.42175	20.21
		32 (E)	030822 TGT		SNACKS-BASKETBALL LEAGUE	101.5001.42175	30.66
		32 (E)	3273051		GCH BAKE-OFF KIT SUPPLIES	101.5004.42170	118.01
		32 (E)	1954610		FONDANT MOLDS	101.5004.42170	33.97
		32 (E)	021922 MICH		PIPING TIPS,MELTING CHOCOLATE	101.5004.42170	55.92
		32 (E)	6547409		SPEAKER-REC PROGRAMS,CRAFT POM POMS	101.5004.42171	140.93
		32 (E)	3081059		FOOD COLORING	101.5004.42175	12.59
		32 (E)	021922 WAL		CAKE MIX AND FROSTING	101.5004.42175	32.64
		32 (E)	021922 MICH		PIPING TIPS,MELTING CHOCOLATE	101.5004.42175	
		32 (E)	021922 HB		FONDANT,MELTING CHOCOLATE	101.5004.42175	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		32 (E)	022422 TGT		GLUTEN FREE CAKE MIX	101.5004.42175	2.79
		32 (E)	5175452		GET EGGED EGGING SUPPLIES	101.5004.44378	75.92
		32 (E)	000017		HOT COCOA SERVICE-SNOWBLAST	101.5004.44378	180.00
		32 (E)	YWQ31925		22 PANTHER CLASSIC	101.5005.44330	285.00
		32 (E)	6547409		SPEAKER-REC PROGRAMS,CRAFT POM POMS	101.5040.42170	18.99
		32 (E)	030422 WAL		SNACKS-BASKETBALL LEAGUE,SUPPLIES-S	101.5040.42171	21.52
		32 (E)	0035		CONCERT-SENIORS	101.5040.43050	175.00
		32 (E)	106530		LUNCH WITH SENIORS	101.5040.44300	20.46
		32 (E)	306397		ANNUAL MEMBERSHIP	101.5040.44330	174.95
		32 (E)	030422 WAL		SNACKS-BASKETBALL LEAGUE,SUPPLIES-S	101.5050.42175	55.84
		32 (E)	9701057		BACKPACK BLOWER RACK	101.5200.42010	299.50
		32 (E)	8149026		ROLLER STANDS,SAW HORSES	101.5200.42010	155.96
		32 (E)	7146654		ORBIT SANDER KIT	101.5200.42010	343.78
		32 (E)	2670645		MEASURING TOOLS,EXT CORDS,CLAMP SET	101.5200.42010	251.07
		32 (E)	S064321		BACKUP SENSORS FOR SNOWPLOW	101.5200.42010	268.00
		32 (E)	S064155		BACKUP SENSORS	101.5200.42010	384.50
		32 (E)	228759		COMPOUND MITER SAW,CUTTING BLADE	101.5200.42010	158.49
		32 (E)	5592212		OFF ROAD DRIVING LIGHTS	101.5200.42171	209.32
		32 (E)	1883452		ANGLE CLAMPS, VICE	101.5200.42171	71.99
		32 (E)	0569018		CLAMPS,MAGNETS, TABLET MOUNT,HAND TO	101.5200.42171	90.08
		32 (E)	2670645		MEASURING TOOLS,EXT CORDS,CLAMP SET	101.5200.42171	335.65
		32 (E)	040622 ISA		TREE RISK ASSESSMENT QUALIFICATION	101.6102.43105	675.00
		32 (E)	2_14_2022_9_55_54		2022 MN SHADE TREE COURSE	101.6102.43105	1,400.00
		32 (E)	021422 TGT		DSCW800-B DIGITAL CAMERA	240.5500.42010	99.99
		32 (E)	4611443		CRUCIAL MX500 SATA 2.5 SSD	240.5500.42012	141.97
		32 (E)	021122-HT		WINTER READING PROGRAM PRIZES (GIFT	240.5500.42170	50.00
		32 (E)	5019444		SLOAN VALVE PLUS SENSOR MODULE-WATE	240.5500.42171	155.00
		32 (E)	6205069		DOOR STICKERS	240.5500.42171	20.97
		32 (E)	021622 TGT		HULA HOOPS,BOARD GAMES-SUMMER PRGMS	262.5017.42170	33.58
		32 (E)	S064155		BACKUP SENSORS	601.9600.42010	384.50
		32 (E)	228759		COMPOUND MITER SAW,CUTTING BLADE	601.9600.42010	158.49
		32 (E)	3604212		SOLDERING STATION	602.9600.42010	148.50
		32 (E)	MNPPCA000062408		WASTEWATER EXAM REFRESHER HOPKINS	602.9600.43105	260.00
		32 (E)	MNPPCA000062450		WASTEWATER EXAM APPLICATION HOPKINS	602.9600.43105	55.00
		32 (E)	MNPPCA000062570		WASTEWATER CONF BURNS	602.9600.43105	200.00
		32 (E)	MNPPCA000062572		WASTEWATER CONF QUADY	602.9600.43105	200.00
		32 (E)	MNPPCA000062408		WASTEWATER EXAM REFRESHER HOPKINS	602.9690.44310	6.47
		32 (E)	MNPPCA000062450		WASTEWATER EXAM APPLICATION HOPKINS	602.9690.44310	1.37
		32 (E)	MNPPCA000062570		WASTEWATER CONF BURNS	602.9690.44310	4.98
		32 (E)	MNPPCA000062572		WASTEWATER CONF QUADY	602.9690.44310	4.98
		32 (E)	228759		COMPOUND MITER SAW,CUTTING BLADE	604.9600.42010	
		32 (E)	219759837		MN LICENSED BEVERAGE ASSOC TRNG CRE	609.9791.43105	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		32 (E)	SO-000354870		TOPVALU CRADLEPOINTS SUPPORT RENEWA	609.9791.43250	246.00
		32 (E)	6441812		SNOW BLOWER HANDLE	609.9792.42171	23.90
		32 (E)	219759837		MN LICENSED BEVERAGE ASSOC TRNG CRE	609.9792.43105	277.50
		32 (E)	SO-000354870		TOPVALU CRADLEPOINTS SUPPORT RENEWA	609.9792.43250	246.00
		32 (E)	464564		REPAIR OF GEARMOTOR FOR CONVEYOR BE	609.9793.42010	3,800.00
		32 (E)	219759837		MN LICENSED BEVERAGE ASSOC TRNG CRE	609.9793.43105	120.00
		32 (E)	SO-000354870		TOPVALU CRADLEPOINTS SUPPORT RENEWA	609.9793.43250	246.00
		32 (E)	C001182441:01		TRANSMISSION KIT,BOLTS #0068	701.0000.14120	235.92
		32 (E)	123364		EPCRA TIER II ANNUAL FEES	701.9950.44310	0.62
		32 (E)	123364		EPCRA TIER II ANNUAL FEES	701.9950.44390	25.00
		32 (E)	778008293		HOSTMONITOR LICENSE	720.9980.42011	958.77
		32 (E)	4611443		CRUCIAL MX500 SATA 2.5 SSD	720.9980.42012	86.99
		32 (E)	6628258		ROLLING BAT BAG	881.5000.42171	89.99
		32 (E)	6020790		BELTS,VISORS,SOCKS	881.5000.42171	300.85
		32 (E)	6025743		GLOVES, PANTS, BATS	881.5000.42171	652.17
		32 (E)	000053848		BATTING HELMETS	881.5000.42171	514.07
		32 (E)	000004155		CREDIT FOR SALES TAX	881.5000.42171	(34.19)
							41,129.19
04/13/2022	MAIN	33 (E)	0-904-348-064	MINNESOTA DEPARTMENT OF REVIMAR	SALES & USE TAX	101.0000.20810	1,262.00
		33 (E)	0-904-348-064		MAR SALES & USE TAX	101.0000.20815	13.00
							1,275.00
04/14/2022	MAIN	190172	419-21363352	AEP ENERGY INC	040622 SOLAR POWER	101.2100.43810	495.16
		190172	419-21363352		040622 SOLAR POWER	101.2200.43810	495.17
		190172	419-21363352		040622 SOLAR POWER	240.5500.43810	2,264.01
		190172	419-21363352		040622 SOLAR POWER	701.9950.43810	1,151.76
							4,406.10
04/14/2022	MAIN	190173	12486828	ALLIED UNIVERSAL SECURITY SISECURITY	JPM 022022	101.5129.43050	176.00
		190173	12187997		SECURITY JPM 120421	101.5129.43050	224.00
		190173	12542203		SECURITY JPM 032622-032822	101.5129.43050	448.00
							848.00
04/14/2022	MAIN	190174	14221	AM CRAFT SPIRITS SALES& MRK'	031622 INV/DEL	609.0000.14500	510.00
		190174	14221		031622 INV/DEL	609.9791.42199	1.50
							511.50
04/14/2022	MAIN	190175	3562618819	AMERICAN BOTTLING COMPANY	033122 INV	609.0000.14500	385.10
04/14/2022	MAIN	190176	363024320046	ANOKA COUNTY PROPERTY RECORI	960 40TH AVE NE 1ST HALF	408.6414.44390	1,352.88
		190176	363024320042		1002 40TH AVE 1ST HALF	408.6416.44390	1,
		190176	263024310088		4827 UNIV AVE FULL YEAR	603.9520.44390	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190176	353024320104		230 40TH AVE FULL YEAR	603.9520.44390	53.24
		190176	363024220042		4441 CENT AVE FULL YEAR	603.9520.44390	53.24
							2,648.51
04/14/2022	MAIN	190177	EC020422G	ANOKA COUNTY TREASURER	ACRED COST SHARING 2022	202.6355.43050	1,252.00
04/14/2022	MAIN	190178	230	ANOKA CTY FIRE PROTECTION C	(2022 PSDS COSTS	101.2200.44000	21,390.00
04/14/2022	MAIN	190179	3528259	ARTISAN BEER COMPANY	033122 INV	609.0000.14500	847.55
04/14/2022	MAIN	190180	291018	ASPEN MILLS, INC.	SHOES	101.2100.42172	94.95
		190180	291085		NAME TAG	101.2200.42172	14.85
		190180	290857		JACKET, PATCHES	101.2200.42172	246.50
		190180	290801		SHIRT, EMBROIDERY	101.2200.42172	73.89
							430.19
04/14/2022	MAIN	190181	219769	ASSURED SECURITY INC	DOOR LATCH REPAIR	884.9792.44342	226.00
		190181	219606		INSTALL LATCH GUARD	884.9792.44342	176.45
							402.45
04/14/2022	MAIN	190182	287307857001X04032	AT&T MOBILITY II, LLC	032522 287307857001	601.9600.43211	11.22
		190182	287307857001X04032		032522 287307857001	602.9600.43211	11.22
		190182	287307857001X04032		032522 287307857001	604.9600.43211	11.23
							33.67
04/14/2022	MAIN	190183	32613	BARNUM GATE SERVICES INC	SLIDE GATE REPAIR	101.2100.44020	220.00
04/14/2022	MAIN	190184	0104860200	BELLBOY BAR SUPPLY	031622 INV	609.0000.14500	190.81
		190184	0104923900		033022 INV,BAGS	609.0000.14500	101.09
		190184	0104860100		031622 INV	609.0000.14500	252.38
		190184	0104915400		032522 INV	609.0000.14500	(80.00)
		190184	0104915300		032522 INV	609.0000.14500	(86.81)
		190184	0104923900		033022 INV,BAGS	609.9792.42171	469.35
		190184	0104933200		033122 BAGS	609.9793.42171	434.25
							1,281.07
04/14/2022	MAIN	190185	0094232600	BELLBOY CORPORATION	033022 INV/DEL	609.0000.14500	2,037.25
		190185	0094146300		032322 INV/DEL	609.0000.14500	1,641.25
		190185	0094230500		032922 INV	609.0000.14500	119.50
		190185	0094232800		033022 INV/DEL	609.0000.14500	1,056.50
		190185	0094228600		033022 INV/DEL	609.0000.14500	2,936.20
		190185	00924230400		032922 INV	609.0000.14500	(230.00)
		190185	0094146300		032322 INV/DEL	609.9791.42199	
		190185	0094232800		033022 INV/DEL	609.9791.42199	
		190185	0094228600		033022 INV/DEL	609.9791.42199	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190185	0094232600		033022 INV/DEL	609.9792.42199	24.00
							7,656.70
04/14/2022	MAIN	190186	571	BEN SAEFKE PHOTOGRAPHY	FIRE DEPARTMENT STAFF PICTURES	101.2200.43050	250.00
04/14/2022	MAIN	190187	108055	BENEFIT EXTRAS, INC.	COBRA LETTERS 0322,RETIREE BILLING	101.1320.43050	141.50
		190187	108055		COBRA LETTERS 0322,RETIREE BILLING	887.9250.43050	33.25
							174.75
04/14/2022	MAIN	190188	16980	BLACK STACK BREWING	033122 INV	609.0000.14500	216.00
04/14/2022	MAIN	190189	INV-011140	BLUME BRAUHAUS LLC	032922 INV	609.0000.14500	66.60
04/14/2022	MAIN	190190	185827	BOURGET IMPORTS LLC	033122 INV/DEL	609.0000.14500	312.00
		190190	185827		033122 INV/DEL	609.9791.42199	7.00
							319.00
04/14/2022	MAIN	190191	343397917	BREAKTHRU BEVERAGE MN BEER	1032222 INV 700297717	609.0000.14500	12,001.50
		190191	343304632		031522 INV 700297736	609.0000.14500	10,604.10
		190191	343397919		032222 INV 700297736	609.0000.14500	5,866.05
		190191	343327893		031622 INV 700297782	609.0000.14500	8,587.95
		190191	409506351		030922 INV 700297717	609.0000.14500	(22.65)
		190191	409506353		030922 INV 700297717	609.0000.14500	(270.60)
		190191	409506352		030922 INV 700297717	609.0000.14500	(108.80)
		190191	409472705		022522 INV 700297736	609.0000.14500	(9.60)
		190191	409472704		022522 INV 700297736	609.0000.14500	(11.50)
		190191	409463436		022322 INV 700297782	609.0000.14500	(27.70)
		190191	409463437		022322 INV 700297782	609.0000.14500	(13.85)
		190191	409472701		022522 INV 700297717	609.0000.14500	(31.60)
		190191	409472703		022522 INV 700297717	609.0000.14500	(28.80)
		190191	409472702		022522 INV 700297717	609.0000.14500	(13.60)
		190191	409472700		022522 INV 700297717	609.0000.14500	(14.40)
		190191	409463438		022322 INV 700297782	609.0000.14500	(1.82)
		190191	409567292		032522 INV 700297717	609.0000.14500	(25.60)
		190191	409540319		031722 INV 700297736	609.0000.14500	(124.80)
		190191	409567293		032522 INV 700297736	609.0000.14500	(510.00)
		190191	409551085		032122 INV 700297782	609.0000.14500	(296.20)
		190191	409577631		033022 INV 700297736	609.0000.14500	(26.14)
		190191	409551086		032122 INV 700297782	609.0000.14500	(86.00)
		190191	409540321		031722 INV 700297736	609.0000.14500	(21.60)
		190191	409540320		031722 INV 700297736	609.0000.14500	(5.59)
		190191	409548309		032122 INV 700297717	609.0000.14500	(275.20)
		190191	409548308		032122 INV 700297717	609.0000.14500	
		190191	409548310		032122 INV 700297717	609.0000.14500	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190191	409548311		032122 INV 700297717	609.0000.14500	(4.44)
		190191	409567294		032522 INV 700297736	609.0000.14500	(13.10)
		190191	409463439		022322 INV 700297782	609.0000.14500	(4.60)
		190191	409567792		032722 INV 700297717	609.0000.14500	(48.00)
							35,000.96
04/14/2022	MAIN	190192	343464907	BREAKTHRU BEVERAGE MN W&S LI	032522 INV/DEL 700297736	609.0000.14500	79.22
		190192	343573543		040122 INV/DEL 700297736	609.0000.14500	583.70
		190192	343373433		031822 INV/DEL 700297717	609.0000.14500	5,191.49
		190192	343532767		033022 INV/DEL 700297717	609.0000.14500	96.00
		190192	343573541		040122 INV/DEL 700297717	609.0000.14500	1,593.00
		190192	343573542		040122 INV/DEL 700297717	609.0000.14500	1,472.85
		190192	343573547		040122 INV/DEL 700297782	609.0000.14500	607.98
		190192	343532769		033022 INV/DEL 700297736	609.0000.14500	96.00
		190192	343573544		040122 INV/DEL 700297736	609.0000.14500	420.00
		190192	409585133		040122 INV/DEL 700297717	609.0000.14500	(12.73)
		190192	343373433		031822 INV/DEL 700297717	609.9791.42199	39.87
		190192	343532768		033022 DEL 700297717	609.9791.42199	0.10
		190192	343532767		033022 INV/DEL 700297717	609.9791.42199	1.15
		190192	343573541		040122 INV/DEL 700297717	609.9791.42199	40.25
		190192	343573542		040122 INV/DEL 700297717	609.9791.42199	14.95
		190192	409585133		040122 INV/DEL 700297717	609.9791.42199	(0.10)
		190192	343464907		032522 INV/DEL 700297736	609.9792.42199	0.38
		190192	343573543		040122 INV/DEL 700297736	609.9792.42199	5.75
		190192	343532770		033022 DEL 700297736	609.9792.42199	0.10
		190192	343532769		033022 INV/DEL 700297736	609.9792.42199	1.15
		190192	343573544		040122 INV/DEL 700297736	609.9792.42199	5.75
		190192	343573547		040122 INV/DEL 700297782	609.9793.42199	13.80
							10,250.66
04/14/2022	MAIN	190193	6315	BROKEN CLOCK BREWING COOP	033022 INV	609.0000.14500	84.00
04/14/2022	MAIN	190194	916225908	BSN SPORTS	BASKETBALL HOOP	881.5050.42170	1,689.99
04/14/2022	MAIN	190195	13241	CANNON RIVER WINERY	040122 INV	609.0000.14500	615.60
04/14/2022	MAIN	190196	2666490	CAPITOL BEVERAGE SALES LP	032422 INV	609.0000.14500	4,190.45
		190196	2669351		033122 INV	609.0000.14500	4,939.64
		190196	21510003		033122 INV	609.0000.14500	(52.30)
		190196	21510001		032422 INV	609.0000.14500	(54.75)
							9,023.04
04/14/2022	MAIN	190197	00753544	CENTURY COLLEGE	PUMPING & ARIEL OPERATIONS BOOK	101.2200.42180	
		190197	993083		FIRE APPARATUS OPERATOR	101.2200.43105	

