



**ECONOMIC DEVELOPMENT AUTHORITY**  
City Hall—Shared Vision Room, 3989 Central Ave NE  
Tuesday, January 02, 2024  
5:00 PM

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**AGENDA**

**ATTENDANCE INFORMATION FOR THE PUBLIC**

*Members of the public who wish to attend may do so in-person, or by using Microsoft Teams **Meeting ID: 286 630 881 577, Passcode: RVDKVA**. For questions, please call the Community Development Department at 763-706-3670.*

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

1. **Approve October 23, 2023, Regular EDA Meeting Minutes**
2. **Approve Financial Reports and Payment of Bills of October and November 2023.**  
**MOTION:** Move to approve the Consent Agenda as presented.

**BUSINESS ITEMS**

3. **Election of Economic Development Authority Officers**

**MOTION:** Move to elect \_\_\_\_\_ as President of the Economic Development Authority.

**MOTION:** Move to elect \_\_\_\_\_ as Vice President of the Economic Development Authority.

**MOTION:** Move to elect \_\_\_\_\_ as Treasurer of the Economic Development Authority.

**MOTION:** Move to appoint Mitchell Forney as the Secretary of the Economic Development Authority.

4. **Designating the Official Depositories of the Economic Development Authority**

**MOTION:** Move to waive the reading of Resolution 2024-02, there being ample copies available to the public.

**MOTION:** Move to adopt Resolution 2024-02, a resolution of the Columbia Heights Economic Development Authority designating official depositories.

**5. Asbestos and Personal Item Abatement for EDA Owned Properties Located at 941 44<sup>th</sup> Ave, 3853 Central Ave NE, and 3851 Central Ave NE.**

**MOTION:** Move to accept the bid of \$16,150.00 by Dennis Environmental Operations, for the removal of all hazardous materials and household items located at 941 44th Ave, 3853 Central Ave NE, and 3851 Central Ave NE; and furthermore, to authorize the President and Executive Director to enter into an agreement for the same.

**6. Sale of 4243 5th Street to Habitat for Humanity**

**MOTION:** Move to waive the reading of resolution 2024-03, there being ample copies available to the public.

**MOTION:** Move to approve Resolution 2024-03, a resolution approving the purchase agreement between Twin Cities Habitat for Humanity, and the Economic Development Authority of Columbia Heights, Minnesota

**OTHER BUSINESS**

**ADJOURNMENT**

*Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.*



**ECONOMIC DEVELOPMENT AUTHORITY**  
 City Hall—Shared Vision Room, 3989 Central Ave NE  
 Monday, October 23, 2023  
 5:00 PM

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## MINUTES

### CALL TO ORDER/ROLL CALL

Members present: Connie Buesgens; Kt Jacobs; Rachel James; Amada Márquez-Simula; Justice Spriggs; Marlaine Szurek.

Staff Present: Chirpich, Community Development Director / Acting City Manager; Joe Kloiber, Finance Director; Sara Ion, City Clerk; Mitchell Forney, Community Development Coordinator.

Others Present: Jonathan Tholen, City Resident; Steve McAlpin, City Business Owner.

### PLEDGE OF ALLEGIANCE

### CONSENT AGENDA

1. **Approve September 5, 2023, Regular EDA Meeting Minutes (pg. 3)**
2. **Approve Financial Reports and Payment of Bills of August and September 2023 (pg.13)**

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

### RESOLUTION NO. 2023-25

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2023 AND THE PAYMENT OF THE BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2023.**

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

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

**WHEREAS**, the financial statements for the months of August and September 2023 have been reviewed by the EDA Commission; and

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

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

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

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

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

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

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 23<sup>rd</sup> day of October 2023

Offered by: Amada Márquez-Simula  
Seconded by: Kt Jacobs  
Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Secretary

**BUSINESS ITEMS**

**3. 4300 Central Avenue – TIF Pledge for General Obligation TIF Revenue Bonds Amended (pg.48)**

Acting Executive Director of the EDA Aaron Chirpich began with a review of the property being discussed and stated that during the summer of 2021 the City received word that Hyvee was interested in selling the property located at 4300 Central Ave (also known as the “Rainbow Site”). The City moved to gain control over the site by working with Alatus in having the developer purchase the property. In order to support the developer, the city provided funding in the form of a loan for the purchase and predevelopment costs related to the project. Alatus requested a total loan of \$6,000,000 with which they would use the money for the items listed below. Rather than write a \$6,000,000 check the City decided to fund the loan using borrowed funds from general obligation tax increment financing (TIF) bonds. Under this scenario, the City issued the debt necessary for Alatus to purchase the property directly from Hy-Vee with the City acting as interim lender. Alatus is set to pay off the City’s loan when

the project is ready to close with permanent financing. Alatus's current timeline will not afford the repayment of these bonds.

Chirpich stated that due to these concerns the City is bringing forth the issuance of a new set of bonds which will pay off the previous set of bonds and extend the bond timeline. The new bonds are temporary, just like the first set of bonds, and reissuing a new set of bonds will afford the City and Alatus more time to develop the project plans and close on financing for the first phase of development.

Chirpich stated that upon payment of the first set of bonds there will be \$441,944.58 left over from the first bond issuance. The City will keep these funds in escrow and allow Alatus to use them for eligible project costs. All the bond funds from both series will be repaid at the closing of the first phase of the project.

- Land Acquisition - \$4,500,000
- Closing Costs - \$105,200
- City Fees - \$50,000
- Demolition - \$671,686
- Environmental Testing and Reports - \$42,156
- Geotechnical Testing and Reports – 35,000

Chirpich further clarified that the City Council holds the authority to issue general obligation TIF bonds and will be taking up the issuance of these bonds at tonight's council meeting. The EDA administers TIF districts for the City, and therefore the County remits increment generated from TIF districts directly to the EDA. Because the general obligation bonds being issued are tax increment bonds, the City will be pledging tax increment for the payment of the bonds. Therefore, the EDA is being asked by the City to pledge increment to the City from the Alatus TIF district, so the City can use the increment to pay debt service on the bonds. The formal way to create this arrangement is through a TIF Pledge Agreement. On tonight's docket is the amendment of the previous TIF Pledge Agreement bringing it in line with the issuance of the new bonds. Kennedy and Graven have prepared the attached pledge agreement and resolution for review and approval by the EDA.

Questions/Comments from Members and Attendees:

Resident Tholen clarified what the interest rate would be on the bonds.

Finance Director Kloiber reviewed the current rate and indicated that because of changes in the financial market the new rates would be higher.

Commission President Szurek inquired when ground would be broken on the site, and if there was still a potentially confirmed grocer for the space.

Chirpich clarified that the site demolition has occurred, and that ground would be broken on the first phase likely in the late summer or fall of 2024. He further confirmed that there was a potential grocer that is being sought for the location. There was additional discussion from the commission if this was

confidential information.

*Motion by Jacobs, seconded by James, to waive the reading of Resolution No. 2023-26, there being ample copies available to the public. All ayes. MOTION PASSED.*

*Motion by Jacobs, Seconded by Buesgens, to adopt Resolution 2023-26, a resolution authorizing execution of an amended and restated tax increment pledge agreement with the City of Columbia Heights relating to taxable general obligation temporary tax increment refunding bonds, series 2023a, to be issued in the proposed aggregate principal amount of \$6,675,000. All Ayes. MOTION PASSED.*

**COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2023-26**

**A RESOLUTION AUTHORIZING EXECUTION OF AN AMENDED AND RESTATED TAX INCREMENT PLEDGE AGREEMENT WITH THE CITY OF COLUMBIA HEIGHTS RELATING TO TAXABLE GENERAL OBLIGATION TEMPORARY TAX INCREMENT REFUNDING BONDS, SERIES 2023A, TO BE ISSUED IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$6,675,000**

BE IT RESOLVED by the Board of Commissioners (the “Board”) of the Columbia Heights Economic Development Authority (the “Authority”) as follows:

Section 1. Recitals.

1.01. The City of Columbia Heights, Minnesota (the “City”) has established, and the Authority administers, the Alatus TIF District (the “TIF District”), a redevelopment district within the Downtown Central Business Redevelopment Project (the “Redevelopment Project”) within the City, pursuant to Minnesota Statutes, Sections 469.174 through 469.1794, as amended (the “TIF Act”), and adopted a tax increment financing plan for the TIF District (the “TIF Plan”).

1.02. Pursuant to the authority conferred by Section 469.178, subdivision 5 of the TIF Act and Minnesota Statutes, Chapter 475, as amended (the “Municipal Debt Act”), including Section 475.61, subdivision 6, the City issued its Taxable General Obligation Temporary Tax Increment Bonds, Series 2021A (the “Series 2021A Bond”), dated July 29, 2021, in the original aggregate principal amount of \$5,935,000, to pay all or a portion of the public redevelopment costs incurred or to be incurred within the Redevelopment Project as identified in the TIF Plan, including but not limited to a bridge loan provided to Alatus Columbia Heights II LLC, a Delaware limited liability company (the “Developer”), for land acquisition, demolition, and related costs (the “Project Costs”), and the Developer agreed to pay the City’s financing and other related costs related to issuing the Series 2021A Bond.

1.03. The City and the Authority entered into a Tax Increment Pledge Agreement, dated July 29, 2021 (the “Original Pledge Agreement”), relating to the payment of principal of and interest on the Series 2021A Bond and providing for the pledge of tax increment revenues generated from the TIF District to secure the payment of principal of, premium, if any, and interest on the Series 2021A Bond.

1.04. The Series 2021A Bond matures on February 1, 2024 and is payable on such date from tax increments resulting in increases in the taxable value of real property in the TIF District and/or from proceeds of definitive bonds or additional temporary bonds to be issued by the City prior to such maturity.

1.05. The City has determined the need to issue an additional temporary bond to refinance the Series 2021A Bond. To that end, on the date hereof, the City Council of the City will consider a resolution providing preliminary approval to the issuance and sale of the City's Taxable General Obligation Tax Increment Refunding Bonds, Series 2023A (the "Bond"), in the proposed aggregate principal amount of \$6,675,000, pursuant to the TIF Act, including Section 469.178, subdivision 5, and the Municipal Debt Act, including Sections 475.61, subdivision 6 and 475.67, subdivision 3. The proceeds of the Bond will be used to refund the Series 2021A Bond prior to maturity and provide additional temporary financing for the Project Costs.

1.06. There has been presented to the Board an Amended and Restated Tax Increment Pledge Agreement (the "Pledge Agreement") between the Authority and the City, which amends and restates the Original Pledge Agreement, relating to the payment of principal and interest on the Bond and providing for the pledge of tax increment revenues generated from the TIF District to secure the payment of principal of, premium, if any, and interest on the Bond.

Section 2. Approval.

2.01. The Board hereby approves the pledge to the City of tax increment revenues attributable to the TIF District for the payment of principal of, premium, if any, and interest on the Bond.

2.02. The President and Executive Director of the Authority are hereby authorized to execute and deliver the Pledge Agreement substantially in the form on file with the Board, providing for the pledge of tax increment derived from property in the TIF District for the payment of the principal of, premium, if any, and interest on the Bond.

2.03. This resolution shall be effective as of the date hereof.

Approved this 23rd day of October, 2023, by the Board of Commissioners of the Columbia Heights Economic Development Authority.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**4. Approval of Demolition Contract for 841 49th Ave and 4243 5th St (pg. 58)**

Community Development Coordinator Forney clarified for the commission that earlier this year the EDA purchased the properties located at 841 49<sup>th</sup> Ave and 4243 5<sup>th</sup> St in preparation to redevelop both sites. 4243 5<sup>th</sup> St is set to be sold to Habitat for Humanity which will look to redevelop a single-family home on the site in 2024. While 841 49<sup>th</sup>, was more of a strategic acquisition which will be redeveloped at a future date. Throughout the summer the Columbia Heights Fire Department was able to utilize both structures for a variety of training. Ultimately burning down 841 49<sup>th</sup> in a training burn on October 7<sup>th</sup>, 2023. The next step in the redevelopment of these properties is to demolish the remaining structures on the property.

Forney further informed the commission that Staff prepared bid sheets and submitted bid requests to a multitude of contractors, receiving 6 bids in return. To make the project easier to bid, the EDA had taken on the environmental testing and removal of all personal items and hazardous materials from the buildings. As part of the demolition bid the contractor is responsible for the removal of all outbuildings and site improvements on the properties. This also includes the removal of water and sewer lines to the property line in order to prepare the sites for redevelopment. Below is a chart outlining the bids and bid amounts received.

Forney indicated that Staff recommend awarding the project to Semple Excavating for the amount of \$47,275.00.

Questions/Comments from Members and Attendees:

Councilmember Jacobs inquired as to why Staff was proceeding with the lowest bid.

Commissioner Márquez-Simula clarified to Forney and Chirpich that this was the lowest responsible bid and both confirmed. Forney further clarified that there was only a slight amount of difference between the bids, and this was the best option.

*Motion by James, seconded by Spriggs, to accept the proposal from Semple Excavating, in the amount of \$47,275.00 for the demolition of all site improvements, water/sewer line removal, and the regrading of the lots located at 841 49th Ave and 4243 5th St; and furthermore, to authorize the President and Executive Director to enter into an agreement for the same. All Ayes. MOTION PASSED.*

**5. 3988 Central Ave Fire Suppression Grant Application, H-M Properties LLC (pg. 95)**

Coordinator Forney gave an overview of the history of the Fire Suppression Grant program. He stated that In 2022, the City of Columbia Heights Economic Development Authority (EDA) established the Fire Suppression Grant Program ("Program") to aid local businesses in addressing the financial challenges associated with installing fire suppression systems within commercial buildings. This initiative is particularly important, given that many commercial properties in Columbia Heights lack fire suppression systems, and the cost of retrofitting these systems can be a significant burden, especially for small businesses. Certain business activities and changes in use necessitate the installation of fire suppression systems to ensure public safety.

Forney indicated that Staff is excited to present an application from H-M Properties LLC, represented by Steve McAlpin, the owner of the property located at 3988 Central Ave NE. Currently, 3988 Central is

going through the process of being sold to a small business from NE Minneapolis called Klash Drums. Klash Drums is looking for a more permanent location after being forced out of their lease in NE Minneapolis. As part of the sale of the building the current owner has agreed to complete the fire suppression work as the sale is going through. The new business is required to sprinkle the building due to the change of use. MN state fire code outlines which change in use trigger the requirement for a fire suppression system to be added.

Forney further clarified that the location of the water main feeding 3988, the cost of installing a fire suppression system has increased dramatically. As we have seen in the past from the EDA's perspective, just disconnecting the water line for 3841 Central Ave cost the EDA a little over \$15,000. Any work that needs to be done within Central Ave significantly increases the price of the project due to MNDOT coordination, road safety measures, and permit costs. The lower of the two bids to run a separate main line and complete all interior fire suppression work came in at \$105,625. The EDA has recently considered applications ranging from \$83,360 for Ruff Love Dogs, and \$48,871 for Rail Works Brewing. Due to these exigent circumstances staff are recommending making an exception for H-M Properties by offering them a grant of 50% up to \$50,000.

Forney additionally clarified that Staff has confirmed with the City Attorney that the EDA can grant applicants whatever amount they see fit as long as it is covered in the approving resolution and meets the program's preset budget. While this may or may not be a onetime thing, future applicants along Central Ave could be given the same treatment depending on the work that they need to complete. Ultimately, 3988 Central is the posterchild of why the EDA created the fire suppression program. The city is trying to attract new businesses, especially ones that have found success in neighboring communities. To attract these new businesses, without sticking them with a \$100,000 buildout cost, the city sought to ease the burden of moving into an older space. The building at 3988 Central has been a cornerstone of the City's central business district, and while we are losing a few amazing small businesses, the EDA can directly contribute to filling that void.

Additionally, Forney clarified the funding availability. He stated that in 2022, the EDA allocated \$45,000 for the establishment of the Fire Suppression Grant Program and budgeted an additional \$60,000 for 2023, resulting in a total balance of \$105,000. With the approval of the application for Ruff Love Dogs', which was awarded \$30,000, and the application for Rail Works Brewing, which was awarded \$24,436, The EDA has \$50,564 remaining for 2023. Since there were no changes to next year's budget, the EDA will start 2024 with \$60,000 set aside for fire suppression applicants.

Chirpich also reviewed the status of the applications to the program and stated that while it has proven challenging to find businesses eligible to apply for the Fire Suppression Grant Program, Staff believes that the application from H-M Properties LLC aligns with the program's primary intent. By supporting this project, the EDA can facilitate the establishment of a desirable business in the City of Columbia Heights. The installation of a fire suppression system in 3988 Central Ave location not only enhances public safety but also contributes to the economic development and diversity of businesses within the city. He recommended that the Economic Development Authority consider approving the application from H-M Properties LLC and allocate the requested grant of 50% up to \$50,000.

Questions/Comments from Members and Attendees:

Commissioner James clarified that this was Klash Drums, currently located on Lowry that was planning on moving into the location.

Commissioner Spriggs inquired about the potential for these grants to be used for businesses on 40<sup>th</sup> Avenue.

Chirpich confirmed that these grants would be available for those businesses.

