



CITY COUNCIL MEETING
City Hall—Council Chambers, 590 40th Ave NE
Monday, May 08, 2023
6:00 PM

Mayor
Amada Márquez Simula
Councilmembers
Connie Buesgens
Kt Jacobs
Rachel James
Justice Spriggs
Interim City Manager
Kevin Hansen

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, by calling **1-312-626-6799** and entering meeting ID **856 5504 4384** or by Zoom at <https://us02web.zoom.us/j/85655044384>. For questions please call the Administration Department at 763-706-3610.

WELCOME/CALL TO ORDER/ROLL CALL

MISSION STATEMENT

Columbia Heights is a vibrant, healthy and connected City. We are here to actively support the community, deliver equitable services, build and strengthen connections, improve upon our past, and uphold our successes. We strive to be better and ensure Columbia Heights is a great place for everyone, today and in the future.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS

CONSENT AGENDA

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

MOTION: Move to approve the Consent Agenda as presented.

1. Accept February 7, 2023 Planning Commission Meeting Minutes

MOTION: Move to accept the Planning Commission meeting minutes of February 7, 2023.

2. Approve March 6, 2023 EDA Meeting Minutes.

MOTION: Move to approve the EDA meeting minutes of March 6, 2023.

3. Approve April 3, 2023 EDA Meeting Minutes.

MOTION: Move to approve the EDA meeting minutes of April 3, 2023.

4. Approve the April 12, 2023 City Council Corner Meeting Minutes.

MOTION: Move to approve the April 12, 2023 City Council Corner meeting minutes.

- 5. Approve the April 24, 2023 City Council Meeting Minutes.**
MOTION: Move to approve the April 24, 2023 City Council meeting minutes.
- 6. Accept April 5, 2023 Library Board Minutes.**
MOTION: Move to Accept the Library Board minutes from April 5, 2023.
- 7. Presentation of Body Worn Camera Audit results to City Council.**
MOTION: Move to acknowledge the receipt of the Body Worn Camera audit report dated April 12, 2023. The audit was conducted on the Columbia Heights Police Department by Lynn Lembcke Consulting on March 3, 2023. A copy of those audit findings will become a part of the record of this meeting.
- 8. Amend Library Meeting Room Usage Policy.**
MOTION: Move to amend the Library Board Meeting Usage Policy.
- 9. Annual declaration that the City of Columbia Heights does NOT waive the monetary limits on the Municipal Tort Liability under Minnesota Statutes, Section 466.04.**
MOTION: Move to declare that the City of Columbia Heights does NOT waive the monetary limits on municipal tort liability under Minnesota Statutes, section 466.04.
- 10. License Agenda.**
MOTION: Move to approve the items as listed on the business license agenda for May 08, 2023 as presented.
- 11. Rental Occupancy Licenses for Approval.**
MOTION: Move to approve the items listed for rental housing license applications for May 8, 2023, in that they have met the requirements of the Property Maintenance Code.
- 12. Review of Bills.**
MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$378,581.31.

PUBLIC HEARINGS

This is the public's opportunity to speak regarding this matter. Any comments made after the public hearing is closed will not be considered by the City Council and will not be included as part of the formal record for this matter.

- 13. Second Reading of Ordinance No. 1683, Amending Chapter 3, Article 3 of the City Code Pertaining to Boards and Commissions.**
MOTION: Move to close the hearing and waive the reading of Ordinance No. 1683, there being ample copies available to the public.
MOTION: Move approve Ordinance No. 1683, an Ordinance amending Chapter 3, Article 3 of the City Code pertaining to Boards and Commissions, and direct staff to send the ordinance, as presented, for publication in the legal newspaper.

ITEMS FOR CONSIDERATION

Ordinances and Resolutions

Bid Considerations

New Business and Reports

CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council

Report of the City Manager

COMMUNITY FORUM

The Community Forum is the public's opportunity to address the Council regarding any matter that has not had a public hearing earlier in the meeting.

Speakers that are in-person are asked to complete a Speaker Form and submit it to the City Clerk.

Once called to the podium, the speaker should state their name and connection to Columbia Heights.

Speakers attending virtually should send a request to speak as well as their address and connection to Columbia Heights to the moderator using the chat function and wait to be called on to speak.

When speaking, virtual attendees should turn their camera on.

All speakers should limit their comments to five (5) minutes and address their comments to the Council as a whole, not to individual Council Members.

Personal attacks, threats, the use of profanity, and other disrespectful comments are prohibited.

The City Council will listen to the public comments, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda. Generally, the City Council will not take official action on items raised at the Community Forum at the meeting on which they are raised.

ADJOURNMENT

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



PLANNING COMMISSION
City Hall—Council Chambers, 590 40th Ave NE
Tuesday, February 07, 2023
6:00 PM

MINUTES

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:00 pm by Chair Sahnaw.

Commissioners Present: Laurel Deneen, Stan Hoium, Tom Kaiser, Eric Sahnaw, Mark Vargas, Clara Wolfe

Commissioners Not Present: Mike Novitsky

Staff Present: Aaron Chirpich, Community Development Director; Bob Kirmis, Consultant Planner; Alicia Howe, Administrative Assistant; Jessen Como, Ruff Love Dogs Owner; Sara Ion, City Clerk; Anthony Courtright, City Resident; Jeffery Dobberpuhl, City Resident; Megan Dobberpuhl, City Resident

1. Election of Planning Commission Officers

Chirpich stated election of Planning Commission Officers typically occur during the first Planning Commission meeting of the year. He noted in 2022, the election did not occur until June which is why the terms were shorter than normal. He stated they would take nominations for each position and if there was more than one nomination they would take a roll call vote before moving to elect. He added, in order for a member to be considered for an officer position, they must be nominated by another Planning Commission member or nominate themselves.

Vargas nominated Sahnaw as President of the Planning Commission. Wolfe agreed and added she would like the roles to remain the same since there have only been a few meetings.

Motion by Vargas, seconded by Wolfe to elect Sahnaw as Chair of the Planning Commission. A roll call vote was taken. All ayes of present. MOTION PASSED.

Vargas nominated Kaiser for Vice Chair of the Planning Commission.

Motion by Vargas, seconded by Sahnaw to elect Kaiser as Vice Chair of the Planning Commission. A roll call vote was taken. All ayes of present. MOTION PASSED.

Kaiser nominated Vargas as Secretary/Treasurer of the Planning Commission.

Motion by Kaiser, seconded by Hoium to elect Vargas as Secretary/Treasurer of the Planning Commission. A roll call vote was taken. All ayes of present. MOTION PASSED.

APPROVE MINUTES

2. Approve November 1, 2022 Planning Commission Meeting Minutes

Motion by Wolfe, seconded by Hoium to approve the Planning Commission Meeting Minutes of November 1, 2022. All eyes of present. MOTION PASSED.

Chirpich noted they will have a new Planner with the City in the next meeting and are in the process of hiring for that position.

PUBLIC HEARINGS

3. Zoning Ordinance Amendment and Conditional Use Permit

Kirmis stated Ruff Love, LLC, on behalf of LOC and KEA Holdings, LLC, has requested approval of a Zoning Ordinance Amendment and Conditional Use Permit to accommodate the establishment of dog daycare and boarding facility upon a 10,890 square foot site located at 3801 3rd Street NE (north of 38th Avenue NE between 3rd Street NE and University Avenue NE).

Kirmis noted the applicant plans to convert an existing 6,300 square foot industrial building located on the site (previously occupied by "Paddle North") into a dog daycare and boarding facility. The proposed use would occupy the entire building.

Kirmis stated the subject site is bordered on the north and south by industrial uses, on the east by University Avenue NE and multiple family residential uses and on the west by single and two-family dwellings.

Kirmis added the site is presently zoned I-1, Light Industrial which currently does not make an allowance for animal kennels, dog daycare or boarding uses. As a result, the approval of a Zoning Ordinance Amendment to allow "animal kennels" in the I-1 District (as a conditional use) must precede action on the requested conditional use permit approval.

Kirmis noted at present, only the City's GB, General Business District makes an allowance for "animal kennels." Such uses are "conditional" and therefore are subject to conditional use permit processing.

Kirmis stated the requested Zoning Ordinance change would apply to all properties located within I-1, Industrial zoning district. The subsequent conditional use permit application, however, applies only to the subject site.

Kirmis mentioned if approved, the dog daycare and boarding facility will be relocated from its current location in northeast Minneapolis. According to the applicant, the new, Columbia Heights location will accept up to 100 dogs a day and will have a maximum six employees on-site at one time. Except for a new dog run area on the east side of the building, no exterior modifications to the existing site and building are proposed.

Kirmis stated the first action is the zoning ordinance amendment. It is the opinion of Staff that animal kennels and/or shelters can compatibly exist within I-1 Districts provided various precautions are taken to address potential adverse impacts. He added it is common to allow this type of use in light industrial districts.

Kirmis noted while the Zoning Ordinance presently includes several animal kennel-specific performance standards, Staff recommends that such standards be expanded to address potential adverse impacts in a more comprehensive manner. In this regard, Staff researched “animal kennel” standards presently imposed by several other metropolitan area cities. The additional standards included in the draft Zoning Ordinance Amendment primarily reflect standards imposed by the City of New Hope which incorporate Humane Society recommendations. Kennel size recommendations of the Association of Shelter Veterinarians (ASV) have also been incorporated (in the amendment language).

Kirmis reviewed the modifications that are recommended by Staff:

1. The existing definition of “kennel” be expanded to provide clarity regarding the allowance of animal daycare uses.
2. The City’s existing performance standards pertaining to animal kennels and/or shelters be expanded to add consistency.

Kirmis noted the second part of the amendment adds animal kennels as an allowed conditional use in the light industrial zoning district. He explained the third part of the amendment is the addition to some conditions related to the activity. He added presently the ordinance has a set of 4 conditions that apply to animal kennels with a number of kennel related conditions proposed.

Kirmis reviewed the current ordinance references the need to apply for a conditional use permit and states outdoor kennels are prohibited and says outdoor spaces related to kennel use must be screened from neighborhood uses and indoor activities must have sound proofing. He noted in regard to outdoor spaces Staff is recommending the space shall be cleaned regularly so as not to create a nuisance as defined by the City Code. He added animal waste produced within the space shall not be allowed to directly enter the City’s storm sewer system. He stated this feedback has been received by the City Engineer in regards to draining in the outdoor run area.

Kirmis stated the conditional use permit is specific to the site. He reviewed the conditional use permit:

1. Access

Access to the site is proposed from the south via 38th Avenue NE. No changes related to site access are proposed.

As shown on the submitted site plan, a row of 90-degree off-street parking stalls are located in the southeast corner of the site, along 38th Avenue NE. In this regard, access

to such row of parking is provided via an 80- foot-wide surmountable curb along 38th Avenue NE.

Also, to be noted is that a loading area located at the southwest corner of the building is likewise accessed from the south via 38th Avenue NE.

2. Off-Street Parking

Supply Requirements. The submitted site plan illustrates a total of 10 off-street parking stalls. The Zoning Ordinance does not include a specific off-street parking supply requirement for “animal kennels.” Rather, the Ordinance states that supply requirements are to be determined by Staff.

In researching parking supply requirements for animal daycare/kennel uses, the most common city standard applies an office supply standard to that area of a kennel devoted to office use and a warehouse standard to that area of the building devoted to kennel uses.

The applicant has indicated that a maximum of six employees will be on-site at one time. With this in mind, an off-street parking supply requirement of five stalls is considered deficient. Staff does, however, consider the 10 spaces provided on site to be adequate to accommodate expectant parking demand (six spaces for employees and four spaces for customers). As a condition of conditional use permit approval, it is recommended that a minimum of 10 off-street parking stalls be provided to accommodate the proposed use. Appropriately, one off-street parking space on the site has been designated as a disability stall (in accordance with the American Disability Act).

Parking Area Setbacks. Within I-1 zoning districts, the following parking area setbacks are imposed:

Front Yard: 20 feet Corner
Side Yard: 5 feet
Rear Yard 5 feet

The existing parking area upon the subject site extends to side (south) and rear (east) lot lines with no setback. In this regard, the existing parking area is considered a legally non-conforming condition as it fails to meet the City’s current parking area setback requirements.

3. Outdoor Activities (Dog Run)

As shown on the submitted site plan, an approximate 1,300 square foot outdoor dog run area is proposed on the east side of the building. The dog run area is considered well-placed in terms of minimizing impacts upon residential uses in the area. The run area abuts industrial buildings to the north and west and faces an industrial use to the south (along 38th Avenue NE). The outdoor run area will be screened from view of

homes located along the east side of University Avenue NE via a six-foot-high wood panel fence. The proposed fence meets applicable requirements of Section 9.106(E)(3) of the Zoning Ordinance pertaining to nonresidential fences.

Also, to be noted is that a significant amount of vegetation exists along the easter boundary of the site, within the Central Avenue NE right-of-way. While technically “off-site,” such vegetation provides additional screening of the outdoor activity area.

Kirmis added as a condition of conditional use permit approval, the property owner or custodian of the property shall have the obligation and responsibility to prevent such animal from committing any act which constitutes a public nuisance as provided in Section 8.101(D) of the City Code.

4. Indoor Activities (Kennels)

The Zoning Ordinance Amendment includes several standards which apply to indoor activities on the site. In this regard, the following requirements are recommended as conditions of conditional use permit approval:

1. All indoor activities shall include soundproofing and odor control.
2. The kennel or shelter shall provide a minimum floor area of 48 square feet per dog and 20 square feet per cat or any other animal boarded at any one time, exclusive of office or storage area.
3. Air temperature within the kennel or shelter shall be maintained between 60 degrees and 80 degrees Fahrenheit.
4. Within the kennel area, wall finish materials below 48 inches in height shall be impervious, washable materials such as sealed masonry, ceramic tile, glass board, or fiberglass reinforced plastic (FRP) panels.
5. Floor finishes shall be sealed concrete, or another impervious surface approved by the City.
6. Animal waste shall be immediately cleaned up with solid wastes being enclosed in a container of sufficient construction to eliminate odors and organisms. All animal waste shall be disposed of on a daily basis.
7. The kennel or shelter shall provide sufficient, uniformly distributed lighting to the kennel area.

5. Business Hours

It is understood that dog daycare and boarding activities on the site will be conducted on a 24-hour basis. Is has not however, been indicated what, if any, business hours for customer drop-off and pick-up activities are proposed.

To ensure land use compatibility, it is recommended that customer business hours, as deemed appropriate by the City, be established.

6. Trash

While a loading area exists on the south side of the building, it is not clear if trash handling equipment is to be located within the building or outside. If trash handling equipment is to be stored outdoors, its location should be illustrated on the site plan.

Also, consistent with Ordinance requirements, exterior trash and/or recycling collection areas on the site must be enclosed on at least three sides by an opaque screening wall or fence no less than six feet in height. The open side of the enclosure shall not face any public street or the front yard of any adjacent property.

7. Licensing

As a condition of conditional use permit approval, the kennel must be appropriately licensed in accordance with Section 5.607 of the City Code.

8. Neighborhood Notification

As required, neighborhood notification of the conditional use permit application has been provided to property owners within 350 feet of the subject property.

Kirmis mentioned City Staff have received 3 neighborhood comments and highlighted that a comment from the owner of property located at 3754 3rd Street NE (southwest of the subject site) has expressed opposition to the applicant's request. A copy of the property owner's letter is attached to the report.

Kirmis added they have received a letter from a property owner who asked questions regarding the use of the property. He stated in addition, a property owner who lived next to the applicant's previous property sent a letter endorsing the use of the property.

9. Staff Review

The Public Works Department, Police Department, and Fire Department have been provided copies of the application materials.