152

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							640.00
04/14/2022	MAIN	190198	7635722695528	CENTURYLINK	032822 763 572-2695 528	609.9791.43210	54.64
04/14/2022	MAIN	190199	511649	CROCK'S PLUMBING INC	INSTALL MIXING VALVE	101.2100.44020	266.50
		190199	511649		INSTALL MIXING VALVE	101.2200.44020	266.50
							533.00
04/14/2022	MAIN	190200	38932	DAVES SPORT SHOP	BASKETBALLS	881.5000.42170	672.00
04/14/2022	MAIN	190201	1697	EASTLAKE CRAFT BREWERY LLC	033122 INV	609.0000.14500	234.60
04/14/2022	MAIN	190202	90106	EHLERS & ASSOCIATES INC	REUTER WALTON TIF DISTRICT 1ST HALF	408.6314.43050	6,250.00
04/14/2022	MAIN	190203	143	EMERGENCY TECHNICAL DECON	TURNOUT GEAR CLEANING	101.2200.43050	720.00
04/14/2022	MAIN	190204	398865343388	FARAH/IBRAHIM	SEARCH WT TRNG LUNCH 031822	101.2100.43310	11.16
04/14/2022	MAIN	190205	166	FRIDLEY BASEBALL ASSOCIATIO	BASEBALL LEAGUE FEES 2022	101.5005.44330	160.00
04/14/2022	MAIN	190206	3615213664	GREAT LAKES COCA-COLA DISTRI	040422 INV	609.0000.14500	748.50
04/14/2022	MAIN	190207	09372	H & L MESABI	JOMA BLADES #0085	701.0000.14120	600.00
04/14/2022	MAIN	190208	1327257	HANSON/ERIK	FUEL, BREAKFAST 040522	101.2100.43320	61.38
04/14/2022	MAIN	190209	492614	HOHENSTEINS INC	040122 INV	609.0000.14500	3,121.61
04/14/2022	MAIN	190210	IN3718201	INNOVATIVE OFFICE SOLUTIONS	SUPPLIES	101.1320.42000	44.30
		190210	IN3718201		SUPPLIES	101.1510.42000	6.57
							50.87
04/14/2022	MAIN	190211	041322	J&M DISPLAYS, INC.	FIREWORKS 2022	101.5000.43050	8,000.00
04/14/2022	MAIN	190212	370126	JEFF BELZER'S ROSEVILLE AUT	(PULLY	701.0000.14120	40.69
04/14/2022	MAIN	190213	IN138638	JEFFERSON FIRE & SAFETY INC	TFT ADAPTER	101.2200.42010	425.97
04/14/2022	MAIN	190214	3272557	JJ TAYLOR DIST OF MN	033022 INV/DEL	609.0000.14500	4,943.57
		190214	3272557		033022 INV/DEL	609.9792.42199	3.00
							4,946.57
04/14/2022	MAIN	190215	2020839	JOHNSON BROS. LIQUOR CO.	033022 INV	609.0000.14500	206.00
		190215	2020835		033022 INV	609.0000.14500	3,608.00
		190215	2020838		033022 INV	609.0000.14500	456.00
		190215	2020836		033022 INV	609.0000.14500	465.00
		190215	2020831		033022 INV	609.0000.14500	346.60
		190215	2022013		033122 INV	609.0000.14500	
		190215	2022011		033122 INV	609.0000.14500	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
190215		2023342	2023342		040122 INV	609.0000.14500	1,152.00
190215		2023343	2023343		040122 INV	609.0000.14500	1,040.00
190215		2023344	2023344		040122 INV	609.0000.14500	666.70
190215		2023345	2023345		040122 INV	609.0000.14500	290.34
190215		2022009	2022009		033122 INV	609.0000.14500	210.80
190215		2020842	2020842		033022 INV	609.0000.14500	48.00
190215		2020832	2020832		033022 INV	609.0000.14500	1,257.22
190215		2020833	2020833		033022 INV	609.0000.14500	2,245.25
190215		2020851	2020851		033022 INV	609.0000.14500	1,256.00
190215		2020850	2020850		033022 INV	609.0000.14500	1,275.00
190215		2020849	2020849		033022 INV	609.0000.14500	3,608.00
190215		2020848	2020848		033022 INV	609.0000.14500	228.00
190215		2020847	2020847		033022 INV	609.0000.14500	239.26
190215		2020846	2020846		033022 INV	609.0000.14500	2,245.25
190215		2020845	2020845		033022 INV	609.0000.14500	1,536.74
190215		2020844	2020844		033022 INV	609.0000.14500	205.34
190215		2022012	2022012		033122 INV	609.0000.14500	426.67
190215		2022010	2022010		033122 INV	609.0000.14500	312.00
190215		2022008	2022008		033122 INV	609.0000.14500	541.30
190215		2022001	2022001		033122 INV	609.0000.14500	396.65
190215		2023335	2023335		040122 INV	609.0000.14500	1,040.00
190215		2023337	2023337		040122 INV	609.0000.14500	741.98
190215		2023338	2023338		040122 INV	609.0000.14500	800.04
190215		2023341	2023341		040122 INV	609.0000.14500	419.38
190215		2023340	2023340		040122 INV	609.0000.14500	130.00
190215		2021996	2021996		033122 INV	609.0000.14500	1,162.80
190215		2021997	2021997		033122 INV	609.0000.14500	1,980.50
190215		2021995	2021995		033122 INV	609.0000.14500	389.95
190215		2020841	2020841		033022 INV	609.0000.14500	794.98
190215		2020843	2020843		033022 INV	609.0000.14500	285.50
190215		2022000	2022000		033122 INV	609.0000.14500	640.00
190215		2022002	2022002		033122 INV	609.0000.14500	47.00
190215		2020837	2020837		033022 INV	609.0000.14500	1,023.99
190215		2012719	2012719		031722 INV	609.0000.14500	1,009.50
190215		2022004	2022004		033122 INV	609.0000.14500	32.00
190215		2020840	2020840		033022 INV	609.0000.14500	114.00
190215		2022006	2022006		033122 INV	609.0000.14500	492.60
190215		2022005	2022005		033122 INV	609.0000.14500	96.00
190215		2022003	2022003		033122 INV	609.0000.14500	277.73
190215		2023336	2023336		040122 INV	609.0000.14500	1,008.00
190215		193741	193741		032422 INV	609.0000.14500	
190215		194093	194093		032822 INV	609.0000.14500	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190215	2020839		033022 INV	609.9791.42199	2.70
		190215	2020835		033022 INV	609.9791.42199	16.20
		190215	2020838		033022 INV	609.9791.42199	2.70
		190215	2020836		033022 INV	609.9791.42199	6.75
		190215	2020831		033022 INV	609.9791.42199	5.40
		190215	2020832		033022 INV	609.9791.42199	18.90
		190215	2020833		033022 INV	609.9791.42199	36.45
		190215	2022001		033122 INV	609.9791.42199	14.84
		190215	2023335		040122 INV	609.9791.42199	17.55
		190215	2023337		040122 INV	609.9791.42199	32.40
		190215	2023338		040122 INV	609.9791.42199	17.55
		190215	2021996		033122 INV	609.9791.42199	23.18
		190215	2021997		033122 INV	609.9791.42199	45.45
		190215	2021995		033122 INV	609.9791.42199	5.40
		190215	2022000		033122 INV	609.9791.42199	10.80
		190215	2022002		033122 INV	609.9791.42199	1.35
		190215	2020837		033022 INV	609.9791.42199	8.10
		190215	2012719		031722 INV	609.9791.42199	8.10
		190215	2022004		033122 INV	609.9791.42199	1.35
		190215	2020840		033022 INV	609.9791.42199	4.05
		190215	2022006		033122 INV	609.9791.42199	13.50
		190215	2022005		033122 INV	609.9791.42199	1.35
		190215	2022003		033122 INV	609.9791.42199	6.76
		190215	2023336		040122 INV	609.9791.42199	10.80
		190215	194093		032822 INV	609.9791.42199	(1.35)
		190215	2022013		033122 INV	609.9792.42199	10.83
		190215	2022011		033122 INV	609.9792.42199	5.40
		190215	2023342		040122 INV	609.9792.42199	10.80
		190215	2023343		040122 INV	609.9792.42199	20.25
		190215	2023344		040122 INV	609.9792.42199	14.85
		190215	2023345		040122 INV	609.9792.42199	13.50
		190215	2022009		033122 INV	609.9792.42199	6.75
		190215	2020851		033022 INV	609.9792.42199	11.48
		190215	2020850		033022 INV	609.9792.42199	8.10
		190215	2020849		033022 INV	609.9792.42199	16.20
		190215	2020848		033022 INV	609.9792.42199	1.35
		190215	2020847		033022 INV	609.9792.42199	2.70
		190215	2020846		033022 INV	609.9792.42199	36.46
		190215	2020845		033022 INV	609.9792.42199	22.94
		190215	2020844		033022 INV	609.9792.42199	2.70
		190215	2022012		033122 INV	609.9792.42199	
		190215	2022010		033122 INV	609.9792.42199	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190215	2022008		033122 INV	609.9792.42199	6.75
		190215	2020842		033022 INV	609.9793.42199	1.35
		190215	2023341		040122 INV	609.9793.42199	17.55
		190215	2023340		040122 INV	609.9793.42199	1.35
		190215	2020841		033022 INV	609.9793.42199	12.16
		190215	2020843		033022 INV	609.9793.42199	1.35
							37,592.29
04/14/2022	MAIN	190216	12030	K & S ENGRAVING LLC	PAR TAGS, NAME PLATES	101.2200.42010	150.00
04/14/2022	MAIN	190217	362824	LEAGUE OF MINNESOTA CITIES	LMC ANNUAL CONFERENCE 2022	101.1320.43105	399.00
04/14/2022	MAIN	190218	44209	LIBATION PROJECT	033022 INV/DEL	609.0000.14500	320.00
		190218	44209		033022 INV/DEL	609.9791.42199	2.00
							322.00
04/14/2022	MAIN	190219	89268	LOE'S OIL COMPANY INC	HAZARDOUS WASTE DISPOSAL	603.9540.43050	67.50
04/14/2022	MAIN	190220	3995824	LOFFLER COMPANIES INC	MAINT 040122-043022	101.0000.20815	(1.19)
		190220	3995823		MAINT 040122-043022	101.1940.44000	114.78
		190220	3995824		MAINT 040122-043022	101.1940.44000	734.18
							847.77
04/14/2022	MAIN	190221	339242	M AMUNDSON CIGAR & CANDY CO	040122 INV	609.0000.14500	1,667.52
04/14/2022	MAIN	190222	P06684	MAC QUEEN EQUIPMENT LLC	VELCRO STRAPS, QUICK STRAPS, TOOL	M101.2200.42010	373.00
		190222	P06389		LOOSE EQUIPMENT	431.2200.45150	29,264.87
							29,637.87
04/14/2022	MAIN	190223	1673	MARIE RIDGEWAY LICSW LLC	THERAPY, MANDATORY CHECK-INS	101.2100.43050	1,910.00
		190223	1672		THERAPY SESSION	101.2200.43050	160.00
							2,070.00
04/14/2022	MAIN	190224	0320223306	MEDTOX LABORATORIES, INC	PRE-EMPLOYMENT DRUG TESTS	101.1320.43050	102.99
04/14/2022	MAIN	190225	64085	MENARDS CASHWAY LUMBER-FRIDJLOCK	NUTS	101.3121.42171	0.78
		190225	64078		P95 MASKS	101.3121.42171	15.94
		190225	64940		LEVEL	101.3121.42171	19.98
		190225	64636		NUTS, BOLTS, BITS, WASHERS	601.9600.42171	10.73
		190225	64517		PROPANE TOURCH, MOUNTING STRIPS	601.9600.42171	29.98
		190225	64056		D-RINGS, BROOM HANDLE, CLIPS, BUNGE	602.9600.42171	15.16
		190225	64636		NUTS, BOLTS, BITS, WASHERS	602.9600.42171	10.73
		190225	64517		PROPANE TOURCH, MOUNTING STRIPS	602.9600.42171	29.98