*Motion by Márquez-Simula, seconded by Jacobs to waive the reading of Resolution 2023-27, there being ample copies available to the public. All Ayes. MOTION PASSED.*

*Motion by Márquez-Simula, seconded by Buesgens to approve Resolution 2023-27, a resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the form and substance of the fire suppression grant agreement, and authorizing authority staff and officials to take all actions necessary to enter the authority into the fire suppression grant agreement with H – M Properties LLC.*

**RESOLUTION NO. 2023-27**

**RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FIRE SUPPRESSION GRANT AGREEMENT, AND AUTHORIZING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO THE FIRE SUPPRESSION GRANT AGREEMENT WITH H – M PROPERTIES LLC.**

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

**WHEREAS**, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing, rehabilitating, and restoring commercial buildings increasing business vitality, economic performance, and public safety; and

**WHEREAS**, The Authority has recognized exigent circumstances related to the execution of water main infrastructure activities along Central Avenue, resulting in a substantial increase in the cost associated with the installation of a fire suppression system for H-M Properties; and

**WHEREAS**, the Authority recognizes that the increase in cost puts undue burden on the property owner, and

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

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

1. approves the increased grant amount of 50% up to \$50,000 outside the terms of the original grant guidelines due to the exigent circumstances of the project.
2. approves the form and substance of the grant agreement and approves the Authority entering into the agreement with H-M Properties LLC.
3. establishes that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered and directed for and on behalf of the Authority to enter into the grant agreement.
4. establishes that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as he/she deems necessary and appropriate to carry out the purpose of the foregoing resolution.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Adopted this 23<sup>rd</sup> day of October, 2023

Offered by: Amada Márquez-Simula  
Seconded by: Connie Buesgens  
Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**OTHER BUSINESS**

The commission had a brief conversation about traffic control issues, and the MNDOT program that is currently being tested on Central Avenue.

**ADJOURNMENT**

*Motion by Buesgens, seconded by Jacobs, to adjourn the meeting at 5:49 pm. All ayes. MOTION PASSED.*

Respectfully submitted,

\_\_\_\_\_  
Mitchell Forney, Interim Recording Secretary

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS  
 EXP CHECK RUN DATES 10/01/2023 - 10/31/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 196510 204.6314.43050	HOME ENERGY AUDIT 0423-0623	CENTER FOR ENERGY & ENVIR	07/17/23	22848	700.00
			Total For Check 196510		700.00
Check 196520 204.6314.43500	PHN 100323 CITY CODE AMENDMENT 0	ECM PUBLISHERS INC	09/22/23	965803	60.50
204.6314.43500	PHN ORD #1688 092223	ECM PUBLISHERS INC	09/22/23	965802	72.60
			Total For Check 196520		133.10
Check 196521 372.7000.46200	CONT DISCLOSURE 2016A HUSET TIF	EHLERS & ASSOCIATES INC	09/18/23	1005	500.00
			Total For Check 196521		500.00
Check 196544 408.6414.43050	LEGAL ASSISTANCE PURCHASE 941 44	KENNEDY & GRAVEN	09/21/23	176710	821.00
			Total For Check 196544		821.00
Check 196649 204.6314.43210	083123 -10010429 COM DEV ADMINI	POPP.COM INC	08/31/23	992799258	12.68
204.6314.43210	093023 -10010429 COM DEV ADMINI	POPP.COM INC	09/30/23	992803363	12.68
204.6314.43210	092623 10013121 PHONE COMMDEV AD	POPP.COM INC	09/26/23	992802241	40.51
			Total For Check 196649		65.87
Check 196733 204.0000.22000	66% ESCROW PAYMENT REUTER WALTON	REUTER WALTON DEVELOPMENT	07/26/23	072623	15,444.00
			Total For Check 196733		15,444.00
Check 196747 204.6314.43050	EDA MINUTES 090523	TIMESAVER OFF SITE SECRETF	09/28/23	M28573	198.00
			Total For Check 196747		198.00

11/15/2023 10:07 AM  
 User: suems  
 DB: Columbia Heights

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS  
 EXP CHECK RUN DATES 10/01/2023 - 10/31/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	16,540.97
				Fund 372 Huset Park Area TIF (T6	500.00
				Fund 408 EDA REDEVELOPMENT PROJE	821.00
Total For All Funds:					17,861.97
--- TOTALS BY GL DISTRIBUTION ---					
		204.0000.22000		66% ESCROW PAYMENT REUTER WALTON	15,444.00
		204.6314.43050		HOME ENERGY AUDIT 0423-0623	898.00
		204.6314.43210		083123 -10010429 COM DEV ADMINI:	65.87
		204.6314.43500		PHN 100323 CITY CODE AMENDMENT 0:	133.10
		372.7000.46200		CONT DISCLOSURE 2016A Huset TIF 1	500.00
		408.6414.43050		LEGAL ASSISTANCE PURCHASE 941 44:	821.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 10/31/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 202 - ANOKA CO COMM DEV PROGRAMS							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
INTERGOVERNMENTAL							
202.0000.33600	COUNTY GRANT	0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
INTERGOVERNMENTAL		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
Expenditures							
Dept 6355 - ANOKA CO HRA LEVY PROJECTS							
OTHER SERVICES & CHARGES							
202.6355.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
Total Dept 6355 - ANOKA CO HRA LEVY PROJECTS		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
Fund 202 - ANOKA CO COMM DEV PROGRAMS:							
TOTAL REVENUES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00

Item 2.

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	208,100.00	0.00	0.00	116,774.62	91,325.38	56.11
204.0000.31014	AREA WIDE TAX	89,000.00	0.00	0.00	34,485.10	54,514.90	38.75
204.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	2,394.95	(2,394.95)	100.00
TAXES		297,100.00	0.00	0.00	153,654.67	143,445.33	51.72
Total Dept 0000 - NON-DEPARTMENTAL		297,100.00	0.00	0.00	153,654.67	143,445.33	51.72
TOTAL REVENUES		297,100.00	0.00	0.00	153,654.67	143,445.33	51.72
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,200.00	0.00	450.00	8,008.40	(5,808.40)	364.02
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	1,500.00	0.00	0.00	3,695.95	(2,195.95)	246.40
204.6314.43210	TELEPHONE	700.00	0.00	0.00	577.29	122.71	82.47
204.6314.43220	POSTAGE	600.00	0.00	0.00	500.93	99.07	83.49
204.6314.43250	OTHER TELECOMMUNICATIONS	300.00	0.00	25.30	240.29	59.71	80.10
204.6314.43320	OUT OF TOWN TRAVEL EXPENSE	1,500.00	0.00	0.00	404.56	1,095.44	26.97
204.6314.43500	LEGAL NOTICE PUBLISHING	200.00	0.00	0.00	677.60	(477.60)	338.80
204.6314.43600	PROP & LIAB INSURANCE	2,700.00	0.00	225.00	2,250.00	450.00	83.33
204.6314.44000	REPAIR & MAINT. SERVICES	500.00	0.00	0.00	100.18	399.82	20.04
204.6314.44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	800.00	0.00	0.00	800.00	0.00	100.00
204.6314.44040	INFORMATION SYS:INTERNAL SVC	8,700.00	0.00	725.00	7,250.00	1,450.00	83.33
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	200.00	0.00	0.00	199.00	1.00	99.50
204.6314.44380	COMMISSION & BOARDS	900.00	0.00	0.00	455.00	445.00	50.56
OTHER SERVICES & CHARGES		20,800.00	0.00	1,425.30	25,159.20	(4,359.20)	120.96
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	196,700.00	0.00	15,934.10	158,499.30	38,200.70	80.58
204.6314.41210	P.E.R.A. CONTRIBUTION	14,700.00	0.00	1,195.06	12,114.31	2,585.69	82.41
204.6314.41220	F.I.C.A. CONTRIBUTION	15,100.00	0.00	1,350.31	13,405.53	1,694.47	88.78
204.6314.41300	INSURANCE	23,200.00	0.00	2,038.28	19,475.38	3,724.62	83.95
204.6314.41510	WORKERS COMP INSURANCE PREM	1,500.00	0.00	134.28	1,363.92	136.08	90.93
PERSONNEL SERVICES		251,200.00	0.00	20,652.03	204,858.44	46,341.56	81.55
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	200.00	0.00	0.00	74.17	125.83	37.09
204.6314.42010	MINOR EQUIPMENT	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.42011	END USER DEVICES	1,900.00	0.00	0.00	0.00	1,900.00	0.00
204.6314.42171	GENERAL SUPPLIES	200.00	0.00	0.00	14.44	185.56	7.22
204.6314.42175	FOOD SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
SUPPLIES		3,000.00	0.00	0.00	88.61	2,911.39	2.95
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	22,100.00	0.00	1,841.67	18,416.70	3,683.30	83.33
CONTINGENCIES & TRANSFERS		22,100.00	0.00	1,841.67	18,416.70	3,683.30	

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		297,100.00	0.00	23,919.00	248,522.95	48,577.05	83.65
TOTAL EXPENDITURES		297,100.00	0.00	23,919.00	248,522.95	48,577.05	83.65
Fund 204 - EDA ADMINISTRATION:							
TOTAL REVENUES		297,100.00	0.00	0.00	153,654.67	143,445.33	51.72
TOTAL EXPENDITURES		297,100.00	0.00	23,919.00	248,522.95	48,577.05	83.65
NET OF REVENUES & EXPENDITURES		0.00	0.00	(23,919.00)	(94,868.28)	94,868.28	100.00

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 228 - DOWNTOWN PARKING							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TRANSFERS & NON-REV RECEIPTS							
228.0000.39247	TRANSFER IN-SPECIAL PROJ REV	56,700.00	0.00	4,725.00	47,250.00	9,450.00	83.33
	TRANSFERS & NON-REV RECEIPTS	56,700.00	0.00	4,725.00	47,250.00	9,450.00	83.33
Total Dept 0000 - NON-DEPARTMENTAL		56,700.00	0.00	4,725.00	47,250.00	9,450.00	83.33
TOTAL REVENUES		56,700.00	0.00	4,725.00	47,250.00	9,450.00	83.33
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
228.6317.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	3,316.00	(3,316.00)	100.00
228.6317.43600	PROP & LIAB INSURANCE	3,200.00	0.00	266.67	2,666.70	533.30	83.33
228.6317.43800	UTILITY SERVICES	2,000.00	0.00	226.57	1,652.35	347.65	82.62
228.6317.43810	ELECTRIC	13,000.00	0.00	738.60	7,491.31	5,508.69	57.63
228.6317.44000	REPAIR & MAINT. SERVICES	35,000.00	614.30	1,100.00	4,557.00	29,828.70	14.78
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	2,000.00	0.00	0.00	1,599.72	400.28	79.99
	OTHER SERVICES & CHARGES	55,200.00	614.30	2,331.84	21,283.08	33,302.62	39.67
PERSONNEL SERVICES							
228.6317.41070	INTERDEPARTMENTAL LABOR SERV	1,500.00	0.00	0.00	0.00	1,500.00	0.00
	PERSONNEL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0.00
SUPPLIES							
228.6317.42012	OTHER TECHNOLOGY EQUIPMENT	0.00	0.00	0.00	405.00	(405.00)	100.00
	SUPPLIES	0.00	0.00	0.00	405.00	(405.00)	100.00
Total Dept 6317 - DOWNTOWN PARKING		56,700.00	614.30	2,331.84	21,688.08	34,397.62	39.33
TOTAL EXPENDITURES		56,700.00	614.30	2,331.84	21,688.08	34,397.62	39.33
Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		56,700.00	0.00	4,725.00	47,250.00	9,450.00	83.33
TOTAL EXPENDITURES		56,700.00	614.30	2,331.84	21,688.08	34,397.62	39.33
NET OF REVENUES & EXPENDITURES		0.00	(614.30)	2,393.16	25,561.92	(24,947.62)	100.00

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Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	194,000.00	0.00	0.00	444,189.80	(250,189.80)	228.96
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	4,583.94	(4,583.94)	100.00
TAXES		194,000.00	0.00	0.00	448,773.74	(254,773.74)	231.33
MISCELLANEOUS							
372.0000.36210	INTEREST ON INVESTMENTS	3,000.00	0.00	0.00	0.00	3,000.00	0.00
MISCELLANEOUS		3,000.00	0.00	0.00	0.00	3,000.00	0.00
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Total Dept 0000 - NON-DEPARTMENTAL		197,000.00	0.00	0.00	448,773.74	(251,773.74)	227.80
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TOTAL REVENUES		197,000.00	0.00	0.00	448,773.74	(251,773.74)	227.80
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Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	8,102.06	(8,102.06)	100.00
372.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	397,458.12	(397,458.12)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	405,560.18	(405,560.18)	100.00
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CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	135,000.00	0.00	0.00	135,000.00	0.00	100.00
372.7000.46110	INTEREST	54,200.00	0.00	0.00	54,156.25	43.75	99.92
372.7000.46200	FISCAL AGENT CHARGES	1,000.00	444.00	0.00	1,031.00	(475.00)	147.50
CAPITAL OUTLAY		190,200.00	444.00	0.00	190,187.25	(431.25)	100.23
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Total Dept 7000 - BONDS		190,200.00	444.00	0.00	595,747.43	(405,991.43)	313.46
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TOTAL EXPENDITURES		190,200.00	444.00	0.00	595,747.43	(405,991.43)	313.46
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Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		197,000.00	0.00	0.00	448,773.74	(251,773.74)	227.80
TOTAL EXPENDITURES		190,200.00	444.00	0.00	595,747.43	(405,991.43)	313.46
NET OF REVENUES & EXPENDITURES		6,800.00	(444.00)	0.00	(146,973.69)	154,217.69	2,167.91

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Fund 375 - TIF Z6: 47TH & GRAND							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
375.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
	TAXES	0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
TOTAL REVENUES		0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
375.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,917.67	(1,917.67)	100.00
375.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	76,062.12	(76,062.12)	100.00
	OTHER SERVICES & CHARGES	0.00	0.00	0.00	77,979.79	(77,979.79)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	77,979.79	(77,979.79)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	77,979.79	(77,979.79)	100.00
Fund 375 - TIF Z6: 47TH & GRAND:							
TOTAL REVENUES		0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	77,979.79	(77,979.79)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	6,533.68	(6,533.68)	100.00

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 376 - TIF DISTRICTS A3/C7/C8							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
MISCELLANEOUS							
376.0000.36216	LOAN INTEREST	0.00	0.00	0.00	479.26	(479.26)	100.00
MISCELLANEOUS		0.00	0.00	0.00	479.26	(479.26)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	479.26	(479.26)	100.00
TOTAL REVENUES		0.00	0.00	0.00	479.26	(479.26)	100.00
Fund 376 - TIF DISTRICTS A3/C7/C8:							
TOTAL REVENUES		0.00	0.00	0.00	479.26	(479.26)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	479.26	(479.26)	100.00

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 389 - TIF R8 CRESTV/TRANSITION BLK							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
389.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
	TAXES	0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
TOTAL REVENUES		0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
389.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
	OTHER SERVICES & CHARGES	0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
Fund 389 - TIF R8 CRESTV/TRANSITION BLK:							
TOTAL REVENUES		0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(140,020.94)	140,020.94	100.00

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 391 - SCATTERED SITE TIF W3/W4							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
391.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
TAXES		0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
TOTAL REVENUES		0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
391.7000.43050	EXPERT & PROFESSIONAL SERV.	50,000.00	0.00	0.00	5,498.79	44,501.21	11.00
OTHER SERVICES & CHARGES		50,000.00	0.00	0.00	5,498.79	44,501.21	11.00
CAPITAL OUTLAY							
391.7000.45110	LAND	120,000.00	0.00	0.00	122,289.95	(2,289.95)	101.91
391.7000.46110	INTEREST	0.00	0.00	0.00	479.26	(479.26)	100.00
CAPITAL OUTLAY		120,000.00	0.00	0.00	122,769.21	(2,769.21)	102.31
Total Dept 7000 - BONDS		170,000.00	0.00	0.00	128,268.00	41,732.00	75.45
TOTAL EXPENDITURES		170,000.00	0.00	0.00	128,268.00	41,732.00	75.45
Fund 391 - SCATTERED SITE TIF W3/W4:							
TOTAL REVENUES		0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
TOTAL EXPENDITURES		170,000.00	0.00	0.00	128,268.00	41,732.00	75.45
NET OF REVENUES & EXPENDITURES		(170,000.00)	0.00	0.00	(102,766.17)	(67,233.83)	60.45

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Fund 392 - TIF BB2 ALATUS 40TH AV							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
392.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
TAXES		0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
TOTAL REVENUES		0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
392.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	750.00	2,415.98	(2,415.98)	100.00
392.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	110,988.51	(110,988.51)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	750.00	113,404.49	(113,404.49)	100.00
CAPITAL OUTLAY							
392.7000.46200	FISCAL AGENT CHARGES	0.00	176.00	0.00	1,174.00	(1,350.00)	100.00
CAPITAL OUTLAY		0.00	176.00	0.00	1,174.00	(1,350.00)	100.00
Total Dept 7000 - BONDS		0.00	176.00	750.00	114,578.49	(114,754.49)	100.00
TOTAL EXPENDITURES		0.00	176.00	750.00	114,578.49	(114,754.49)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
TOTAL EXPENDITURES		0.00	176.00	750.00	114,578.49	(114,754.49)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(176.00)	(750.00)	2,251.52	(2,075.52)	100.00