Krimis stated Staff recommends that the Planning Commission recommend the following to the City Council:

- A. Approval of the Zoning Ordinance Amendment which makes an allowance for animal kennels and/or shelters as a conditional use in the City's I-1, Light Industrial District.

Approval of the Conditional Use Permit for property located at 3801 3rd Street NE (PID# 35-30-24-33- 0078) subject to the following conditions:

1. Outdoor storage upon the subject site shall be limited to vehicles which are accessory to the principal use of the property (automobile repair) and awaiting repair and/or pick-up. Vehicles which are not awaiting repair and/or pick-up on the site are not considered an accessory to the principal use and therefore are not allowed to be stored upon the property.
2. There shall be no storage of junk vehicles used for parts on the premises.

3. There shall be no vehicles for sale on the property, and customers shall not buy vehicles from the site.
4. All vehicles stored on the premises shall be currently licensed, registered and insured.
5. The outdoor storage of vehicles within the public rights-of-way shall be prohibited.
6. All vehicles to be stored outdoors shall be located on an impervious surface.
7. In accordance with the submitted site plan dated August 29, 2022, a maximum of 79 vehicles shall be stored upon the site at one time.
8. Outdoor storage activities shall be limited to the rear yard of the site (south of the automobile repair building).
9. All individual vehicle parking stalls within the outdoor storage area shall meet the required dimensions outlined in Section 9.106(L) of the Zoning Ordinance, and be delineated with pavement striping, as depicted on the submitted site plan dated August 29, 2022.
10. Drive aisles within the outdoor storage area, as depicted on the submitted site plan dated August 29, 2022, shall be maintained to ensure proper site circulation and emergency vehicle access.
11. The Fire Department shall be provided a means to access the site from the south (from 38th Place NE) in the event of emergency. This issue shall be subject to further comment and recommendation by the Fire Department.
12. The site plan shall be modified to illustrate required off-street parking stalls (11 spaces, plus one space per service bay). Of the required spaces, one shall be designated on the site plan and on the property as a disability parking stall.
13. All new signage shall be subject to sign permit and shall be reviewed and approved by the City.
14. The submitted site plan shall be modified to illustrate trash handling and loading locations.
15. All exterior lighting on the site shall comply with the preceding requirements as provided in Section 9.106(K) of the Zoning Ordinance.
16. All required state and local codes, permits, licenses and inspections shall be met and be in full compliance.

Wolfe asked what the distinction was between light and heavy industrial. Kirmis stated heavy industrial refers to manufacturing project while light industrial refers to distribution. Wolfe asked if Columbia Heights typically has more light industrial zones. Chirpich stated it is primarily light industrial.

Wolfe asked if they adopted the change in the zoning ordinance would there still be the requirement of the conditional use regardless of where it is applied. Chirpich agreed and stated if there was a subsequent applicant on I-1 that came forward they would go through the conditional use process with the Planning Commission and City Council.

Vergas asked where the conditional use permit goes when a property owner moves. Chirpich stated the permit moves with the land and carries the title for a period of a year.

Vergas asked if Rocky's Gym was light industrial. Chirpich stated it was considered a limited business district.

Vergas asked what the sprinkler system requirements would be. Chirpich mentioned the EDA approved a significant grant for installation of fire suppressants. He added that the City code is stricter and requires sprinkler systems for buildings over 2,000 square feet.

Hoium asked who oversees that the requirements of the conditional uses. Chirpich stated there will be a number of permits throughout the build out but planning Staff would verify the fence, dog run improvements and interior improvements. He added it is likely there will be a plumbing permit and they would lean on the building official for that. He stated in addition, the nuisance requirements would be enforced by the City.

Hoium asked if animal waste would go down the sanitary sewer. Chirpich stated they would not and there would be floor drains for non-solids; he added the applicant could provide more insight.

Sahnaw asked if they were anticipating the same provisions being changed to the general business district based on the I-2 conditional use. Kirmis explained that the ordinance lists allowed uses and provides a separate section where specific standards are established. He added no matter the zoning district, the requirements would apply. He noted existing facilities must abide by the conditions of their original approval.

Sahnaw asked if Staff found any recommendation for the level or type of soundproofing. Chirpich stated they did not research detailed information. Ruff Love Dogs Owner, Jessen Como stated the goal is to keep the dogs calm and quiet and have a staff attending to each dog. He stated they have not had sound proofing in place in the past and did not have complaints about it. He added if a dog is barking consistently they speak with the owner about it not being the right fit; in addition they have high requirements for dogs they board.

Hoium asked how waste would be managed. Mr. Como stated all waste is put into compostable bags that go into the garbage each night. He added that urine and extra waste is sprayed down with OdoBan. He mentioned they have been in business for 13 years and desire to work with the community and do not want to be a nuisance.

Deneen asked if their current location is in a residential area. Mr. Como stated it is the same layout as the Columbia Heights building.

Wolfe asked what Mr. Como anticipated for traffic. Mr. Como stated he currently has 5 parking spots and is rarely full and does not anticipate much disturbance to the residents in the area.

Deneen asked if the facility allows for more dogs. Mr. Como stated it allows for a few more.

Sahnow asked what the business hours would be for pick up and drop off. Mr. Como noted it would be 6:30 am to 8 pm Monday through Friday and 9 am to 5 pm on the weekends.

Sahnow opened the public hearing.

Jeffery Dobberpuhl, City Resident stated he lives within 350 feet of the zoned location. He asked if the businesses was call Ruff Love Dogs LLC. Mr. Como confirmed. Mr. Dobberpuhl stated it was not a valid business in the state of Minnesota since they have been inactive administratively since 2015. He asked if the application could be legally submitted. He questioned if they would be able to follow simple rules if they were not registered.

Mr. Dobberpuhl noted he objects having the business put in. He added after reviewing the information from the League of Minnesota Cities, if there are zoning changes, they need to make specific legal factual findings regarding public health, safety, morals and general welfare. He mentioned he researched the minimal decibel levels for kennels and found the minimal levels is 100 dB, which is louder than a motorcycle. He added because of this, the recommended minimum distance from any residence is 400 feet. He stated it is an issue for the neighborhood because increased sound volume could decrease property values.

Mr. Dobberpuhl stated the business would be on a zero traffic street and by adding the business it would add 80 cars coming and going. He noted the waste going into outdoor bins would provide a stench in the air and increase black flies. He noted, none of his concerns have been addressed indicated by the League of Minnesota Cities in their consideration. He stated the increase sound and traffic would be a nuisance to the community.

Mr. Dobberpuhl stated there are no yield or stop signs in the area and have concerns on if the area could support the traffic. Vergas stated there was a stop sign on 38th Avenue. Mr. Dobberpuhl stated that stop sign has been gone for years. Mr. Dobberpuhl expressed his concerns for the safety of children with the increased traffic.

Mr. Dobberpuhl stated he did not believe they had the authority to modify the zoning since they do not have the facts to support it. He added that they cannot create the problem they are asking to get permitted. He stated there were three things to look at: the company's inability to follow State law, the safety concerns have not been properly addressed, and property values decreasing. He stated he does not believe it is supported by Minnesota law or facts.

Chirpich stated Staff does not believe there is a process error and could not confirm registration status. He mentioned the City Clerk looked it up and found that it was a registered business. He added he would need the insight of the City attorney but added the zoning decision would transcend the business alone. He noted the findings of fact that Mr.

Dobberpuhl mentioned from the League of Minnesota Cities are listed in the report. He added that the Planning Commission is an advisory board and does not make the final decision but get forwarded to the City Council for final approval.

Chirpich stated Staff did not identify a 400 foot recommendation from residential areas and the kennel. He added most industrial properties have residential zones next to them. He stated there has been an effort through the site planning to isolate outdoor dog activity and to have it against a highway to drown out noise. He mentioned there is action that the City can take if there is noise complaints. He added since most industrial zones are by residential zones, it is unavoidable but believes the ordinance is crafted in a way that is protecting against nuisance and added the findings of facts support this.

Hoium asked if a conditional use permit still be needed for the kennel if the ordinance passed. Chirpich agreed.

Wolfe asked if there would be overnight traffic since they are not opened in the night. Mr. Como stated dogs are in their suites from 8:30 pm until 6:15 am. He added there is a vetting process to make sure the right dogs stay overnight. Wolfe asked if traffic would be staggered during pick up and drop off times. Mr. Como stated it is more staggered.

Anthony Courtright, City Resident stated their dogs are regular day care attendees at Ruff Love Dogs. He noted they are professional, clean and kind. He mentioned they have a stringent screen processes for the dogs that are welcomed and added the staff are in control at all times. He stated all dogs are required to be up to date on their vaccines in order to attend. He added that the business is currently in a light industrial zone that is near a residential zone so it would be nothing new to them. He stated he is in support of the amendment and would be a welcomed addition to Columbia Heights.

Megan Dobberpuhl, City Resident expressed her concerns on the impact to the residents in the area and how the noise and odor could affect her home life. She added there are real people being affected by the decision. She stated her concerns on decreased home values due to the noise and odor.

Sahnaw closed the public hearing and opened the time for discussion for the commissioners.

Deneen stated she believes the applicant has been thoughtful in where to put the outdoor portion of the dog run for a high traffic street to buffer the noise and added the noise ordinance protects the neighborhood from any nuisances.

Kaiser stated from a comprehensive plan perspective, the type of use seems well-suited to the idea of a transitional area. He added it makes sense to amend the zoning to allow for the kind of use for the location. He stated the City did an exceptional job on creating the framework on if an issue could arise.

Vergas proposed Ruff Love Dogs is accordance with the Comprehensive 2040 plan and added it is more in line with light industrial than the two heavy industrial neighbors on both sides of the property. He stated he understands the concerns but noted it conforms to the plan.

Motion by Hoium, seconded by Kaiser to waive the reading of draft Ordinance amendment No. 1682, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Hoium, seconded by Wolfe to recommend that the City Council approve draft Zoning Ordinance Amendment No. 1682 as presented. All ayes of present. MOTION PASSED.

Motion by Wolfe, seconded by Hoium to waive the reading of draft Resolution No. 2023-09, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Wolfe, seconded by Hoium to recommend that the City Council adopt draft Resolution No. 2023-09, being a resolution approving a Conditional Use Permit for Ruff Love, LLC for the proposed animal kennel (dog daycare and boarding facility), subject to the conditions listed in the draft resolution. All ayes of present. MOTION PASSED.

OTHER BUSINESS

4. Review Purchase of 841 49th Avenue NE

Chirpich stated pursuant to State Statute, Section 462.356, Subdivision 2, the Planning and Zoning Commission (the "Planning Commission") in and for the City is required to review and ultimately determine that the proposed acquisition of real property by the City's Economic Development Authority (EDA), conforms to the Comprehensive Plan of the City. Therefore, the EDA has requested that the Planning Commission review the acquisition of 841 49th Avenue NE, Columbia Heights, MN 55421 (the "Subject Property") to determine if its acquisition conforms to the Comprehensive Plan of the City.

Chirpich added that the EDA reviewed the purchase of the property and is in support of it. He mentioned they have been able to get in contact with a direct family member and believe it is a strategic acquisition for a number of reasons. He stated it has potential for commercial use redevelopment in the future and could be zoned to withstand a twin home, two town homes or a single family home.

Chirpich noted the land use and redevelopment goal is to provide mechanisms for successful redevelopment of vacant lands and targeted areas within the community. He stated the Central Avenue corridor would be a strategic acquisition area of the City. He stated in addition it would enhance the image and viability of the Central Avenue corridor while protecting and enhancing adjacent residential areas. It would also encourage redevelopment discussions for the northern corridor of Central Avenue at 49th Avenue to

the City limits. He mentioned redevelopment of that nature is supported through the comprehensive plan.

Wolfe asked what the timeline would be after purchasing the site. Chirpich stated the first step would be remediation of all personal items, and demolition in the spring. He added there is no rush in the timeline.

Hoium asked if it was zoned as residential. Chirpich agreed stating it is R-2-A.

Kaiser stated it is “ripe for redevelopment.”

Motion by Hoium, seconded by Kaiser to waive the reading of Resolution 2023-PZ01, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Wolfe, seconded by Deneen to adopt Resolution 2023-PZ01, a resolution finding that the acquisition of certain land for redevelopment purposes by the Columbia Heights Economic Development Authority is consistent with the City of Columbia Heights’ Comprehensive Plan. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-PZ01

A RESOLUTION FINDING THAT THE ACQUISITION OF CERTAIN LAND FOR REDEVELOPMENT PURPOSES BY THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY IS CONSISTENT WITH THE CITY OF COLUMBIA HEIGHTS’ COMPREHENSIVE PLAN.

WHEREAS, the Columbia Heights Economic Development Authority (the “Authority”) proposes to purchase certain property (the “Property”) located at 841 49th Avenue NE, (PID 26-30-24-14-0136) in the City of Columbia Heights (the “City”) and described on the attached Exhibit A, for the purposes of eventual redevelopment; and

WHEREAS, Minnesota Statutes, Section 462.356, subd. 2 requires the City’s Planning Commission to review the proposed acquisition or disposal of publicly-owned real property within the City prior to its acquisition or disposal, to determine whether in the opinion of the Planning Commission, such acquisition or disposal is consistent with the comprehensive municipal plan; and

NOW, THEREFORE BE IT RESOLVED, the Planning Commission has reviewed the proposed acquisition of the Property, and has determined that the Authority’s purpose is to redevelop the Property, and that the proposed acquisition is therefore consistent with the City’s comprehensive plan.

BE IT FURTHER RESOLVED that this resolution be communicated to the Board of Commissioners of the Authority.

ORDER OF THE PLANNING COMMISSION

(insert signature box)

5. Review Purchase of 4243 5th Street NE

Chirpich stated pursuant to State Statute, Section 462.356, Subdivision 2, the Planning and Zoning Commission (the "Planning Commission") in and for the City is required to review and ultimately determine that the proposed acquisition of real property by the City's Economic Development Authority (EDA), conforms to the Comprehensive Plan of the City. Therefore, the EDA has requested that the Planning Commission review the acquisition of 4243 5th Street NE, Columbia Heights, MN 55421 (the "Subject Property") to determine if its acquisition conforms to the Comprehensive Plan of the City.

Chirpich mentioned the property is a single family acquisition of a blighted property by a property owner who is moving into an assisted living facility. He added Staff had an existing relationship with the realtor that has facilitated previous acquisitions for the City. He stated the house has suffered from deferred maintenance and is a small lot of 40 foot wide. He noted Staff will propose this property to the EDA in an upcoming meeting but decided to address it with the Planning Commission.

Chirpich stated the intent of the property would be acquisition for demolition. He added redevelopment for what they are going to propose is potentially going to be an affordable housing project in partnership with Habitat for Humanity. He explained the reason being is that the City has a scattered site tax increment financing district that has been idle for many years with funds that need to be utilized. He noted another option would be a market rate deal and would need to go through the EDA.

Chirpich highlighted the main goal as "strengthen the identity and image of the community as a desirable place to live, work, and play." He added this is accomplished by enhancing the physical appearance of the community through clean-up initiatives, redevelopment opportunities, and housing renovation programs. He reviewed the housing goals and policies stating the goal to "preserve the single-family neighborhoods as one of the community's strongest assets." He mentioned the sub-goals include:

1. Enhance and maintain the quality and appearance of single-family neighborhoods and the housing stock through code enforcement and clean-up efforts.
2. Identify redevelopment areas that could support new single-family housing.
3. Evaluate new higher valued housing opportunities to provide move-up housing for existing and new residents.

Hoium asked if the property would be a demolition. Chirpich stated it would be and added it would be either a single family market rate or a single family affordable in partnership with Habitat for Humanity.