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/14/2022	MAIN	190226	040722	METRO COUNCIL ENVIROMENTAL	SAC MARCH 2022	201.0000.20830	2,485.00
		190226	040722		SAC MARCH 2022	201.0000.36293	(24.85)
							2,460.15
04/14/2022	MAIN	190227	706537	MIDWAY FORD	FILTER	701.0000.14120	13.28
04/14/2022	MAIN	190228	0001	MINNESOTA ASA	SOFTBALL TEAM REGISTRATIONS AND SOF	101.5005.44330	2,280.00
		190228	0001		SOFTBALL TEAM REGISTRATIONS AND SOF	881.5000.42171	360.00
							2,640.00
04/14/2022	MAIN	190229	337900-8870	MN HIGHWAY SAFETY & RESEARC	DRIVER TRAINING	101.2200.43105	2,750.00
04/14/2022	MAIN	190230	E-30086	MODIST BREWING CO LLC	033122 INV	609.0000.14500	161.00
04/14/2022	MAIN	190231	032922.1	MORRIS LEATHERMAN COMPANY	CITY SURVEY SERVICES FINAL PMT	226.9846.43050	12,500.00
04/14/2022	MAIN	190232	1337904-00	MTI DISTRIBUTING	FUEL FILTERS	701.0000.14120	140.76
04/14/2022	MAIN	190233	234708333002	OFFICE DEPOT	ELECTRIC LETTER OPENER	101.1510.42010	68.94
04/14/2022	MAIN	190234	040122	OLSON/KAREN	REIMB POST LIC - TIMOTHY DOUGALL	101.2100.44390	90.00
04/14/2022	MAIN	190235	E-11784	OMNI BREWING COMPANY, LLC	032822 INV	609.0000.14500	225.00
04/14/2022	MAIN	190236	257880	PARK SUPPLY OF AMERICA, INC	TOILET SEAT BOLTS	101.5129.42171	29.85
04/14/2022	MAIN	190237	160425	PAUSTIS & SONS WINE COMPANY	033022 INV/DEL	609.0000.14500	2,447.00
		190237	160425		033022 INV/DEL	609.9791.42199	28.75
							2,475.75
04/14/2022	MAIN	190238	6371986	PHILLIPS WINE & SPIRITS INC	033022 INV	609.0000.14500	378.00
		190238	6371988		033022 INV	609.0000.14500	570.00
		190238	6371987		033022 INV	609.0000.14500	2,193.75
		190238	6372947		033122 INV	609.0000.14500	144.00
		190238	6372946		033122 INV	609.0000.14500	588.00
		190238	6372944		033122 INV	609.0000.14500	210.50
		190238	6372943		033122 INV	609.0000.14500	578.20
		190238	6372942		033122 INV	609.0000.14500	409.50
		190238	6372945		033122 INV	609.0000.14500	112.00
		190238	6371991		033022 INV	609.0000.14500	570.00
		190238	6371990		033022 INV	609.0000.14500	2,193.75
		190238	6373883		040122 INV	609.0000.14500	68.00
		190238	6372938		033122 INV	609.0000.14500	112.00
		190238	6372937		033122 INV	609.0000.14500	629.55
		190238	6372934		033122 INV	609.0000.14500	192.00
		190238	6372936		033122 INV	609.0000.14500	1,000.00
		190238	6372935		033122 INV	609.0000.14500	1,000.00