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BGD USED
Fund 393 - BB6 IF ALATUS 4300 CENTRAL							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
393.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	1,101.26	13,092.19	(13,092.19)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	1,101.26	13,092.19	(13,092.19)	100.00
CAPITAL OUTLAY							
393.7000.46110	INTEREST	26,700.00	0.00	0.00	26,707.50	(7.50)	100.03
393.7000.46200	FISCAL AGENT CHARGES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL OUTLAY		27,700.00	0.00	0.00	26,707.50	992.50	96.42
Total Dept 7000 - BONDS		27,700.00	0.00	1,101.26	39,799.69	(12,099.69)	143.68
TOTAL EXPENDITURES		27,700.00	0.00	1,101.26	39,799.69	(12,099.69)	143.68
Fund 393 - BB6 IF ALATUS 4300 CENTRAL:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		27,700.00	0.00	1,101.26	39,799.69	(12,099.69)	143.68
NET OF REVENUES & EXPENDITURES		(27,700.00)	0.00	(1,101.26)	(39,799.69)	12,099.69	143.68

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Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
408.0000.31012	HRA CURRENT AD VALOREM	235,000.00	0.00	0.00	117,111.48	117,888.52	49.83
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	0.00	40,600.14	34,399.86	54.13
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	2,797.24	(2,797.24)	100.00
TAXES		310,000.00	0.00	0.00	160,508.86	149,491.14	51.78
Total Dept 0000 - NON-DEPARTMENTAL		310,000.00	0.00	0.00	160,508.86	149,491.14	51.78
TOTAL REVENUES		310,000.00	0.00	0.00	160,508.86	149,491.14	51.78
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	50,000.00	0.00	0.00	1,300.00	48,700.00	2.60
OTHER SERVICES & CHARGES		50,000.00	0.00	0.00	1,300.00	48,700.00	2.60
CAPITAL OUTLAY							
408.6314.45110	LAND	91,976.00	0.00	0.00	786,708.86	(694,732.86)	855.34
CAPITAL OUTLAY		91,976.00	0.00	0.00	786,708.86	(694,732.86)	855.34
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		141,976.00	0.00	0.00	788,008.86	(646,032.86)	555.03
Dept 6411 - FACADE IMPROVEMENT GRANT							
OTHER SERVICES & CHARGES							
408.6411.44600	LOANS & GRANTS	50,000.00	4,265.00	0.00	8,248.00	37,487.00	25.03
OTHER SERVICES & CHARGES		50,000.00	4,265.00	0.00	8,248.00	37,487.00	25.03
SUPPLIES							
408.6411.42010	MINOR EQUIPMENT	0.00	0.00	0.00	30,513.62	(30,513.62)	100.00
SUPPLIES		0.00	0.00	0.00	30,513.62	(30,513.62)	100.00
Total Dept 6411 - FACADE IMPROVEMENT GRANT		50,000.00	4,265.00	0.00	38,761.62	6,973.38	86.05
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	3,200.00	0.00	21,656.00	(24,856.00)	100.00
408.6414.44390	TAXES & LICENSES	0.00	0.00	0.00	3,031.68	(3,031.68)	100.00
408.6414.44600	LOANS & GRANTS	0.00	0.00	0.00	35,000.00	(35,000.00)	100.00
OTHER SERVICES & CHARGES		0.00	3,200.00	0.00	59,687.68	(62,887.68)	100.00
CAPITAL OUTLAY							
408.6414.45110	LAND	200,000.00	0.00	0.00	219,071.91	(19,071.91)	1
CAPITAL OUTLAY		200,000.00	0.00	0.00	219,071.91	(19,071.91)	1

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 10/31/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD Expenditures							
Total Dept 6414 - COMMERCIAL REVITALIZATION		200,000.00	3,200.00	0.00	278,759.59	(81,959.59)	140.98
Dept 6418 - FIRE SUPPRESSION GRANT							
OTHER SERVICES & CHARGES							
408.6418.44600	LOANS & GRANTS	60,000.00	0.00	0.00	0.00	60,000.00	0.00
OTHER SERVICES & CHARGES		60,000.00	0.00	0.00	0.00	60,000.00	0.00
Total Dept 6418 - FIRE SUPPRESSION GRANT		60,000.00	0.00	0.00	0.00	60,000.00	0.00
Dept 9999 - CONSTRUCTION							
OTHER SERVICES & CHARGES							
408.9999.43050.2014	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	15,865.00	(15,865.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	15,865.00	(15,865.00)	100.00
Total Dept 9999 - CONSTRUCTION		0.00	0.00	0.00	15,865.00	(15,865.00)	100.00
TOTAL EXPENDITURES		451,976.00	7,465.00	0.00	1,121,395.07	(676,884.07)	249.76
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	0.00	160,508.86	149,491.14	51.78
TOTAL EXPENDITURES		451,976.00	7,465.00	0.00	1,121,395.07	(676,884.07)	249.76
NET OF REVENUES & EXPENDITURES		(141,976.00)	(7,465.00)	0.00	(960,886.21)	826,375.21	682.05

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 10/31/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 10/31/23	YTD BALANCE 10/31/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
INTERGOVERNMENTAL							
420.0000.33641	OTHER LOCAL GOVT GRANT	0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
INTERGOVERNMENTAL		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
420.6317.44000.1915	REPAIR & MAINT. SERVICES	0.00	0.00	0.00	78,624.50	(78,624.50)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	78,624.50	(78,624.50)	100.00
SUPPLIES							
420.6317.42012.1915	OTHER TECHNOLOGY EQUIPMENT	0.00	0.00	0.00	4,129.57	(4,129.57)	100.00
SUPPLIES		0.00	0.00	0.00	4,129.57	(4,129.57)	100.00
Total Dept 6317 - DOWNTOWN PARKING		0.00	0.00	0.00	82,754.07	(82,754.07)	100.00
Dept 6405 - 42ND & CENTRAL REDEVELOPMENT							
OTHER SERVICES & CHARGES							
420.6405.44600	LOANS & GRANTS	0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
Total Dept 6405 - 42ND & CENTRAL REDEVELOPMENT		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	902,754.07	(902,754.07)	100.00
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT:							
TOTAL REVENUES		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	902,754.07	(902,754.07)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(82,754.07)	82,754.07	100.00
TOTAL REVENUES - ALL FUNDS							
		860,800.00	0.00	4,725.00	1,721,254.00	(860,454.00)	199.96
TOTAL EXPENDITURES - ALL FUNDS							
		1,193,676.00	8,699.30	28,102.10	3,254,496.67	(2,069,519.97)	273.37
NET OF REVENUES & EXPENDITURES		(332,876.00)	(8,699.30)	(23,377.10)	(1,533,242.67)	1,209,065.97	4

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 196848 204.6314.43250	COMM DEV ADMIN (1.8%) INTERNET 1	ARVIG ENTERPRISES, INC	10/01/23	100123	5.86
			Total For Check 196848		5.86
Check 196849 204.6314.43250	COMM DEV ADMIN (1.8%) INTERNET 0	ARVIG ENTERPRISES, INC	09/01/23	090123	5.86
			Total For Check 196849		5.86
Check 196856 204.6314.43050	HOME ENERGY AUDITS 1023	CENTER FOR ENERGY & ENVIR	10/14/23	23314	450.00
			Total For Check 196856		450.00
Check 196860 204.6314.43250	101523 934571297 COMM DEV ADMIN	COMCAST	10/15/23	185161026	19.44
			Total For Check 196860		19.44
Check 196867 204.6314.43050	4D LAW UPDATE, TIF DISCUSSION	EHLERS & ASSOCIATES INC	09/18/23	1091	450.00
			Total For Check 196867		450.00
Check 196881 408.6414.43050	FREON REMOVAL, DISPOSAL 841 49TH J & J	CONTRACTING, LLC-MN	07/25/23	16655	300.00
			Total For Check 196881		300.00
Check 196915 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	10/09/23	1067164786	738.60
			Total For Check 196915		738.60
Check 196928 204.6314.43250	COMM DEV ADMIN (1.8%) INTERNET 1	ARVIG ENTERPRISES, INC	11/01/23	110123	5.86
			Total For Check 196928		5.86
Check 196951 392.7000.43050	NE BUSINESS CENTER REDEVELOPMENT	EHLERS & ASSOCIATES INC	10/09/23	95222	750.00
			Total For Check 196951		750.00
Check 196961 204.6314.43050	EDA GENERAL LEGAL SERVICES CL162	KENNEDY & GRAVEN	08/23/23	176345	110.00
393.7000.43050	ALATUS LAON MODIFICATION CL162-0	KENNEDY & GRAVEN	08/23/23	176345	605.00
393.7000.43050	HYVEE TIF REDEVELOPMENT CL205-00	KENNEDY & GRAVEN	08/23/23	176346	1,025.00
393.7000.43050	HYVEE TIF REDEVELOPMENT CL205-00	KENNEDY & GRAVEN	10/23/23	177544	1,101.26
			Total For Check 196961		2,841.26
Check 196985 228.6317.44000	SWEEPING - VANBUREN RAMP	RTD POWER WASHING, INC	10/29/23	4-VB	1,100.00
			Total For Check 196985		1,100.00
Check 196995 408.9999.43050.2014	COMMUNICATIONS TOWER FENCE	VINCO, INC.	06/07/23	57074	15,865.00
			Total For Check 196995		15,865.00
Check 197021 392.7000.43050	NE BUSINESS CENTER REDEVELOPMENT	EHLERS & ASSOCIATES INC	09/18/23	1090	450.00
			Total For Check 197021		450.00
Check 197034					

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS  
 EXP CHECK RUN DATES 11/01/2023 - 11/30/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 197034 393.7000.43050	ALATUS LOAN MODIFICATION	KENNEDY & GRAVEN	09/25/23	176772	310.00
			Total For Check 197034		310.00
Check 197055 204.6314.43210 204.6314.43210	102623 10013121 PHONE COMMDEV AD POPP.COM INC 103123 -10010429 COM DEV ADMINI POPP.COM INC		10/26/23 10/31/23	992806341 992807461	40.66 12.85
			Total For Check 197055		53.51
Check 197082 408.6414.43050	HAZARDOUS MATERIAL REPORT- 841 4 ANGSTROM ANALYTICAL INC		10/31/23	6188	3,200.00
			Total For Check 197082		3,200.00
Check 197083 408.6414.44390	4243 5TH ST PROPERTY TAXES	ANOKA COUNTY PROPERTY RECC	11/03/23	353024240049	1,691.52
			Total For Check 197083		1,691.52
Check 197121 228.6317.43050	INSTALL CAMERAS	MARCO, INC	11/06/23	INV11823010	206.25
			Total For Check 197121		206.25
Check 197174 204.6314.43250	111523 934571297 COMM DEV ADMIN COMCAST		11/15/23	187581764	19.44
			Total For Check 197174		19.44
Check 197184 393.7000.43050	ALATUS HYVEE SITE REDEVELOPMENT	EHLERS & ASSOCIATES INC	11/09/23	95643	750.00
			Total For Check 197184		750.00
Check 197201 408.6414.43050	LEGAL SERVICES PURCHASE OF 941 4 KENNEDY & GRAVEN		10/26/23	177620	4,319.23
			Total For Check 197201		4,319.23
Check 197232 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	11/07/23	1073166424	837.12
			Total For Check 197232		837.12
Check 880 408.6414.42010	MATERIALS-BOARD UP 941 44TH	MENARDS CASHWAY LUMBER-FRI	09/28/23	02825Q	25.67
			Total For Check 880		25.67

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS  
 EXP CHECK RUN DATES 11/01/2023 - 11/30/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	1,119.97
				Fund 228 DOWNTOWN PARKING	2,881.97
				Fund 392 TIF BB2 ALATUS 40TH AV	1,200.00
				Fund 393 BB6 IF ALATUS 4300 CENTI	3,791.26
				Fund 408 EDA REDEVELOPMENT PROJE	25,401.42
Total For All Funds:					34,394.62
--- TOTALS BY GL DISTRIBUTION ---					
	204.6314.43050			HOME ENERGY AUDITS 1023	1,010.00
	204.6314.43210			102623 10013121 PHONE COMMDEV ADI	53.51
	204.6314.43250			COMM DEV ADMIN (1.8%) INTERNET 10	56.46
	228.6317.43050			INSTALL CAMERAS	206.25
	228.6317.43810			ELECTRIC	1,575.72
	228.6317.44000			SWEEPING - VANBUREN RAMP	1,100.00
	392.7000.43050			NE BUSINESS CENTER REDEVELOPMENT	1,200.00
	393.7000.43050			ALATUS HYVEE SITE REDEVELOPMENT	3,791.26
	408.6414.42010			MATERIALS-BOARD UP 941 44TH	25.67
	408.6414.43050			HAZARDOUS MATERIAL REPORT- 841 4	7,819.23
	408.6414.44390			4243 5TH ST PROPERTY TAXES	1,691.52
	408.9999.43050.2014			COMMUNICATIONS TOWER FENCE	15,865.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 11/30/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/23	YTD BALANCE 11/30/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 202 - ANOKA CO COMM DEV PROGRAMS							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
INTERGOVERNMENTAL							
202.0000.33600	COUNTY GRANT	0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
INTERGOVERNMENTAL		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
Expenditures							
Dept 6355 - ANOKA CO HRA LEVY PROJECTS							
OTHER SERVICES & CHARGES							
202.6355.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
Total Dept 6355 - ANOKA CO HRA LEVY PROJECTS		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
Fund 202 - ANOKA CO COMM DEV PROGRAMS:							
TOTAL REVENUES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	1,246.00	(1,246.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/23	YTD BALANCE 11/30/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	208,100.00	0.00	0.00	116,774.62	91,325.38	56.11
204.0000.31014	AREA WIDE TAX	89,000.00	0.00	0.00	34,485.10	54,514.90	38.75
204.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	2,394.95	(2,394.95)	100.00
TAXES		297,100.00	0.00	0.00	153,654.67	143,445.33	51.72
Total Dept 0000 - NON-DEPARTMENTAL		297,100.00	0.00	0.00	153,654.67	143,445.33	51.72
TOTAL REVENUES		297,100.00	0.00	0.00	153,654.67	143,445.33	51.72
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,200.00	0.00	0.00	8,008.40	(5,808.40)	364.02
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	1,500.00	0.00	0.00	3,695.95	(2,195.95)	246.40
204.6314.43210	TELEPHONE	700.00	297.41	0.00	630.80	(228.21)	132.60
204.6314.43220	POSTAGE	600.00	0.00	0.00	500.93	99.07	83.49
204.6314.43250	OTHER TELECOMMUNICATIONS	300.00	0.00	25.30	265.59	34.41	88.53
204.6314.43320	OUT OF TOWN TRAVEL EXPENSE	1,500.00	0.00	0.00	404.56	1,095.44	26.97
204.6314.43500	LEGAL NOTICE PUBLISHING	200.00	0.00	0.00	677.60	(477.60)	338.80
204.6314.43600	PROP & LIAB INSURANCE	2,700.00	0.00	225.00	2,475.00	225.00	91.67
204.6314.44000	REPAIR & MAINT. SERVICES	500.00	0.00	0.00	100.18	399.82	20.04
204.6314.44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	800.00	0.00	0.00	800.00	0.00	100.00
204.6314.44040	INFORMATION SYS:INTERNAL SVC	8,700.00	0.00	725.00	7,975.00	725.00	91.67
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	200.00	0.00	0.00	199.00	1.00	99.50
204.6314.44380	COMMISSION & BOARDS	900.00	0.00	0.00	455.00	445.00	50.56
OTHER SERVICES & CHARGES		20,800.00	297.41	975.30	26,188.01	(5,685.42)	127.33
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	196,700.00	0.00	16,093.91	174,593.21	22,106.79	88.76
204.6314.41210	P.E.R.A. CONTRIBUTION	14,700.00	0.00	1,207.04	13,321.35	1,378.65	90.62
204.6314.41220	F.I.C.A. CONTRIBUTION	15,100.00	0.00	1,362.56	14,768.09	331.91	97.80
204.6314.41300	INSURANCE	23,200.00	0.00	2,040.69	21,516.07	1,683.93	92.74
204.6314.41510	WORKERS COMP INSURANCE PREM	1,500.00	0.00	135.53	1,499.45	0.55	99.96
PERSONNEL SERVICES		251,200.00	0.00	20,839.73	225,698.17	25,501.83	89.85
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	200.00	0.00	0.00	74.17	125.83	37.09
204.6314.42010	MINOR EQUIPMENT	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.42011	END USER DEVICES	1,900.00	0.00	0.00	0.00	1,900.00	0.00
204.6314.42171	GENERAL SUPPLIES	200.00	0.00	0.00	14.44	185.56	7.22
204.6314.42175	FOOD SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
SUPPLIES		3,000.00	0.00	0.00	88.61	2,911.39	2.95
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	22,100.00	0.00	1,841.67	20,258.37	1,841.63	91.67
CONTINGENCIES & TRANSFERS		22,100.00	0.00	1,841.67	20,258.37	1,841.63	

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 11/30/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/23	YTD BALANCE 11/30/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		297,100.00	297.41	23,656.70	272,233.16	24,569.43	91.73
TOTAL EXPENDITURES		297,100.00	297.41	23,656.70	272,233.16	24,569.43	91.73
Fund 204 - EDA ADMINISTRATION:							
TOTAL REVENUES		297,100.00	0.00	0.00	153,654.67	143,445.33	51.72
TOTAL EXPENDITURES		297,100.00	297.41	23,656.70	272,233.16	24,569.43	91.73
NET OF REVENUES & EXPENDITURES		0.00	(297.41)	(23,656.70)	(118,578.49)	118,875.90	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 11/30/2023