Wolfe asked how much the funds were that could be lost. Chirpich stated \$385,000 and added it is in a TIF district which would generate revenue annually for the next 5-6 years. He mentioned the houses that were redeveloped under that district are contributing about \$50,000 a year.

Sahnow asked what would happen to the fund in 5-6 years. Chirpich stated they would decertify the TIF district, deal with any fund balance that is in the district and determine what to do with the surplus funds.

Motion by Hoium, seconded by Kaiser to waive the reading of Resolution 2023-PZ02, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Kaiser, seconded by Deneen to adopt Resolution 2023-PZ02, a resolution finding that the acquisition of certain land for redevelopment purposes by the Columbia Heights Economic Development Authority is consistent with the City of Columbia Heights' Comprehensive Plan. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-PZ02

A RESOLUTION FINDING THAT THE ACQUISITION OF CERTAIN LAND FOR REDEVELOPMENT PURPOSES BY THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY IS CONSISTENT WITH THE CITY OF COLUMBIA HEIGHTS' COMPREHENSIVE PLAN.

WHEREAS, the Columbia Heights Economic Development Authority (the "Authority") proposes to purchase certain property (the "Property") located at 4243 5th Street NE, (PID 35-30-24-24-0049) in the City of Columbia Heights (the "City") and described on the attached Exhibit A, for the purposes of eventual redevelopment; and

WHEREAS, Minnesota Statutes, Section 462.356, subd. 2 requires the City's Planning Commission to review the proposed acquisition or disposal of publicly-owned real property within the City prior to its acquisition or disposal, to determine whether in the opinion of the Planning Commission, such acquisition or disposal is consistent with the comprehensive municipal plan; and

NOW, THEREFORE BE IT RESOLVED, the Planning Commission has reviewed the proposed acquisition of the Property, and has determined that the Authority's purpose is to redevelop the Property, and that the proposed acquisition is therefore consistent with the City's comprehensive plan.

BE IT FURTHER RESOLVED that this resolution be communicated to the Board of Commissioners of the Authority.

ORDER OF THE PLANNING COMMISSION

(insert signature box)

Chirpich stated there are not many updates on the Rainbow project but mentioned the developer partner expects to reboot and get revised site plans out to the community and begin the engagement process after speaking with the Council. He noted they would like to have entitlements and land use approvals concluded in 2023 and have an expected groundbreaking in spring 2024. He mentioned the

grocery store that was going to go into the site has backed out. Chirpich stated they would like to bring the building down in July 2023 and are taking demo bids and added that Dollar Tree's lease.

Chirpich stated the Medtronic site is for sale with a lot of developers looking at it. He added they are viewing it as a redevelopment opportunity.

Chirpich mentioned there are adaptive reuse redevelopers looking at the Fairview building.

Wolfe asked if they would be having a meeting next. Chirpich stated they would not since the application deadline was yesterday. Hoium stated it was his last meeting. Sahnaw congratulated Hoium for his career. Chirpich stated there would be recognition during a Council meeting.

Buesgens noted there would be a sustainability commission during the spring and should have it set up in July, with interviews happening in May and June. She noted they are pushing to have a larger group of people on the commission.

ADJOURNMENT

Motion by Sahnaw, seconded by Vergas, to adjourn the meeting at 7:26 pm. All ayes. MOTION PASSED.

Respectfully submitted,

Alicia Howe, Administrative Assistant



ECONOMIC DEVELOPMENT AUTHORITY
Public Safety Building—Training Room, 825 41st Ave
NE
Monday, March 06, 2023
5:00 PM

MINUTES

CALL TO ORDER/ROLL CALL

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

Members present: Connie Buesgens; Gerry Herringer; Kt Jacobs; Rachel James; Amada Márquez-Simula (5:06 pm); Justice Spriggs; Marlaine Szurek

Staff Present: Kelli Bourgeois, City Manager; Aaron Chirpich, Community Development Director; Sara Ion, City Clerk; Mitchell Forney, Community Development Coordinator; Alicia Howe, Administrative Assistant; William Roberts, Rail Werks Brewing Depot Owner

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. **Accept February 6, 2023 EDA Meeting Minutes**
2. **Approve the Financial Reports and Payment of the Bills for January 2023**

Questions/Comments from Members:

Herringer asked what was replaced for the Van Buren Lighting Replacement. Chirpich stated the municipal parking ramp had a full upgrade on the lighting system and new LED lights in the ramp. He added it was paid through the Capital Improvement Fund.

Jacobs asked if shields would be included on the lights on the street side of the ramp. Chirpich stated they are shielded and downcast and code compliant.

Herringer asked if the developer payments were for the new office. Chirpich explained the second half of the 2022 developer payments is for the bi-annual payments for the TIF districts of Crestview and the 2 Dominion Projects (The Legends and Grand Central Flats).

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

RESOLUTION NO. 2023-06

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENT FOR THE MONTH OF JANUARY 2023 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF JANUARY 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 statement for the month of January 2023 has been reviewed by the EDA Commission; and **WHEREAS**, the EDA has examined the financial statement and finds it 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 statement including the check history, and they are found to be correct, as to form and content; and

BE IT FURTHER RESOLVED the financial statement is 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 a part of the permanent records of the Columbia Heights Economic Development Authority

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of March, 2023

Offered by: Jacobs
Seconded by: James
Roll Call: All ayes of present.

President

Attest:

Secretary

BUSINESS ITEMS

3. **Approve Purchase of 4243 5th Street and Approval of Inter-fund Loan**

Forney reported in early in 2023, community development staff were approached by John Rockwell with REMAX Synergy with a seller that was interested in selling their home to the City of Columbia Heights. John has worked extensively with the City in the past. Previously, he was in charge of finding and negotiating on behalf of the EDA for houses that were purchased under the Commercial Revitalization Program. The seller has aged out of the home and now resides in an elderly care facility. The house and garage have slowly fallen into disrepair. The owner's family sought to sell the property to the City rather than to someone that would attempt to flip the house. The home was originally built in 1916 and contains 600 sq/ft of livable space. The house is very small and when combined with the detached garage only takes up about 1/3 of the lot. Community development staff thought that this property was perfect for redevelopment. When staff toured the residence there were holes in the ceiling with garbage bags used to plug areas that had been leaking. Rather than letting the house fall into the hands of a flipper, staff thought it a perfect candidate for affordable home ownership and redevelopment. Staff are purposing a partnership with the non-profit Habitat for Humanity to redevelop an affordable single-family home on the site. Staff have been in contact with Habitat for Humanity, and they will be able to address the project in the spring of 2024. He added that demolition would begin in 2023 with the rebuild happening at a later date.

Forney stated when looking into financing the project, community development staff along with help from the finance director, found pooled TIF funds in an old redevelopment TIF district, C8. Staff also identified the scattered site TIF district w3/w4. The C8 district and w3/w4 district have historically had a symbiotic relationship. When C8 was decertified, it loaned its pooled funds to w3/w4 to be used in the redevelopment of affordable single family housing. Specifically housing that was purchased from housing foreclosures during the recession. W3/w4 utilizes TIF acquired from scattered single-family lots, previously redeveloped, to pay back the money loaned from the C8 district. Since the C8 district was established prior to the TIF rules being changed in 1990, the pooled funds have different rules than modern districts, allowing them to remain almost indefinitely or until the district no longer has obligations, i.e. loans. The w3/w4 district was established in 2015 and will be decertified in 2040.

Forney noted that staff purpose utilizing this symbiotic relationship to loan funds from C8 to w3/w4 in order to purchase 4243 5th Street. W3/w4 will then utilize the TIF it is currently collecting to repay the C8 loan with 5% interest. In order to utilize w3/w4, the property has to meet HUD low-income requirements. Which is why staff believe Habitat for Humanity is the perfect partner. C8 currently has approximately \$385,000 dollars. Staff are requesting an interfund loan for this project in the amount of \$170,000, to cover the \$120,000 purchase price along with demolition costs. Leaving \$215,000 in C8 available for similar projects in the future. The EDA can continue to utilize this relationship to purchase

houses until the decertification of w3/w4. If the EDA identifies more properties to purchase, staff recommends modifying w3/w4 to include the homes which would increase the amount of TIF that w3/w4 captures to pay back its loans. Forney stated with the additional funds in the C8, they can target older homes that could be redeveloped and meet affordable home ownerships.

Questions/Comments from Members:

Márquez-Simula noted there was an article that related to the topic. Buesgens agreed and stated there was an article in the *Star Tribune* that mentioned older homes built in back lots. She added that people used to do this because they hoped to build a larger home in front of it as a more permanent home. Chirpich stated they would look into it and mentioned they have found a similar home simply by researching homes in the City. Buesgens noted it would be a good future article to look into.

Jacobs asked how the proposed legislation on lowering the TIF tax rate would effect the current TIF. Chirpich stated it was a future discussion.

Jacobs asked if it was possible to partner with a local construction company to build a home in order to support a local business. Forney explained in the past they typically hire a local business. He stated the issue they have run into is managing a low income home while also making sure low income families remain in the homes. He mentioned Habitat for Humanity is able to manage this. Chirpich added that it takes compliance for income eligibility out of the hands of the City and can be a burden on the Staff to manage. Jacobs asked if there could be a contractual agreement with the developer. Chirpich stated they could. Forney added it can be difficult to find a developer who would agree. Chirpich noted they have not explored developers who would have the bandwidth to handle scattered site projects. He added they have not worked with Habitat for Humanity in a number of years and they do good work. Jacobs explained she is not against using Habitat for Humanity but thought it could be a good opportunity to promote a local business.

Buesgens reviewed past projects where they hired local businesses. Szurek asked if John Rockwell was involved in those past projects. Chirpich confirmed he was. Szurek noted how beautiful those homes were. Chirpich stated the City has a long history of scattered site redevelopment.

James stated she is in favor of the project and wished there was more money in the funds in order to buy all the homes that would qualify. She appreciated Habitat for Humanity and the sweat equity that is a part of it. She added in general she likes the idea of scattered site development and more affordable housing.

Herringer noted an issue in the past with Habitat for Humanity where they did not agree to give the home to a Columbia Heights resident and stated that cannot happen again. He asked if they still operated in that manner since it was a reason they did not use them the last few years. Chirpich stated he did not know and mentioned the new owner would become a Columbia Heights residents. Szurek explained that there are many renters in Columbia Heights who would like to have a home but cannot afford it and that it was an important question to ask Habitat for

Humanity. Chirpich mentioned Habitat for Humanity has federal obligations to adhere to and would need to look into it more. He added that Habitat for Humanity comes to the City each year asking if there was any land they could build on and the City has turned them away for the past 4 years. Herringer explained the benefit of having Habitat for Humanity do the project while offering the home to a current Columbia Heights resident.

Márquez-Simula agreed with the comments made by Herringer and Szurek and stated she is in favor with the current topic and they could ask Habitat for Humanity at a future time. Chirpich noted the EDA would make the decision on who would do the project in the future and does not have to be set on Habitat for Humanity.

Spriggs asked who was paying the 5% interest in the interfund loan. Forney stated the City was through the W3 paying the C8.

Motion by Buesgens, seconded by Márquez-Simula, to waive the reading of Resolution No. 2023-07 and 2023-08, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Buesgens, seconded by Jacobs to approve Resolution 2023-07, a resolution authorizing an interfund loan for advance of funds from tax increment financing University Avenue Redevelopment District (no. C8) for costs in connection with the city-wide scattered site housing tax increment financing district. All ayes of present. MOTION PASSED.

Motion by Buesgens, seconded by James to approve Resolution 2023-08, a resolution approving the purchase agreement between the Economic Development Authority of Columbia Heights, Minnesota, and Lauren M. Bell. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-07

A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF FUNDS FROM TAX INCREMENT FINANCING UNIVERSITY AVENUE REDEVELOPMENT DISTRICT (NO. C8) FOR COSTS IN CONNECTION WITH THE CITY-WIDE SCATTERED SITE HOUSING TAX INCREMENT FINANCING DISTRICT

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

Section 1. Background.

1.01. Pursuant to Minnesota Statutes, Sections 469.174 through 469.1799, as amended, and predecessor statutes (the “TIF Act”), the City of Columbia Heights, Minnesota (the “City”) and the Housing and Redevelopment Authority in and for the City (the “HRA”) previously established Tax Increment Financing University Avenue Redevelopment District (No. C8) (“TIF District C8”) within a project area variously called the Downtown CBD Revitalization Project, the Central Business District Redevelopment Project, and the CBD Redevelopment Project (the “Project”).

1.02. By resolution approved January 8, 1996, the City transferred to the EDA the control, authority and operation of all projects then administered by the HRA.

1.03. Pursuant to the TIF Act, the City and the Authority also previously established the City Wide Scattered Site Housing Tax Increment Financing District (“Scattered Site TIF District”) within the Project.

1.04. The Authority expects to incur certain costs related to the Scattered Site TIF District, which costs may be financed on a temporary basis from available Authority funds.

1.03. Under Section 469.178, Subdivision 7 of the TIF Act, the Authority is authorized to advance or loan money from any fund from which such advances may be legally made in order to finance expenditures that are eligible to be paid with tax increments under the TIF Act.

1.04. The Authority intends to acquire and demolish certain property within the Project, including but not limited to property located at 4243 5th Street NE, Columbia Heights MN 55421, in the City (collectively, the “Property”), and intends to pay all or a portion of the costs of acquiring and demolishing the Property using tax increments from TIF District C8, up to the total balance of tax increments (approximately \$385,000) available in the fund or account for TIF District C8 (the “Balance”).

1.05. The Authority has designated the advance of funds for the acquisition and demolition of the Property as an interfund loan (the “Interfund Loan” or “Loan”).

Section 2. Authorization of Use of Funds; Further Actions.

2.01. The Authority hereby authorizes use of the Balance from TIF District C8 as one of the legally available funding sources for the Interfund Loan.

2.02. The Authority authorizes the Loan in the amount of \$170,000, to be drawn from the account for TIF District C8. Such amount will be made available to the Authority at or before the closing on the acquisition of each Property by the Authority. The outstanding principal balance of the Loan bears interest at the rate of 5.0 percent per annum (which is the greater of the rates specified under Sections 270C.40 or 549.09 in accordance with Minnesota Statutes, Section 469.178, subdivision 7); provided, however, the Executive Director of the EDA is authorized to specify a lower rate. Interest accrues from the respective dates of each disbursement from the identified account in order to acquire the Property.

2.03. The Loan is payable from tax increments generated from the Scattered Site TIF District (if any), from any other tax increments legally available for such purposes, from proceeds of the sale of the Property (if any), and from any other revenues available to the Authority. Principal and interest (“Payments”) shall be made at the times any revenue sources are available to make installment payments. The outstanding balance of principal and interest is due on the date of last receipt of tax increment from the Scattered Site TIF District or from any other tax increment district from which repayment of the Loan is made. Payments will be credited to the account from which the Loan was drawn. All payments shall be applied first to accrued interest, and then to unpaid principal of the Loan.

2.04. The Authority reserves the right to permanently allocate all or any portion of the Balance to the acquisition of the Property and to amend the terms of the Interfund Loan at any time by resolution of the Authority’s Board of Commissioners, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Section 3. Effective Date. This resolution is effective upon approval.

Approved by the Board of Commissioners of the Columbia Heights Economic Development Authority this 6 TH day of March, 2023.

Passed this 6th day of March, 2023

Offered by: Buesgens
Seconded by: Jacobs
Roll Call: All ayes of present.

President

Attest:

Secretary

RESOLUTION NO. 2023-08

A RESOLUTION APPROVING THE PURCHASE AGREEMENT BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, AND LAUREN M. BELL

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

SECTION 1. RECITALS.