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190238	6372939		033122 INV	609.0000.14500	652.00
		190238	6371986		033022 INV	609.9791.42199	4.05
		190238	6371988		033022 INV	609.9791.42199	10.13
		190238	6371987		033022 INV	609.9791.42199	37.80
		190238	6373883		040122 INV	609.9791.42199	1.35
		190238	6372938		033122 INV	609.9791.42199	2.70
		190238	6372937		033122 INV	609.9791.42199	8.10
		190238	6372934		033122 INV	609.9791.42199	4.05
		190238	6372936		033122 INV	609.9791.42199	51.32
		190238	6372935		033122 INV	609.9791.42199	13.50
		190238	6372939		033122 INV	609.9791.42199	18.90
		190238	6372947		033122 INV	609.9792.42199	2.93
		190238	6372946		033122 INV	609.9792.42199	17.85
		190238	6372944		033122 INV	609.9792.42199	4.05
		190238	6372943		033122 INV	609.9792.42199	20.25
		190238	6372942		033122 INV	609.9792.42199	12.15
		190238	6372945		033122 INV	609.9792.42199	2.70
		190238	6371991		033022 INV	609.9792.42199	10.13
		190238	6371990		033022 INV	609.9792.42199	37.81
							11,802.82
04/14/2022	MAIN	190239	1020258890	PITNEY BOWES INC	DM475 MAINT 100121 - 033122	101.2200.43220	252.00
		190239	1020297682		EQUIP RENT 040122 - 063022	101.2200.43220	174.00
							426.00
04/14/2022	MAIN	190240	7395114	PLUNKETT'S, INC	0222-0123 PEST CONTROL	609.9791.44020	467.26
		190240	7396404		0222-0123 PEST CONTROL	609.9793.44020	318.41
							785.67
04/14/2022	MAIN	190241	992723731	POPP.COM INC	032622 -10013121	101.0000.20815	(5.65)
		190241	992723731		032622 -10013121	101.1110.43210	5.66
		190241	992725052		033122 -10010429	101.1110.43210	24.03
		190241	992723731		032622 -10013121	101.1320.43210	37.31
		190241	992725052		033122 -10010429	101.1320.43210	24.03
		190241	992723731		032622 -10013121	101.1510.43210	49.57
		190241	992725052		033122 -10010429	101.1510.43210	10.02
		190241	992723731		032622 -10013121	101.1940.43210	2.92
		190241	992725052		033122 -10010429	101.1940.43210	66.04
		190241	992723731		032622 -10013121	101.2100.43210	119.53
		190241	992723731		032622 -10013121	101.2200.43210	42.81
		190241	992723731		032622 -10013121	101.3100.43210	
		190241	992723731		032622 -10013121	101.3121.43210	
		190241	992723731		032622 -10013121	101.5000.43210	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190241	992725052		033122 -10010429	101.5000.43210	8.98
		190241	992723731		032622 -10013121	101.5129.43210	0.90
		190241	992725052		033122 -10010429	101.5129.43210	37.00
		190241	992723731		032622 -10013121	101.5200.43210	9.12
		190241	992723731		032622 -10013121	204.6314.43210	29.50
		190241	992725052		033122 -10010429	204.6314.43210	10.02
		190241	992723731		032622 -10013121	240.5500.43210	21.59
		190241	992723731		032622 -10013121	601.9600.43210	5.58
		190241	992716926		020422-10013125	601.9600.43210	10.01
		190241	992721559		030422-10013125	601.9600.43210	13.34
		190241	992716926		020422-10013125	602.9600.43210	10.01
		190241	992721559		030422-10013125	602.9600.43210	13.34
		190241	992716926		020422-10013125	604.9600.43210	10.01
		190241	992721559		030422-10013125	604.9600.43210	13.35
		190241	992723731		032622 -10013121	609.9791.43210	55.59
		190241	992723731		032622 -10013121	609.9792.43210	24.83
		190241	992723731		032622 -10013121	609.9793.43210	7.41
		190241	992723731		032622 -10013121	701.9950.43210	4.91
		190241	992723731		032622 -10013121	720.9980.43210	14.21
		190241	992725052		033122 -10010429	720.9980.43210	10.02
							800.65
04/14/2022	MAIN	190242	200-1036193	PRECISE MRM LLC	DATA PLAN	101.3121.43250	80.00
		190242	200-1036193		DATA PLAN	604.9600.43250	80.00
							160.00
04/14/2022	MAIN	190243	318703842	PREMIUM WATERS INC	033122 COOLER RENTALS	101.0000.20815	(0.55)
		190243	318703843		033122 COOLER RENTAL	101.0000.20815	(0.27)
		190243	318703844		033122 COOLER RENTAL	101.0000.20815	(0.27)
		190243	318703842		033122 COOLER RENTALS	609.9791.42171	8.55
		190243	318703843		033122 COOLER RENTAL	609.9792.42171	4.27
		190243	318703844		033122 COOLER RENTAL	609.9793.42171	4.27
							16.00
04/14/2022	MAIN	190244	8045	PRO GRAPHICS	HELMET DECALS	101.2200.42172	133.00
04/14/2022	MAIN	190245	124365	R & B FOODS LLC	033122 INV	609.0000.14500	97.00
04/14/2022	MAIN	190246	1288	RAPID GRAPHICS & MAILING	BUSINESS CARDS	101.2100.42030	45.00
04/14/2022	MAIN	190247	223147	RECYCLE TECHNOLOGIES, INC	FLUORESCENT BULBS,BATTERY RECYCLING	603.9540.43050	754.15
04/14/2022	MAIN	190248	INV-0222-513	RESPEC INC	GIS SERVICES 0222	101.3100.43050	
		190248	INV-0222-513		GIS SERVICES 0222	101.3121.43050	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190248	INV-0222-513		GIS SERVICES 0222	101.5200.43050	65.58
		190248	INV-0222-513		GIS SERVICES 0222	601.9600.43050	157.50
		190248	INV-0222-513		GIS SERVICES 0222	602.9600.43050	157.50
		190248	INV-0222-513		GIS SERVICES 0222	701.9950.43050	157.50
							1,338.75
04/14/2022	MAIN	190249	571736	ROHN INDUSTRIES INC	SHREDDING 032822	101.2100.44000	27.00
04/14/2022	MAIN	190250	00454979	SCHAAF FLORAL	FUNERAL FLOWERS EVELYN DOUGHERTY	101.1110.48200	70.00
04/14/2022	MAIN	190251	8105889642	SCHINDLER ELEVATOR CORP INC	PREVENT MAINT 0322	101.1940.44020	70.74
		190251	8105895574		PREVENT MAINT 0422	101.2100.44020	70.75
		190251	8105895574		PREVENT MAINT 0422	101.2200.44020	70.74
		190251	8105889643		PREVENT MAINT 0322	101.5129.44020	70.74
		190251	8105887499		PREVENT MAINT 0322	609.9791.44020	176.20
							459.17
04/14/2022	MAIN	190252	147791	SHARROW LIFTING PRODUCTS	HEAVY DUTY LIFTING CHAINS	601.9600.42010	276.26
04/14/2022	MAIN	190253	8014-0	SHERWIN WILLIAMS	PAINT, PAINT THINNER, PUTTY	101.5200.42171	90.41
04/14/2022	MAIN	190254	417348	SHORT ELLIOT HENDRICKSON INC	CELL TOWER DESIGN	408.9999.43050.2014	1,172.75
04/14/2022	MAIN	190255	2195323	SOUTHERN GLAZER'S	033122 INV/DEL	609.0000.14500	1,062.00
		190255	2195321		033122 INV/DEL	609.0000.14500	844.95
		190255	2195318		033122 INV/DEL	609.0000.14500	1,905.30
		190255	2195316		033122 INV/DEL	609.0000.14500	1,102.50
		190255	2195314		033122 INV/DEL	609.0000.14500	1,662.50
		190255	2195313		033122 INV/DWL	609.0000.14500	96.00
		190255	2195312		033122 INV/DEL	609.0000.14500	580.60
		190255	2195315		033122 INV/DEL	609.0000.14500	1,475.50
		190255	2195311		033122 INV/DEL	609.0000.14500	4,396.09
		190255	2195322		033122 INV/DEL	609.0000.14500	2,863.50
		190255	2195320		033122 INV/DEL	609.0000.14500	1,199.00
		190255	2195319		033122 INV/DEL	609.0000.14500	2,262.00
		190255	2195317		033122 INV/DEL	609.0000.14500	192.00
		190255	2195316		033122 INV/DEL	609.9791.42199	10.24
		190255	2195314		033122 INV/DEL	609.9791.42199	47.36
		190255	2195313		033122 INV/DWL	609.9791.42199	1.28
		190255	2195312		033122 INV/DEL	609.9791.42199	10.24
		190255	2195315		033122 INV/DEL	609.9791.42199	17.92
		190255	2195311		033122 INV/DEL	609.9791.42199	58.14
		190255	2195323		033122 INV/DEL	609.9792.42199	10.24
		190255	2195321		033122 INV/DEL	609.9792.42199	
		190255	2195318		033122 INV/DEL	609.9792.42199	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190255	2195322		033122 INV/DEL	609.9792.42199	33.28
		190255	2195320		033122 INV/DEL	609.9792.42199	16.64
		190255	2195319		033122 INV/DEL	609.9792.42199	62.93
		190255	2195317		033122 INV/DEL	609.9792.42199	1.28
							19,951.17
04/14/2022	MAIN	190256	W-141129	SP3 LLC	033022 INV	609.0000.14500	261.00
04/14/2022	MAIN	190257	155	ST ANTHONY SPORTS BOOSTERS	BASEBALL LEAGUE FEES 2022	101.5005.44330	600.00
04/14/2022	MAIN	190258	3502963655	STAPLES ADVANTAGE	SUPPLIES	101.1320.42000	2.46
		190258	3503496032		SUPPLIES	101.1510.42000	47.70
		190258	3502963655		SUPPLIES	101.1510.42000	95.31
							145.47
04/14/2022	MAIN	190259	I1559154	STREICHER'S GUN'S INC/DON	BOOTS	101.2100.42172	151.99
		190259	I1559485		SURVEILLANCE EARPIECE	101.2100.42172	36.99
		190259	I1559396		CUFF HOLDER, SURVEILLANCE EARPIECE	101.2100.42172	73.98
		190259	I1559488		BOOTS, SURVEILLANCE EARPIECE	101.2100.42172	216.98
		190259	I1560530		UNIFORMS, GEAR	101.2100.42172	1,685.77
		190259	I1560370		VEST CARRIERS	101.2100.42172	465.98
		190259	I1560974		RAIN CAP COVER	101.2100.42172	11.99
		190259	I1560943		HOLSTER	101.2100.42172	69.99
		190259	I1561783		BOOTS	101.2100.42172	179.99
		190259	I1561717		TOURNIQUET CASE	101.2100.42172	39.99
		190259	I1561716		BOOTS, TOURNIQUET CASE	101.2100.42172	239.98
							3,173.63
04/14/2022	MAIN	190260	040422	SUMANGIL/ANNE	ZUMBA 0322	101.5003.43050	190.50
04/14/2022	MAIN	190261	20040295	SURPLUS SERVICES	FILE CABINET, CHAIR	101.3121.42010	55.00
04/14/2022	MAIN	190262	M27196	TIMESAVER OFF SITE SECRETR	EDA MEETING, CITY COUNCIL MEETING	101.1410.43050	223.50
		190262	M27196		EDA MEETING, CITY COUNCIL MEETING	204.6314.43050	207.75
							431.25
04/14/2022	MAIN	190263	750902	TRIO SUPPLY COMPANY INC	CAN LINERS, CLEANERS	240.5500.42171	312.55
		190263	748466		TOWELS, TP, CLEANERS, SOAP	701.9950.42171	421.10
							733.65
04/14/2022	MAIN	190264	6465087	U.S. BANK	BOND AGENT FEE 2015A	346.7000.46200	450.00
04/14/2022	MAIN	190265	040422	ULTIMATE MARTIAL ARTS INC	TAE KWON DO & LITTLE TIGERS	101.5001.43050	1,127.95
04/14/2022	MAIN	190266	E-1619	URSA MINOR BREWING LLC	032922 INV	609.0000.14500	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/14/2022	MAIN	190267	9902713271	VERIZON WIRELESS	032522 586753132-00001	101.2200.43250	570.15
04/14/2022	MAIN	190268	12025	WATER CONSERVATION SRVCS INC	LEAK LOCATES 0122	601.9600.43050	674.94
		190268	11950		LEAK LOCATE 4648 FILMORE	601.9600.43050	322.82
							997.76
04/14/2022	MAIN	190269	7373981	WINE MERCHANTS	033122 INV	609.0000.14500	25.00
		190269	7373980		033122 INV	609.0000.14500	920.00
		190269	7373981		033122 INV	609.9791.42199	1.35
		190269	7373980		033122 INV	609.9791.42199	6.75
							953.10
04/14/2022	MAIN	190270	77846	WOLD ARCHTIECTS AND ENGINEE	JPM FACILITY CONDITION ANALYSIS	411.9970.43050	4,000.00
04/14/2022	MAIN	190271	520342360988	WOOD/TABITHA	SEARCH WT TRNG LUNCH 031822	101.2100.43310	13.52
04/14/2022	MAIN	190272	R-014790-000-24	WSB & ASSOCIATES INC	SILVER LAKE BOAT LANDING SITE IMPRO	653.9999.43050.1808	456.00
04/14/2022	MAIN	190273	957761854	XCEL ENERGY (N S P)	032822 51-4159572-0	101.3160.43810	8.68
		190273	957762732		032822 51-0013562395-2	101.3160.43810	9.97
		190273	958730535		040122 51-4941920-1	101.3160.43810	9.71
		190273	958945335		040422 51-4174399-1	101.3160.43810	9.69
		190273	095767755		032522 51-0012949181-3	601.9600.43810	903.39
							941.44
04/14/2022	MAIN	190274	002613	XCEL ENERGY SOLUTIONS	SOLAR SUBSCRIPTION 0222	601.9600.43810	141.82
04/14/2022	MAIN	190275	IN000471089	ZIEGLER INC	CUTTING EDGES, FUEL FILTERS	701.0000.14120	470.22
		190275	IN000466186		CUTTING EDGES, BOLTS	701.0000.14120	1,571.32
							2,041.54
04/14/2022	MAIN	36 (A)	12413	HOTSY MINNESOTA	SOAP	701.9950.42161	527.93
04/15/2022	MAIN	34 (E)	1-076-945-312	MINNESOTA DEPARTMENT OF REV	MARCH UB SALES TAX 2022	601.0000.20810	13,713.00
04/18/2022	MAIN	35 (E)	0-586-546-848	MINNESOTA DEPARTMENT OF REV	MARCH LIQUOR SALES TAX	609.0000.20810	63,532.00
04/21/2022	MAIN	190276	5618174	56 BREWING LLC	032922 INV	609.0000.14500	108.00
04/21/2022	MAIN	190277	043843/R	ACE HARDWARE	PLASTIC TUBE, SLIP JOINT NUT	101.5200.42171	8.98
04/21/2022	MAIN	190278	1676	ANOKA COUNTY LIBRARY	0322 CATALOGING	240.5500.43050	27.28
		190278	1675		0322 NOTICES	240.5500.43050	100.00
							127.28
04/21/2022	MAIN	190279	GIS032022	ANOKA COUNTY TREASURER	LIDAR COST SHARE	101.3100.43050	1,
		190279	GIS032022		LIDAR COST SHARE	101.3121.43050	162

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190279	GIS032022		LIDAR COST SHARE	101.5200.43050	125.00
		190279	GIS032022		LIDAR COST SHARE	601.9600.43050	300.00
		190279	GIS032022		LIDAR COST SHARE	602.9600.43050	300.00
		190279	GIS032022		LIDAR COST SHARE	701.9950.43050	300.00
							2,500.00
04/21/2022	MAIN	190280	3530601	ARTISAN BEER COMPANY	041422 INV	609.0000.14500	558.75
		190280	3529755		040822 INV	609.0000.14500	36.90
		190280	3529754		040822 INV	609.0000.14500	661.25
		190280	3528612		040122 INV	609.0000.14500	869.45
		190280	3528613		040122 INV	609.0000.14500	35.60
		190280	3529408		040722 INV	609.0000.14500	789.10
		190280	329305		033022 INV	609.0000.14500	(44.12)
		190280	325440		020122 INV	609.0000.14500	(5.64)
							2,901.29
04/21/2022	MAIN	190281	10237350	ASPEN EQUIPMENT	GAS SPRING	701.0000.14120	133.70
04/21/2022	MAIN	190282	291977	ASPEN MILLS, INC.	CARGO PANTS	101.2100.42172	119.90
04/21/2022	MAIN	190283	01P66190	ASTLEFORD INTERNATIONAL	HOOD LATCH	701.0000.14120	93.41
		190283	01P67518		CONTROL VALVE	701.0000.14120	111.29
							204.70
04/21/2022	MAIN	190284	2036637626	BAKER & TAYLOR	BOOK ORDER	240.5500.42180	27.26
		190284	2036624364		BOOK ORDER	240.5500.42180	15.09
		190284	2036600550		BOOK ORDER	240.5500.42180	3.93
		190284	2036600551		BOOK ORDER	240.5500.42180	7.86
		190284	2036625268		BOOK ORDER	240.5500.42180	435.95
		190284	2036635958		BOOK ORDER	240.5500.42180	356.68
		190284	2036647265		BOOK ORDER	240.5500.42180	630.47
		190284	2036620431		BOOK ORDER	240.5500.42180	652.01
							2,129.25
04/21/2022	MAIN	190285	32701	BARNUM GATE SERVICES INC	GATE REPAIR	101.2100.44020	110.00
		190285	32701		GATE REPAIR	101.2200.44020	110.00
							220.00
04/21/2022	MAIN	190286	0094328600	BELLBOY CORPORATION	040622 INV/DEL	609.0000.14500	1,344.00
		190286	0094431600		041322 INV/DEL	609.0000.14500	1,051.00
		190286	0094329000		040622 INV/DEL	609.0000.14500	1,902.95
		190286	0094342600		040622 INV/DEL	609.0000.14500	1,500.00
		190286	0094328600		040622 INV/DEL	609.9791.42199	20.00
		190286	0094431600		041322 INV/DEL	609.9791.42199	20.00

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190286	0094329000		040622 INV/DEL	609.9792.42199	25.00
		190286	0094342600		040622 INV/DEL	609.9792.42199	20.00
							6,101.95
04/21/2022	MAIN	190287	17160	BLACK STACK BREWING	041422 INV	609.0000.14500	79.32
		190287	16979		033122 INV	609.0000.14500	216.00
							295.32
04/21/2022	MAIN	190288	8345200	BLICK ART MATERIALS LLC	CLAY	262.5017.42170	105.57
		190288	8307822		CLAY TOOLS, PAINT, GLUE, MOD PODGE,	262.5017.42170	390.20
							495.77
04/21/2022	MAIN	190289	67-123645	BMJ CORPORATION	FUSE HOLDER, CONNECTOR PAIR	701.0000.14120	10.98
04/21/2022	MAIN	190290	186160	BOURGET IMPORTS LLC	041422 INV/DEL	609.0000.14500	302.00
		190290	186160		041422 INV/DEL	609.9792.42199	5.25
							307.25
04/21/2022	MAIN	190291	01KE8326	BRAKE & EQUIPMENT WAREHOUSE LINE REMOVAL TOOL		701.9950.42171	7.09
04/21/2022	MAIN	190292	343676898	BREAKTHRU BEVERAGE MN BEER	1041122 INV 700297717	609.0000.14500	26.60
		190292	343656865		040822 INV 700297717	609.0000.14500	763.50
		190292	343725225		041422 INV 700297736	609.0000.14500	364.00
		190292	343589232		040522 INV 700297736	609.0000.14500	53.20
		190292	343589230		040522 INV 700297717	609.0000.14500	89.70
							1,297.00
04/21/2022	MAIN	190293	343726104	BREAKTHRU BEVERAGE MN W&S LI	041422 INV/DEL 700297782	609.0000.14500	582.50
		190293	343726094		041422 INV/DEL 700297717	609.0000.14500	621.78
		190293	343726091		041422 INV/DEL 700297717	609.0000.14500	179.76
		190293	343659318		040822 INV/DEL 700297717	609.0000.14500	2,464.09
		190293	343659317		040822 INV/DEL 700297717	609.0000.14500	1,644.38
		190293	343726101		041422 INV/DEL 700297736	609.0000.14500	480.00
		190293	343726099		041422 INV/DEL 700297736	609.0000.14500	405.90
		190293	343726098		041422 INV/DEL 700297736	609.0000.14500	251.00
		190293	343726096		041422 INV/DEL 700297736	609.0000.14500	422.10
		190293	343659320		040822 INV/DEL 700297736	609.0000.14500	693.60
		190293	343659321		040822 INV/DEL 700297736	609.0000.14500	181.95
		190293	343659322		040822 INV/DEL 700297736	609.0000.14500	1,644.38
		190293	343726095		041422 INV/DEL 700297736	609.0000.14500	278.32
		190293	343726093		041422 INV/DEL 700297717	609.0000.14500	233.16
		190293	343659324		040822 INV/DEL 700297782	609.0000.14500	1,088.00
		190293	343726094		041422 INV/DEL 700297717	609.9791.42199	2.50
		190293	343726091		041422 INV/DEL 700297717	609.9791.42199	2.50