Item 2.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/23	YTD BALANCE 11/30/2023	UNENCUMBERED BALANCE	% BDGT USED
Fund 228 - DOWNTOWN PARKING							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TRANSFERS & NON-REV RECEIPTS							
228.0000.39247	TRANSFER IN-SPECIAL PROJ REV	56,700.00	0.00	4,725.00	51,975.00	4,725.00	91.67
	TRANSFERS & NON-REV RECEIPTS	56,700.00	0.00	4,725.00	51,975.00	4,725.00	91.67
Total Dept 0000 - NON-DEPARTMENTAL		56,700.00	0.00	4,725.00	51,975.00	4,725.00	91.67
TOTAL REVENUES		56,700.00	0.00	4,725.00	51,975.00	4,725.00	91.67
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
228.6317.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	206.25	3,522.25	(3,522.25)	100.00
228.6317.43600	PROP & LIAB INSURANCE	3,200.00	0.00	266.67	2,933.37	266.63	91.67
228.6317.43800	UTILITY SERVICES	2,000.00	0.00	0.00	1,652.35	347.65	82.62
228.6317.43810	ELECTRIC	13,000.00	0.00	837.12	8,328.43	4,671.57	64.06
228.6317.44000	REPAIR & MAINT. SERVICES	35,000.00	614.30	0.00	4,557.00	29,828.70	14.78
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	2,000.00	0.00	0.00	1,599.72	400.28	79.99
	OTHER SERVICES & CHARGES	55,200.00	614.30	1,310.04	22,593.12	31,992.58	42.04
PERSONNEL SERVICES							
228.6317.41070	INTERDEPARTMENTAL LABOR SERV	1,500.00	0.00	0.00	0.00	1,500.00	0.00
	PERSONNEL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0.00
SUPPLIES							
228.6317.42012	OTHER TECHNOLOGY EQUIPMENT	0.00	0.00	0.00	405.00	(405.00)	100.00
	SUPPLIES	0.00	0.00	0.00	405.00	(405.00)	100.00
Total Dept 6317 - DOWNTOWN PARKING		56,700.00	614.30	1,310.04	22,998.12	33,087.58	41.64
TOTAL EXPENDITURES		56,700.00	614.30	1,310.04	22,998.12	33,087.58	41.64
Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		56,700.00	0.00	4,725.00	51,975.00	4,725.00	91.67
TOTAL EXPENDITURES		56,700.00	614.30	1,310.04	22,998.12	33,087.58	41.64
NET OF REVENUES & EXPENDITURES		0.00	(614.30)	3,414.96	28,976.88	(28,362.58)	100.00

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Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	194,000.00	0.00	0.00	444,189.80	(250,189.80)	228.96
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	4,583.94	(4,583.94)	100.00
TAXES		194,000.00	0.00	0.00	448,773.74	(254,773.74)	231.33
MISCELLANEOUS							
372.0000.36210	INTEREST ON INVESTMENTS	3,000.00	0.00	0.00	0.00	3,000.00	0.00
MISCELLANEOUS		3,000.00	0.00	0.00	0.00	3,000.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL							
		197,000.00	0.00	0.00	448,773.74	(251,773.74)	227.80
TOTAL REVENUES							
		197,000.00	0.00	0.00	448,773.74	(251,773.74)	227.80
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	8,102.06	(8,102.06)	100.00
372.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	397,458.12	(397,458.12)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	405,560.18	(405,560.18)	100.00
CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	135,000.00	0.00	0.00	135,000.00	0.00	100.00
372.7000.46110	INTEREST	54,200.00	0.00	0.00	54,156.25	43.75	99.92
372.7000.46200	FISCAL AGENT CHARGES	1,000.00	444.00	0.00	1,031.00	(475.00)	147.50
CAPITAL OUTLAY		190,200.00	444.00	0.00	190,187.25	(431.25)	100.23
Total Dept 7000 - BONDS							
		190,200.00	444.00	0.00	595,747.43	(405,991.43)	313.46
TOTAL EXPENDITURES							
		190,200.00	444.00	0.00	595,747.43	(405,991.43)	313.46
Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		197,000.00	0.00	0.00	448,773.74	(251,773.74)	227.80
TOTAL EXPENDITURES		190,200.00	444.00	0.00	595,747.43	(405,991.43)	313.46
NET OF REVENUES & EXPENDITURES		6,800.00	(444.00)	0.00	(146,973.69)	154,217.69	2,167.91

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Fund 375 - TIF Z6: 47TH & GRAND							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
375.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
	TAXES	0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
TOTAL REVENUES		0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
375.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,917.67	(1,917.67)	100.00
375.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	76,062.12	(76,062.12)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	77,979.79	(77,979.79)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	77,979.79	(77,979.79)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	77,979.79	(77,979.79)	100.00
Fund 375 - TIF Z6: 47TH & GRAND:							
TOTAL REVENUES		0.00	0.00	0.00	84,513.47	(84,513.47)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	77,979.79	(77,979.79)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	6,533.68	(6,533.68)	100.00

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Fund 376 - TIF DISTRICTS A3/C7/C8							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
MISCELLANEOUS							
376.0000.36216	LOAN INTEREST	0.00	0.00	0.00	479.26	(479.26)	100.00
MISCELLANEOUS		0.00	0.00	0.00	479.26	(479.26)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	479.26	(479.26)	100.00
TOTAL REVENUES		0.00	0.00	0.00	479.26	(479.26)	100.00
Fund 376 - TIF DISTRICTS A3/C7/C8:							
TOTAL REVENUES		0.00	0.00	0.00	479.26	(479.26)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	479.26	(479.26)	100.00

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Fund 389 - TIF R8 CRESTV/TRANSITION BLK							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
389.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
	TAXES	0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
TOTAL REVENUES		0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
389.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
	OTHER SERVICES & CHARGES	0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
Fund 389 - TIF R8 CRESTV/TRANSITION BLK:							
TOTAL REVENUES		0.00	0.00	0.00	(137,503.84)	137,503.84	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,517.10	(2,517.10)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(140,020.94)	140,020.94	100.00

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Fund 391 - SCATTERED SITE TIF W3/W4							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
391.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
TAXES		0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
TOTAL REVENUES		0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
391.7000.43050	EXPERT & PROFESSIONAL SERV.	50,000.00	0.00	0.00	5,498.79	44,501.21	11.00
OTHER SERVICES & CHARGES		50,000.00	0.00	0.00	5,498.79	44,501.21	11.00
CAPITAL OUTLAY							
391.7000.45110	LAND	120,000.00	0.00	0.00	122,289.95	(2,289.95)	101.91
391.7000.46110	INTEREST	0.00	0.00	0.00	479.26	(479.26)	100.00
CAPITAL OUTLAY		120,000.00	0.00	0.00	122,769.21	(2,769.21)	102.31
Total Dept 7000 - BONDS		170,000.00	0.00	0.00	128,268.00	41,732.00	75.45
TOTAL EXPENDITURES		170,000.00	0.00	0.00	128,268.00	41,732.00	75.45
Fund 391 - SCATTERED SITE TIF W3/W4:							
TOTAL REVENUES		0.00	0.00	0.00	25,501.83	(25,501.83)	100.00
TOTAL EXPENDITURES		170,000.00	0.00	0.00	128,268.00	41,732.00	75.45
NET OF REVENUES & EXPENDITURES		(170,000.00)	0.00	0.00	(102,766.17)	(67,233.83)	60.45

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Fund 392 - TIF BB2 ALATUS 40TH AV							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
392.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
TAXES		0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
TOTAL REVENUES		0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
392.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	2,865.98	(2,865.98)	100.00
392.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	110,988.51	(110,988.51)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	113,854.49	(113,854.49)	100.00
CAPITAL OUTLAY							
392.7000.46200	FISCAL AGENT CHARGES	0.00	176.00	0.00	1,174.00	(1,350.00)	100.00
CAPITAL OUTLAY		0.00	176.00	0.00	1,174.00	(1,350.00)	100.00
Total Dept 7000 - BONDS		0.00	176.00	0.00	115,028.49	(115,204.49)	100.00
TOTAL EXPENDITURES		0.00	176.00	0.00	115,028.49	(115,204.49)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	0.00	116,830.01	(116,830.01)	100.00
TOTAL EXPENDITURES		0.00	176.00	0.00	115,028.49	(115,204.49)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(176.00)	0.00	1,801.52	(1,625.52)	100.00

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Fund 393 - BB6 IF ALATUS 4300 CENTRAL							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
393.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	5,600.00	750.00	14,152.19	(19,752.19)	100.00
OTHER SERVICES & CHARGES		0.00	5,600.00	750.00	14,152.19	(19,752.19)	100.00
CAPITAL OUTLAY							
393.7000.46110	INTEREST	26,700.00	0.00	0.00	26,707.50	(7.50)	100.03
393.7000.46200	FISCAL AGENT CHARGES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL OUTLAY		27,700.00	0.00	0.00	26,707.50	992.50	96.42
Total Dept 7000 - BONDS		27,700.00	5,600.00	750.00	40,859.69	(18,759.69)	167.72
TOTAL EXPENDITURES		27,700.00	5,600.00	750.00	40,859.69	(18,759.69)	167.72
Fund 393 - BB6 IF ALATUS 4300 CENTRAL:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		27,700.00	5,600.00	750.00	40,859.69	(18,759.69)	167.72
NET OF REVENUES & EXPENDITURES		(27,700.00)	(5,600.00)	(750.00)	(40,859.69)	18,759.69	167.72

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Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
408.0000.31012	HRA CURRENT AD VALOREM	235,000.00	0.00	0.00	117,111.48	117,888.52	49.83
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	0.00	40,600.14	34,399.86	54.13
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	2,797.24	(2,797.24)	100.00
TAXES		310,000.00	0.00	0.00	160,508.86	149,491.14	51.78
Total Dept 0000 - NON-DEPARTMENTAL		310,000.00	0.00	0.00	160,508.86	149,491.14	51.78
TOTAL REVENUES		310,000.00	0.00	0.00	160,508.86	149,491.14	51.78
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	50,000.00	225.00	0.00	1,300.00	48,475.00	3.05
OTHER SERVICES & CHARGES		50,000.00	225.00	0.00	1,300.00	48,475.00	3.05
CAPITAL OUTLAY							
408.6314.45110	LAND	91,976.00	0.00	0.00	786,708.86	(694,732.86)	855.34
CAPITAL OUTLAY		91,976.00	0.00	0.00	786,708.86	(694,732.86)	855.34
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		141,976.00	225.00	0.00	788,008.86	(646,257.86)	555.19
Dept 6411 - FACADE IMPROVEMENT GRANT							
OTHER SERVICES & CHARGES							
408.6411.44600	LOANS & GRANTS	50,000.00	0.00	4,265.00	12,513.00	37,487.00	25.03
OTHER SERVICES & CHARGES		50,000.00	0.00	4,265.00	12,513.00	37,487.00	25.03
SUPPLIES							
408.6411.42010	MINOR EQUIPMENT	0.00	0.00	0.00	30,513.62	(30,513.62)	100.00
SUPPLIES		0.00	0.00	0.00	30,513.62	(30,513.62)	100.00
Total Dept 6411 - FACADE IMPROVEMENT GRANT		50,000.00	0.00	4,265.00	43,026.62	6,973.38	86.05
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	749.02	29,924.25	(29,924.25)	100.00
408.6414.44390	TAXES & LICENSES	0.00	0.00	1,691.52	4,723.20	(4,723.20)	100.00
408.6414.44600	LOANS & GRANTS	0.00	0.00	0.00	35,000.00	(35,000.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	2,440.54	69,647.45	(69,647.45)	100.00
SUPPLIES							
408.6414.42010	MINOR EQUIPMENT	0.00	0.00	0.00	25.67	(25.67)	1
SUPPLIES		0.00	0.00	0.00	25.67	(25.67)	1

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Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Expenditures							
CAPITAL OUTLAY							
408.6414.45110	LAND	200,000.00	0.00	0.00	219,071.91	(19,071.91)	109.54
CAPITAL OUTLAY		200,000.00	0.00	0.00	219,071.91	(19,071.91)	109.54
Total Dept 6414 - COMMERCIAL REVITALIZATION		200,000.00	0.00	2,440.54	288,745.03	(88,745.03)	144.37
Dept 6418 - FIRE SUPPRESSION GRANT							
OTHER SERVICES & CHARGES							
408.6418.44600	LOANS & GRANTS	60,000.00	0.00	0.00	0.00	60,000.00	0.00
OTHER SERVICES & CHARGES		60,000.00	0.00	0.00	0.00	60,000.00	0.00
Total Dept 6418 - FIRE SUPPRESSION GRANT		60,000.00	0.00	0.00	0.00	60,000.00	0.00
Dept 9999 - CONSTRUCTION							
OTHER SERVICES & CHARGES							
408.9999.43050.2014	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	15,865.00	(15,865.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	15,865.00	(15,865.00)	100.00
Total Dept 9999 - CONSTRUCTION		0.00	0.00	0.00	15,865.00	(15,865.00)	100.00
TOTAL EXPENDITURES		451,976.00	225.00	6,705.54	1,135,645.51	(683,894.51)	251.31
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	0.00	160,508.86	149,491.14	51.78
TOTAL EXPENDITURES		451,976.00	225.00	6,705.54	1,135,645.51	(683,894.51)	251.31
NET OF REVENUES & EXPENDITURES		(141,976.00)	(225.00)	(6,705.54)	(975,136.65)	833,385.65	686.99

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Fund 420 - CAP IMPROVEMENT-DEVELOPMENT							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
INTERGOVERNMENTAL							
420.0000.33641	OTHER LOCAL GOVT GRANT	0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
INTERGOVERNMENTAL		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
420.6317.44000.1915	REPAIR & MAINT. SERVICES	0.00	0.00	0.00	78,624.50	(78,624.50)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	78,624.50	(78,624.50)	100.00
SUPPLIES							
420.6317.42012.1915	OTHER TECHNOLOGY EQUIPMENT	0.00	0.00	0.00	4,129.57	(4,129.57)	100.00
SUPPLIES		0.00	0.00	0.00	4,129.57	(4,129.57)	100.00
Total Dept 6317 - DOWNTOWN PARKING		0.00	0.00	0.00	82,754.07	(82,754.07)	100.00
Dept 6405 - 42ND & CENTRAL REDEVELOPMENT							
OTHER SERVICES & CHARGES							
420.6405.44600	LOANS & GRANTS	0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
Total Dept 6405 - 42ND & CENTRAL REDEVELOPMENT		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	902,754.07	(902,754.07)	100.00
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT:							
TOTAL REVENUES		0.00	0.00	0.00	820,000.00	(820,000.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	902,754.07	(902,754.07)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(82,754.07)	82,754.07	100.00
TOTAL REVENUES - ALL FUNDS		860,800.00	0.00	4,725.00	1,725,979.00	(865,179.00)	200.51
TOTAL EXPENDITURES - ALL FUNDS		1,193,676.00	7,356.71	32,422.28	3,295,277.36	(2,108,958.07)	276.68
NET OF REVENUES & EXPENDITURES		(332,876.00)	(7,356.71)	(27,697.28)	(1,569,298.36)	1,243,779.07	4

**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2023 AND THE PAYMENT OF THE BILLS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2023.**

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

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

**WHEREAS**, the financial statements for the months of October and November 2023 have been reviewed by the EDA Commission; and

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

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

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

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

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

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

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 2<sup>nd</sup> day of January 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Secretary



AGENDA SECTION	ELECTION OF OFFICERS
MEETING DATE	1/2/2024

<b>ITEM:</b>	Election of Economic Development Authority Officers	
<b>DEPARTMENT:</b>	Community Development	<b>BY/DATE:</b> Mitchell Forney, 12/18/23

**BACKGROUND:**

Pursuant to the bylaws of the Columbia Heights Economic Development Authority (the “EDA”), officers are required to be elected annually. The 2023 EDA officers that served are as follows:

- President – Marlaine Szurek
- Vice President – Rachel James
- Treasurer – KT Jacobs

In order for an EDA Commissioner to be considered for an officer position, an EDA Commissioner must be nominated by another commissioner, or by themselves. The bylaws require that the Executive Director or their designee conduct the following nomination process.

1. President
  - a. Please provide all nominations for President of the EDA.
  - b. Vote individually for each nominated member.
  - c. The member with the most votes is declared the President of the EDA by the Executive Director.
2. Vice President
  - a. Please provide all nominations for Vice President of the EDA.
  - b. Vote individually for each nominated member.
  - c. The member with the most votes is declared the Vice President of the EDA by the Executive Director.
3. Treasurer
  - a. Please provide all nominations for Treasurer of the EDA.
  - b. Vote individually for each nominated member.
  - c. The member with the most votes is declared the Treasurer of the EDA by the Executive Director.

Furthermore, it should be noted that the EDA bylaws require the City Manager (Kevin Hansen) to serve as the “Executive Director”, the Community Development Director (Aaron Chirpich) to serve as “Deputy Director” and the Finance Director (Joseph Kloiber) to serve as the “Assistant Treasurer”. The bylaws also specify that the position of “Secretary” be appointed by the EDA. Thus, it is recommended that the Community Development Coordinator, Mitchell Forney, serve as the Secretary until the department’s secretary position is filled. Staff recommends approval of the following motions:

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***Following ratification of the below motions, the newly elected President of the EDA will now preside over the remainder of the meeting.***

<b>RECOMMENDED MOTION(S):</b>
MOTION: Move to elect _____ as President of the Economic Development Authority.
MOTION: Move to elect _____ as Vice President of the Economic Development Authority.
MOTION: Move to elect _____ as Treasurer of the Economic Development Authority.
MOTION: Move to appoint Mitchell Forney as the Secretary of the Economic Development Authority.