1.01. The Authority and Lauren M. Bell (“Seller”) desire to enter into a purchase agreement (the “Purchase Agreement”) pursuant to which the Authority will acquire certain property in the City located at 4243 5th Street NE (the “Property”) from the Seller for housing redevelopment purposes. The Property is described in Exhibit A attached hereto.

1.02. Pursuant to the Purchase Agreement, the Authority will purchase the Property from the Seller for a purchase price of \$120,000 plus related closing costs.

1.03. The Authority finds that acquisition of the Property is consistent with the City’s Comprehensive Plan and will result in redevelopment of the substandard property located at 4243 5th Street. Such acquisition of this Property, for subsequent resale, best meets the community’s needs and will facilitate the housing redevelopment and revitalization of this area of the City.

1.04. The Authority also finds that this redevelopment project is consistent with the purpose of the Economic Development Authority Scattered Site Housing TIF District w3/w4.

SECTION 2. PURCHASE AGREEMENT AND BUDGETT AMENDMENT APPROVED.

2.01. The Authority hereby ratifies and approves the actions of Authority staff and of REMAX Synergy (“Broker”) 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.

2.02. The Authority herby approves the use of funds from TIF District w3/w4 for the purchase agreement and \$50,000 for other project costs that comply with the standards laid out in the w3/w4 TIF Plan adopted by the City of Columbia Heights.

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 acquire the Property from the Seller, all as described in the Purchase Agreement

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of March, 2023

Offered by: Buesgens
Seconded by: James
Roll Call: All ayes of present.

President

Attest:

Secretary

4. 40th and University Avenue Right-of-Way Purchase from MnDOT

Forney reported in 2019, the City began in earnest to enact its plan to redevelop the southwestern quadrant of the 40th Avenue and University Avenue intersection, as redevelopment of this corner is a priority that is articulated in the City’s comprehensive plan. As part of this redevelopment initiative, the City and EDA have purchased three separate parcels to prepare a shovel ready site for future development. Community development Staff are bringing forward for the EDA’s consideration the purchase of MnDot right-of-way that adjoins the City’s current land holdings in this location. The acquisition of this land from MnDot will make the City’s parcels more accessible, developable, and improve the overall layout of the redevelopment site.

LAND ASSEMBLY HISTORY TO DATE:

Forney stated in 2009, the City purchased the parcel located at 3853 3rd Street as part of its program to purchase and rehabilitate foreclosed homes during the housing crises. In 2010, the City demolished the single-family home on the property, and it has sat vacant since. In 2019, the City purchased the former Root Electronics parcel (393 University Ave NE) out of tax forfeiture for \$81,600.

Forney noted after the purchase, community development staff worked to secure federal Community Development Block Grant (CDBG) funding for the demolition of buildings and environmental remediation of the site. The City's environmental contractor, Carlson McCain conducted environmental testing of the site and in December of 2021, Carlson McCain and the City's demolition contractor, Veit initiated the environmental cleanup. Over a period of four weeks, Veit removed two storage buildings, their slab foundations, the basement foundation of the main Root building, 665 tons of contaminated soil, and clear-cut most of the trees and scrub brush on the site. During the remediation of the site, Veit and Carlson McCain uncovered an old dumpsite on the southern end of the property, two large fuel storage tanks, and an additional foundation underneath one of the storage building foundations. The dumpsite and additional foundation were immediately remediated. With the assistance of Carlson McCain, the City applied for the State of Minnesota's Abandoned Underground Petroleum Storage Tank Removal Program. As part of the program, the Minnesota Department of Commerce paid for the entire project cost of removing the fuel storage tanks and conducting post removal environmental testing. At the same time, Community Development staff and the EDA were in negotiations with the owner of 230 40th Ave NE. In late 2019, the EDA purchased the house for \$275,000 and prepared the property to be used by the Fire Department in a training exercise burn. After the house was burned down the site was cleared of all improvements and now sits vacant.

MNDOT RIGHT-OF-WAY ACQUISITION:

Forney noted there is a service road that used to serve as the entrance to the Root property and the former house at 230 40th Ave. This service road is owned by the Minnesota Department of Transportation (MnDot), even though it acts as the only entrance point to the two City owned properties. As part of the redevelopment of the southwest corner, Staff thought it imperative to acquire part of this right-of-way.

Forney reviewed that in June of 2022, Staff reached out to the MnDot requesting the conveyance of the land. After meeting to discuss possible contingencies, MnDot responded with the purchase approval letter. Acquiring this right-of-way makes the City owned parcels whole and makes the combination of parcels more attractive to developers. As part of the property conveyance, MnDot wanted to ensure that the City meets three requirements. First, that the entrance to any future development on the site will have to meet current setback standards from the 40th and University intersection. The current service road is too close to the intersection and will have to be pushed to the west to meet current MnDot standards. This will occur upon redevelopment of the site and does not

have to be done until then. Second, that the City be responsible for repairing and making the sidewalk along 40th Avenue ADA compliant. In 2025, Anoka County plans to rebuild part of 40th Ave along the north side of the site. Staff were able to negotiate the resolution timeline for the ADA compliance upgrades to coincide with the work to be done on 40th Avenue. Last, that the City shall be responsible for moving the fence that currently lines the border between the parcel and the University Ave right-of-way. This is to ensure the fence delineates the new boundary and will be completed when the redevelopment of the site is conducted.

Forney stated as part of the purchase process, the Minnesota Pollution Control Agency (MPCA), has conducted a Phase 1 environmental review of the property. No major issues were found but there is a possibility the site may need additional environmental remediation. Staff have also worked with the EDA's legal counsel to complete a title commitment review of the parcel. The title has comeback clean, and staff have title insurance prepared. The purchase of the property will be paid out of fund 408, specifically the Commercial Redevelopment Program. With a purchase price of \$7,700.00 for 14,161 sq/ft of commercial land, Staff believe that the purchase of the land is a great opportunity for the City. The parcel is completely useless to anyone other than the City and if it remained in MNDOT's hands it would stay vacant. The addition of this parcel adds another puzzle piece to the eventual redevelopment of the corner and sets up the City to drive the eventual project.

Questions/Comments from Members:

Buesgens expressed her excitement for the City to purchase the land. She referenced a nearby home they could have purchased when she joined the Council but previous EDA members ruled they would not fund relocation costs. She stated there should be some exceptions in the future so they do not run into the same problem and miss an opportunity. She asked if it could be added as a discussion item in the future since she had asked for that in the past. Chirpich agreed that it was a missed opportunity and stated they have engaged the owner but they are currently building more. He noted not all hope is lost since they could pursue a potential lot area variance and make the argument that it is under unique circumstances that would warrant a smaller lot area threshold for that second duplex. He added they would need to look into it in the future.

Chirpich explained the lot will be jagged but Staff still agree it is worth pursuing the project. Forney referenced Buesgens comment on the previous EDA member's decision and stated it is not a set in stone policy. Buesgens expressed her frustration with the past EDA decision. Chirpich explained that Staff agree there if there was a tenant relocation of a single family home in the future they would bring it to the EDA.

Jacobs asked if they were watching the triangle property. Chirpich stated they were. Szurek asked if it was an older single family home. Chirpich confirmed it was. Forney added that it was sold in 2013 and mentioned that the individuals living in the home are older. Chirpich stated they were going to reach

out and begin a dialogue. Szurek noted it makes it difficult to make a development. Chirpich stated the northern triangle was still a viable option.

Szurek asked how many square feet the MnDot 230 and 3930 portion was. Chirpich stated it is over 2 acres.

Buesgens asked if it was safe to walk in the area. Forney stated it is and they have worked with Public Safety in order to avoid dumping in the area. He added in the 3853 parcel, people were dumping in the area but Public Works is planning on building concrete barriers after the snow melts. He noted there is not a homeless population in the parcel, like in previous years. Buesgens stated she thought contamination was the reason to not walk in the area. Chirpich noted that contamination is no longer an issue.

Jacobs asked if there was an idea on what kind of development is desired in the future and added that she could see it being a light industrial development. Chirpich noted the Comprehensive Plan has 3 to 4 plans with all of them being mixed use plans of commercial and residential. Buesgens explained a previous idea was to use boxcars from the City to create homes.

James stated with all of the redevelopment happening on a major intersection, it cannot stay an empty lot. She added there will be more bus stops accessible to residents in the area.

Buesgens stated she would hate to see the woods be torn down. Chirpich noted there was not much high value vegetation in the area. He added the City Forester did a cursory review of the area and did not find much high value vegetation. Buesgens explained it was not just the trees but the animals that would be effected such as bees if cottonwood trees were torn down.

Motion by Spriggs, seconded by Jacobs, to waive the reading of Resolution No. 2023-09, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Spriggs, seconded by Buesgens, to adopt resolution 2023-09, a resolution approving the conveyance of real property between the Minnesota Department of Transportation and the Economic Development Authority of Columbia Heights, Minnesota. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-09

A RESOLUTION APPROVING THE CONVEYANCE OF REAL PROPERTY BETWEEN THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA

BE IT RESOLVED, by the Economic Development Authority in and for the City of Columbia Heights as follows:

SECTION 1. RECITALS.

1.01. The Authority has received a conveyance offer letter (the "Agreement") from the Minnesota Department of Transportation (MNDOT) (the "Seller") pursuant to which the Authority will acquire certain property in the City of Columbia Heights (the "City") located on the southwest corner of

40th Ave and University Ave (the “Property”) from the Seller for economic redevelopment purposes. The Property is described in Exhibit A attached hereto.

1.02. Pursuant to the Agreement, the Authority will purchase the Property from the Seller for a purchase price of \$7,700.

1.03. The Authority finds that acquisition of the Property is consistent with the City’s Comprehensive Plan and will result in the redevelopment of a substandard property, and that such acquisition will facilitate the economic development and revitalization of this area of the City.

1.04. The Authority also finds that this redevelopment project is consistent with the purpose of the Economic Development Authority Redevelopment Fund 408. Specifically, this project meets the requirements of the Commercial Revitalization Program within fund 408.

SECTION 2. PURCHASE AGREEMENT APPROVED.

2.01. The Authority hereby ratifies and approves the actions of Authority staff and Kennedy Graven in researching the Property and preparing and presenting the Agreement. The Authority approves the 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 Agreement by those officials shall be conclusive evidence of their approval.

2.02. Authority staff and officials are authorized to take all actions necessary to perform the Authority’s obligations under the Agreement as a whole, including without limitation execution of any documents to which the Authority is a party referenced in or attached to the Agreement, and any deed or other documents necessary to acquire the Property from the Seller, all as described in the Agreement.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of March, 2023

Offered by: Spriggs
Seconded by: Buesgens
Roll Call: All ayes of present.

President

Attest:

Secretary

5. Rail Werks Brewing Fire Suppression Grant Application

Forney reported he met the business owner who was present at the meeting. In 2022, the EDA created the Fire Suppression Grant Program (“Program”). Through this program the

EDA wanted to assist local businesses with the cost burdening work of installing fire suppression systems within commercial buildings. As noted in the program guidelines, a lot of the commercial properties in Columbia Heights do not have fire suppression systems.

Forney noted the cost of adding these systems, when required, is very cost prohibitive for small businesses. Certain businesses and certain changes in use require the addition of fire suppression systems. The Applicant in question is William Roberts the owner of Rail Werks Brewing Depot. Rail Werks Brewing is currently in the process of retrofitting a space in the strip mall on the NE corner of 40th and Central. They are a new business that has been garnering funding and support in the community over the past few years. Along with brewing beer, Rail Werks plans to sell barbeque out of its kitchen. As noted, adding kitchens into any space can be very costly. The Fire Suppression Grant program can only assist with the Sprinkler and ANSUL system. While Rail Werks still needs to front the cost for hoods and the fire suppression related kitchen and HVAC equipment. Attached to the application are the applicants plans for the building. To install the required fire suppression system Rail Werks Brewing is looking at adding a cost of approximately \$48,872 to their build out.

Forney reviewed in 2022 The EDA allocated \$45,000 for the creation of the Program, and budgeted \$60,000 for 2023, leaving the program with a balance of \$105,000. After the approval of Ruff Love Dogs Application for \$30,000, the EDA currently has \$75,000 available for 2023. If approved, Rail Werks would receive a grant of \$24,436 bringing the EDA's funds available to \$50,564 for the remainder of 2023. As stated above it has been difficult for staff to find business that are able to apply to the program. Staff believe that this project meets the intent of the Fire Suppression Grant program, assisting in the bringing a desirable business to the City of Columbia Heights.

Questions/Comments from Members:

Herringer asked what was currently in the space. Forney stated it is currently empty. Herringer asked what it is next to. Chirpich stated it is next to Global Academy.

James asked if other businesses were ready for the program and had contacted Community Development. Forney explained the only two that are ready and have contacted them are the ones they have presented in the year; he added no one else has approached them.

Motion by Jacobs, seconded by James, to waive the reading of Resolution No. 2023-10, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Jacobs, seconded by Buesgens, to approve Resolution 2023-10, a resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the form and substance of the Fire Suppression Grant Agreement, and approving authority staff and officials to take all actions necessary to enter the authority into the Fire Suppression Grant Agreement with Rail Werks Brewing Depot. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-10

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FIRE SUPPRESSION GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO THE FIRE SUPPRESSION GRANT AGREEMENT WITH RAILWERKS BREWING DEPOT.

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 thoroughly reviewed copies of the proposed form of the Grant Agreement.

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

1. approves the form and substance of the grant agreement and approves the Authority entering into the agreement with Rail Werks Brewing Depot.
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as he/she deems necessary and appropriate to carry out the purpose of the foregoing resolution.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of March, 2023

Offered by: Jacobs
Seconded by: Buesgens
Roll Call: All ayes of present.

President

Attest:

Secretary

6. Rail Werks Brewing Façade Improvement Grant Application

Forney explained the report was regarding the 2023 Façade improvement Grant application for Rail Werks Brewing Depot. Located at 4055 Central Ave NE, Rail Werks Brewing recently leased the property and is currently working on a complete buildout of one of the open spaces. Rail Werks is installing brewing equipment, a commercial kitchen, and building out its dining area. Rail Werks is applying to the Façade Grant Program to assist in the installation of a new sign. As we are continuing to see with other businesses, Rail Werks was only able to receive one bid for the exterior work. The bid came in at \$9,200 and meets the requirements for a grant amount of \$4,600. Community development staff recommend funding the project in full. The business owner is clearly investing in both the façade and interior of the building. The updates to the building will rehabilitate the space and bring a desired business to the City.

Questions/Comments from Members:

Jacobs asked if there was an illustration of the emblem for the sign.

William Roberts, Rail Werks Brewing Depot Owner unzipped his sweater to display his t-shirt showing the emblem that will be on the sign.

Szurek thanked the owner for coming to Columbia Heights and said they were looking forward to having them there.

Chirpich asked the owner to share the grand opening timeline. Rail Werks Brewing Depot Owner William Roberts explained there is a lot of work to do but they are hoping for September 1, 2023.

Motion by James, seconded by Jacobs, to waive the reading of Resolution No. 2023-09, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by James, seconded by Spriggs, to adopt Resolution 2023-11, a resolution approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with Rail Werks Brewing Depot. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-11

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

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

WHEREAS, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing existing store fronts, increasing business vitality and economic performance, and

decreasing criminal activity along Central Avenue Northeast, in the City’s Central Business district, pursuant to a Façade Improvement Grant Agreement with various property owners and/or tenants; and

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

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

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

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with Rail Werks Brewing Depot
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as he/she deems necessary and appropriate to carry out the purpose of the foregoing resolution. ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of March, 2023

Offered by: James
Seconded by: Spriggs
Roll Call: All ayes of present.

President

Attest:

Secretary

Questions/Comments from Members:

Herringer asked what the renter rates and ratio was. Chirpich stated it is going well and is over 40% lease and over 100 units. He added there are many 20 lease months and 7-10 lease weeks.