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190293	343659318		040822 INV/DEL 700297717	609.9791.42199	22.23
		190293	343659317		040822 INV/DEL 700297717	609.9791.42199	9.20
		190293	343726093		041422 INV/DEL 700297717	609.9791.42199	3.45
		190293	343726101		041422 INV/DEL 700297736	609.9792.42199	6.90
		190293	343726099		041422 INV/DEL 700297736	609.9792.42199	6.90
		190293	343726098		041422 INV/DEL 700297736	609.9792.42199	6.90
		190293	343726096		041422 INV/DEL 700297736	609.9792.42199	4.60
		190293	343659320		040822 INV/DEL 700297736	609.9792.42199	10.35
		190293	343659321		040822 INV/DEL 700297736	609.9792.42199	5.75
		190293	343659322		040822 INV/DEL 700297736	609.9792.42199	9.20
		190293	343726095		041422 INV/DEL 700297736	609.9792.42199	4.60
		190293	343726104		041422 INV/DEL 700297782	609.9793.42199	8.05
		190293	343659324		040822 INV/DEL 700297782	609.9793.42199	1.15
							10,329.55
04/21/2022	MAIN	190294	6337	BROKEN CLOCK BREWING COOP	040622 INV	609.0000.14500	252.00
		190294	6366		041322 INV	609.0000.14500	138.00
							390.00
04/21/2022	MAIN	190295	00000695511	BUREAU OF CRIMINAL APPR	CJDN ACCESS FEE Q1 2022	101.2100.44000	630.00
04/21/2022	MAIN	190296	2674847	CAPITOL BEVERAGE SALES LP	041422 INV	609.0000.14500	3,242.03
		190296	2672167		040722 INV	609.0000.14500	4,837.25
		190296	2671670		040622 INV	609.0000.14500	3,885.80
		190296	2669851		040422 INV	609.0000.14500	2,733.25
		190296	2668777		033022 INV	609.0000.14500	4,122.40
		190296	2668776		033022 INV	609.0000.14500	(81.29)
							18,739.44
04/21/2022	MAIN	190297	77393465	CENGAGE LEARNING INC	LARGE PRINT BOOK ORDER	240.5500.42180	53.23
		190297	77393985		LARGE PRINT BOOK ORDER	240.5500.42180	81.72
		190297	77448131		LARGE PRINT BOOK ORDER	240.5500.42180	80.97
		190297	77448671		LARGE PRINT BOOK ORDER	240.5500.42180	56.98
		190297	77507697		LARGE PRINT BOOK ORDER	240.5500.42180	56.98
		190297	77509201		LARGE PRINT BOOK ORDER	240.5500.42180	28.49
							358.37
04/21/2022	MAIN	190298	8268239-4	CENTER POINT ENERGY	040622 8268239-4	101.2100.43830	518.76
		190298	8268239-4		040622 8268239-4	101.2200.43830	518.76
		190298	5452216-4		040622 5452216-4	101.5200.43830	139.83
		190298	5467671-3		040622 5467671-3	101.5200.43830	16.80
		190298	10802324-3		040622 10802324-3	101.5200.43830	
		190298	10570341-7		040622 10570341-7	240.5500.43830	
							1,

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190298	6401438486-7		040622 6401438486-7	408.6414.43830	90.93
		190298	11299887-7		040622 11299887-7	602.9600.43830	17.76
		190298	9644621-6		040622 9644621-6	602.9600.43830	18.70
							3,128.79
04/21/2022	MAIN	190299	30398	CENTRAL ROOFING CO INC	ROOF REPAIR	101.1940.44020	1,835.00
04/21/2022	MAIN	190300	7637880290045	CENTURYLINK	040722 763 788-0290 045	609.9792.43210	51.07
		190300	7637880064164		040722 763 788-0064 164	609.9792.43210	51.07
							102.14
04/21/2022	MAIN	190301	4115956170	CINTAS INC	RUGS CITY HALL 040822	101.1940.44020	20.88
		190301	4114586207		TOWELS, AIR FRESH 032522	101.2100.44020	19.00
		190301	4115956324		BATH TOWELS, AIR FRESH, MATS 040822	101.2100.44020	55.80
		190301	4114586207		TOWELS, AIR FRESH 032522	101.2200.44020	19.00
		190301	4116141726		MOPS, MATS JPM 041222	101.5129.44020	119.70
		190301	4115275091		UNIFORM RENTAL 040122	701.9950.42172	30.79
		190301	4115956150		UNIFORM RENTAL, RUGS 040822	701.9950.42172	44.20
		190301	4115956150		UNIFORM RENTAL, RUGS 040822	701.9950.44020	23.79
							333.16
04/21/2022	MAIN	190302	0230835	CITY OF ROSEVILLE	IT SUPPORT 0422	101.2100.43050	278.81
04/21/2022	MAIN	190303	978036	COMPASS MINERALS AMERICA INC	DE-ICING SALT	101.3121.42161	1,755.27
		190303	979619		DE-ICING SALT	101.3121.42161	1,857.93
							3,613.20
04/21/2022	MAIN	190304	0129076-IN	EARL F ANDERSEN INC	STREET SIGNS, BRACKETS	415.9999.42171.2002	3,817.43
04/21/2022	MAIN	190305	886020	ECM PUBLISHERS INC	HYDRANT FLUSHING 040822	601.9600.43500	67.50
		190305	885349		BID-REFUSE CART 040122	603.9530.43500	75.00
		190305	886893		APRIL AD 040822	609.9791.43420	196.93
		190305	886893		APRIL AD 040822	609.9792.43420	155.03
		190305	886893		APRIL AD 040822	609.9793.43420	67.04
							561.50
04/21/2022	MAIN	190306	22062	ENVIRONMENTAL EQUIP & SVCS	DOLLY SYSTEM	701.0000.14120	373.78
		190306	22110		DOLLY SYSTEM	701.0000.14120	349.00
							722.78
04/21/2022	MAIN	190307	2507082203	FIRST ADVANTAGE LNS SCREEN	ANNUAL ENROLLMENTS 0322	101.3121.43050	68.38
		190307	2506432201		ANN ENROLLMT, DRUG TEST 0122	101.3121.43050	34.19
		190307	2507082203		ANNUAL ENROLLMENTS 0322	101.5200.43050	
		190307	2506432201		ANN ENROLLMT, DRUG TEST 0122	101.5200.43050	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190307	2507082203		ANNUAL ENROLLMENTS 0322	602.9600.43050	34.19
		190307	2507082203		ANNUAL ENROLLMENTS 0322	701.9950.43050	34.19
							303.68
04/21/2022	MAIN	190308	97690930	FLEETPRIDE INC	FILTERS	701.0000.14120	19.84
		190308	97726662		FILTERS	701.0000.14120	241.30
		190308	97728685		FILTERS	701.0000.14120	173.38
		190308	97725583		RTN FILTERS	701.0000.14120	(19.84)
							414.68
04/21/2022	MAIN	190309	4342-862820	GENUINE PARTS/NAPA AUTO	SPLIT LOOM	701.0000.14120	38.50
04/21/2022	MAIN	190310	7546	GROUP HEALTH PLAN INC	PRE-EMPLOYMENT PHYSICALS, TESTS 032	101.1320.43050	1,445.00
04/21/2022	MAIN	190311	041222	HAMLIN UNIVERSITY	ADOPT-A-DRAIN WATER BOTTLES & BAGS	604.9600.42171	72.00
04/21/2022	MAIN	190312	494688	HOHENSTEINS INC	040822 INV	609.0000.14500	185.00
		190312	494943		040822 INV	609.0000.14500	1,768.50
		190312	494665		040822 INV	609.0000.14500	1,007.50
		190312	492641		040122 INV	609.0000.14500	396.00
		190312	492890		040122 INV	609.0000.14500	1,547.30
							4,904.30
04/21/2022	MAIN	190313	4013833	HOME DEPOT #2802	SCREW DRIVERS, MARKING CHALK	101.3121.42171	39.94
		190313	1015170		CEILING TILE, ACRYLIC PLASTIC SHEET	101.3121.42171	36.48
		190313	7150844		KEYS	101.5129.42171	5.24
							81.66
04/21/2022	MAIN	190314	2239	INDEPENDENT SCHOOL DIST #13 GYM MAINT	010122-033122	101.5130.44020	10,678.28
04/21/2022	MAIN	190315	IN3728150	INNOVATIVE OFFICE SOLUTIONS	COPY PAPER, HP TONER, CORRECTION TA	101.3100.42000	7.74
		190315	IN3728150		COPY PAPER, HP TONER, CORRECTION TA	101.3121.42000	7.73
		190315	IN3728150		COPY PAPER, HP TONER, CORRECTION TA	101.5200.42000	7.73
		190315	IN3728150		COPY PAPER, HP TONER, CORRECTION TA	601.9600.42000	7.73
		190315	IN3728150		COPY PAPER, HP TONER, CORRECTION TA	602.9600.42000	7.73
		190315	IN3728150		COPY PAPER, HP TONER, CORRECTION TA	701.9950.42000	271.70
							310.36
04/21/2022	MAIN	190316	IN133949	JEFFERSON FIRE & SAFETY INC	PORTABLE LED LIGHTS	431.2200.45150	4,969.10
		190316	IN133951		SHOVELS, RUBBER Mallet HANDLE	431.2200.45150	113.57
		190316	IN134050		STRETCHER, BACKBOARD	431.2200.45150	968.22
		190316	IN134073		LED LIGHTS, CHARGING BANK	431.2200.45150	513.16
		190316	IN134199		SQUARE HYDRANT TOOL BAG	431.2200.45150	
		190316	IN134399		BOLT CUTTER	431.2200.45150	
		190316	IN134583		UNV SPANNER, WRENCH, HYDRANT WRENCH	431.2200.45150	
							262.80

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190316	IN135317		FIRE GLOVES	431.2200.45150	74.40
		190316	IN135494		NOZZLE	431.2200.45150	560.65
		190316	IN135497		FIRE HOSES	431.2200.45150	8,270.90
		190316	IN136364		HYDRANT VALVE, OUTLETS, ADAPTERS, ELBO	431.2200.45150	3,092.12
		190316	IN136411		FOLDING BACKBOARD	431.2200.45150	400.95
		190316	IN137408		LEATHERHEAD NY HOOK	431.2200.45150	150.50
		190316	IN138232		SHUTOFF VALVES, NOZZLES	431.2200.45150	1,977.19
		190316	IN137313		RETURN ADAPTERS	431.2200.45150	(291.60)
							21,318.36
04/21/2022	MAIN	190317	3286804	JJ TAYLOR DIST OF MN	041322 INV/DEL	609.0000.14500	2,071.10
		190317	3272583		040722 INV/DEL	609.0000.14500	6,457.05
		190317	3272582		040722 INV/DEL	609.0000.14500	2,708.20
		190317	3272580		040622 INV/DEL	609.0000.14500	7,337.70
		190317	3272560		033122 INV/DEL	609.0000.14500	5,958.07
		190317	3272583		040722 INV/DEL	609.9791.42199	3.00
		190317	3272560		033122 INV/DEL	609.9791.42199	3.00
		190317	3286804		041322 INV/DEL	609.9792.42199	3.00
		190317	3272580		040622 INV/DEL	609.9792.42199	3.00
		190317	3272582		040722 INV/DEL	609.9793.42199	3.00
							24,547.12
04/21/2022	MAIN	190318	2026906	JOHNSON BROS. LIQUOR CO.	040722 INV	609.0000.14500	40.00
		190318	2027974		040822 INV	609.0000.14500	1,002.00
		190318	2027973		040822 INV	609.0000.14500	623.00
		190318	2027972		040822 INV	609.0000.14500	138.00
		190318	2027971		040822 INV	609.0000.14500	480.00
		190318	2026905		040722 INV	609.0000.14500	450.20
		190318	2026903		040722 INV	609.0000.14500	447.65
		190318	2027975		040822 INV	609.0000.14500	46.00
		190318	2027977		040822 INV	609.0000.14500	60.00
		190318	2027979		040822 INV	609.0000.14500	33.33
		190318	2025796		040622 INV	609.0000.14500	576.00
		190318	2025797		040622 INV	609.0000.14500	661.80
		190318	231633		041422 INV	609.0000.14500	161.85
		190318	2031632		041422 INV	609.0000.14500	168.00
		190318	2031631		041422 INV	609.0000.14500	512.66
		190318	2026909		040722 INV	609.0000.14500	1,269.25
		190318	2008122		031022 INV	609.0000.14500	877.02
		190318	2025803		040622 INV	609.0000.14500	540.00
		190318	2031622		041422 INV	609.0000.14500	
		190318	2031625		041422 INV	609.0000.14500	
		190318	2031623		041422 INV	609.0000.14500	168.00