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	1/2/2024

<b>ITEM:</b>	Designating the Official Depositories of the Economic Development Authority	
<b>DEPARTMENT:</b>	Community Development	<b>BY/DATE:</b> Mitchell Forney, 12/18/2023

**BACKGROUND:**

The EDA is required to designate by resolution the depositories used for its funds and investments. The attached resolution follows the general format of resolutions passed in previous years by the EDA and City. Most general banking transactions of the EDA and City are conducted through Northeast Bank. Accounts are also maintained at U.S. Bank for certain specialized services such as payroll and debt service payments.

The only material difference between this proposed resolution and the resolution adopted annually by the City Council is that the EDA resolution allows for the EDA’s funds to be held in accounts under the name of the City. This has always been the EDA’s practice. Since the creation of the EDA in 1996, it has never had a separate checking account under its own name. All EDA expenditures since its inception have been made using checks drawn in the City’s name on behalf of the EDA. Staff recommends maintaining these two banking relationships, as they meet the EDA’s current needs, and provide capacity for addressing the EDA’s evolving needs for electronic banking services.

There is one difference between this year’s depositories and those of 2023. Wells Fargo is no longer used by the EDA for its payroll processing or any other transactions and has been removed from the depository’s resolution.

<b>RECOMMENDED MOTION(S):</b>
<p><b>MOTION:</b> Move to waive the reading of Resolution 2024-02, there being ample copies available to the public.</p> <p><b>MOTION:</b> Move to adopt Resolution 2024-02, a resolution of the Columbia Heights Economic Development Authority designating official depositories.</p>

**ATTACHMENT(S):**

- 1. Resolution 2024-02

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY  
DESIGNATING OFFICIAL DEPOSITORIES**

Now, therefore, in accordance with the bylaws and regulations of the Columbia Heights Economic Development Authority (the Authority), the Board of Commissioners of the Authority makes the following:

**ORDER OF BOARD**

**IT IS HEREBY RESOLVED**, that Northeast Bank, and U.S. Bank, are hereby designated as depositories for the Authority's funds.

**IT IS FURTHER RESOLVED**, that the funds of the Authority can be held in accounts at these depositories under the name and federal identification number of the City of Columbia Heights, Minnesota (the City), together with the funds of the City, provided that separate fund accounting records are maintained for the respective Authority and City shares of such accounts in a manner consistent with generally accepted accounting and auditing standards.

**IT IS FURTHER RESOLVED**, that the responsibility for countersigning orders and checks drawn against funds of the Authority, assigned in the Authority's bylaws to the Authority President, is hereby delegated to the City Mayor.

**IT IS FURTHER RESOLVED**, that checks, drafts, or other withdrawal orders issued against the funds of the Authority on deposit with these depositories under the City's name shall be signed by the following:

- City Mayor
- City Manager
- City Finance Director

and that said banks are hereby fully authorized to pay and charge said accounts for any such checks, drafts, or other withdrawal orders issued by the City on behalf of the Authority.

**IT IS FURTHER RESOLVED**, that Northeast Bank, and U.S. Bank, are hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in the City's name on behalf of the Authority, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signatures of the following:

- City Mayor
- City Manager
- City Finance Director

and that Northeast Bank, and U.S. Bank, shall be entitled to honor and to charge the Authority, or the City on behalf of the Authority, for all such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with the Banks by the City Finance Director or other officer of the Authority or City.

**IT IS FURTHER RESOLVED**, that the City Finance Director or their designee shall be authorized to make electronic funds transfers in lieu of issuing paper checks, subject to the controls required by Minnesota Statutes and by the City of Columbia Heights’ financial policies.

**IT IS FURTHER RESOLVED**, that all transactions, if any, relating to deposits, withdrawals, re-discounts and borrowings by or on behalf of the Authority with said depositories, made directly by the Authority or by the City on the behalf of the Authority, prior to the adoption of this resolution be, and the same hereby are, in all things ratified, approved and confirmed.

**IT IS FURTHER RESOLVED**, that any bank designated above as a depository, may be used as a custodian (a.k.a. depository) for investment purposes, so long as the investments comply with authorized investments as set forth in Minnesota Statutes.

**IT IS FURTHER RESOLVED**, that Bank of New York Mellon DBA Pershing Advisor Solutions LLC may be used as a custodian (a.k.a. depository) for investment purposes so long as the investments comply with the authorized investments as set forth in Minnesota Statutes.

**IT IS FURTHER RESOLVED**, that the funds of the Authority can be held in accounts at such investment custodians under the name and federal identification number of the City, together with the funds of the City, provided that separate fund accounting records are maintained for the respective Authority and City shares of such accounts in a manner consistent with generally accepted accounting and auditing standards.

**BE IT FURTHER RESOLVED**, that any and all resolutions heretofore adopted by the Board of Commissioners of the Authority with regard to depositories or brokerage firms are superseded by this resolution.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 2<sup>nd</sup> day of January, 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	01/02/2023

ITEM:	Asbestos and Personal Item Abatement for EDA Owned Properties Located at 941 44 <sup>th</sup> Ave, 3853 Central Ave NE, and 3851 Central Ave NE.	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 12/29/23

**BACKGROUND:**

This memo is regarding approving bids for the removal of hazardous material and household items from 941 44th Ave, 3853 Central Ave NE, and 3851 Central Ave NE. Earlier this year, the EDA purchased the properties intending to demolish them and prepare the sites for redevelopment. It is the intent of the fire department to utilize 3853 Central in a training burn scenario. Due to this the abatement of household items and hazardous materials are being bid separate from the demolition. The scope of work submitted in the bid request included the removal of asbestos-containing materials, appliances, and accessories containing hazardous materials, alongside the removal of the limited remaining household items. In response to the request for bids, the EDA received one quote. The quote was submitted by Dennis Environmental Operations who also recently completed the abatement of 243 5<sup>th</sup> St and 841 49<sup>th</sup> St. The Dennis Environmental bid came in at \$16,150.00 which pencils out to \$5,383 per property. Looking at previous projects, this is well within the expected range per property. Dennis Environmental Operations shall furnish the services and necessary equipment to complete all work specified in the scope of work. All work will be performed in accordance with OSHA regulations, Minnesota Department of Health Asbestos Abatement Rules, and other applicable Federal and State regulations. Dennis Environmental Operations shall insure proper clean up, transport, and disposal of hazardous and asbestos-containing materials and household items.

Bid Spreadsheet:

Dennis Environmental Operations	\$16,150.00
---------------------------------	-------------

**RECOMMENDED MOTION(S):**

**MOTION:** Move to accept the bid of \$16,150.00 by Dennis Environmental Operations, for the removal of all hazardous materials and household items located at 941 44th Ave, 3853 Central Ave NE, and 3851 Central Ave NE; and furthermore, to authorize the President and Executive Director to enter into an agreement for the same.

**ATTACHMENT(S):**

- 1. Dennis Environmental Bid
- 3. Contract



BID FORM

**Property Owner:** City of Columbia Heights EDA

**Property Address:** 941 44<sup>th</sup> Ave, P.I.D. 36-30-24-22-0050, 3851 Central Ave NE, P.I.D. 36-30-24-33-0011, & 3853 Central Ave NE, P.I.D. 36-30-24-33-0159.

For a price of \$ 16,150.00, the contractor named below proposes to fully complete the work in accordance with the attached specifications for the removal of all hazardous material covered in the attached report along with all appliances and remaining trash from all three properties, the houses, and their respective detached garages at 941 44<sup>th</sup> Ave, 3851 Central Ave NE, and 3853 Central Ave NE.

**Name of Contractor:** Dennis Environmental Operations

**License Number:** AC597

**Address:** 551 Topping Street, St. Paul, MN 55103

**Telephone:** (651) 488-4835      **E-mail Address:** info@dennisenvironmental.com

**Contractor Signature:** *Dennis Environmental Operations*

**Date:** 12/27/2023

**Title:** President

**EDA IN AND FOR THE CITY OF COLUMBIA HEIGHTS CONTRACT FOR  
REMOVAL OF ASBESTOS, MISCELLANEOUS DEBRIS, HOUSEHOLD ITEMS, AND  
OTHER HAZARDOUS MATERIALS FROM 941 44<sup>TH</sup> AVE, 3851 CENTRAL AVE, AND  
3853 CENTRAL AVE, COLUMBIA HEIGHTS**

For valuable consideration as set forth below, this Contract dated the \_\_ day of \_\_\_\_\_, \_\_\_\_\_, is made and entered into between the Economic Development Authority in and for the City of Columbia Heights, a public body corporate and political created pursuant to the laws of the State of Minnesota ("EDA") and Dennis Environmental Operations, a Minnesota Limited Liability Company ("Contractor").

**1. CONTRACT DOCUMENTS**

Contractor hereby promises and agrees to perform and comply with all the provisions of this Contract and the Proposal dated December 27, 2023, prepared by Contractor attached hereto as **Exhibit A** for the removal of asbestos-containing materials, trash, personal items, and removal of other hazardous materials in preparation for demolition of the residential properties located at 941 44th Ave, 3851 Central Ave, and 3853 Central Ave, Columbia Heights, Minnesota ("Properties"). The survey prepared by Angstrom Analytical, Inc. dated October 18-19, 2023 ("Survey") identifies certain hazardous materials that shall be removed by Contractor from the Property and is attached hereto as **Exhibit B**. The Contract, Bid request, Proposal and Survey shall comprise the total agreement of the parties hereto. No oral order, objection, or claim by any party to the other shall affect or modify any of the terms or obligations contained in this Contract.

**2. THE WORK**

The work to be performed by Contractor under this Contract (hereinafter the "Work"), is defined in the Proposal as removal of asbestos-containing materials, trash, personal items, and removal of hazardous and solid waste materials identified on the Survey and in the bid request, in preparation for demolition of the residence located on the Property. As part of the Work, Contractor agrees to remove all excess material from the Property.

**3. CONTRACT PRICE**

The EDA agrees to pay Contractor the sum of \$16,150.00 in exchange for Contractor furnishing labor and materials for the Work at the Property, payable within 30 days of Contractor's completion of the Work.

**Contractor may start work on this project upon its execution of this Contract.**

**4. COMPLETION DATE/LIQUIDATED DAMAGES**

Contractor shall complete all Work on or before February 28<sup>th</sup>, 2024. ("Completion Date"). Due to the difficulty in ascertaining and establishing the actual damages which the EDA would

sustain, liquidated damages are specified as follows for failure of Contractor to complete his performance under this Contract by the Completion Date: for every calendar day that the Contract shall remain uncompleted beyond the Completion Date of February 28<sup>th</sup>, 2024, Contractor shall pay the EDA \$50.00 per day as liquidated damages.

5. **INSURANCE**

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

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

This certificate must provide for the above coverages to be in effect from the date of the Contract until 30 days after the Completion Date, and must provide the insurance coverage will not be canceled by the insurance company without 30 day's written notice to the EDA of intent to cancel. The certificate must further provide that Contractor's insurance coverage is primary coverage notwithstanding any insurance coverage carried by the City or EDA that may apply to injury or damage relating to the maintenance or repair of the City streets or rights-of-way by either the City, EDA or any employee, agent, independent contractor or any other person or entity retained by the City or EDA to perform the services described herein. All insurance is subject to the review and approval of the Columbia Heights City Attorney.

6. **LAWS, REGULATIONS AND SAFETY**

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

7. **INDEMNIFICATION**

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

by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

8. **ASSIGNMENT**

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

9. **NOTICE**

The address and telephone number of Contractor for purposes of giving notices and any other purpose under this Contract shall be 551 Topping St, St. Paul, MN 55103, 651-488-4835.

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

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

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

By: \_\_\_\_\_  
Kavin Hansen  
Its: Executive Director

**Dennis Environmental Operations**

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



# EXHIBIT A

**Property Owner:** City of Columbia Heights EDA

**Property Address:** 941 44<sup>th</sup> Ave, P.I.D. 36-30-24-22-0050, 3851 Central Ave NE, P.I.D. 36-30-24-33-0011, & 3853 Central Ave NE, P.I.D. 36-30-24-33-0159.

For a price of \$ 16,150.00, the contractor named below proposes to fully complete the work in accordance with the attached specifications for the removal of all hazardous material covered in the attached report along with all appliances and remaining trash from all three properties, the houses, and their respective detached garages at 941 44<sup>th</sup> Ave, 3851 Central Ave NE, and 3853 Central Ave NE.

**Name of Contractor:** Dennis Environmental Operations

**License Number:** AC597

**Address:** 551 Topping Street, St. Paul, MN 55103

**Telephone:** (651) 488-4835      **E-mail Address:** info@dennisenvironmental.com

**Contractor Signature:** 

**Date:** 12/27/2023

**Title:** President



## EXHIBIT B

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

**Subject:** Request for quotes for asbestos abatement and the removal of junk, and hazardous materials at three properties addressed: 941 44<sup>th</sup> Ave, 3851 Central Avenue, and 3853 Central Avenue.

**Overview:**

The City of Columbia Heights EDA is the owner of the properties addressed 941 44<sup>th</sup> Ave (P.I.D. 36-30-24-22-0050), 3851 Central Avenue NE (P.I.D. 36-30-24-33-0011), and 3853 Central Avenue NE (P.I.D. 36-30-24-33-0159). The City of Columbia Heights is seeking proposals from contractors that have the capabilities or have the ability to subcontract and manage all aspects of the requested process. The overall scope of services is to remove all hazardous material covered in the attached reports along with the remaining appliances and trash. Pictures are attached but keys can be obtained from the Community Development Department for in person inspection. 941 49<sup>th</sup> was a hoarder situation prior to the purchase by the City. The City worked with a clean out contractor to remove all personal items and trash from the site. Items removed from the site are annotated on the attached report. 3851 and 3853 Central are completely empty except for the hazardous materials outlined in the report and a few appliances left behind (identified in pictures). If you are interested in submitting a quote for this project, please fill out and return the attached bid sheet. Please call Mitchell Forney in the Community Development Department with any questions and for access to the property, 763-706-3674.

Proposals must be completed on the enclosed bid form and submitted by **1:00p.m. on December 28<sup>th</sup>, 2023.** Proposals may be submitted by U.S. Mail, e-mail or in person; please note the enclosed bid form must be used. City staff will review the submitted proposals and forward them to the EDA. City staff expect the EDA to select a contractor on or possibly before their **January 1<sup>st</sup> meeting.** The timeline for the completion of all work is February 28<sup>th</sup>.

Submit proposals to the following:

Attn: Mitchell Forney  
City of Columbia Heights Community Development Department  
590 40th Ave, NE  
Columbia Heights, MN 55421  
[mforney@columbiaheightsmn.com](mailto:mforney@columbiaheightsmn.com)

Attachments:

1. Angstrom Analytical Reports
2. Pictures



**Property Owner:** City of Columbia Heights EDA

**Property Address:** 941 44<sup>th</sup> Ave, P.I.D. 36-30-24-22-0050, 3851 Central Ave NE, P.I.D. 36-30-24-33-0011, & 3853 Central Ave NE, P.I.D. 36-30-24-33-0159.

For a price of \$\_\_\_\_\_, the contractor named below proposes to fully complete the work in accordance with the attached specifications for the removal of all hazardous material covered in the attached report along with all appliances and remaining trash from all three properties, the houses, and their respective detached garages at 941 44<sup>th</sup> Ave, 3851 Central Ave NE, and 3853 Central Ave NE.

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

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

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

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

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

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

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



5001 Cedar Lake Rd.  
St. Louis Park, MN 55416  
952-252-0405 office  
952-252-0407 fax

Mitchell Forney  
City of Columbia Heights  
590-40th Ave NE  
Columbia Heights

October 18, 2023

941 44th Ave NE  
Columbia Heights

Dear Mitchell:

Kevin Hagen, AI2562, a representative of Angstrom Analytical, Inc., visited the above referenced property on October 9, 2023 for the purpose of conducting an asbestos demolition inspection. We are prepared to state that of the materials sampled, none were asbestos containing building materials contained in or on the fabric of the structure or on the property.

No samples other than from the fabric of the building that is planned for demolition were taken or analyzed and this report only relates only to 941 44th Ave NE. Thirty-six samples of suspect building materials were collected and analyzed in our laboratory by Polarized Light Microscopy. Please see attached notes.

During the course of the survey the following hazardous materials were noted:

Appliances

- 1 furnace
- 1 washer/dryer
- 1 water heater
- 1 stove
- 3 fridge
- 1 microwave

Misc. Materials

- 1 thermostat
- 40-80 cubic yards of household material
- 5 TV's
- 1 Central AC Unit

Highlighted Items were removed by hoarder clean up contractor. Very little trash remains. Appliances pictured.

All friable and category II non-friable materials need to be removed, per applicable regulations, prior to and demolition efforts. Category I non-friable materials are allowed to be left in place for the demolition. However, the landfill must be made aware that the demolition debris will contain (minimal amounts of) category I non-friable asbestos containing material and is subject to the MPCA's rules and regulations pertinent to the demolition efforts (notifications, etc.). **This survey should not be interpreted as a bidding document or as an asbestos project design. It is incumbent upon the contractor to verify quantities.** Quantification of materials identified in this inspection report are approximations and based on observed quantities. Additional amounts of material may be present under floor, above ceilings and inside wall cavities and not fully quantified. For example, thermal system insulation indentified in a basement may also exist inside wall cavities.