Szurek asked if they were still planning on tearing down at 44th Street. Chirpich stated they are still planning on tearing down the building in July 2023. Márquez-Simula asked if there could be a viewing party for the community.

ADJOURNMENT

Motion by Buesgens, seconded by Jacobs, to adjourn the meeting at 5:57 pm. All ayes. MOTION PASSED.

Respectfully submitted,



Alicia Howe, Recording Secretary



ECONOMIC DEVELOPMENT AUTHORITY
Public Safety Building—Training Room, 825 41st Ave
NE
Monday, April 03, 2023
5:00 PM

MINUTES

CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:06 pm by Acting Chair James.

Members present: Gerry Herringer; Kt Jacobs; Rachel James; Amada Márquez-Simula; Justice Spriggs

Members absent: Connie Buesgens; Marlaine Szurek

Staff Present: Kelli Bourgeois, City Manager; Sara Ion, City Clerk; Mitchell Forney, Community Development Coordinator; Alicia Howe, Administrative Assistant

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- 1. Approve March 6, 2023 EDA Meeting Minutes**
- 2. Approve Financial Reports and Payment of Bills of February 2023**

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

RESOLUTION NO. 2023-12

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENT FOR THE MONTH OF FEBRUARY 2023 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF FEBRUARY 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 statement for the month of February 2023 has been reviewed by the EDA Commission; and

WHEREAS, the EDA has examined the financial statement and finds it 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 statement including the check history, and they are found to be correct, as to form and content; and

BE IT FURTHER RESOLVED the financial statement is 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 a part of the permanent records of the Columbia Heights Economic Development Authority.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 3rd day of April, 2023

Offered by: Jacobs

Seconded by: Spriggs

Roll Call: All ayes of present, MOTION PASSED.

Vice President

Attest:

Secretary

BUSINESS ITEMS

3. 2022 Outstanding Business of the Year Award

Forney reported on November 7, 2022, the EDA approved the establishment of the Business of the Year Award. This award set out to recognize local businesses for noteworthy accomplishments, long-standing contributions to the community, and significant community service efforts. The criteria for nomination are based on a variety of notable accomplishments, such as being a long-standing business within the City of Columbia Heights reaching a milestone year, a major business expansion, remodel, exterior renovation, landscaping improvements, or relocation to a new facility within the City,

environmentally friendly or sustainability-related initiatives or improvements, a major contribution to the community, or other major accomplishments or contributions worthy of recognition. However, it is important to note that the EDA reserves the right to make no selection if nominations do not meet the standard of recognition.

Forney stated this year, the EDA received two nominations for Community Grounds and Rapid Graphics. Both nominations were submitted by communications staff members due to the lack of participation in the first year of the program.

Forney mentioned Community Grounds has played an instrumental role in supporting city events. For example, during the City's Snow Blast Event, Community Grounds provided hot coffee and cocoa, while during Truck or Treat, they hosted a table with various games. Additionally, Community Grounds has generously offered hundreds of cups of free hot beverages at City events and has provided their business as a gathering space by hosting free weekly events such as trivia and game nights.

Forney noted Rapid Graphics has partnered with the City for decades. Rapid Graphics is a community focused locally owned business that has been on Central Avenue for nearly 50 years. Recently the business was covered in multiple local newspapers for its inclusive store front holiday display. Which had placards and small displays for Christianity, Buddhism, Islam, and Hinduism. They also included various placards acknowledging different cultural groups.

Forney explained, if selected as the Business of the Year, the winning business will be honored with a plaque during a brief presentation at a City Council Meeting, marketing of the achievement at City events, on City reader board signs, and a recognition article posted on the City's website and newsletter.

Forney stated the 2023 Business of the Year Award is in its inaugural year, and while staff acknowledges that participation was limited, they believe that as the program continues, the award will become increasingly coveted by the local business community.

Questions/Comments from Members:

Jacobs stated she would like to see Rapid Graphics become Business of the Year since they have been around for a long time and have done a lot in the City.

Márquez-Simula agreed and recommended Rapid Graphics.

James commented that both Community Grounds and Rapid Graphics are worthy and she is thankful they are both in the community. She added Rapid Graphics is very deserving since it is reaching a milestone year and hopes Community Grounds can be nominated in the future.

Márquez-Simula agreed.

Herringer stated anyone who has been in the City for 50 years deserves recognition and added he would be in favor of selecting Rapid Graphics.

Spriggs agreed and added they are both deserving.

James asked if there was anything that needed to be added to the nomination that she could learn from.

Márquez Simula stated all of their employees are full time, there are 4-5 employees, and they have been there for a long time. She added it is a testament to the business for keeping employees so long and investing in them full time.

Jacobs added that they have persevered through the decades, even though all of the changes in the printing industry in the last 50 years.

Márquez-Simula expressed her gratitude for Community Grounds for the support they have given to City events. She added that she is excited for this to be an annual award and for more businesses to be awarded and nominated in the future.

Motion by Jacobs, seconded by Herringer to approve Rapids Graphics as the 2022 Columbia Heights Business of the Year. All ayes of present. MOTION PASSED.

Questions after the motion:

Márquez-Simula asked what the timeline was for Rapid Graphics to be notified. Forney stated he would coordinate with the communications team and would follow up with her.

Márquez-Simula stated it would be nice to know in case Bourgeois would announce it during the City Council meeting on Monday. Bourgeois stated it should work as long as they can get the plaque and notify Rapid Graphics. Forney added they were hoping to honor the Citizen of the Year and Business of the Year at the same time in May. Márquez-Simula asked if they could still announce it during the City Council meeting. Forney stated they could.

4. Façade Improvement Grant Report Yuli's Salon, 4915 Central Ave

Forney presented the Yuli's Salon 2023 Façade Improvement Grant application for their new location at 4915 Central Avenue NE. The salon seeks to add a sign to their storefront and has obtained two bids, with the lowest being \$6,977.63. As this cost is eligible for reimbursement of \$3,489, Community Development Staff recommends funding the project in full. The addition of Yuli's Salon will bring increased foot traffic to the area and benefit other nearby businesses. Renderings of the proposed sign and bids were included in the application.

Forney added regarding site cameras, Staff will confirm the commitment of Yuli's Salon to install cameras. Furthermore, Railwerks Brewing has expressed interest in installing

cameras and staff may facilitate the coordination with both of these businesses later in the year.

Questions/Comments from Members:

James asked why pages 45 and 46 of the agenda packet were blank. Forney explained it is for the legal description of the property and improvement and they will be filled in prior to their execution.

Spriggs asked where they were relocating from. Forney stated they are not relocating but are starting a new business.

James stated it is nice to see new development come in.

Motion by Spriggs, seconded by Márquez Simula to waive the reading of Resolution 2023-13, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Spriggs, seconded by Jacobs to adopt Resolution 2023-13, a resolution approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with Yuli's Salon. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2023-13

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

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

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

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

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

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

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with Yuli’s Salon
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as he/she deems necessary and appropriate to carry out the purpose of the foregoing resolution.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 3rd day of April, 2023

Offered by: Spriggs

Seconded by: Jacobs

Roll Call: All ayes of present, MOTION PASSED.

Vice President

Attest:

Secretary

Questions/Comments from Members:

Herringer asked what was happening at the Asia location. Forney stated Staff is in contact with the new business owner. They currently own Maya Cuisine in Northeast Minneapolis and purchased and contracted the building from the previous owners, who are currently renovating it for a Mexican or South American type restaurant. Forney stated he does not know if they are going to integrate the pickup window yet but they are aware of the façade improvement grant.

Forney gave an update stating the Columbia Heights’ ramp near Fairview is finishing the new elevator. He added they had the State inspection and are working on having a communication line for the phone in the elevator before it is open to the public. He added as of last week, the EDA is the owner of the two buildings; 8414 49th Avenue, and 4243 5th Avenue. He noted Habitat for Humanity is excited and would like to come before the Council and bring a designer to the EDA to speak with the Commissioners. In addition, Habitat for Humanity would like to speak with surrounding residents of the building to get their feedback.

Forney noted the new City Planner would begin next week. Márquez Simula asked who it was. Forney stated it was Andrew Boucher.

Márquez-Simula stated she had a photo from Jimmy's with a large puddle near the parking ramp. She noted he was concerned for the building. Forney stated in the past they had issues with leaks and drains and would have Public Works go out and fix the issue.

James asked when they were planning to remove the house. Forney stated they would have bids as soon as possible. He added they are hoping to do both buildings at the same time.

ADJOURNMENT

Motion by Márquez Simula, seconded by Jacobs, to adjourn the meeting at 5:21 pm. All ayes. MOTION PASSED.

Respectfully submitted,



Alicia Howe, Recording Secretary



CITY COUNCIL CORNER
City Hall—Conference Room 1, 590 40th Ave NE
Wednesday, April 12, 2023
3:00 PM

Mayor
Amáda Márquez Simula
Councilmembers
Connie Buesgens
Kt Jacobs
Rachel James
Justice Spriggs
City Manager
Kelli Bourgeois

MINUTES

The following are the minutes for the Meeting of the City Council held at 3:00 p.m. on Wednesday, April 12, 2023, in Conference Room 1, City Hall, 590 40th Avenue NE, Columbia Heights, Minnesota.

CALL TO ORDER/ROLL CALL

Mayor Márquez Simula called the meeting to order at 3:04 p.m.

Present: Mayor Márquez Simula; Councilmember Buesgens; Councilmember Jacobs; Councilmember James; Councilmember Spriggs

Also Present: Kevin Hansen, Public Works Director; Sara Ion, City Clerk.

WORK SESSION ITEMS

1. Strong Cities Video: <https://youtu.be/tl3kkk2Jdol>

Council viewed the video and discussed that we are a fully developed urban city. Director Hansen discussed projections related to improvements to watermains, alleys and road rehabilitation projects: overall we are not reinvesting enough in our current infrastructure. The City will continue to ask for developers to pay for what is being updated as well as seeking TIF Funds for public improvements.

2. For the Love of Cities, Peter Kageyama.

Council followed up on potential Iftar and other cultural involvement in the future. Sponsoring the use of Murzyn Hall for these events and volunteering to serve, create center pieces, serve dinners and decorate. The Council would like to follow up with this issue in November 2023 to follow up with this issue.

Councilmember Buesgens brought up the potential for Street Pianos at the Husset Park Jefferson Building Overhang. It was also mentioned that Ramsdell and Sullivan Parks would be a good location.

Follow up on City Wide Book Club: Council will read the book at the Library. Director Hansen recommended the pond with the seating area as well. Director Hansen will follow up with Library Director for the summer newsletter.

3. Inequity in Homeownership.

Councilmember James brought up the legislative discussion of the ban related to the single-family homes being converted to corporate rentals. There would still be the opportunity to invest in duplexes and fourplexes. Councilmember James is unsure if this would be passed during this legislative session. This item is to be kept in the agenda for next month.

4. Council Discuss Next Month Schedules and Proclamations.

Mayor Márquez Simula would like this item kept on the agenda for each Council Corner. She would like to make sure that she captures all the proclamations the Council would like to include.

For the month of April there will be Arbor Day, and for May there will be Public Work, Police Week, and Asian Pacific Islander Month.

5. Good Friday Holiday Name.

Mayor Márquez Simula stated that the topic of the Good Friday Holiday came up with the discussion of Ramadan and equity. She felt there should be a different name for the closure and City holiday going forward.

6. Other Business.

Continued discussion of Board and Commission engagement. Community Engagement Specialist Will Rottler will be speaking to the Park and Recreation Commission at the upcoming meeting about attending / volunteering at upcoming Public Events.

ADJOURNMENT

The meeting was adjourned at 4:35 pm.

Respectfully Submitted,

Sara Ion, City Clerk



CITY COUNCIL MEETING
City Hall—Council Chambers, 590 40th Ave NE
Monday, April 24, 2023
6:00 PM

Mayor
Amáda Márquez Simula
Councilmembers
Connie Buesgens
Kt Jacobs
Rachel James
Justice Spriggs
Interim City Manager
Kevin Hansen

MINUTES

The following are the minutes for the Meeting of the City Council held at 6:00 pm on Monday, April 24, 2023, in the City Council Chambers, City Hall, 590 40th Avenue NE, Columbia Heights, Minnesota.

WELCOME/CALL TO ORDER/ROLL CALL

Mayor Márquez Simula called the meeting to order at 6:05 pm.

Present: Mayor Márquez Simula; Councilmember Buesgens; Councilmember Jacobs; Councilmember Spriggs; Councilmember James

Also Present: Lenny Austin, Chief of Police; Kevin Hansen, Interim City Manager; Jim Hoeft, City Attorney; Sara Ion, City Clerk; Sulmaan Khan, Interim City Engineer; Kathy Ahlers, City Resident; Shelly Johnson, City Resident; Hikari Nakane, City Resident

MISSION STATEMENT

Columbia Heights is a vibrant, healthy and connected City. We are here to actively support the community, deliver equitable services, build and strengthen connections, improve upon our past, and uphold our successes. We strive to be better and ensure Columbia Heights is a great place for everyone, today and in the future.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mayor Márquez Simula requested to change the order of the proclamations to consider Item F. “May Asian and Pacific Islander Minnesotan Heritage Month Proclamation” before item A under Proclamations, Presentations, Recognition, Announcements, Guests.

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

PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS

F. **May Asian and Pacific Islander Minnesotan Heritage Month Proclamation.**

Mayor Márquez Simula introduced Hikari Nakane and stated she is a pastor at Church of All Nations. She had reached out to the community for anyone who identified as Asian and Pacific Islander and invited them to the meeting to receive the proclamation on behalf of those who cannot attend.

Mayor Márquez Simula read the City’s proclamation declaring May 2023 as Asian and Pacific Islander Minnesotan Heritage Month.

Ms. Nakane thanked Mayor Márquez Simula and the Councilmembers and explained she is of Japanese descent and has lived in Columbia Heights for 15 years. She expressed her pride in being a part of the Church of All Nations and noted they are committed to diversity and inclusion. She added because of the relationship with the City, she desires to invest in the community. Ms. Nakane again thanked the Council.

A. April Arbor Day Proclamation.

Councilmember Buesgens read the City’s proclamation. Mayor Márquez Simula proclaimed April 28, 2023 as April Arbor Day and the month of May 2023 as Arbor Month.

Mayor Márquez Simula noted on April 28, 2023 at 12:15 pm there will be a tree planting ceremony at McKenna Park.

B. April National Library Week Proclamation.

Councilmember James read the City’s proclamation. Mayor Márquez Simula proclaimed April 23, 2023—April 29, 2023 as April National Library Week.

C. April Fair Housing Month Proclamation.

Councilmember James read the City’s proclamation. Mayor Márquez Simula proclaimed April 2023 as Fair Housing Month.

D. May Public Works Week Proclamation.

Mayor Márquez Simula read the City’s proclamation declaring May 21, 2023—May 27, 2023 as May Public Works Week.

Interim City Engineer Khan accepted the proclamation and stated he began work with the City in July 2022. He thanked the Council for the proclamation and explained how proud the department is to serve the community.

E. May Police Week Proclamation.

Councilmember Spriggs, on behalf of the City Council, read the City’s proclamation declaring May 14, 2023—May 20, 2023 as May Police Week.