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190318	2031624		041422 INV	609.0000.14500	122.35
		190318	2031626		041422 INV	609.0000.14500	161.85
		190318	2032612		041522 INV	609.0000.14500	1,615.96
		190318	195448		040122 INV	609.0000.14500	(12.67)
		190318	195447		040122 INV	609.0000.14500	(12.67)
		190318	195446		040122 INV	609.0000.14500	(3.34)
		190318	195449		040122 INV	609.0000.14500	(80.00)
		190318	2026906		040722 INV	609.9791.42199	1.35
		190318	2027974		040822 INV	609.9791.42199	33.77
		190318	2027973		040822 INV	609.9791.42199	17.54
		190318	2027972		040822 INV	609.9791.42199	2.71
		190318	2027971		040822 INV	609.9791.42199	6.75
		190318	2026905		040722 INV	609.9791.42199	12.16
		190318	2026903		040722 INV	609.9791.42199	14.86
		190318	2025796		040622 INV	609.9791.42199	6.76
		190318	2025797		040622 INV	609.9791.42199	7.43
		190318	2031622		041422 INV	609.9791.42199	1.35
		190318	2031625		041422 INV	609.9791.42199	14.85
		190318	2031623		041422 INV	609.9791.42199	4.05
		190318	2031624		041422 INV	609.9791.42199	4.05
		190318	2031626		041422 INV	609.9791.42199	4.74
		190318	2032612		041522 INV	609.9791.42199	36.45
		190318	231633		041422 INV	609.9792.42199	4.74
		190318	2031632		041422 INV	609.9792.42199	4.05
		190318	2031631		041422 INV	609.9792.42199	17.59
		190318	2026909		040722 INV	609.9792.42199	6.54
		190318	2008122		031022 INV	609.9792.42199	13.52
		190318	2025803		040622 INV	609.9792.42199	3.38
		190318	195449		040122 INV	609.9792.42199	(1.35)
		190318	2027975		040822 INV	609.9793.42199	1.35
		190318	2027977		040822 INV	609.9793.42199	2.70
		190318	2027979		040822 INV	609.9793.42199	1.35
							11,103.38
04/21/2022	MAIN	190319	041122	KIWANIS COLUMBIA HTS-FRIDLE	PROCEED SHARE	603.9530.44200	480.05
04/21/2022	MAIN	190320	13009308	LIBRARY JOURNAL	ONE YEAR SUBSCRIPTION	240.5500.42181	157.99
04/21/2022	MAIN	190321	44187	LUPULIN BREWING CO	040622 INV	609.0000.14500	499.10
		190321	39395		040422 INV	609.0000.14500	60.00
		190321	992133		040622 INV	609.0000.14500	(50.00)

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/21/2022	MAIN	190322	340023	M AMUNDSON CIGAR & CANDY CO	041522 INV	609.0000.14500	3,406.24
		190322	340022		041522 INV	609.0000.14500	2,581.17
							5,987.41
04/21/2022	MAIN	190323	107052	M.A. ASSOCIATES INC	HAND SOAP	701.9950.42171	106.55
04/21/2022	MAIN	190324	P41035	MAC QUEEN EQUIPMENT LLC	SPRING KEEPERS, ROLL PINS, DIE SPRI	701.0000.14120	93.26
04/21/2022	MAIN	190325	INV9585217	MARCO, INC	COPIER MAINT 012522-042422	101.3100.44000	22.37
		190325	INV9585217		COPIER MAINT 012522-042422	101.3121.44000	22.37
		190325	INV9585217		COPIER MAINT 012522-042422	101.5200.44000	22.37
		190325	INV9585217		COPIER MAINT 012522-042422	601.9600.44000	22.37
		190325	INV9585217		COPIER MAINT 012522-042422	602.9600.44000	22.37
		190325	INV9585217		COPIER MAINT 012522-042422	701.9950.44000	22.37
							134.22
04/21/2022	MAIN	190326	626463	MCDONALD DISTRIBUTING CO	041222 INV	609.0000.14500	418.40
		190326	626001		040822 INV	609.0000.14500	506.40
		190326	625457		040822 INV	609.0000.14500	1,283.00
		190326	625021		040122 INV	609.0000.14500	1,361.00
		190326	033122 MCDIST		033122 INV	609.0000.14500	(7.00)
							3,561.80
04/21/2022	MAIN	190327	13380	MEGA BEER LLC	033022 INV	609.0000.14500	144.00
04/21/2022	MAIN	190328	65995	MENARDS CASHWAY LUMBER-FRIDICASE, LOCK, CABLES		101.2100.42171	55.02
		190328	65983		VOLTAGE TESTER	101.5129.42171	11.89
		190328	66120		PLASTIC SHEET, JOINT COMPOUND, TAPE	101.5129.42171	6.69
		190328	66076		LIGHT BULBS	609.9792.42171	9.94
		190328	66120		PLASTIC SHEET, JOINT COMPOUND, TAPE	884.5129.44342	30.97
							114.51
04/21/2022	MAIN	190329	882657	MICROMARKETING, LLC	AUDIOBOOK ORDER	240.5500.42185	299.15
04/21/2022	MAIN	190330	10113	MILK AND HONEY LLC	040722 INV	609.0000.14500	411.00
04/21/2022	MAIN	190331	040522	MINNEAPOLIS FINANCE DEPT.	WATER PURCHASE 0322	601.9400.42990	136,567.89
04/21/2022	MAIN	190332	200006234	MN AWWA	WATER OP SCHOOL BARTOLIC	601.9600.43105	340.00
04/21/2022	MAIN	190333	ALR0133930X	MN DEPT OF LABOR & INDUSTRY	ELEVATOR PERMIT	609.9791.44390	100.00
04/21/2022	MAIN	190334	10415	MN REC & PK ASSOC - MRPA	SOFTBALLS	101.5003.42171	1,300.00
04/21/2022	MAIN	190335	225168561	ORKIN INC	PEST CONTROL JPM 041422	101.5129.44020	116.00
04/21/2022	MAIN	190336	040822	PARCEL ARTS	LET'S CLAY PROGRAM	262.5017.43050	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/21/2022	MAIN	190337	161881	PAUSTIS & SONS WINE COMPANY	041322 INV/DEL	609.0000.14500	443.00
		190337	161881		041322 INV/DEL	609.9791.42199	8.75
							451.75
04/21/2022	MAIN	190338	122573	PERFORMANCE PLUS LLC	GAS MASK FITTING	101.2100.43050	34.00
04/21/2022	MAIN	190339	6380504	PHILLIPS WINE & SPIRITS INC	041422 INV	609.0000.14500	156.00
		190339	6376704		040722 INV	609.0000.14500	580.50
		190339	6376705		040722 INV	609.0000.14500	151.00
		190339	6379477		041322 INV	609.0000.14500	95.00
		190339	6380501		041422 INV	609.0000.14500	90.00
		190339	6380502		041422 INV	609.0000.14500	156.00
		190339	6380503		041422 INV	609.0000.14500	840.00
		190339	6381329		041522 INV	609.0000.14500	565.00
		190339	6375738		040622 INV	609.0000.14500	62.00
		190339	6375739		040622 INV	609.0000.14500	598.45
		190339	6376703		040722 INV	609.0000.14500	580.50
		190339	6375736		040622 INV	609.0000.14500	1,375.60
		190339	6375734		040622 INV	609.0000.14500	815.00
		190339	6377575		040822 INV	609.0000.14500	694.00
		190339	663137		040722 INV	609.0000.14500	(80.00)
		190339	6380501		041422 INV	609.9791.42199	2.70
		190339	6380502		041422 INV	609.9791.42199	5.40
		190339	6380503		041422 INV	609.9791.42199	9.45
		190339	6381329		041522 INV	609.9791.42199	28.34
		190339	6376703		040722 INV	609.9791.42199	4.29
190339	6375736	040622 INV	609.9791.42199	12.16			
190339	6375734	040622 INV	609.9791.42199	13.50			
190339	6380504	041422 INV	609.9792.42199	5.40			
190339	6376704	040722 INV	609.9792.42199	4.29			
190339	6376705	040722 INV	609.9792.42199	2.70			
190339	6375738	040622 INV	609.9792.42199	1.35			
190339	6375739	040622 INV	609.9792.42199	7.43			
190339	6379477	041322 INV	609.9793.42199	10.50			
190339	6377575	040822 INV	609.9793.42199	7.43			
							6,793.99
04/21/2022	MAIN	190340	992726171	POPP.COM INC	040422-10013125	601.9600.43210	13.32
		190340	992726171		040422-10013125	602.9600.43210	13.32
		190340	992726171		040422-10013125	604.9600.43210	13.31
							40.00
04/21/2022	MAIN	190341	318698604	PREMIUM WATERS INC	WATER	101.1110.42171	21.75

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190341	318705377		COOLER RENTAL	101.1110.42171	4.00
		190341	318698605		WATER	101.1510.42171	17.40
		190341	318698607		WATER	101.1510.42171	13.05
		190341	318703491		COOLER RENTALS	101.1510.42171	8.00
		190341	318704105		COOLER RENTAL	201.2400.42171	4.00
		190341	318698606		WATER	201.2400.42171	17.40
		190341	318715411		040522 WATER	609.9791.42171	13.50
		190341	318712647		040422 WATER	609.9792.42171	9.00
							108.10
04/21/2022	MAIN	190342	W-35344	PRYES BREWING COMPANY LLC	041222 INV	609.0000.14500	462.00
		190342	W-34989		040522 INV	609.0000.14500	395.00
							857.00
04/21/2022	MAIN	190343	511427	RAM/SWANA	25TH ANNUAL CONFERENCE DAVIES	603.9530.43105	260.00
04/21/2022	MAIN	190344	2170000097	REGENTS OF UNIVERSITY OF MN	BIBLIOTHECA RFID TAGS	240.5500.42171	1,207.00
04/21/2022	MAIN	190345	INV-0322-917	RESPEC INC	GIS SERVICES 0322	101.3100.43050	1,578.26
		190345	INV-0322-917		GIS SERVICES 0322	101.3121.43050	140.80
		190345	INV-0422-002		GIS COMPUTER SOFTWARE	101.3121.44030	63.75
		190345	INV-0322-917		GIS SERVICES 0322	101.5200.43050	140.81
		190345	INV-0422-002		GIS COMPUTER SOFTWARE	101.5200.44030	63.75
		190345	INV-0422-002		GIS COMPUTER SOFTWARE	101.6102.44030	376.25
		190345	INV-0322-917		GIS SERVICES 0322	601.9600.43050	338.17
		190345	INV-0422-002		GIS COMPUTER SOFTWARE	601.9600.44030	376.25
		190345	INV-0322-917		GIS SERVICES 0322	602.9600.43050	338.17
		190345	INV-0422-002		GIS COMPUTER SOFTWARE	602.9600.44030	376.25
		190345	INV-0422-002		GIS COMPUTER SOFTWARE	604.9600.44030	376.25
		190345	INV-0322-917		GIS SERVICES 0322	701.9950.43050	338.17
							4,506.88
04/21/2022	MAIN	190346	787	ROTARY CLUB OF FRIDLEY-COL	IDUES, MEETINGS - BOURGEOIS	101.1320.44330	184.00
04/21/2022	MAIN	190347	03818-011575	SAFELITE FULFILLMENT INC	REPAIR WINDSCHIELD #1502	884.2100.44080	290.24
04/21/2022	MAIN	190348	T20873	SETPOINT SYSTEMS CORPORATION	TECH SUPPORT 0122-0222	240.5500.44020	184.00
		190348	T20874		TECH SUPPORT 0322-0422	240.5500.44020	184.00
		190348	T20847		TECH SUPPORT 0122-0222	701.9950.44020	189.00
		190348	T20872		TECH SUPPORT 0322-0422	701.9950.44020	189.00
							746.00
04/21/2022	MAIN	190349	2733259	SHAMROCK GROUP-ACE ICE	BEER LINE CLEANING 022122	101.5129.43050	
04/21/2022	MAIN	190350	2200618	SOUTHERN GLAZER'S	041422 INV/DEL	609.0000.14500	

1, 172

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190350	2200460		041422 INV/DEL	609.0000.14500	6,386.95
		190350	2197880		040722 INV/DEL	609.0000.14500	3,772.00
		190350	2197882		040722 INV/DEL	609.0000.14500	3,860.15
		190350	5082755		033122 INV/DEL	609.0000.14500	315.00
		190350	2200465		041422 INV/DEL	609.0000.14500	238.00
		190350	2200464		041422 INV/DEL	609.0000.14500	201.00
		190350	5082754		033122 INV/DEL	609.0000.14500	315.00
		190350	2198017		040722 INV/DEL	609.0000.14500	860.00
		190350	2200460		041422 INV/DEL	609.9791.42199	51.20
		190350	2197880		040722 INV/DEL	609.9791.42199	22.40
		190350	5082754		033122 INV/DEL	609.9791.42199	4.48
		190350	2197882		040722 INV/DEL	609.9792.42199	36.48
		190350	5082755		033122 INV/DEL	609.9792.42199	4.48
		190350	2200465		041422 INV/DEL	609.9792.42199	2.77
		190350	2200464		041422 INV/DEL	609.9792.42199	3.84
		190350	5083131		040122 DEL	609.9792.42199	2.56
		190350	2200618		041422 INV/DEL	609.9793.42199	10.24
		190350	2198017		040722 INV/DEL	609.9793.42199	5.12
							17,391.37
04/21/2022	MAIN	190351	F0318950P	SPOK INC	PAGING SERVICE MARCH 2022	601.9600.43250	21.21
		190351	F0318950P		PAGING SERVICE MARCH 2022	602.9600.43250	21.20
							42.41
04/21/2022	MAIN	190352	2754	TALKING WATERS BREWING CO	LJ033022 INV	609.0000.14500	285.00
04/21/2022	MAIN	190353	43674	TEE JAY NORTH INC	REPAIR MAIN ENTRY DOOR	609.9792.44020	396.85
04/21/2022	MAIN	190354	041222	THREE RIVERS UMPIRE ASSOCIA	FAST PITCH UMPIRES 2022	101.5005.43050	1,380.00
04/21/2022	MAIN	190355	753255	TRIO SUPPLY COMPANY INC	SOAP, TOWELS, TP	240.5500.42171	287.08
04/21/2022	MAIN	190356	6099420	UNIQUE MANAGEMENT SERVICES	PLACEMENTS 0322	240.5500.43050	46.60
04/21/2022	MAIN	190357	9903296486	VERIZON WIRELESS	040322 442044911-00002	609.9791.43250	43.49
		190357	9903296486		040322 442044911-00002	609.9792.43250	86.98
							130.47
04/21/2022	MAIN	190358	0301517-IN	VINOPIA INC	040622 INV/DEL	609.0000.14500	752.58
		190358	0301832-IN		041222 INV/DEL	609.0000.14500	416.00
		190358	0301832-IN		041222 INV/DEL	609.9791.42199	10.00
		190358	0301517-IN		040622 INV/DEL	609.9792.42199	27.00
							1,005.58
04/21/2022	MAIN	190359	7375782	WINE MERCHANTS	041422 INV	609.0000.14500	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/08/2022 - 04/21/2022