If you have any questions, please call us at the number above.

Sincerely,

A handwritten signature in black ink, appearing to be 'KH', with a long horizontal stroke extending to the right.

Kevin Hagen  
Angstrom Analytical, Inc.



5001 Cedar Lake Rd.  
 St. Louis Park, MN 55416  
 952-252-0405 office  
 952-252-0407 fax

### Analysis of Bulk Samples for Asbestos Using Polarized Light Microscopy (PLM)

Mitchell Forney  
 City of Columbia Heights  
 590-40th Ave NE  
 Columbia Heights

Re: 941 44th Ave NE

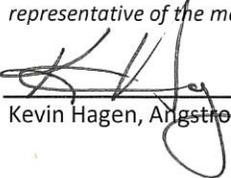
Number of Samples: 36

#### **Methods and Definitions**

The submitted samples were analyzed using the EPA Interim Method #600/M4-82-020 (polarized light microscopy with dispersion staining). The method defines an asbestos containing material as one that contains greater than 1% asbestos by weight and asbestos is defined as the fibrous forms of serpentine and certain amphiboles. While the fibrous and non-fibrous forms of minerals are discernible microscopically in hand specimens, the distinction between them is not clear on a microscopic level, especially after processing or manufacturing. Fibrous amphiboles are generally those whose mean aspect ratios (length over width) under the microscope are approximately >10; non-fibrous amphiboles are generally those whose mean aspect ratios are approximately <6. During analysis, morphology and an estimate of mean aspect ratio are used to assign a given mineral fiber population to fibrous and non-fibrous categories. That non-fibrous amphiboles are not reported as asbestos is consistent with mineralogical definitions, but does not imply that non-fibrous amphiboles are not hazardous. Airborne concentrations of them may be regulated by OSHA under certain circumstances. The type of dispersion staining used is generally phase contrast, although central stop dispersion staining may also be used.

#### **Percentage Reporting**

The percentage of each fiber type present was determined using volume percents estimated from stereoscopic examination, projected area percents from mounted slide examination and percents from comparison to weight percent standards. Such estimations are suitable for most samples, but do have large error ranges. Errors are estimated to be 100 relative percent uncertainty for percentage estimates under 10% ranging down to as little as 10 relative percent uncertainty for percentage estimates greater than 50%. Friable samples which have been estimated by the above methods to contain less than 10% asbestos can be point-counted, according to the EPA Interim Methods, as required by NESHAPS. In low percentage samples, point counting may produce false negatives or positives, due to the small number of points counted. For samples consisting of more than one apparent type of material or layer, the percentage of each fiber type in each type of material or layer is determined and reported separately; an overall average for the sample of each fiber type is then calculated. The reported friability of a sample refers to that friability observed in the condition analyzed (broken, crushed, etc.), and is not to be substituted for an on-site assessment of friability. Each Angstrom Analytical lab report relates only to the sample tested and may not, due to the sampling process be representative of the material sampled.

  
 Kevin Hagen, Angstrom Analytical, Inc.

October 18, 2023



**Material Identification Table**

**5001 Cedar Lake Road** Project #: On-site  
**St. Louis Park, MN 55416** Date: October 18, 2023  
**952-252-0405**

**Client:** City of Columbia Heights Project: Residential N = no damage ND = none detected PD = potential damage  
**Address:** 590-40th Ave NE 941 44th Ave NE D = moderate damage NS = Not Sampled PSD = potential for  
 Columbia Heights Columbia Heights SD = significant damage NAC = not accessible significant damage  
**Phone:** 763-706-3670 Mitchell Forney EA = each NS-Not Suspect  
**Email:** [mforney@columbiaheightsmn.gov](mailto:mforney@columbiaheightsmn.gov) 763-706-3674 LF = linear feet NT-Not Tested

Sample #	Location	Material	Description	Asbestos / %	Quantity / Unit	Condition	Damage Potential	Rating
1-3	Kitchen	sink undercoating	black	ND	1/EA	N	PD	0
4-6	Kitchen	wall panel adhesive	brown	ND	60-70/SF	N	PD	0
7-9	Living room	linoleum	tan	ND	190-200/SF	N	PD	0
10-12	Living room	ceiling panels	brown fibrous	ND	190-200/SF	N	PD	0
13-15	Bedroom	ceiling texture	white granular	ND	110-120/SF	N	PD	0
16-18	Throughout	plaster skim coat	cementitious	ND	1800-1900/SF	N	PD	0
19-21	Throughout	plaster base coat	cementitious	ND	1800-1900/SF	N	PD	0
22-24	Hall bath	laminated flooring	wood like	ND	60-70/SF	N	PD	0
25-27	Bsmt. Bedroom	wall texture	white granular	ND	200-210/SF	N	PD	0
28-30	Attic	insulation	fluff w/vermiculite	TR<1%	650-700/SF	N	PD	0
31-33	Exterior	roofing	gray/black	ND	1100-1200/SF	N	PD	0
34-36	Exterior	window/door caulking	pliable	ND	100-150/LF	N	PD	0

CHR-Chrysotile	TREM-Tremolite	ACT-Actinolite	B-basement	BR-bedroom	H-hall	DR-dining rm	FR-family rm	C-corridor	CL-closet
AM-Amosite	CROC-Crocidolite	ANTH-Anthophyllite	K-kitchen	BA-bath	M-mech.	LR-living rm	G-garage	U-utility	ST-stairway

Item 5.



5001 Cedar Lake Rd.  
St. Louis Park, MN 55416  
952-252-0405 office  
952-252-0407 fax

Mitchell Forney  
City of Columbia Heights  
590-40th Ave NE  
Columbia Heights

October 19, 2023

3851 Central Ave., NE  
Columbia Heights

Dear Mitchell:

Kevin Hagen, AI2562, a representative of Angstrom Analytical, Inc., visited the above referenced property on October 9, 2023 for the purpose of conducting an asbestos demolition inspection. We are prepared to state that of the materials sampled, none were asbestos containing building materials contained in or on the fabric of the structure or on the property.

No samples other than from the fabric of the building that is planned for demolition were taken or analyzed and this report only relates only to 3851 Central Ave NE. Fifty-seven samples of suspect building materials were collected and analyzed in our laboratory by Polarized Light Microscopy. Please see attached notes.

During the course of the survey the following hazardous materials were noted:

Appliances

- 1 furnace
- 1 washer/dryer
- 1 water heater

Misc. Materials

- 3 thermostats

**Multiple Window AC Units (in Pictures)**

All friable and category II non-friable materials need to be removed, per applicable regulations, prior to and demolition efforts. Category I non-friable materials are allowed to be left in place for the demolition. However, the landfill must be made aware that the demolition debris will contain (minimal amounts of) category I non-friable asbestos containing material and is subject to the MPCA's rules and regulations pertinent to the demolition efforts (notifications, etc.). **This survey should not be interpreted as a bidding document or as an asbestos project design. It is incumbent upon the contractor to verify quantities.** Quantification of materials identified in this inspection report are approximations and based on observed quantities. Additional amounts of material may be present under floor, above ceilings and inside wall cavities and not fully quantified. For example, thermal system insulation indentified in a basement may also exist inside wall cavities.

If you have any questions, please call us at the number above.

Sincerely,

A handwritten signature in black ink, appearing to read 'KH', with a long horizontal flourish extending to the right.

Kevin Hagen  
Angstrom Analytical, Inc.



5001 Cedar Lake Rd.  
 St. Louis Park, MN 55416  
 952-252-0405 office  
 952-252-0407 fax

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### Analysis of Bulk Samples for Asbestos Using Polarized Light Microscopy (PLM)

Mitchell Forney  
 City of Columbia Heights  
 590-40th Ave NE  
 Columbia Heights

Re: 3851 Central Ave., NE

Number of Samples: 57

#### **Methods and Definitions**

The submitted samples were analyzed using the EPA Interim Method #600/M4-82-020 (polarized light microscopy with dispersion staining). The method defines an asbestos containing material as one that contains greater than 1% asbestos by weight and asbestos is defined as the fibrous forms of serpentine and certain amphiboles. While the fibrous and non-fibrous forms of minerals are discernible microscopically in hand specimens, the distinction between them is not clear on a microscopic level, especially after processing or manufacturing. Fibrous amphiboles are generally those whose mean aspect ratios (length over width) under the microscope are approximately >10; non-fibrous amphiboles are generally those whose mean aspect ratios are approximately <6. During analysis, morphology and an estimate of mean aspect ratio are used to assign a given mineral fiber population to fibrous and non-fibrous categories. That non-fibrous amphiboles are not reported as asbestos is consistent with mineralogical definitions, but does not imply that non-fibrous amphiboles are not hazardous. Airborne concentrations of them may be regulated by OSHA under certain circumstances. The type of dispersion staining used is generally phase contrast, although central stop dispersion staining may also be used.

#### **Percentage Reporting**

The percentage of each fiber type present was determined using volume percents estimated from stereoscopic examination, projected area percents from mounted slide examination and percents from comparison to weight percent standards. Such estimations are suitable for most samples, but do have large error ranges. Errors are estimated to be 100 relative percent uncertainty for percentage estimates under 10% ranging down to as little as 10 relative percent uncertainty for percentage estimates greater than 50%. Friable samples which have been estimated by the above methods to contain less than 10% asbestos can be point-counted, according to the EPA Interim Methods, as required by NESHAPS. In low percentage samples, point counting may produce false negatives or positives, due to the small number of points counted. For samples consisting of more than one apparent type of material or layer, the percentage of each fiber type in each type of material or layer is determined and reported separately; an overall average for the sample of each fiber type is then calculated. The reported friability of a sample refers to that friability observed in the condition analyzed (broken, crushed, etc.), and is not to be substituted for an on-site assessment of friability. Each Angstrom Analytical lab report relates only to the sample tested and may not, due to the sampling process be representative of the material sampled.

  
 Kevin Hagen, Angstrom Analytical, Inc.

October 19, 2023



**Material Identification Table**

**5001 Cedar Lake Road** Project #: On-site  
**St. Louis Park, MN 55416** Date: October 19, 2023  
**952-252-0405**

**Client:** City of Columbia Heights  
**Address:** 590-40th Ave NE  
 Columbia Heights  
**Phone:** 763-706-3670  
**Email:** [mforney@columbiaheightsmn.gov](mailto:mforney@columbiaheightsmn.gov)

**Project:** Residential  
**Address:** 3851 Central Ave., NE  
 Columbia Heights  
**Contact:** Mitchell Forney  
**Phone:** 763-706-3674

N = no damage ND = none detected PSD = potential damage  
 D = moderate damage NS = Not Sampled PSD = potential for  
 SD = significant damage NAC = not accessible significant damage  
 SF = square feet EA = each NS-Not Suspect  
 LF = linear feet NT-Not Tested

Sample #	Location	Material	Description	Asbestos / %	Quantity / Unit	Condition	Damage Potential	Rating
1-3	Upper level baths	tile,mortar,grout	cementitious	ND	40-50/SF-EA	N	PD	0
4-6	upper level	ceiling texture	white granular	ND	2000-2100/SF	N	PD	0
7-9	upper level	sheetrock,joint,tape	white granular	ND	3800-4200/SF	N	PD	0
10-12	Upper level	linoleum	gray	ND	20-30/SF	N	PD	0
13-15	Upper level	laminated flooring	gray/tan	ND	450-500/SF	N	PD	0
16-18	Upper level	sink undercoating	black	ND	1/EA	N	PD	0
19-21	Upper level	linoleum under sink	black/white	ND	2-6/SF	N	PD	0
22-24	upper stair land	tile,mortar,grout	cementitious	ND	16-20/SF	N	PD	0
25-27	Upper level	ceiling tiles	2x4	ND	450-500/SF	N	PD	0
28-30	Lower level	laminated flooring	gray	ND	500-550/SF	N	PD	0
31-33	Lower level	tile,mortar,grout	cementitious	ND	250-300/SF	N	PD	0
34-36	Lower level	ceiling tiles	2x4	ND	1700-1800/SF	N	PD	0
37-39	Lower level	sheetrock,joint,tape	white granular	ND	3200-3400/SF	N	PD	0
40-42	Lower level	paneling adhesive	tan	ND	350-400/SF	N	PD	0
43-45	Lower level	slab	cementitious	ND	1800-1900/SF	N	PD	0
46-48	Exterior	window/door caulking	pliable	ND	150-200/LF	N	PD	0
49-51	Exterior	roofing	Built-up	ND	1700-1800/SF	N	PD	0
52-54	Exterior	cinder block & mortar	cementitious	ND	2700-2800/SF	N	PD	0
55-57	Throughout	insulation	fluff/gold mix	TR<1%	3200-3500/SF	N	PD	0

CHR-Chrysotile  
 AM-Amosite  
 TREM-Tremolite  
 CROC-Crocidolite  
 ACT-Actinolite  
 ANTH-Anthophyllite  
 B-basement  
 K-kitchen  
 BR-bedroom  
 BA-bath  
 H-hall  
 M-mech.  
 DR-dining rm  
 LR-living rm  
 G-garage  
 C-corridor  
 U-utility  
 ST-stairway  
 CL-closet

Item 5.



5001 Cedar Lake Rd.  
St. Louis Park, MN 55416  
952-252-0405 office  
952-252-0407 fax

Mitchell Forney  
City of Columbia Heights  
590-40th Ave NE  
Columbia Heights

October 19, 2023

3853 Central Ave., NE  
Columbia Heights

Dear Mitchell:

Kevin Hagen #2652, a representative of Angstrom Analytical, Inc., visited the above referenced property on October 9, 2023 for the purpose of conducting an asbestos demolition inspection. We are prepared to state that there are friable asbestos containing building materials contained in or on the fabric of the structure.

The following materials tested positive for the presence of asbestos:

**TSI vent tape          TSI Ducting seam tape          Flue patch**

The friable materials are:

1. **Approximately 2-3 vents with asbestos containing TSI paper on them throughout the home.**
2. **Approximately 1 asbestos containing flue patch in the basement .**
3. **Approximately 20-30 linear feet of asbestos containing TSI ducting seam tape throughout the basement.**

No samples other than from the fabric of the building that is planned for demolition were taken or analyzed and this report only relates only to 3853 Central Ave NE. Forty-eight samples of suspect building materials were collected and analyzed in our laboratory by Polarized Light Microscopy. Please see attached notes.

During the course of the survey the following hazardous materials were noted:

Appliances

**1 furnace**

1 A/C

1 water heater

Misc. Materials

1 thermostat

**Highlighted Item removed by previous owner.**

All friable and category II non-friable materials need to be removed, per applicable regulations, prior to and demolition efforts. Category I non-friable materials are allowed to be left in place for the demolition. However, the landfill must be made aware that the demolition debris will contain (minimal amounts of) category I non-friable asbestos containing material and is subject to the MPCA's rules and regulations pertinent to the demolition efforts (notifications, etc.). **This survey should not be interpreted as a bidding document or as an asbestos project design. It is incumbent upon the contractor to verify quantities.** Quantification of materials identified in this inspection report are approximations and based on observed quantities. Additional amounts of material may be present under floor, above ceilings and inside wall cavities and not fully quantified. For example, thermal system insulation indentified in a basement may also exist inside wall cavities.

If you have any questions, please call us at the number above.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Hagen', with a long horizontal flourish extending to the right.

Kevin Hagen  
Angstrom Analytical, Inc.



5001 Cedar Lake Rd.  
 St. Louis Park, MN 55416  
 952-252-0405 office  
 952-252-0407 fax

### Analysis of Bulk Samples for Asbestos Using Polarized Light Microscopy (PLM)

Mitchell Forney  
 City of Columbia Heights  
 590-40th Ave NE  
 Columbia Heights

Re: 3853 Central Ave., NE

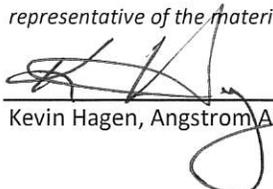
Number of Samples: 48

#### **Methods and Definitions**

The submitted samples were analyzed using the EPA Interim Method #600/M4-82-020 (polarized light microscopy with dispersion staining). The method defines an asbestos containing material as one that contains greater than 1% asbestos by weight and asbestos is defined as the fibrous forms of serpentine and certain amphiboles. While the fibrous and non-fibrous forms of minerals are discernible microscopically in hand specimens, the distinction between them is not clear on a microscopic level, especially after processing or manufacturing. Fibrous amphiboles are generally those whose mean aspect ratios (length over width) under the microscope are approximately >10; non-fibrous amphiboles are generally those whose mean aspect ratios are approximately <6. During analysis, morphology and an estimate of mean aspect ratio are used to assign a given mineral fiber population to fibrous and non-fibrous categories. That non-fibrous amphiboles are not reported as asbestos is consistent with mineralogical definitions, but does not imply that non-fibrous amphiboles are not hazardous. Airborne concentrations of them may be regulated by OSHA under certain circumstances. The type of dispersion staining used is generally phase contrast, although central stop dispersion staining may also be used.