Chief of Police Austin accepted the proclamation and thanked Mayor Márquez Simula and the Councilmembers. He stated on April 15, 2023 in Pope County, Deputy Joshua Owen was killed in the line of duty and two other officers were shot. The week prior, in Wisconsin, Officer Emily Breidenbach and Officer Hunter Scheel were killed in the line of duty. He explained these recent events made the proclamation more significant. Chief Austin explained in 2022, 224 officers died in the line of duty and 332 officers died in previous years. These names will be added to the National Law Enforcement Officers’ Memorial in Washington D.C. He noted there have been six officers killed in the line of duty in Anoka County including Columbia Heights’ Officer John Ramsdell. He explained the

importance of taking time to honor the officers who have lost their lives in the line of duty. He noted the candle light vigil will be held on Saturday, May 13, at 8 pm Eastern Time in Washington D.C. This event will be live streamed and can be found it at www.nleomf.org. He explained the Minnesota Law Enforcement Memorial Association will conduct a memorial service on May 15 at 7 pm at the Minnesota Law Enforcement Memorial in St. Paul.

Councilmember Jacobs stated she has had the privilege to attend ceremonies at the Memorial in Washington D.C., noted it was an incredible experience, and encouraged anyone who had the privilege to visit it. Mayor Márquez Simula agreed and noted she joined the St. Paul police officers in placing the wreath at the Memorial. She added how grateful she is to have Officer Piehn involved in the organization.

CONSENT AGENDA

Mayor Márquez Simula requested Item 9 “Amend the Library Meeting Room Usage Policy” be removed from the Consent Agenda for further discussion.

Councilmember James noted she did not need to pull Item 10 “Rental Occupancy Licenses for Approval” for discussion but mentioned page 103 in the Agenda Packet. She noted several of the licenses were for Brian Buffington and explained he has six public corporations under his name with multiple homes in Columbia Heights and hundreds of homes in the U.S. She explained there was no reason to not approve the licenses so it can remain in the Consent Agenda but she wanted to note the corporation of single-family homes. She added that Mr. Buffington has three Foreign LLC’s listed with one address in Scottsdale Arizona. She expressed her concern regarding that and encouraged the Council to continue to keep an eye on it as they consider rental licenses.

Motion by Councilmember James, seconded by Councilmember Spriggs, to approve removal of Item 9 removed for further discussion. All Ayes, Motion Carried 5-0.

1. **Approve the April 3, 2023 City Council Work Session Meeting Minutes.**
MOTION: Move to approve the April 3, 2023 City Council Work Session meeting minutes.
2. **Approve the April 10, 2023 City Council Meeting Minutes.**
MOTION: Move to approve the April 10, 2023 City Council meeting minutes.
3. **Accept the February 8, 2023 Youth Commission Meeting Minutes.**
MOTION: Move to accept the February 8, 2023 Youth Commission meeting minutes.
4. **Award Contract to Abdo Financial Solutions For Approximately Four Months of Payroll Services.**
MOTION: Move to authorize staff to enter into an agreement with Abdo Financial Solutions for payroll preparation services at the terms listed in the agenda packet.
5. **Approve the Joint Powers Agreement (JPA) with the city of Minneapolis for the reconstruction and construction administration of 37th Avenue from Central Avenue to**

Stinson Boulevard and 37th Place from 37th Avenue to Stinson Boulevard, Projects 2110 and 2306

MOTION: Move to approve a Joint Powers Agreement with the City of Minneapolis to provide cost-share not expected to exceed \$2,909,847.71 for the construction, construction engineering, construction inspection, material testing, and construction administration for street reconstruction on 37th Avenue from Central Avenue to Stinson Boulevard and 37th Place from 37th Avenue to Stinson Boulevard, City Projects 2110 and 2306.

6. Accept MWMO Grant Agreement for 37th Avenue and 37th Place Green Stormwater Infrastructure Implementation.

MOTION: Accept the grant from the MWMO in the amount of \$274,729 for the 37th Avenue and 37th Place reconstruction projects, Projects 2110 and 2306.

7. Award Traffic Signal Painting for Five Traffic Signal Systems Along Central Avenue, Project 2308.

MOTION: Move to approve the proposal for traffic signal system painting at five intersections on Central Avenue; Project 2308, with Cobalt Companies for an estimated cost of \$39,700.00 appropriated from Fund 430-3170-45185-2308.

8. Award of Professional Services for Topographic Surveys for 2024 and 2025 Alley Reconstruction Projects 2406 and 2506.

MOTION: Move to approve the Proposal for Topographic Surveying for 2024 and 2025 Alley Reconstruction; Projects 2406 and 2506, with Bolton & Menk, based on time and materials with an estimated cost of \$27,176.00 appropriated from Funds 415-6400-43050-2406 and 415-6400-43050-2506.

9. Pulled from the Consent Agenda for further discussion "Amend the Library Meeting Room Usage Policy."

10. Rental Occupancy Licenses for Approval.

MOTION: Move to approve the items listed for rental housing license applications for April 24, 2023, in that they have met the requirements of the Property Maintenance Code.

11. License Agenda.

MOTION: Move to approve the items as listed on the business license agenda for April 24, 2023 as presented.

12. Review of Bills.

MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$2,155,798.16.

Motion by Councilmember Buesgens, seconded by Councilmember Jacobs, to approve the Consent Agenda as presented with Item 9 removed for further discussion. All Ayes, Motion Carried 5-0.

ITEMS PULLED FROM THE CONSENT AGENDA

9. Amend the Library Meeting Room Usage Policy.

Interim City Manager Hansen stated there are two components to the Library Meeting Room Usage Policy amendment. The first is amending the time the community room would be available to rent for the public and the second is amending the usage of food in the community room in order to keep the room clean.

Mayor Márquez Simula explained the reason she pulled the item for discussion was because there was much discussion during the Council work session where the Council asked to have the Library Board review the policy. She did not know if it was ready to be voted on yet. She agreed removing the usage of food makes sense but she would like to have further discussion in the work session regarding the times and hours that is open.

Motion by Councilmember Jacobs to table the Library Meeting Room Usage Policy discussion to a work session. Motion failed for lack of a second.

Councilmember James suggested the Council move forward with waving the fee since it is a large change in the policy. She agreed with Mayor Márquez Simula's comment on having further discussion in a work session.

Councilmember Buesgens explained she would like to wave the fee and have further discussion but since there was a motion on the table, it could prevent that from happening. City Attorney Hoeft advised that if the Council lets the motion fail, the Council would be able to make whatever motion it prefers.

Councilmember Spriggs expressed his excitement for the policy changes and noted he feels comfortable approving the amendments during the meeting but is also comfortable having further discussion with the Council. He added the changes would not go into effect until July 1, 2023 so the Council is not under a time crunch.

Motion by Councilmember Buesgens to amend the Library Meeting Room Usage Policy, remove the fee for the Community Room rental, remove food in the Community Room, and table the discussion on room hours. Motion failed for lack of a second

Mayor Márquez Simula noted there was another amendment for smoking that could be added in the motion. Interim City Manager Hansen clarified it was for chewing tobacco.

Motion by Councilmember Buesgens, seconded by Councilmember James, to amend the Library Meeting Room Usage Policy, to approve removal of the Library fees, that no food be allowed in the Community Room, prohibition of chewing tobacco in the Library, and to table discussion on the hours to a work session.

Discussion during the motion:

Councilmember Jacobs expressed her concern that fees may be attached to the hours so it should be tabled it because of the correlation. Mayor Márquez Simula explained she is ready to make a decision regarding the fees.

Councilmember James asked where the date it would go into effect is written. Interim City Manager Hansen explained it was on the front of the Staff report in the Agenda Packet with the recommendation from Staff having it be in effect July 1, 2023.

4 Ayes, 1 Nay, Motion Carried 4-1. Ayes: James, Spriggs, Buesgens, Márquez Simula Nay: Jacobs.

PUBLIC HEARINGS

This is the public's opportunity to speak regarding this matter. Any comments made after the public hearing is closed will not be considered by the City Council and will not be included as part of the formal record for this matter.

13. First Reading of Ordinance No. 1683, Amending Chapter 3, Article 3 of the City Code Pertaining to Boards and Commissions.

Interim City Manager Hansen explained the Ordinance has four parts:

- Updating language related to the period of time between service on the same board and commission to "one term";
- Removal of the Traffic Commission;
- Addition of Sustainability Commission; and
- Updates to Youth Commission language to reduce the number of members from 20 to 13, and to include members who attend school in ISD 13.

Councilmember Buesgens expressed her excitement in adding the Sustainability Commission.

There was no one in council chambers or via zoom who wished to speak regarding this ordinance.

Motion by Councilmember Jacobs, seconded by Councilmember Buesgens, to waive the reading of Ordinance No. 1683, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Jacobs, seconded by Councilmember James, to set the reading of Ordinance No. 1683, an Ordinance amending Chapter 3, Article 3 of the City Code pertaining to Boards and Commissions, for May 8th, 2023, at approximately 6:00 p.m. in the City Council Chambers. All Ayes, Motion Carried 5-0.

ITEMS FOR CONSIDERATION

Bid Considerations

14. Adopt Resolution 2023-26 Being a Resolution Accepting Bids and Concurring with Awarding a Contract for the Street Reconstruction of 37th Avenue and 37th Place, Projects 2110 and 2306.

Interim City Engineer Sulmaan Khan explained the bids were opened and completed by the City of Minneapolis. Five bids were received with the lowest bid by Eureka Construction, Inc at \$11.1 million. Staff are happy with the bid that was received and recommending the Council to move forward with Eureka Construction, Inc.

Councilmember Buesgens expressed her excitement for the project and asked residents to continue to be patient during the construction, noting it would be worth it when it is done. Mayor Márquez Simula agreed, thanked the MWMNO for their assistance in the project, and thanked Staff for applying for grants.

Councilmember James noted the City received a Metropolitan Council Regional Grant as well as State Aid funds to bring down the funds the City is responsible for to \$2.9 million.

Motion by Councilmember Spriggs, seconded by Councilmember Jacobs, to waive the reading of Resolution 2023-26, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Spriggs, seconded by Councilmember Buesgens, to adopt Resolution 2023-26 being a Resolution accepting bids and providing concurrence for awarding the 2023 Street Rehabilitation Program consisting of 37th Avenue Full Street Reconstruction; Project 2110, and 37th Place Full Street Reconstruction; Project 2306, to Eureka Construction, Inc. based upon their low, qualified, responsible bid in the amount of \$11,171,519.53, of which \$2,909,847.71 is the total that Columbia Heights will be responsible for providing to Minneapolis, appropriated from the following funds, \$1,000,000 from Fund 402-3191, \$160,000 from Fund 601-6400, \$25,000 from fund 602-6400, \$200,000 from Fund 653-6400, \$274,729 MWMO grant funds, and the remaining is anticipated to be covered by other City funds. All Ayes, Motion Carried 5-0.

15. Approve Exterior Signage for the New City Hall, Project 1911.

Interim City Manager Hansen reviewed the background on the new City Hall project stating they are nearing completion around June 2023 for the interior buildout. The exterior signage was not included in the plans that were presented to the Council. One of the remaining items is exterior building signage specific to City Hall. City staff has been working with Albrecht Signs of Fridley to develop and design the exterior signage. Albrecht signs has fabricated and installed the exterior signage and LED message boards at the Library and City liquor stores.

Interim City Manager Hansen showed the Council photos of proposed signs for the new City Hall building. He described the various signs and where they would be placed on the building.

Interim City Manager Hansen noted the final cost is \$52,010 and the budget had \$60,000 for the project. He added Staff are recommending approval of the signage proposal from Albrecht Sign Company and in order to get it in, they would need get permits in tomorrow.

Mayor Márquez Simula stated she was happy to hear they were under budget and thought the new signage looked classy. Councilmember Jacobs agreed and add it looks modern and speaks to the future and is delighted to see it.

Motion by Councilmember Buesgens, seconded by Councilmember Jacobs to approve the exterior signage proposal from Albrecht Sign Company for the new City Hall at 3989 Central Avenue in the amount of \$52,010 from Fund 411.9999.45120.1911. All Ayes, Motion Carried 5-0.

CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council

Councilmember Buesgens thanked the Public Works Department for refreshing the traffic signal poles on Central Avenue. She added the City would be replacing ten alleys in 2024 and 2025. Interim City Manager Hansen mentioned in 2019 the City had replaced three alleys and the next ten are part of 30 alleys in the City. Councilmember Buesgens noted she drove through all ten alleys. She attended the Iftar at the mosque, the Iftar the Police Department hosted, Council Corner with the other Councilmembers, Metro Cities annual meeting, Council Police Academy with the other Councilmembers, and the Neighborhood Watch meeting. She gave her condolences to a family who lost their five month old baby and noted that Public Safety Staff tried to save the baby but unfortunately could not. She thanked the Staff for their efforts in trying to save the baby.

Councilmember James stated she attended the Iftar at the local mosque with the Columbia Heights Police Association, a webinar on land use regulation with the League of Minnesota's Cities, Council Corner, and a school safety panel hosted at First Lutheran Church with Superintendent Stenvik, Assistant Superintendent Bondo, the High School Principal, and two School Board members. The two themes that emerged from the safety panel were mental health help especially related to bullying and the prevalence of gun violence. She noted caring adults make a difference and thanked those who work and volunteer with students. She stated "Happy Eid" to those who celebrate and "Happy Earth Day". HeightsNext organized a street clean up on Central Avenue that had 75 volunteers, cleaned four parks, and collected 35 bags of trash which included car parts due to car crashes. Community partners included a Girl Scout Troop, Gay for Good, a Manager from a liquor store, and a teenage girl who brought her friends for an Earth Day party. She thanked all the volunteers who helped. She noted there was an adopt a park clean up with the Sunday school students from First Lutheran Church. There will be hydrant flushing in parts of the City so residents may see some discoloration in the water. She added she has been in discussion with residents regarding skate parks, rental density cap, and meeting with Somali American neighbors.

Councilmember Jacobs stated she was out of the country in Havana, Cuba, and explained it was a moving trip. She noted her takeaway was seeing the perseverance in the people who live there and can continue to enjoy each other. She attended the Council Corner and Council Academy. She noted May is

No Mow May and mentioned an article that suggests to let the grass grow and to maintain it at six inches so it does not cause stress on the grass. She acknowledged former City Manager Kelli Bourgeois' last meeting and congratulated Interim City Manager Kevin Hansen. She facilitated eight resident reach outs.

Councilmember Spriggs noted he met with Senator Knuesh, Representative Feist, Mayor Márquez Simula, and residents at the Legend regarding the rent increases and is continuing to work on the issue. He also met with the Governor's top policy aids to see what solutions there were. He attended Council Corner, Council Academy, Central Avenue Clean-up, Metro Cities meeting as the liaison, and the Charter Commission as a fill in liaison. He stated he had many resident reach outs.

Mayor Márquez Simula thanked Councilmember Jacobs for bringing up No Mow May. She stated she attended the Sister Cities meeting and noted the Sister Cities organization is going to Poland from September 21, 2023—October 4, 2023 and welcomed residents to join, noting they can email her if anyone is interested or attend the next meeting on May 9, 2023 at 1 pm. She attended the Council Corner, went to the State Capitol with Councilmember Spriggs regarding the issue of rental increases for the Legends, attended the Youth Commission meeting, Iftar at the local mosque, and went to the boxing gym, Golden Gloves, with the City Manager and Community Development Director. She noted she did a pet bed event in partnership with the Library in February and was able to donate the beds in the past week to MARS (Minnesota Animal Rescue Services). She attended the School Safety Panel and met with the Somali American Public Affairs Committee (SAPAC). She thanked the Library for allowing people to meet in the parking lot before the street clean up. She attended the Police Academy with the rest of the Council and attended the Chanhassen Dinner Theater to see the production of Prom, which she and recommended.

Report of the City Manager

Interim City Manager Hansen noted April 25, 2023 would be the last day to register to purchase a No Mow May yard sign in order to alert Staff and residents that they are not cutting their grass. He noted that May is a large pollinator month and not mowing can help with the pollination process. Information can be found at the website at www.columbiaheightsmn.gov/pollinators.