Item 18.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		190359	7375781		041422 INV	609.0000.14500	1,688.75
		190359	7375781		041422 INV	609.9791.42199	16.21
		190359	7375782		041422 INV	609.9792.42199	10.79
							2,363.50
04/21/2022	MAIN	190360	0959962787	XCEL ENERGY (N S P)	040822 51-7867950-2	101.3160.43810	29.60
		190360	0959964885		040822 51-7867659-8	101.3160.43810	179.19
		190360	0959958276		040822 51-4697130-6	101.5129.43810	166.45
		190360	0960015260		040822 51-0012266105-3	101.5200.43810	86.39
		190360	0959980447		040822 51-9597586-9	101.5200.43810	16.12
		190360	0959978525		040822 51-8042065-3	101.5200.43810	12.87
		190360	0959982564		040822 51-0010057576-7	101.5200.43810	116.15
		190360	0959991540		040822 51-0011039127-7	101.5200.43810	37.39
		190360	0959988929		040822 51-9893848-4	212.3190.43810	46.48
		190360	0960021109		040822 51-0011980129-4	212.3190.43810	176.15
		190360	0960025861		040822 51-0013059132-8	228.6317.43810	1,138.43
		190360	0959779384		040722 51-0011136455-0	240.5500.43810	762.10
		190360	0960026741		040822 51-0012469064-3	408.6414.43810	26.35
		190360	0960028844		040822 51-0013099828-3	602.9600.43810	248.73
		190360	0959999580		040822 51-0010836533-8	604.9600.43810	205.33
		190360	0960198605		041122 51-8335212-3	609.9792.43810	950.99
		190360	0959929541		040822 51-4436024-5	609.9793.43810	464.75
							4,663.47
TOTAL - ALL FUNDS					TOTAL OF 194 CHECKS		731,609.90

Check Register Report For City Of Columbia Heights
 For Check Dates 04/08/2022 to 04/21/2022

Item 18.

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/08/2022	PR	90406	LAW ENFORCEMENT LABOR SERVICES	1,300.00	1,300.00	0.00	Open
04/08/2022	PR	90407	LAW ENFORCEMENT LABOR SERVICES	130.00	130.00	0.00	Open
04/08/2022	PR	EFT554	COL HTS LOCAL 1216	200.00	200.00	0.00	Open
04/08/2022	PR	EFT555	COLHTS FIREFIGHTER ASSN	100.00	100.00	0.00	Open
04/08/2022	PR	EFT556	MSRS MNDCP PLAN 650251	3,405.57	3,405.57	0.00	Open
04/08/2022	PR	EFT557	HSA BANK	8,047.09	8,047.09	0.00	Open
04/08/2022	PR	EFT558	IRS	83,602.31	83,602.31	0.00	Open
04/08/2022	PR	EFT559	PERA 397400	79,985.46	79,985.46	0.00	Open
04/08/2022	PR	EFT560	COL HGTS POLICE ASSN	138.50	138.50	0.00	Open
04/08/2022	PR	EFT561	VANTAGEPOINT TRANSFER AGENTS	724.81	724.81	0.00	Open
04/08/2022	PR	EFT562	VANTAGEPOINT TRANSFER -401	2,182.23	2,182.23	0.00	Open
04/08/2022	PR	EFT563	STATE OF MN TAX	16,928.95	16,928.95	0.00	Open
04/08/2022	PR	EFT564	FINANCIAL ONE	70.00	70.00	0.00	Open
04/08/2022	PR	EFT565	VANTAGEPOINT TRANSFER 457	20,705.69	20,705.69	0.00	Open
Totals:			Number of Checks: 014	217,520.61	217,520.61	0.00	
Total Physical Checks:			2				
Total Check Stubs:			12				



AGENDA SECTION	ITEMS FOR CONSIDERATION
MEETING DATE	APRIL 25, 2022

ITEM:	Clarification of Vote on Ordinance 1672.		
DEPARTMENT:	Administration	BY/DATE:	Sara Ion, 4/20/22
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>			
<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel		
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods		
<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services		
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population		

BACKGROUND:

During the April 11, 2022, City Council Meeting, Item 5: Ordinance No. 1672 was approved by the Council. There was a Motion by Councilmember Jacobs, and seconded by Councilmember Novitsky, to approve Ordinance No. 1672, being an Ordinance Amending Chapter 10, Article 3 of the Columbia Heights City Code, Regulating Targeted Picketing, and directing staff to send the ordinance, as presented, for publication in the legal newspaper. The Ordinance was voted on, All Ayes, and the Motion carried 5-0.

The Clerk prepared the Ordinance for signature and the Mayor signed the Ordinance on April 12, 2022. The Mayor contacted the Clerk the following day to state that she voted Nay on the Ordinance and would like the approved Ordinance to reflect that. While reviewing the signed Ordinance a ministerial error was found related to who seconded the motion.

To correct the Ayes and Nays recorded for this approved Ordinance, a reconsideration of this vote will need to occur.

RECOMMENDED MOTION:
MOTION: Move to reconsider the vote on Ordinance 1672. MOTION: Move to approve Ordinance No. 1672, being an Ordinance Amending Chapter 10, Article 3 of the Columbia Heights City Code, Regulating Targeted Picketing, and direct staff to send the ordinance, as presented, for publication in the legal newspaper.

ATTACHMENT:

Ordinance 1672

ORDINANCE NO. 1672

**BEING AN ORDINANCE AMENDING CHAPTER 10, ARTICLE 3 OF THE
COLUMBIA HEIGHTS CITY CODE BY ADDING A NEW SECTION 10.314 THERETO
REGULATING TARGETED PICKETING IN RESIDENTIAL NEIGHBORHOODS IN
THE CITY OF COLUMBIA HEIGHTS**

The City of Columbia Heights does ordain:

WHEREAS, the City Council finds that targeted residential picketing in front of or about a residential dwelling causes emotional distress to the dwelling occupants, obstructs and interferes with the free use of public rights-of-way and has as its object the harassment of the dwelling occupants; and,

WHEREAS, the City Council further finds that, without resorting to targeted residential picketing, ample opportunities exist for those otherwise engaged in targeted residential picketing to exercise constitutionally protected freedom of speech and expression; and,

WHEREAS, the protection and preservation of the home is the keystone of democratic government; the public health and welfare and the good order of the community require that members of the community enjoy, in their homes and dwellings, a feeling of wellbeing, tranquility and privacy, and when absent from their homes and dwellings, carry with them the sense of security inherent in the assurance that they may return to the enjoyment of their homes and dwellings; the practice of picketing before or about residences and dwellings causes emotional disturbance and distress to the occupants, obstructs and interferes with the free use of public sidewalks and public ways of travel; such practice has as its object the harassing of such occupants and, without resort to such practice, full opportunity exists, and under the terms and provisions of this section, will continue to exist for the exercise of freedom of speech and their constitutional rights; and that the provisions hereinafter enacted are necessary for the public interest to avoid the detrimental results hereinafter set forth.

Section 1. Definitions. For the purpose of this ordinance, “targeted residential picketing” means an activity, including but not limited to marching, standing or patrolling, that is conducted on or in close proximity to, and is focused on, a single residential dwelling without the consent of the dwelling’s occupant(s).

Section 2. Prohibited Activity. No person shall engage in targeted residential picketing within the City.

Section 3. Violation/Penalty. Every person convicted of a violation of any provision of this Ordinance shall be guilty of a misdemeanor.

Section 4. Severability. Should any section, subdivision, clause, or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision

shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part held to be invalid.

Section 5. Effective Date. This ordinance will be in full force and effect from and after 30 days after its passage.

First Reading: March 28, 2022
Offered by: Jacobs
Seconded by: Buesgens
Roll Call: All Ayes, Márquez Simula Absent

Second Reading: April 11, 2022
Offered by: Jacobs
Seconded by: Buesgens
Roll Call: All Ayes

Date of Passage: April 11, 2022



Mayor Amada Márquez Simula

Attest:



Sara Ion, City Clerk



AGENDA SECTION	BID CONSIDERATION
MEETING DATE	APRIL 25, 2022

ITEM:	Accept and Award Contract for Central Avenue Sanitary Sewer Rehabilitation, City Project 2204										
DEPARTMENT:	Public Works	BY/DATE:	Kevin Hansen April 19, 2022								
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input checked="" type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>				<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel										
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods										
<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services										
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population										

BACKGROUND: In 2021 staff prioritized infrastructure under critical roadways for rehabilitation. The sanitary sewer system along Central Avenue was identified as being in need of repair because of poor condition, age and capacity from the District 2 & 3 sewer models completed in 2021. The redevelopment of properties along Central Avenue and the future Bus Rapid Transit line planned for Central Avenue were also primary factors in choosing to rehabilitate the sanitary sewer. The rehabilitation of the sanitary sewer system will ensure its continued operation under a future Central Avenue corridor.

On January 24, 2022 the City Council authorized staff to seek bids for the Central Avenue Sanitary Sewer Rehabilitation Project. The scope of work includes the following on Central Avenue from 37th to 45th Avenues and on Gould Avenue from Central Avenue to Peters Place:

- 20 manhole replacements
- Upsizing 8-inch pipe to 10 and 12-inch pipe
- Piping repair to disjointed segments
- Patching and street restoration
- Upsizing 8-inch pipe to 10-inch pipe on Gould Avenue, and street restoration from Central Avenue to Peters Place

The construction is scheduled for late spring start with completion in mid-September of 2022. The work will be completed prior to the new City Hall site completion and prior to leasing/move-ins for the new apartments at the same location. The bid cost of the sewer rehab project for 2022 is much larger than our annual sewer lining/rehab plan, but the addition of Federal money through the American Rescue Plan Act (ARPA) along with a combination of other funds will allow the City to complete the project. The Engineer’s Estimate for the work was \$1,550,000.

Plans and specifications were advertised for bids in the LIFE newspaper on February 11, 2022 and on QuestCDN. Three bids were received and publicly read aloud at the April 5, 2022 bid opening.

STAFF RECOMMENDATION: The low bid was submitted by Meyer Contracting of Shakopee, Minnesota in the amount of \$2,112,296.69. The bid was higher than the Engineer’s Estimate. Funding will be provided by ARPA Funds, Sewer Construction Fund and Sewer Operations Budget, Infrastructure Fund, and State GO Grant

follows:

- ARPA Funds \$1,300,000
- Sewer Construction Fund \$ 400,000
- Sewer Operations Budget \$ 112,300
- Infrastructure Fund: \$ 239,000
- State GO Grant (sanitary sewer): \$ 61,000

Based upon the bids received, Meyer Contracting, Inc. is the low, qualified, responsible bidder. The project consulting engineer is recommending award of the bid to Meyer Contracting, Inc.

RECOMMENDED MOTION(S):

MOTION: Move to accept and award the contract for Central Avenue Sanitary Sewer Rehabilitation, City Project 2204, to Meyer Contracting Inc. of Maple Grove, MN based upon their low, qualified, responsible bid in the amount of \$2,112,296.69 with funds to be appropriated from Fund 652.9999.45185.2204; and to transfer \$1,300,000 of ARPA Grant Funds from the Sanitary Sewer Fund to project 651-9999-45185.2204; and, furthermore, to authorize the Mayor and City Manager to enter into a contract for the same.

ATTACHMENTS: Bid Opening Minutes
Bolton-Menk Recommendation Letter



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Dr Item 20.
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

**CITY OF COLUMBIA HEIGHTS
CENTRAL AVENUE SEWER MANHOLE
IMPROVEMENTS**

MINUTES OF BID OPENING ON APRIL 5, 2022 AT 10:00 AM

Pursuant to an advertisement for bids for the Central Avenue Sewer Manhole Improvements, City Improvement Project 2204, an administration meeting was held on April 5, 2022 at 10:00 am for the purpose of opening bids.

Attending the meeting were the following:

- Kevin Hansen, City Engineer
- Jim Hauth, Utilities Superintendent
- Kevin Kielb, Project Manager, Bolton & Menk
- Brock Aleshire, Meyer Contracting
- Paul Grimes, New Look Contracting
- Jeff Geislinger, Geislinger & Sons

Bids were opened and read aloud as follows:

Bidder	Total Base Bid
Meyer Contracting	\$2,112,296.69
Geislinger & Sons	\$2,243,217.51
New Look contracting	\$2,598,297.50

Respectfully submitted,

Kevin P. Kielb, P.E.
Principal Engineer

ATTACHMENT

Bid Opening Sign-In Sheet

Sign-In Sheet	Central Avenue Sewer Manhole Improvements City of Columbia Heights, MN BMI Project No. 0R1.125872
April 5, 2022	Phone Number
Name/Representing/Email Kevin Kielb Bolton & Menk Kevin.Kielb@Bolton-Menk.com	651-968-7760
Kevin Hansen Director of Public Works / City Engineer kevin.hansen@ci.columbia-heights.mn.us	763-706-3705
Jim Hauth Public Works Superintendent - Utilities jhauth@columbiaheights.mn.gov	763-706-3711
Brock Aleshire meyer contracting baleshire@meyer.ci.com	612-900-9918
PAUL GRIMES M KOSTREISA @ NEWLOOK CONTRACTING.NET	320-428-4438
Jeff Gristman Jeff @ geislingrandsons.com	764 320- 764 -2006



Real People. Real Solutions.