#### **Percentage Reporting**

The percentage of each fiber type present was determined using volume percents estimated from stereoscopic examination, projected area percents from mounted slide examination and percents from comparison to weight percent standards. Such estimations are suitable for most samples, but do have large error ranges. Errors are estimated to be 100 relative percent uncertainty for percentage estimates under 10% ranging down to as little as 10 relative percent uncertainty for percentage estimates greater than 50%. Friable samples which have been estimated by the above methods to contain less than 10% asbestos can be point-counted, according to the EPA Interim Methods, as required by NESHAPS. In low percentage samples, point counting may produce false negatives or positives, due to the small number of points counted. For samples consisting of more than one apparent type of material or layer, the percentage of each fiber type in each type of material or layer is determined and reported separately; an overall average for the sample of each fiber type is then calculated. The reported friability of a sample refers to that friability observed in the condition analyzed (broken, crushed, etc.), and is not to be substituted for an on-site assessment of friability. Each Angstrom Analytical lab report relates only to the sample tested and may not, due to the sampling process be representative of the material sampled.

  
 Kevin Hagen, Angstrom Analytical, Inc.

October 19, 2023



**Material Identification Table**

**5001 Cedar Lake Road** Project #: On-site  
**St. Louis Park, MN 55416** Date: October 19, 2023  
**952-252-0405**

**Client:** City of Columbia Heights Project: Residential ND = no damage ND = none detected PD = potential damage  
**Address:** 590-40th Ave NE Address: 3853 Central Ave., NE D = moderate damage NS = Not Sampled PSD = potential for  
 Columbia Heights Columbia Heights SD = significant damage NAC = not accessible significant damage  
**Phone:** 763-706-3670 Contact: Mitchell Forney SF = square feet EA = each NS-Not Suspect  
**Email:** [mforney@columbiaheightsmn.gov](mailto:mforney@columbiaheightsmn.gov) Phone: 763-706-3674 LF = linear feet NT-Not Tested

Sample #	Location	Material	Description	Asbestos / %	Quantity / Unit	Condition	Damage Potential	Rating
1-3	Front porch	ceiling texture	white granular	ND	120-125/SF	N	PD	0
4-6	Throughout	window glazing	white /gray hard	ND	12-14/EA	N	PD	0
7-9	Main floor	ceiling texture	white granular	ND	350-400/SF	N	PD	0
10-12	Back entrance	tile,mortar,grout	cementitious	ND	90-100/SF	N	PD	0
13-15	Throughout	sheetrock,joint,tape	white granular	ND	2100-2300/SF	N	PD	0
16-18	Throughout	plaster skim coat	cementitious	ND	1500-1600/SF	N	PD	0
19-21	Throughout	plaster base coat	cementitious	ND	1500-1600/SF	N	PD	0
22-24	Upper level	ceiling texture	white granular	ND	300-350/SF	N	PD	0
25-27	Attic	insulation	fluff/gold mix	TR<1%	450-500/SF	N	PD	0
<b>28-30</b>	<b>Throughout</b>	<b>TSI vent paper</b>	<b>gray fibrous</b>	<b>CHR 40%</b>	<b>2-3/EA observed</b>	<b>N</b>	<b>PD</b>	<b>3</b>
<b>31-33</b>	<b>Basement</b>	<b>Flue patch</b>	<b>gray fibrous</b>	<b>CHR 6-8%</b>	<b>1/EA</b>	<b>N</b>	<b>PD</b>	<b>3</b>
<b>34-36</b>	<b>Basement</b>	<b>TSI duct seam tape</b>	<b>gray fibrous</b>	<b>CHR 40%</b>	<b>20-30/LF</b>	<b>N</b>	<b>PD</b>	<b>3</b>
37-39	Basement bath	tile,mortar,grout	cementitious	ND	40-50/SF	N	PD	0
40-42	Exterior	roofing	brown/black	ND	750-800/SF	N	PD	0
43-45	Exterior	window/door caulking	pliable	ND	100-150/LF	N	PD	0
46-48	Basement	foundation	cementitious	ND	900-1000/SF	N	PD	0

CHR-Chrysotile  
 AM-Amosite  
 TREM-Tremolite  
 CROC-Crocidolite  
 ACT-Actinolite  
 ANTH-Anthophyllite  
 B-basement  
 K-kitchen  
 BR-bedroom  
 BA-bath  
 H-hall  
 M-mech.  
 DR-dining rm  
 LR-living rm  
 FR-family rm  
 G-garage  
 C-corridor  
 U-utility  
 CL-closet  
 ST-stairway

Item 5.











AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	01/02/2024

ITEM:	Sale of 4243 5 <sup>th</sup> Street to Habitat for Humanity	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 12/29/2023

**BACKGROUND:**

In early 2023, representatives of the owner of 4243 5th Street approached the community development staff, expressing the desire to sell the blighted 1916 single-family home on the site. To facilitate the acquisition and demolition, the EDA utilized income restricted pooled TIF funds from its scattered site district. The overarching project aimed at selling the vacant lot to Habitat for Humanity, allowing them to construct a single-family home for eventual sale to an income-qualified owner-occupant. With the property now cleared through demolition, the next step is its development, scheduled for the upcoming spring.

The proposed purchase agreement, which staff presents for approval, formalizes the key components previously discussed by the EDA. Notable points include the sale of the property to Habitat for \$1.00, the construction of a new 3-bedroom, 2-story single-family home by Habitat for Humanity (with a floor plan endorsed by the EDA), and the requirement that the home be sold to an income-qualifying family meeting the criteria of Habitat's affordable homeownership program. The agreement accommodates Habitat's construction timeline (planned for this spring), but sets the completion deadline for no later than December 31, 2025.

Staff strongly recommends approving the purchase agreement, marking a crucial step in what we anticipate will be a lasting partnership for fostering affordable homeownership within the city.

<b>RECOMMENDED MOTION(S):</b>
MOTION: Move to waive the reading of resolution 2024-03, there being ample copies available to the public.
MOTION: Move to approve Resolution 2024-03, a resolution approving the purchase agreement between Twin Cities Habitat for Humanity, and the Economic Development Authority of Columbia Heights, Minnesota

**ATTACHMENT(S):**

- EDA Resolution 2024-03
- 4243 5<sup>th</sup> Street Purchase Agreement

**A RESOLUTION APPROVING THE PURCHASE AGREEMENT BETWEEN TWIN CITIES HABITAT FOR HUMANITY, AND THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA**

**BE IT RESOLVED BY** the Board of Commissioners ("Board") of the Columbia Heights Economic Development Authority (the "Authority") as follows:

**SECTION 1. RECITALS.**

**1.01.** The Authority ("Seller") and Twin Cities Habitat for Humanity ("Buyer") desire to enter into a purchase agreement (the "Purchase Agreement") pursuant to which the Buyer will acquire certain property in the City located at 4243 5<sup>th</sup> Street (the "Property") from the Seller for redevelopment purposes. The Property is described in Exhibit A attached hereto.

**1.02.** Pursuant to the Purchase Agreement, the Buyer will purchase the Property from the Seller for a purchase price of \$1.00 plus related closing costs.

**1.03.** The Authority finds that the sale of the Property is consistent with the City's Comprehensive Plan and will result in redevelopment of the empty lot located at 4243 5<sup>th</sup> Street. Such sale of this Property best meets the community's needs and will facilitate affordable homeownership opportunities within the City.

**SECTION 2. PURCHASE AGREEMENT APPROVED.**

**2.01.** The Authority hereby ratifies and approves the actions of Authority staff and of Kennedy Graven ("Legal Counsel") in researching the Property and preparing and presenting the Purchase Agreement. The Authority approves the Purchase Agreement in the form presented to the Authority and on file at City Hall, subject to modifications that do not alter the substance of the transaction and that are approved by the President and Executive Director, provided that execution of the Purchase Agreement by those officials shall be conclusive evidence of their approval.

**2.03.** Authority staff and officials are authorized to take all actions necessary to perform the Authority's obligations under the Purchase Agreement as a whole, including without limitation execution of any documents to which the Authority is a party referenced in or attached to the Purchase Agreement, and any deed or other documents necessary to sell the Property to the Buyer, all as described in the Purchase Agreement

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Adopted this 2<sup>nd</sup> day of January, 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Secretary

**EXHIBIT A**

Legal Description of the Property

LOT 26 BLOCK 28 COLUMBIA HEIGHTS ANNEX, according to the plat on file in the Office of the Registrar of Titles of Anoka County, State of Minnesota.

**PURCHASE AND DEVELOPMENT AGREEMENT**

**Between**

**Columbia Heights Economic Development Authority**

**And**

**Twin Cities Habitat for Humanity**

This document drafted by:  
Kennedy & Graven, Chartered  
Fifth Street Towers  
150 South Fifth Street, Suite 700  
Minneapolis, MN 55402  
(612) 337-9300

## PURCHASE AND DEVELOPMENT AGREEMENT

1. **Parties.** This Purchase and Development Agreement (“this Agreement”) is made on the \_\_\_ of \_\_\_\_\_, 2024 between the Columbia Heights Economic Development Authority, a public body corporate and politic under the laws of Minnesota, having its office located at 3989 Central Ave NE, Columbia Heights, Minnesota 55421, (“Seller”), and Twin Cities Habitat for Humanity, a nonprofit corporation under the laws of Minnesota, having its office located at 1954 University Avenue W, Saint Paul , MN 55104 (“Buyer”).
  
2. **Offer/Acceptance.** Buyer offers to purchase, and Seller agrees to sell the real property located at 4243 5<sup>th</sup> Street in the City of Columbia Heights, legally described as:
 

lot 26 block 28 Columbia Heights annex, according to the recorded plat thereof, County of Anoka, State of Minnesota

(the “Property”).
  
3. **Development and Improvement.** Buyer is purchasing the Property for the purpose of developing a single-family residential home on the Property.
  
4. **Price and Terms. Purchase Price.** The purchase price shall be \$1.00 (ONE and 00/100 dollars), for the Property (the “Purchase Price”). The Purchase Price shall be payable to Seller by Buyer by wire transfer or certified check on the Closing Date.
  
5. **Personal Property Included in Sale.** There are no items of personal property or fixtures owned by Seller currently located on the Property for purposes of this sale.
  
6. **Closing/ Payment of Closing Costs and Related Items.** The closing hereunder (the “Closing”) shall take place no later than March 31, 2024, or such other date as agreed upon by the parties (the “Closing Date”). Buyer will pay: (a) the closing fees charged by the title insurance or other closing agent utilized to close the transaction contemplated by this Agreement (the “Title Company”); (b) fees for title evidence obtained by Buyer; (c) the premium for any policy of title insurance Buyer elects to purchase and the cost of any endorsements; and (d) the recording fees for the Purchase and Development Agreement and the Deed. Seller will pay: (a) any transfer taxes required to enable Buyer to record the Deed, and (b) fees and charges related to the filing of any instrument required to make title marketable. Each party shall pay its own attorneys’ fees.
  
7. **Real Estate Taxes and Special Assessments.**
  - A. Seller shall pay, at or before Closing all real estate taxes due and payable in all years prior to the year of Closing, if any. Real estate taxes due and payable in the year of Closing, if any, shall be pro-rated to Seller and Buyer based on the Closing Date.

- B. On or prior to the Closing Date, Seller shall pay all special assessments levied or pending against the Property as of the Closing Date. The provisions of this Paragraph shall survive Closing.

**8. Seller Closing Documents.** Upon performance by Buyer, Seller shall deliver the following to Buyer at the Closing:

- A. A quit claim deed conveying title to the Property to Buyer, in substantially the form attached hereto as Exhibit A (the “Deed”), subject to the conditions subsequent required by Sections 14, 15, and 16 of this Agreement;
- B. A signed resolution of Seller authorizing and approving the transaction contemplated by this Agreement; and
- D. Any other items required by this Agreement or reasonably required by the Title Company.

**9. Buyer Closing Documents.** Buyer will deliver to Seller at Closing:

- A. The Purchase Price;
- B. A signed resolution of Buyer authorizing and approving the transaction contemplated by this Agreement; and
- C. Any other items required by this Agreement or reasonably required by the Title Company.

**10. “AS IS, WHERE IS.”** Except as set forth in this Agreement, Seller makes no warranties as to the condition of the Property. Buyer acknowledges that it has inspected or has had the opportunity to inspect the Property and agrees to accept the Property “AS IS” with no right of set off or reduction in the Purchase Price. Such sale shall be without representation or warranties, express or implied, either oral or written, made by Seller or any official, employee or agent of Seller or the City of Columbia Heights, Minnesota (the “City”) with respect to the physical condition of the Property, including but not limited to, the existence or absence of petroleum, hazardous substances, pollutants or contaminants in, on, or under, or affecting the Property or with respect to the compliance of the Property or its operation with any laws, ordinances, or regulations of any government or other body, except as stated above. Buyer acknowledges and agrees that Seller has not made and does not make any representations, warranties, or covenants of any kind or character whatsoever, whether expressed or implied, with respect to warranty of income potential, operating expenses, uses, habitability, tenant ability, or suitability for any purpose, merchantability, or fitness of the Property for a particular purpose, all of which warranties Seller hereby expressly disclaims, except as stated in this Agreement. Buyer is relying entirely upon information and knowledge obtained from Buyer’s own investigation, experience and knowledge obtained from Buyer’s own investigation, experience, or personal inspection of the Property. Buyer expressly assumes, at closing, all environmental and other liabilities with

respect to the Property and releases and indemnifies Seller and the City from same, whether such liability is imposed by statute or derived from common law including, but not limited to, liabilities arising under the Comprehensive Environmental Response, Compensation and Liability Act (“CERCLA”), the Hazardous and Solid Waste Amendments Act, the Resource Conservation and Recovery Act (“RCRA”), the federal Water Pollution Control Act, the Safe Drinking Water Act, the Toxic Substances Act, the Superfund Amendments and Reauthorization Act, the Toxic Substances Control Act and the Hazardous Materials Transportation Act, all as amended, and all other comparable federal, state or local environmental conservation or protection laws, rules or regulations. The foregoing assumption and release shall survive Closing. All statements of fact or disclosures, if any, made in this Agreement or in connection with this Agreement, do not constitute warranties or representations of any nature. The foregoing provision shall survive Closing and shall not be deemed merged into any instrument of conveyance delivered at Closing.

- 11. Marketability of Title.** As soon as reasonably practicable after the execution of this Agreement by both parties, Buyer shall obtain the title evidence determined necessary or desirable by Buyer (the “Title Commitment”). Buyer, at its sole option, may have a survey of the Property prepared, certified, and delivered to Buyer, Seller, the Title Company, and such other parties as Buyer requests showing the location of all easements and conforming to the current standard detail requirements established by the American Land Title Association and the National Society for Professional Surveyors (the “Survey”). The cost of the Survey, if any, will be paid for by Buyer. Buyer shall have 10 days from the date it receives the Title Commitment and any Survey to raise any written objections to title (the “Objections”). Objections not made within such time will be deemed waived. Seller may effect a cure satisfactory to Buyer or may give written notice to Buyer that Seller elects not to cure. Buyer may then elect to close notwithstanding the uncured Objections, or may declare this Agreement null and void and the parties will thereby be released from any further obligation hereunder, and neither party shall be liable for damages hereunder and Buyer and Seller agree to sign a cancellation of this Agreement.
- 12. Seller Warranties and Representations.** Seller warrants and represents to Buyer that:
- A. To Seller’s best knowledge, there are no wells, either in use, not in use, or sealed located on the Property.
  - B. Seller has no knowledge of any individual sewage treatment system on or serving the Property.
  - C. Seller is not aware of any methamphetamine production that has occurred on the Property;
  - D. To the actual knowledge of the Seller without investigation or inquiry, Seller knows of no flood plains, shorelands or wetlands affecting the Property;
  - E. To the actual knowledge of the Seller without investigation or inquiry, the Property is not subject to the rights of tenants or other parties in possession;

- F. To the actual knowledge of the Seller without investigation or inquiry, Seller has not received any notice and is not aware of a violation of any building codes, fire codes, health codes, zoning codes, environmental laws, or other laws and regulations affecting the Property or the use thereof;
- G. To the actual knowledge of the Seller without investigation or inquiry, Seller has not received any notice of a condemnation, environmental, zoning, or other regulation or proceeding;
- H. Seller is a public body under the laws of Minnesota duly organized, validly existing and in good standing under the laws of the State of Minnesota and has all requisite power and authority to carry out its business as conducted, to execute and deliver this Agreement and the documents entered into pursuant hereto, and to carry out its obligations under this Agreement and such documents;
- I. This Agreement has been duly authorized, executed and delivered on behalf of Seller and constitutes the valid and binding agreement of Seller, enforceable in accordance with its terms;
- J. To the actual knowledge of the Seller without investigation or inquiry, the execution, delivery, and performance of this Agreement by Seller will not result in a breach or violation of Seller or constitute a default by Seller under any agreement, instrument or order to which Seller is a party or by which Seller is bound; and
- K. To the actual knowledge of the Seller without investigation or inquiry, Seller is not aware of any action, proceeding or investigation pending or threatened which might materially adversely affect the Property or the ability of Seller to perform its obligations under this Agreement.

**13. Buyer Warranties and Representations.** Buyer warrants and represents to Seller that:

- A. Buyer is a nonprofit corporation under the laws of Minnesota duly organized, validly existing and in good standing under the laws of the State of Minnesota and has all requisite power and authority to carry out its business as conducted, to execute and deliver this Agreement and the documents entered into pursuant hereto, and to carry out its obligations under this Agreement and such documents;
- B. This Agreement has been duly authorized, executed and delivered on behalf of Buyer and constitutes the valid and binding agreement of Buyer, enforceable in accordance with its terms;
- C. The execution, delivery and performance of this Agreement by Buyer will not result in a breach or violation of Buyer or constitute a default by Buyer under any agreement, instrument or order to which Buyer is a party or by which Buyer is bound; and

D. Buyer is not aware of any action, proceeding or investigation pending or threatened which might materially adversely affect the ability of Buyer to perform its obligations under this Agreement.