Interim City Manager Hansen stated submissions for Outstanding Citizen of the Year award are due at midnight on April 24, 2023. Nominations for adults and youth can be found on the City website at www.columbiaheightsmn.gov/outstanding. Beginning on May 1, 2023 those who are interested in the City wide Garage Sale (June 9, 2023-June 11, 2023) can sign up to be included on a locator map. Information can be found at www.columbiaheightsmn.gov/garagesale. Residents can sign up between May 1, 2023 and May 31, 2023. The Fire Department is continuing to look for on call firefighters and is hosting an informational recruitment on April 26, 2023 from 6-9 pm at the Fire Station.

Interim City Manager Hansen stated the intended goal to begin construction on 37th Avenue is May 15, 2023. Prior to that, Minneapolis and Columbia Heights will hold informational meetings for residents who are impacted. Construction is expected to be completed in October or early November. The City is doing sanitary sewer lining on Central Avenue from 37th Avenue to 44th Avenue and are looking at doing it during the evening from 7pm-7am. Staff have sent out a notice for everyone who is impacted. A schedule has not been set yet due to waiting on permits being approved. He noted Public Works is

patching up pot holes and flushing fire hydrants. He suggested for community members run their water for about 10 minutes if there is any discoloration in their water. If the water does not clear, call Public Works.

COMMUNITY FORUM

Shelly Johnson, City resident, stated Brian Buffington is associated with Haven Brooke. She explained that last year, the Fire Department went through a process of potentially revoking and reinstating all of Haven Brooke properties. One of the changes coming from that was Brian Buffington being listed as the licensee on all properties. She noted they have about 20 properties.

Kathy Ahlers, City resident, stated she has lived in Columbia Heights for 36 years and acknowledged the good work Public Works Director Hansen has done over the years. As well as that in the living memory of the residents of Columbia Heights there has not been an open search for the City Manager. She recognized Minnesota has a top ten public affairs graduate program and reviewed the education and training that is provided in the program. She would prefer to have a more modern method of community engagement to select a City Manager. She asked that the City Manager search utilize a consultant and consider using community-wide forums to collect feedback from residents. She also suggested having community-wide events before the Comprehensive Plan revision. She asked the Council to conduct a full and complete search for a City Manager.

ADJOURNMENT

Motion by Councilmember Buesgens, seconded by Councilmember Spriggs, to adjourn. All Ayes, Motion Carried 5-0.

Meeting adjourned at 7:23 pm.

Respectfully Submitted,

Sara Ion, City Clerk/Council Secretary



COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, April 5th, 2023

Approved Item 6.
5/3/2023

ATTENDANCE INFORMATION FOR THE PUBLIC

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

The meeting was called to order in the Library Community Room by Gerri Moeller at 5:30pm.

Members physically present: Gerri Moeller; Carrie Mesrobian; Chris Polley; Rachelle Waldon; Melanie Magidow (New Member); Justice Spriggs (Council Liaison). **Members remotely present:** N/A. **Members absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary); Sara Ion (City Clerk). **Public present:** N/A.

1. The **Agenda** was amended by Renee to include two additional items: an Art Exhibition request by artist, Jeffrey Berger; as well as a request to the Library Board for a member to accompany Renee to a meeting of the ACL Library Board on May 22nd at Northtown Library. The Amended Agenda was **moved and unanimously approved.**
2. **Oath of Office:** Sara Ion was in attendance to swear in our new member, Melanie Magidow and give an overview of the duties, expectations, and Open Meeting rules before the meeting's Call to Order. Board introductions were made during this portion of the meeting. Welcome to the Library Board of Trustees, Melanie :)
3. **Annual Elections of Board Officers:** A nomination of Gerri Moeller as Chair, and Rachelle Waldon as Vice-Chair were made; both accepted the nominations; **a motion was made to appoint Gerri Moeller as Chair and Rachelle Waldon as Vice-Chair, it was seconded and unanimously approved.**
4. The **Minutes** of the **March 1, 2023**, Board Meeting were **moved and unanimously approved.**
5. **Review Operating Budget (2023):** 24% of the year and 20% of the budget encumbered; no concerns raised.

Community Forum: Opportunity for public input. No correspondence, or members of the public in attendance.

Old Business:

6. **Update on Recommended Changes to the Meeting Room Usage Policy:** Justice informed the Board that this issue was discussed by the City Council at their recent Work Session, and there was an agreement on **removing the rental fee for the room and prohibiting food**, but the Council was split on the **restricting hours** to only Library open hours. The Council cited that some community groups (e.g. HeightsNEXT) organize events that only work outside of the Library's weekly schedule (City-sponsored events like public meetings, election polling, and the NE Business Council would still be able to meet outside of open hours); they would like the Library Board to discuss this aspect further. The Board discussed ideas around refundable damage deposits, trusted groups, and security monitoring, but it kept coming back to safety. There were worries about the safety of the building, library/custodial staff, and the groups themselves (as the external doors would remain unlocked during the duration of meetings and groups would not be able to restrict anyone who seeks to enter the building). After discussion, the Library Board still agreed that the room use should be restricted to library operating hours, but they are open to revisiting the issue in the future if anything changes, or if data suggests that the need for extended hours are needed.
7. **Staffing Update:** One hired Page has made it through training and is now on the regular schedule. Our second hire, due to a family emergency, had to move out of state. Another interviewee was offered the position and will begin training next week. We will soon be fully staffed.

New Business:

8. **Approve Submission of the 2022 Minnesota Public Library Annual Report:** The Library Board was excited to s

that gate-count (visits), circulation (check-outs), program count, program attendance, and volunteering had increased from the previous year. It was noted that during the pandemic it was clear patrons were less interested in virtual events and programming (which continued long after the Library itself re-opened to the public in June of 2020). A **MOTION was made to approve the submission of the Minnesota Public Library Annual Report for 2022; it was moved and unanimously approved.**

Director's Update:

9. **February Board Report:** Provided as an FYI; no discussion.
10. **Art Exhibition Request (Jeffrey Berger):** The application has yet to be submitted, but the artist spoke with Renee, and even dropped off the woodblock series (Titled: La Bestia) for the Board to preview.
 - a. Notes from the artist:

In order to reach the United States, people sometimes ride La Bestia (The Beast) - freight trains on the rail network running from Mexico/Central America to the southern border of the United States. Immigrants who make these journeys face great risks. There are many photos on the internet of people traveling in this way. Those photos provided the starting points for most of the woodblock prints. Today, and throughout our history some have promoted stories targeting immigrants (especially immigrants without documents) as dangerous threats to society as a means of gaining political power for themselves. I hope these prints help defeat those false stories.
 - b. Proceeds from sales of these prints will be donated to: **Immigrant Law Center of Minnesota** (which provides immigration legal assistance to low-income immigrants and refugees), and **Raices Sagradas** (Sacred Roots) which provides mental health services for uninsured Spanish speaking immigrants.

Artwork sales will not occur in or via the Library, instead contact information for the artist will be displayed with the art for interested buyers. A **MOTION was made to pre-emptively approve the Art Exhibition by artist Jeffrey A. Berger it was seconded, and enthusiastically approved!**

11. **Invitation to accompany Renee Dougherty to the May 22 Anoka County Library Board Meeting:** Renee was invited to attend the May 22 ACL Board Meeting to present the history and mission of the Columbia Heights Public Library; Carrie and/or Rachelle said they would be available to attend the meeting with Renee.
12. **From the Floor:**
 - a. **Puzzle Contest:** Carrie and Chris both attended the Friends of the Library Puzzle Contest on March 25; they were very happy with the event, saying that it brought in first-time visitors, it was very engaging, and that we should host more events like this in the future.
 - b. **Book Sale:** The Board would like to continue discussions of a potential book sale at the next meeting. On a side-note: the Library's Book Sale Cart is Buy-One-Get-One-Free for the month of April in honor of National Library Week.
 - c. **National Library Week (April 23-29):** Renee has submitted our NLW Proclamation to the City Council for presentation at the April 24th Council meeting.
 - d. **Library Board Public Engagement Presentations:** The Board would like to continue discussing outreach opportunities to local community groups using the staff-created PowerPoint presentation.
 - e. **HF1974/SF1911:** Senator Kunesh has introduced legislation to provide funding to public school libraries/media centers. Also noted, Columbia Academy's Media Center is open to students thanks to a dedicated group of volunteers.
 - f. **March Meeting:** The Board wanted to let Renee know that Cortni did a great job hosting the March meeting in her absence. Job well done, thank you Cortni!

There being no further business, a motion to adjourn was made and seconded at 6:44 pm; the **meeting was adjourned.**

Respectfully submitted,

N

Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	MAY 8, 2023

ITEM:	Presentation of Body Worn Camera Audit results to City Council		
DEPARTMENT:	Police Department	BY/DATE:	Chief Lenny Austin/May 1, 2023
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
<input type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input type="checkbox"/> Strong Infrastructure and Public Services	
<input checked="" type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable	

BACKGROUND

Minnesota State Statute requires the Police Department to commission a biennial audit to determine that its Body Worn Camera data are appropriately classified, whether the data are destroyed as required, how the data are used and to otherwise verify compliance with MN State Statute 13.825. That audit was conducted by Lynn Lembcke Consulting on March 3, 2023, and the final audit report was issued April 12, 2023.

Minnesota State Statute 13.825 also requires that the audit results be presented to the governing body of the police entity within 60 days of the completion of the audit. In order to document our compliance with that provision, the City Council is being provided with a copy of the audit report and is asked to document that by moving to acknowledge the receipt of that report.

STAFF RECOMMENDATION

The Police Department recommends that the City Council acknowledge receipt of the Body Worn Camera audit report, with a copy of the audit report to become a part of the official record of this meeting.

RECOMMENDED MOTION(S):
MOTION: Move to acknowledge the receipt of the Body Worn Camera audit report dated April 12, 2023. The audit was conducted on the Columbia Heights Police Department by Lynn Lembcke Consulting on March 3, 2023. A copy of those audit findings will become a part of the record of this meeting.

ATTACHMENT(S):

Body Worn Camera Audit Report/April 12, 2023

INDEPENDENT AUDIT REPORT

Chief Lenny Austin
 Columbia Heights Police Department
 825 41st Ave. NE
 Columbia Heights, MN 55421

Dear Chief Austin:

An independent audit of the Columbia Heights Police Department's Portable Recording System (body-worn cameras (BWCs)) was conducted on March 3, 2023. The objective of the audit was to verify Columbia Heights Police Department's compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

Minnesota Statute §626.8473

- Public Comment
- Body-worn Camera Policy

The Columbia Heights Police Department is located in Anoka County, Minnesota and is authorized for thirty (30) peace officers. The Columbia Heights Police Department utilizes Axon body-worn cameras and Evidence.com cloud-based evidence management storage. The audit covers the period February 1, 2021, through February 28, 2023.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

Columbia Heights Police Department BWC data is presumptively private. All data collected during the audit period is classified as private or nonpublic data. The Columbia Heights Police Department had no incidents of the discharge of a firearm by a peace officer, use of force that resulted in substantial bodily harm, requests from data subjects for the data to be made accessible to the public, or court orders directing the agency to release the BWC data to the public.

No discrepancies noted.

Audit Requirement: Retention of Data

Determine if the data collected by BWCs are appropriately retained and destroyed in accordance with statutes.

The Columbia Heights Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. At the conclusion of a BWC recording, meta data, including an Evidence.com category, is assigned via an interface with the computer aided dispatch system. Each Evidence.com category has an associated retention period. Upon reaching its retention date, evidence is systematically deleted. Deletion of the data is captured in the audit trail.

A report was produced from Evidence.com for all BWC data collected during the audit period. Randomly selected records from the Evidence Created Report were reviewed, and the date and time the data was created was verified against the deletion date. Each of the records were deleted or maintained in accordance with the record retention. Randomly selected records were verified against audit trail reports, and each record was deleted or maintained in accordance with the record retention.

The Columbia Heights Police Department had received one request from a data subject to retain BWC data beyond the applicable retention period. The requested data had not yet reached its retention period.

Supervisors monitor BWC data for proper categorization to ensure BWC data are appropriately retained and destroyed.

No discrepancies noted.

Audit Requirement: Access by Data Subjects

Determine if individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release must be redacted.

BWC data is available to data subjects and access may be requested by submission of a Columbia Heights Police Department Request for Information form. During the audit period, the Columbia Heights Police Department had received no requests to view BWC video but did receive requests for copies of BWC video from data subjects. Data subjects other than the requestor were redacted. A copy of the redacted video is stored in Evidence.com along with the original copy. The request is documented in Evidence.com notes and the audit trail. Request for Information forms are retained in a folder.

No discrepancies noted.

Audit Requirement: Inventory of Portable Recording System Technology

Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the policies and procedures for use of portable recording systems by required by section 626.8473; and the total amount of recorded audio and video collected by the portable recording system and maintained by the agency, the agency's retention schedule for the data, the agency's procedures for destruction of the data, and that the data are available to the public.

Columbia Heights Police Department's BWC inventory consists of thirty-six (36) devices. An inventory report produced from Evidence.com detailed the number of recording devices owned and maintained by the agency. The inventory included the device model, serial number, device name, the officer assigned to the device, date of last upload, device status, error status, firmware version, and warranty date.

The Columbia Heights Police Department BWC policy and BWC procedures govern the use of portable recording systems by peace officers while in the performance of their duties. The Department's BWC policy requires officers to ensure their BWC is in good working order and to report any failure to his/her supervisor.

Peace officers were trained on the use of the BWCs during implementation. Newly hired officers are trained as part of their field training program.

Officers working on randomly selected dates and randomly selected calls for service were verified against the Evidence Created Report and confirmed that BWCs are being deployed and officers are wearing and activating their BWCs. A review of the total number of BWC videos created per quarter, and a comparison between BWC videos created to calls for service, shows a consistent collection of BWC data.

Evidence.com queries and the Evidence Created Report detail the total amount of BWC data created, stored/maintained, and deleted.

The Columbia Heights Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. BWC video is fully deleted from Evidence.com upon reaching its scheduled deletion date. Meta data and audit trails are maintained in Evidence.com after deletion of BWC audio and video. BWC data is available upon request, and access may be requested by submission of a Columbia Heights Police Department Request for Information form.

No discrepancies noted.

Audit Requirement: Use of Agency-Issued Portable Recording Systems

Determine if peace officers are only allowed to use portable recording systems issued and maintained by the officer's agency.

The Columbia Heights Police Department's BWC policy states that officers are prohibited from

using personally owned recording devices while on-duty without the express consent of the Shift Sergeant.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

Supervisors conduct monthly reviews of BWC data to ensure proper labeling and compliance with policy.

Nonpublic BWC data is only available to persons whose work assignment reasonably requires access to the data. User access is managed by the assignment of roles and permissions in Evidence.com. Permissions are based on staff work assignments. Roles and Permissions are administered by the Information Systems Specialist. Access to Evidence.com is password protected and requires dual authentication.

The agency's BWC policy and BWC procedures govern access to BWC data. Agency personnel may access BWC data only when there is a business need for doing so. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law-enforcement-related purposes. User access to data is captured in the audit trail. The BWC policy states that any member who accesses or releases recordings without authorization may be subject to discipline.

When BWC data is deleted from Evidence.com, its contents cannot be determined. The Columbia Heights Police Department has had no security breaches. A BCA CJIS Security audit was conducted in November of 2022.

No discrepancies noted.

Audit Requirement: Sharing Among Agencies

Determine if nonpublic BWC data is shared with other law enforcement agencies, government entities, or federal agencies.