7533 Sunwood Dr Item 20.
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

April 21, 2022

Kevin Hansen, P.E.
Director of Public Works / City Engineer
Public Works Department
637 38th Ave NE
Columbia Heights, MN 55421

RE: Central Avenue Sewer Manhole Improvements – City Improvement Project 2204

Dear Mr. Hansen:

On April 5, 2022, three bids were received for the above referenced project. The bids ranged from a high of \$2,598,297.50 to a low of \$2,112,296.69. The low bid received was submitted by Meyer Contracting, Inc. in the amount of \$2,112,296.69. The bids were as follows:

Meyer Contracting	\$2,112,296.69
Geislinger & Sons	\$2,243,217.51
New Look contracting	\$2,598,297.50

The Engineer's estimate was \$1,552,752.50. We have attached a detailed bid tabulation for information.

The project consist of replacing 23 sanitary sewer manholes along Central Avenue and Gould Avenue, along with spot repairs of the sanitary sewer pipe at nine locations along the corridor. The work is expected to be completed by September 30, 2022.

We have investigated the qualifications of Meyer Contracting, Inc. and found they have sufficient understanding of the project and the equipment to perform the construction project for which they bid. We are familiar with Meyer Contracting, Inc. and they are qualified to complete the work associated with the project.

We recommend the project be awarded to Meyer contracting, Inc. in the amount of \$2,112,296.69.

If there are any questions, please call me at (651) 968-7760.

Sincerely,

BOLTON & MENK, INC.

Kevin P. Kielb, P.E.
Principal Engineer

ATTACHMENT

Bid Tabulation

ABSTRACT OF BIDS

CENTRAL AVENUE SEWER MANHOLE IMPROVEMENTS
 CITY OF COLUMBIA HEIGHTS, MN
 BMI PROJECT NO. 0R1.125872

BID DATE: 4/5/2022
 TIME: 10:00 AM

ITEM NO.	MNDOT SPEC NO.	ITEM	APPROX. QUANT.	UNIT	1		2		3	
					Meyer Contracting Maple Grove, MN	Geislinger and Sons, Inc. Watkins, MN	New Look Contracting Rogers, MN	UNIT PRICE	AMOUNT	UNIT PRICE
BASE BID										
1	2021.501	MOBILIZATION	1	LUMP SUM	\$105,000.00	\$105,000.00	\$110,000.00	\$110,000.00	\$250,000.00	\$250,000.00
2	2104.502	SALVAGE SIGN	8	EACH	\$50.00	\$400.00	\$100.00	\$800.00	\$100.00	\$800.00
3	2104.502	REMOVE DRAINAGE STRUCTURE (STORM)	3	EACH	\$561.91	\$1,685.73	\$400.00	\$1,200.00	\$1,000.00	\$3,000.00
4	2104.502	REMOVE MANHOLE (SANITARY)	23	EACH	\$825.15	\$18,978.45	\$650.00	\$14,950.00	\$1,500.00	\$34,500.00
5	2104.503	REMOVE PIPE SEWERS (STORM)	70	LIN FT	\$35.06	\$2,454.20	\$15.00	\$1,050.00	\$25.00	\$1,750.00
6	2104.503	REMOVE PIPE SEWERS (SANITARY)	1210	LIN FT	\$24.52	\$29,669.20	\$10.00	\$12,100.00	\$20.00	\$24,200.00
7	2104.503	REMOVE CURB AND GUTTER	995	LIN FT	\$6.91	\$6,875.45	\$10.00	\$9,950.00	\$10.00	\$9,950.00
8	2104.503	SAWING PAVEMENT (FULL DEPTH)	4030	LIN FT	\$8.09	\$32,602.70	\$12.00	\$48,360.00	\$5.00	\$20,150.00
9	2104.504	REMOVE CONCRETE PAVEMENT	120	SQ YD	\$21.94	\$2,632.80	\$9.00	\$1,080.00	\$27.00	\$3,240.00
10	2104.504	REMOVE CONCRETE MEDIAN	620	SQ YD	\$14.72	\$9,126.40	\$9.00	\$5,580.00	\$18.00	\$11,160.00
11	2104.504	REMOVE CONCRETE WALK	630	SQ YD	\$14.60	\$9,198.00	\$9.00	\$5,670.00	\$18.00	\$11,340.00
12	2104.504	REMOVE ROADWAY PAVEMENT	4850	SQ YD	\$40.94	\$198,559.00	\$20.00	\$97,000.00	\$27.00	\$130,950.00
13	2105.601	DEWATERING	1	LUMP SUM	\$0.01	\$0.01	\$0.01	\$0.01	\$10,000.00	\$10,000.00
14	2105.609	GRANULAR BORROW	200	CU YD	\$58.00	\$11,600.00	\$18.00	\$3,600.00	\$50.00	\$10,000.00
15	2106.507	EXCAVATION - COMMON	990	CU YD	\$47.60	\$47,124.00	\$25.00	\$24,750.00	\$40.00	\$39,600.00
16	2108.504	GEOTEXTILE FABRIC TYPE 5	4850	SQ YD	\$2.70	\$13,095.00	\$3.00	\$14,550.00	\$2.50	\$12,125.00
17	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	20	HOURL	\$150.00	\$3,000.00	\$145.00	\$2,900.00	\$175.00	\$3,500.00
18	2231.604	BITUMINOUS PATCH SPECIAL 1 (CENTRAL AVENUE)	3200	SQ YD	\$90.48	\$289,536.00	\$90.00	\$288,000.00	\$94.00	\$300,800.00
19	2231.604	BITUMINOUS PATCH SPECIAL 2 (GOULD AVENUE)	1650	SQ YD	\$44.52	\$73,458.00	\$35.00	\$57,750.00	\$41.00	\$67,650.00
20	2231.604	BITUMINOUS PATCH SPECIAL 3 (TEMPORARY PAVEMENT)	500	SQ YD	\$49.65	\$24,825.00	\$25.00	\$12,500.00	\$50.00	\$25,000.00
21	2452.618	SHEET PILING (TEMPORARY)	8250	SQ FT	\$12.00	\$99,000.00	\$5.00	\$41,250.00	\$0.01	\$82.50
22	2503.503	4" PVC PIPE SEWER SDR 26	60	LIN FT	\$83.37	\$5,002.20	\$50.00	\$3,000.00	\$75.00	\$4,500.00
23	2503.503	6" PVC PIPE SEWER SDR 26	30	LIN FT	\$117.72	\$3,531.60	\$55.00	\$1,650.00	\$120.00	\$3,600.00
24	2503.503	8" PVC PIPE SEWER SDR 26	555	LIN FT	\$150.03	\$83,266.65	\$200.00	\$111,000.00	\$125.00	\$69,375.00
25	2503.503	10" PVC PIPE SEWER, SDR 26	655	LIN FT	\$164.33	\$107,636.15	\$225.00	\$147,375.00	\$150.00	\$98,250.00
26	2503.503	10" DUCTILE IRON PIPE SEWER CL 52	25	LIN FT	\$391.07	\$9,776.75	\$200.00	\$5,000.00	\$250.00	\$6,250.00
27	2503.503	12" PVC PIPE SEWER, SDR 26	20	LIN FT	\$164.41	\$3,288.20	\$235.00	\$4,700.00	\$200.00	\$4,000.00
28	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	15	LIN FT	\$139.43	\$2,091.45	\$100.00	\$1,500.00	\$135.00	\$2,025.00
29	2503.503	21" RC PIPE SEWER DESIGN 3006 CLASS III	60	LIN FT	\$139.17	\$8,350.20	\$125.00	\$7,500.00	\$105.00	\$6,300.00
30	2503.602	CONNECT TO EXISTING STORM SEWER	1	EACH	\$2,613.25	\$2,613.25	\$3,500.00	\$3,500.00	\$1,000.00	\$1,000.00
31	2503.602	PVC WVE	10	EACH	\$1,543.96	\$15,439.60	\$1,500.00	\$15,000.00	\$1,100.00	\$11,000.00
32	2503.610	PUMPING (SANITARY BYPASS)	1	LUMP SUM	\$50,000.00	\$50,000.00	\$25,000.00	\$25,000.00	\$12,500.00	\$12,500.00
33	2506.502	CONSTRUCT SANITARY SEWER MANHOLE	254	LIN FT	\$1,584.14	\$402,371.56	\$2,800.00	\$711,200.00	\$4,000.00	\$1,016,000.00
34	2506.603	CONSTRUCT SANITARY SEWER OUTSIDE DROP MANHOLE	1	EACH	\$39,263.63	\$39,263.63	\$3,500.00	\$3,500.00	\$10,000.00	\$10,000.00
35	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPEC 1	8	LIN FT	\$1,527.49	\$12,219.92	\$850.00	\$6,800.00	\$675.00	\$5,400.00
36	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPEC 2	7	LIN FT	\$1,003.46	\$7,024.22	\$750.00	\$5,250.00	\$700.00	\$4,900.00
37	2521.518	6" CONCRETE WALK	4000	SQ FT	\$11.22	\$44,880.00	\$12.00	\$48,000.00	\$18.00	\$72,000.00

Item 20.

ABSTRACT OF BIDS

CENTRAL AVENUE SEWER MANHOLE IMPROVEMENTS
 CITY OF COLUMBIA HEIGHTS, MN
 BMI PROJECT NO. 0R1.125872

BID DATE: 4/5/2022
 TIME: 10:00 AM

ITEM NO.	MNDOT SPEC NO.	ITEM	APPROX. QUANT.	UNIT	1 Meyer Contracting Maple Grove, MN		2 Geislinger and Sons, Inc. Watkins, MN		3 New Look Contracting Rogers, Mn	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
38	2521.518	6" COLORED CONCRETE WALK	1650	SQ FT	\$21.97	\$36,250.50	\$32.00	\$52,800.00	\$21.00	\$34,650.00
39	2531.503	CONCRETE CURB & GUTTER DES B618	995	LIN FT	\$48.14	\$47,899.30	\$44.00	\$43,780.00	\$45.00	\$44,775.00
40	2531.504	CONCRETE MEDIUM	620	SQ YD	\$96.49	\$59,823.80	\$95.00	\$58,900.00	\$61.00	\$37,820.00
41	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	120	SQ YD	\$127.02	\$15,242.40	\$88.00	\$10,560.00	\$92.00	\$11,040.00
42	2531.604	8" CONCRETE VALLEY GUTTER	20	SQ YD	\$152.35	\$3,047.00	\$125.00	\$2,500.00	\$120.00	\$2,400.00
43	2533.503	PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337 - ANCHORED	1820	LIN FT	\$28.75	\$52,325.00	\$40.00	\$72,800.00	\$33.00	\$60,060.00
44	2563.601	TRAFFIC CONTROL	1	LUMP SUM	\$51,918.37	\$51,918.37	\$75,000.00	\$75,000.00	\$28,000.00	\$28,000.00
45	2563.610	FLAGGER	20	HOUR	\$100.00	\$2,000.00	\$125.00	\$2,500.00	\$150.00	\$3,000.00
46	2563.615	TEMPORARY IMPACT ATTENUATOR	3	AMBY	\$2,500.00	\$7,500.00	\$2,500.00	\$7,500.00	\$2,850.00	\$8,550.00
47	2564.502	INSTALL SIGN	8	EACH	\$550.00	\$4,400.00	\$350.00	\$2,800.00	\$620.00	\$4,960.00
48	2565.602	RIGID PVC LOOP DETECTOR 6' X 6'	2	EACH	\$1,975.00	\$3,950.00	\$3,000.00	\$6,000.00	\$2,500.00	\$5,000.00
49	2573.502	STORM DRAIN INLET PROTECTION	25	EACH	\$150.00	\$3,750.00	\$150.00	\$3,750.00	\$175.00	\$4,375.00
50	2574.507	COMMON TOPSOIL BORROW	20	CU YD	\$70.00	\$1,400.00	\$50.00	\$1,000.00	\$100.00	\$2,000.00
51	2575.504	SODDING TYPE LAWN	125	SQ YD	\$35.00	\$4,375.00	\$30.00	\$3,750.00	\$30.00	\$3,750.00
52	2582.503	4" SOLID LINE PAINT (WR) (TEMPORARY)	21700	LIN FT	\$1.20	\$26,040.00	\$1.25	\$27,125.00	\$1.35	\$29,295.00
53	2582.503	4" SOLID LINE MULTI COMP GR IN (WR)	3750	LIN FT	\$3.00	\$11,250.00	\$3.25	\$12,187.50	\$3.50	\$13,125.00
54	2582.503	4" BROKEN LINE MULTI COMP GR IN (WR)	200	LIN FT	\$3.00	\$600.00	\$3.25	\$650.00	\$10.00	\$2,000.00
55	2582.518	CROSSWALK PREF THERMO GR IN ESR	330	SQ FT	\$15.00	\$4,950.00	\$20.00	\$6,600.00	\$20.00	\$6,600.00
						<u>\$2,112,296.69</u>		<u>\$2,243,217.51</u>		<u>\$2,598,297.50</u>