**14. Construction.** Buyer agrees that it will construct a new single-family dwelling on the Property, **This covenant shall survive the delivery of the Deed.**

A. The single-family dwelling to be constructed on the Property as described in this Section and Section 3 is referred to as the “Minimum Improvements.”

B. The Minimum Improvements shall consist of the construction of a new three-bedroom two-story single-family dwelling on the Property, as well as a detached garage with alley access. The single-family dwelling shall be constructed and occupied in accordance with Buyer’s affordable housing program.

C. Buyer must commence construction of the Minimum Improvements on the Property within one year of the Closing Date and substantially complete the construction of the Minimum Improvements by December 31, 2025. Substantial completion shall be evidenced by the delivery of a certificate of occupancy from the City. Buyer will obtain, at Buyer’s expense, in a timely manner, all required permits, licenses, and approvals, and will meet, in a timely manner, all requirements of all applicable local, State, and federal laws and regulations which must be obtained or met before the Minimum Improvements may be lawfully completed.

D. Promptly after substantial completion of the Minimum Improvements in accordance with those provisions of the Agreement relating solely to the obligations of Buyer to construct such Minimum Improvements (including the date for completion thereof), upon written request from Buyer, Seller will deliver to Buyer a Certificate of Completion, in substantially the form attached hereto as Exhibit B. Such certification by Seller shall be (and it shall be so provided in the Deed and in the certification itself) a conclusive determination of satisfaction and termination of the agreements and covenants in the Agreement and in the Deed with respect to the obligations of Buyer and its successors and assigns, to construct the Minimum Improvements and the dates for completion thereof.

The certificate provided for in this Section shall be in such form as will enable it to be recorded in the proper office for the recordation of deeds and other instruments pertaining to the Property. If Seller shall refuse or fail to provide any certification in accordance with the provisions of this Section, Seller shall, within 30 days after written request by Buyer, provide Buyer with a written statement, indicating in adequate detail in what respects Buyer has failed to complete the Minimum Improvements in accordance with the provisions of the Agreement, or is otherwise in default, and what measures or acts it will be necessary, in the opinion of Seller for Buyer to take or perform in order to obtain such certification.

E. Buyer represents and agrees that until issuance of the Certificate of Completion for the Minimum Improvements:

(1) Except for any agreement for sale of the dwelling unit the Property to an owner-occupant, Buyer has not made or created and will not make or create or suffer to be made or created any total or partial sale, assignment, conveyance, or lease, or any trust or power, or transfer in any other mode or form of or with respect to this Agreement or the Property or any part thereof or any interest therein, or any contract or agreement to do any of the same, to any person or entity (collectively, a "Transfer"), without the prior written approval of Seller's Board of Commissioners. The term "Transfer" does not include encumbrances made or granted by way of security for, and only for, the purpose of obtaining construction, interim or permanent financing necessary to enable Buyer to construct the Improvements or component thereof.

(2) If Buyer seeks to effect a Transfer prior to issuance of the Certificate of Completion, Seller shall be entitled to require as conditions to such Transfer that:

(i) Any proposed transferee shall have the qualifications and financial responsibility, solely in the reasonable judgment of Seller, necessary and adequate to fulfill the obligations undertaken in this Agreement by Buyer as to the portion of the Property to be transferred; and

(ii) Any proposed transferee, by instrument in writing satisfactory to Seller and in form recordable in the public land records of Anoka County, Minnesota, shall, for itself and its successors and assigns, and expressly for the benefit of Seller, have expressly assumed all of the obligations of Buyer under this Agreement as to the portion of the Property to be transferred and agreed to be subject to all the conditions and restrictions to which Buyer is subject as to such portion; provided, however, that the fact that any transferee of, or any other successor in interest whatsoever to, the Property, or any part thereof, shall not, for whatever reason, have assumed such obligations or so agreed, and shall not (unless and only to the extent otherwise specifically provided in this Agreement or agreed to in writing by Seller) deprive Seller of any rights or remedies or controls with respect to the Property, the Minimum Improvements or any part thereof or the construction of the Minimum Improvements; it being the intent of the parties as expressed in this Agreement that (to the fullest extent permitted at law and in equity and excepting only in the manner and to the extent specifically provided otherwise in this Agreement) no transfer of, or change with respect to, ownership in the Property or any part thereof, or any interest therein, however consummated or occurring, and whether voluntary or involuntary, shall operate, legally, or practically, to deprive or limit Seller of or with respect to any rights or remedies or controls provided in or resulting from this Agreement with respect to the Property that Seller would have had, had there been no such transfer or change. In the absence of specific written agreement by Seller to the contrary, no such transfer or

approval by Seller thereof shall be deemed to relieve Buyer, or any other party bound in any way by this Agreement or otherwise with respect to the Property, from any of its obligations with respect thereto; and

(iii) Any and all instruments and other legal documents involved in effecting the transfer of any interest in this Agreement or the Property governed by this subsection E. shall be in a form reasonably satisfactory to Seller.

(3) If the conditions described above in paragraph (2) of this Section are satisfied, then the Transfer will be approved and Buyer shall be released from its obligations under this Agreement with respect to the portion of the Property that is transferred, assigned, or otherwise conveyed. The provisions of this paragraph (3) apply to all subsequent transferors; and

(4) Upon issuance of the Certificate of Completion, Buyer may transfer or assign the Minimum Improvements and/or Buyer's rights and obligations under this Agreement with respect to such property without the prior written consent of Seller.

- F. Buyer, and its successors and assigns, agrees that it will use the Minimum Improvements only as part of its affordable housing program whereby it will construct a single-family dwelling on the Property that will be sold to an owner-occupant. **The covenants in this paragraph run with the land, survive both delivery of the Deed and issuance of the Certificate of Completion for the Minimum Improvements, and shall remain in effect until the sale of the property to a qualified owner-occupant.**

- 15. Revesting Title in Seller upon Happening of Event Subsequent to Conveyance to Buyer.** In the event that subsequent to conveyance of the Property or any part thereof to Buyer and prior to receipt by Buyer of the Certificate of Completion for of the Minimum Improvements, Buyer, subject to Unavoidable Delays (as hereafter defined), fails to carry out its obligations with respect to the construction of the Minimum Improvements (including the nature and the date for the commencement and completion thereof), or abandons or substantially suspends construction work, and any such failure, abandonment, or suspension shall not be cured, ended, or remedied within 30 days after written demand from Seller to Buyer to do so, then Seller shall have the right to re-enter and take possession of the Property and to terminate (and revert in Seller) the estate conveyed by the Deed to Buyer, it being the intent of this provision, together with other provisions of the Agreement, that the conveyance of the Property to Buyer shall be made upon, and that the Deed shall contain a condition subsequent to the effect that in the event of any default on the part of Buyer and failure on the part of Buyer to remedy, end, or abrogate such default within the period and in the manner stated in such subdivisions, Seller at its option may declare a termination in favor of Seller of the title, and of all the rights and interests in and to the Property conveyed to Buyer, and that such title and all rights and interests of Buyer, and any assigns or successors in interest to the Property, shall revert to Seller, but only if the events stated in this Section have not been cured within the time periods provided above.

For the purposes of this Agreement, the term “Unavoidable Delays” means delays beyond the reasonable control of Buyer as a result thereof which are the direct result of strikes, other labor troubles, prolonged adverse weather or acts of God, fire or other casualty to the Minimum Improvements, litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays, or acts of any federal, state or local governmental unit (other than Seller in exercising its rights under this Agreement) which directly results in delays. Unavoidable Delays shall not include delays in Buyer’s obtaining of permits or governmental approvals necessary to enable construction of the Minimum Improvements by the dates such construction is required under this Section of this Agreement.

**16. Resale of Reacquired Property; Disposition of Proceeds.** Upon the reversion in Seller of title to and/or possession of the Property or any part thereof as provided in Section 15 of this Agreement, Seller shall apply the Purchase Price paid by Buyer under Section 4 of this Agreement as follows:

- (a) First, to reimburse Seller for all costs and expenses incurred by Seller, including but not limited to proportionate salaries of personnel, in connection with the recapture, management, and resale of the Property (but less any income derived by Seller from the Property in connection with such management); all taxes, assessments, and water and sewer charges with respect to the Property; any payments made or necessary to be made to discharge any encumbrances or liens existing on the Property thereof at the time of reversion of title thereto in Seller or to discharge or prevent from attaching or being made any subsequent encumbrances or liens due to obligations, defaults or acts of Buyer, its successors or transferees; any expenditures made or obligations incurred with respect to the making or completion of the Minimum Improvements or any part thereof on the Property or part thereof; and any amounts otherwise owing Seller by Buyer and its successor or transferee; and
- (b) Second, to reimburse Buyer for the balance of the Purchase Price remaining after the reimbursements specified in Paragraph (a) above. Such reimbursement shall be paid to Buyer upon delivery of an executed, recordable quit claim deed to the Property by Buyer to Seller.

**17. Time is of the essence for all provisions of this Agreement.**

**18. Notices.** All notices required herein shall be in writing and delivered personally or mailed to the address shown at Section 1 of this Agreement and, if mailed, are effective as of the date of mailing. Each party may update their address for purposes of notice in accordance with the provisions of this Section.

**19. Minnesota Law.** This Agreement shall be governed by the laws of the State of Minnesota.

**20. No Broker Involved.** Seller and Buyer represent and warrant to each other that there is no broker involved in this transaction with whom it has negotiated or to whom it has agreed to pay a broker commission. Buyer agrees to indemnify Seller for any and all claims for

brokerage commissions or finders' fees in connection with negotiations for purchase of the Property arising out of any alleged agreement or commitment or negotiation by Buyer, and Seller agrees to indemnify Buyer for any and all claims for brokerage commissions or finders' fees in connection with negotiations for purchase of the Property arising out of any alleged agreement or commitment or negotiation by Seller.

21. **Specific Performance.** This Agreement may be specifically enforced by the parties, provided that an action is brought within one year of the date of alleged breach of this Agreement.
22. **No Remedy Exclusive.** No remedy herein conferred upon or reserved to Seller or Buyer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.
23. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Buyer acknowledges that it may only assign its rights under this Agreement pursuant to Section 14 of this Agreement, and that no assignment of this Agreement will relieve the assigning party of primary liability for the performance of its obligations hereunder.
24. **Complete Agreement.** This is the final Agreement between the parties and contains their entire agreement and supersedes all previous understandings and agreements, oral or written, relative to the subject matter of this Agreement. This Agreement may be amended only in a writing dated subsequent to the date of this Agreement and duly executed by all parties.
25. **Severability.** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions herein will remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby, so long as the economic or legal substance of the agreements contemplated herein are not affected in any manner materially adverse to any party. Upon such determination, the parties shall negotiate in good faith in an effort to agree upon a suitable and equitable substitute provision to affect the original intent of the parties.
26. **Partnership or Joint Venture.** Nothing in this Agreement shall be construed or interpreted as creating a partnership or joint venture between the parties relative to the Property.
27. **No Merger of Representations, Warranties.** All representations and warranties contained in this Agreement shall not be merged into any instruments or conveyance delivered at Closing, and the parties shall be bound accordingly.
28. **Recording.** This Agreement shall be filed of record with the property office of the Anoka County Registrar of Titles and/or Office of County Recorder, as pertains to the Property.

- 29. Conflict of Interests.** Seller and Buyer, to the best of their respective knowledge, represent and agree that no member, official, or employee of either Seller or Buyer shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official, or employee participate in any decision relating to the Agreement which affects his or her personal interests or the interests of any corporation, partnership, or association in which he or she is directly or indirectly interested. No member, official, or employee of Seller or Buyer shall be personally liable to the other party, or any successor in interest, in the event of any default or breach by Seller or Buyer, or for any amount which may become due to Seller or Buyer or successor or on any obligations under the terms of this Agreement.
- 30. Provisions Not Merged With Deeds.** None of the provisions of this Agreement are intended to or shall be merged by reason of any deed transferring any interest in the Property and any such deed shall not be deemed to affect or impair the provisions and covenants of this Agreement.

**In witness of the foregoing, the parties have executed this Agreement on the year and date written above.**

*[Signatures to follow.]*

**SELLER**

**Columbia Heights Economic Development Authority**

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

By: \_\_\_\_\_  
Its: Executive Director

STATE OF MINNESOTA

} ss.

COUNTY OF ANOKA

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by \_\_\_\_\_ and \_\_\_\_\_, the President and Executive Director of the Columbia Heights Economic Development Authority, a public body corporate and politic under the laws of Minnesota, on behalf of the public body corporate and politic.

*NOTARY STAMP*

\_\_\_\_\_  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT



**Exhibit A to Purchase and  
Development Agreement  
QUIT CLAIM DEED**

**Deed Tax Due:** \$ \_\_\_\_\_

**ECRV:** \_\_\_\_\_

Date: \_\_\_\_\_, 2024

FOR VALUABLE CONSIDERATION, Columbia Heights Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota, Grantor, hereby conveys and quitclaims to the Twin Cities Habitat for Humanity, a nonprofit corporation under the laws of the State of Minnesota, Grantee, real property in Anoka County, Minnesota, described as follows:

lot 26 block 28 Columbia Heights annex, according to the recorded plat thereof, County of Anoka, State of Minnesota

*Check here if part or all of the land is Registered (Torrens)*

together with all hereditaments and appurtenances, and subject to easements of record.

Section 1. This deed is subject to that certain Purchase and Development Agreement between Grantor and Grantee, dated \_\_\_\_\_, 2024, recorded \_\_\_\_\_, 2024, in the office of the Anoka County Registrar of Titles [or County Recorder] as Document No. \_\_\_\_\_ (the "Agreement"), including without limitation the Grantor's right of reverter in the event of certain defaults by Grantee under the Agreement as more fully described in Section 15 thereof.

**Section 2. Grantor's rights under paragraph 14F of the Agreement shall remain in effect until the sale of the property to a qualified owner-occupant.**

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: \_\_\_\_\_).
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

**COLUMBIA HEIGHTS ECONOMIC  
DEVELOPMENT AUTHORITY**

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

By \_\_\_\_\_  
Its: Executive Director

STATE OF MINNESOTA )  
 ) ss  
COUNTY OF ANOKA )

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_, the President and Executive Director respectively, of the Columbia Heights Economic Development Authority, a public body corporate and politic under the laws of Minnesota, on behalf of the public body corporate and politic, Grantor.

NOTARY STAMP

\_\_\_\_\_  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

This instrument was drafted by:

Kennedy & Graven, Chartered  
Fifth Street Towers  
150 South Fifth Street, Suite 700  
Minneapolis, MN 55402  
(612) 337-9300

Tax Statements should be sent to:

Economic Development Authority  
City of Columbia Heights  
3989 Central Ave NE  
Columbia Heights, Minnesota 55421

**Exhibit B to Purchase and  
Development Agreement**  
**Form of Certificate of Completion**

**CERTIFICATE OF COMPLETION**

WHEREAS, the Columbia Heights Economic Development Authority, a public body corporate and politic under the laws of Minnesota (the “Grantor”), conveyed land in Anoka County, Minnesota to the Twin Cities Habitat for Humanity, a nonprofit corporation under the laws of Minnesota (the “Grantee”), by a Deed recorded in the Office of the County Recorder [and or in the Office of the Registrar of Titles] in and for the County of Anoka and State of Minnesota, as Document Number \_\_\_\_\_;

and

WHEREAS, said Deed is subject to a Purchase and Development Agreement recorded in the Office of the County Recorder [and or in the Office of the Registrar of Titles] in and for the County of Anoka and State of Minnesota, as Document Number \_\_\_\_\_; which contained certain covenants and restrictions set forth in Sections 3, 14A, 14B, 14C, 14D and 14E thereof; and

WHEREAS, said Grantee has performed said covenants and conditions insofar as it is able in a manner deemed sufficient by the Grantor to permit the execution and recording of this certification.

NOW, THEREFORE, this is to certify that all building construction and other physical improvements specified to be done and made by the Grantee have been completed and the above covenants and conditions in said Deed and the agreements and covenants in Sections 3, 14A, 14B, 14C, 14D, and 14E of the Agreement have been performed by the Grantee therein, and the County Recorder [and/or the Registrar of Titles] in and for the County of Anoka and State of Minnesota are hereby authorized to accept for recording and to record, the filing of this instrument, to be a conclusive determination of the satisfactory termination of the covenants and conditions of Sections 3, 14A, 14B, 14C, 14D, and 14E of the Agreement and the covenants and restrictions set forth in Section 1 of said Deed; provided that the covenants set forth in Sections 14F of the Agreement, and in Section 2 of the Deed, remain in full force and effect through the period stated thereon.

Dated: \_\_\_\_\_, 20\_\_.

**COLUMBIA HEIGHTS ECONOMIC  
DEVELOPMENT AUTHORITY**

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

By \_\_\_\_\_  
Its: Executive Director

STATE OF MINNESOTA )  
 ) ss  
COUNTY OF ANOKA )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ and \_\_\_\_\_ respectively, of the Columbia Heights Economic Development Authority, a public body corporate and politic under the laws of Minnesota, on behalf of the authority.

\_\_\_\_\_  
Notary Public

This document drafted by:  
Kennedy & Graven, Chartered  
150 South Fifth Street, Suite 700  
Minneapolis, MN 55402  
(612) 337-9300