The Columbia Heights Police Department's BWC policy and BWC procedures allow for the sharing of data with other law enforcement agencies for legitimate law enforcement purposes only and for the sharing of data with prosecutors, courts and other criminal justice entities as provided by law. Agencies seeking access to BWC data submit a written request. Sharing of data is captured in the audit trail. The Evidence.com notes and the Evidence.com Sharing Audit Report provide documentation of shared data. Written requests are retained.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and whether data are destroyed as required.

Evidence.com and the Evidence.com Evidence Created Report document the date and time portable recording system data were collected and deleted. All BWC data collected during the audit period is classified as private or nonpublic data. The Evidence.com notes and audit trail document how the data are used. The audit trail is maintained in Evidence.com after deletion of video. The Evidence.com audit trail documents each and every action taken from the creation of the recording to its deletion, as well as access to the audit trail after BWC has been deleted.

No discrepancies noted.

Audit Requirement: Portable Recording System Vendor

Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.

An Axon CJIS Compliance White paper outlines the specific security policies and practices for Evidence.com and how they are compliant with the CJIS Security Policy. Axon has signed the CJIS Security Addendum in all states and has performed statewide CJIS-related vendor requirements in Minnesota. Axon has incorporated the CJIS Security Addendum by reference into the Axon Master Services and Purchase Agreement. Axon maintains signed CJIS Security Addendum certification pages for Axon personnel. Authorized Axon personnel are required to complete Level 4 CJIS Security Training upon assignment and biennially thereafter.

Axon appears on the BCA Vendor Screening Program list of approved and screened vendors and is vetted in accordance with the security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy.

No discrepancies noted.

Audit Requirement: Public Comment

Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.

The Columbia Heights Police Department's BWC system was purchased and implemented prior to the requirement of Minn. Statute § 626.8473, Subd. 2.

No discrepancies noted.

Audit Requirement: Body-worn Camera Policy

Determine if a written policy governing the use of portable recording systems has been established and is enforced.

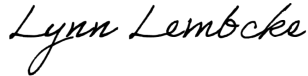
The Columbia Heights Police Department has established and enforces BWC policy. The policy was compared to the requirements of Minn. Stat. § 626.8473. The policy includes all of the minimum requirements of Minn. Stat. § 626.8473, Subd. 3. The BWC policy is posted on the agency’s website.

No discrepancies noted.

This report was prepared exclusively for the City of Columbia Heights and Columbia Heights Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: April 12, 2023

Lynn Lembcke Consulting



Lynn Lembcke



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	MAY 8, 2023

ITEM:	Amend Library Meeting Room Usage Policy.		
DEPARTMENT:	Library	BY/DATE:	Director Renee Dougherty / May 3, 2023
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
X Healthy and Safe Community		_ Thriving and Vibrant Destination Community	
X Equitable, Diverse, Inclusive, and Friendly		X Strong Infrastructure and Public Services	
_ Trusted and Engaged Leadership		_ Sustainable	

BACKGROUND

At the Work Session on May 1, 2023, the Council discussed the Library Board’s recommendation to amend the library meeting room usage policy to allow public use of the community room only when staff are present in the building.

Members of the Council did not want to eliminate after-hours use of the community room, which was designed to allow access when the main library was closed.

Discussion acknowledged that activity on Central Avenue in 2023 has changed since 2015 when the building was designed. Discussion considered the benefits and potential liabilities of public use of the community room without staff presence or monitoring. Considerations included after-hours availability one night per week; gauging interest in after-hours use with a survey question on the responsibility form; increasing library service hours; and adding staff for after-hours reservations. Supplemental detection systems or active monitoring of existing cameras could be purchased to enhance building and staff security.

SUMMARY OF CURRENT STATUS

Council arrived at a consensus to support the amendment of the meeting room usage policy with the caveat that available hours for the community room match the hours when the building is staffed: Monday through Thursday 9 am – 7:30 pm, Friday, 9 am – 5 pm, and Saturday, 10 am – 3:30 pm.

STAFF RECOMMENDATION

Approve the library meeting room usage policy as amended.

RECOMMENDED MOTION(S):
MOTION: Move to amend the Library Board Meeting Usage Policy.

ATTACHMENT(S):

- Meeting Room Use 2023.05.08 draft
- 2023 Library Room Use Agreement Form 2023.05.08 draft

MEETING ROOM USAGE

PURPOSE: Providing space for community meetings and to groups or individuals furthers the Columbia Heights Public Library's role in the community as a resource accessible to all residents and the public in general. This policy guides the reservations and use of the Library's study rooms, conference room, craft room, history room, and community room.

PRINCIPLES: As a community service, and a connector of ideas and people, the Library makes available a variety of spaces to accommodate differing needs and groups. The Library encourages use of its facilities within the policies established by the Library Board and City Council.

DEFINITIONS:

Study Rooms: Study rooms are available for individual use or one-on-one discussions. Study rooms are intended for quiet study or consultation by students and other community users. The Library provides three Study Rooms (Rooms 133, 134, and 135) with a capacity of one to three persons per room. Sign-up is required at the time of use; advance reservations are not permitted. Study rooms are not intended for commercial purposes.

Meeting Rooms: Meeting Rooms are intended for groups of four or more people. Meeting rooms include the History Room, Conference Room, Craft Room, and Community Room. These rooms are available for public use when not being used by the library.

History Room: The History Room is located in the main area of the library, has a fixed table and chair setup, has a capacity of 12 persons, and is available on a reservation basis.

Conference Room: The Conference Room is located in the main area of the library, has a fixed table and chair setup, has a capacity of 6 persons, and is available on a reservation basis.

Craft Room: The Craft Room is located in the main area of the library, has moveable tables and chairs and a sink, has a capacity of 8 persons, and is available on a reservation basis.

Community Room: The Community Room is located across the vestibule from the main library space. The Community Room is a flexible use space with tables, chairs, a whiteboard, and limited AV equipment, including a ceiling mounted projector, and screen. Presenters must bring their own laptops. Library staff does not provide technical support for audio-visual equipment.

The Community Room has a capacity of 100 people, and is available on a reservation basis at no cost. The Community Room may be reserved between the hours of ~~7 am and 9 pm Monday through Saturday~~ 9 am and 7:30 pm Monday through Thursday, 9 am and 5 pm on Friday, and 9 am and 3:30 pm on Saturday.

NON-ENDORSEMENT: Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program, or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior approval of the Library Board, Library Director, or the City Manager in the Library Director's absence.

RESERVATIONS AND USE LIMITATIONS: Rooms that can be reserved are as follow: Craft Room, Conference Room, History Room, and Community Room. Priority for reserving all rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. City of Columbia Heights departments
3. General Public

Rooms may be reserved by any person or group that is open to the general public and appropriate to the facility.

1. Appropriate use would not include activities that might damage the facilities, and those which may interfere with the regular use of the library.
2. Because of implied endorsement of the library's institutional standing and potential liability to the library, health screening activities will not be a permitted use of meeting rooms except for outreach programs provided by Anoka County, by local hospitals, or by recognized non-profit health organizations.
3. The rooms may not be used for commercial or fundraising purposes or functions.
 - a. No fees or admission may be charged to individuals attending meetings or programs.
 - b. No commercial transactions may occur, including the provision of fee-based services.
 - c. No fundraising may occur as either a primary or incidental use of the rooms.
 - d. Exceptions may be made for library-related activities.
4. Reservations will not be accepted more than sixty (60) days in advance of meetings. Rooms are available on a first-come, first-served basis. No provisions will be made to reserve rooms on a constant or recurring basis – rooms will be booked for each meeting as appropriate. The Library may limit the number of confirmed reservations for any individual or group to no more than once per month.

5. Responsibility form is to be submitted at least three days prior to the reservation. Access will not be granted to the facility until the completed reservation form is submitted. Proof of identification is required to be provided at the time the reservation form is submitted.
6. No alcoholic beverages are allowed.
7. Covered beverages are allowed in all rooms. No cooking, refrigeration, or electrical appliances are available or may be used. The refrigerator in the Community Room is not to be used by any persons or groups reserving the room without prior approval by the Library Director.
 - a. Persons or groups are required to provide all supplies and are responsible for cleaning up all waste.
 - b. Exceptions to this policy are possible for library or City sponsored events.
8. Storage of equipment or supplies for groups using the rooms is not permitted.
9. Nothing may be affixed to library walls or windows (e.g. tape, tacks, putty, temporary hangers, etc.).
10. Furniture must remain in the space and put away when done.
11. Rooms must be picked up and cleaned before the person or group leave. Chairs and tables must be returned to their original places. The room must be vacant by the hour specified on the application or 15 minutes before the library closing time for the Conference Room, Craft Room, History Room, and Study Rooms. User will be responsible for any damage to room, furniture, or equipment.
12. Smoking, including the use of e-cigarettes and chewing tobacco, is not allowed in any of the rooms of the library building.
13. No keys will be issued for the library facilities.
14. The library reserves the right to revoke a reservation to use any room if the room is needed for library purposes at the specified time. All attempts will be made to provide a minimum two-week notice of the cancellation.

RESPONSIBILITIES:

1. Patrons shall comply with all federal, state, and local laws. Entrance onto Library property and use of its facilities indicates acceptance of and willingness to abide by all applicable policies and procedures. Future reservations may be denied if an individual or group is out of compliance.
2. The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure Library policies are followed. Library staff shall have free access to any meeting or event at all times.
3. The person or group reserving the room is responsible for leaving the room in good condition. If the room requires additional tear down or cleaning after a meeting, the contact person for the group will be charged a fee of \$100. In addition, the person or group may be denied future reservations of the Library rooms.
4. All clean-up must be completed within the time specified on the application and no later than 15 minutes prior to closing for all rooms except the Community Room.

CANCELLATIONS:

1. Persons or groups reserving the rooms should notify the Library as soon as possible if it is necessary to cancel a reservation.
2. Repeated cancellations or failure to show may affect the ability to reserve meeting rooms in the future.
3. If meeting room users are 10 or more minutes late for their booked time, library staff may allow other patrons to book the room.

INDEMNIFICATION: The person or group reserving the room shall indemnify, defend, and hold harmless the City of Columbia Heights, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission, or error of the person or group resulting in or relating to personal injuries or property damage arising from the person or groups' use of the library.

PARKING: In an effort to preserve library parking stalls for general Library patrons, persons or groups renting the Community Room that anticipate attendance to exceed 15 people are asked to direct their attendees to park at the municipal parking ramp located at 4025 Van Buren Avenue NE or the municipal parking lot located on the south side of 40th Avenue between Central Avenue and Van Buren Avenue. If the Library experiences issues with patrons not having available parking during a large group reservation the Library may deny future room reservations to that group.

Adopted: 12/7/1993

Revised: 1/9/1996; 9/7/1999; 6/3/2003; 5/8/2007; 7/13/2016; 6/13/2018; 3/9/2020; 7/26/2021;
~~04/27/2023~~; 5/8/2023 (effective 7/1/2023)



MEETING ROOM USE
RESPONSIBILITY FORM

Item 8.

Columbia Heights Public Library: 3939 Central Avenue NE, Columbia Heights, MN 55421 • 763-706-3690

Meeting Room Use Responsibility: I, the undersigned, as a representative of the organization named below, understand that my group and I will leave the meeting room of the Columbia Heights Public Library in good condition after our use. Any damage incurred as a result of our use of the room will be the responsibility of the representative and group. I have received and read a copy of the current Meeting Room Use Policy.

I understand that the Library is not a sponsor of my program/meeting, and that it assumes no responsibility for the program or contents therein. Notices, promotions, and advertisements for the event may list the Library only as the location, will clearly identify the program sponsor, and will not imply any Library endorsement or sponsorship.

I further guarantee that the room will not be used for any commercial purpose by myself or the group. If my meeting anticipates more than 14 attendees, I will instruct them to park in municipal lots/ramps on the west side of Central Ave, not in the library parking lot.

REPRESENTATIVE			YES: <input type="radio"/> NO: <input type="radio"/>
	FIRST NAME	LAST NAME	COLUMBIA HEIGHTS RESIDENT?
	E-MAIL ADDRESS	PHONE (CELL)	PHONE (HOME OR WORK)
MAILING ADDRESS			

GROUP		YES: <input type="radio"/> NO: <input type="radio"/>
	GROUP NAME	BASED IN COLUMBIA HEIGHTS?
	MAILING ADDRESS	

AVAILABLE ROOM DETAILS				
NAME	CAPACITY	AMENITIES	AVAILABILITY	COST
COMMUNITY ROOM (#100)	10-100	WHITEBOARD, PROJECTION SCREEN*, SPEAKERPHONE**	9 am -7:30 pm, MON-THUR; 9 am -4:30 pm FRI; 9 am -3:30 pm SAT	\$0
HISTORY ROOM (#130)	3-12	WHITEBOARD, DIGITAL SCREEN*, SPEAKERPHONE**	LIBRARY OPEN HOURS	\$0
CONFERENCE ROOM (#132)	3-6	WHITEBOARD, DIGITAL SCREEN*	LIBRARY OPEN HOURS	\$0
CRAFT ROOM (#136)	3-8	WHITEBOARD, DIGITAL SCREEN*	LIBRARY OPEN HOURS	\$0

STUDY ROOMS (#133, #134, #135) ARE FIRST-COME-FIRST-SERVED FOR 1-3 PERSONS (NO FORM REQUIRED).
ROOM #130, #132, AND #136 ARE ALSO AVAILABLE FIRST-COME-FIRST-SERVED WITHOUT A RESERVATION FOR GROUPS OF 3+ (NO FORM REQUIRED).
*REQUIRES A PERSONAL DEVICE WITH AN HDMI A/V CONNECTION. **LOCAL CALLS ONLY

REPRESENTATIVE'S SIGNATURE	DATE

WOULD YOU BE INTERESTED IN RESERVING THE COMMUNITY ROOM AFTER THE LIBRARY IS CLOSED? _____

STAFF USE ONLY	
RECEIVED BY:	RECEIVED DATE:
NOTES:	



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	MAY 8, 2023

ITEM:	Annual declaration that the City of Columbia Heights does NOT waive the monetary limits on the Municipal Tort Liability under Minnesota Statutes, Section 466.04.							
DEPARTMENT: Finance	BY/DATE: Joseph Kloiber, Finance Director / May 08, 2023							
<p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Healthy and Safe Community</td> <td><input type="checkbox"/> Thriving and Vibrant Destination Community</td> </tr> <tr> <td><input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly</td> <td><input checked="" type="checkbox"/> Strong Infrastructure and Public Services</td> </tr> <tr> <td><input type="checkbox"/> Trusted and Engaged Leadership</td> <td><input type="checkbox"/> Sustainable</td> </tr> </table>			<input type="checkbox"/> Healthy and Safe Community	<input type="checkbox"/> Thriving and Vibrant Destination Community	<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly	<input checked="" type="checkbox"/> Strong Infrastructure and Public Services	<input type="checkbox"/> Trusted and Engaged Leadership	<input type="checkbox"/> Sustainable
<input type="checkbox"/> Healthy and Safe Community	<input type="checkbox"/> Thriving and Vibrant Destination Community							
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly	<input checked="" type="checkbox"/> Strong Infrastructure and Public Services							
<input type="checkbox"/> Trusted and Engaged Leadership	<input type="checkbox"/> Sustainable							

BACKGROUND

The City purchases its liability insurance from the League of Minnesota Cities Insurance Trust (LMCIT). Staff is currently preparing the renewal application for the policy period June 1, 2023 through May 31, 2024. The LMCIT requires that member cities document annually whether they waive the tort liability limits established for municipalities by Minnesota Statutes, Section 466.04.

With certain exceptions, the City’s general liability insurance provides up to \$2 million per claim and up to \$3 million in aggregate claims per year. In addition, the City carries coverage termed “excess liability” or “umbrella” coverage for up to an additional \$1 million. Minnesota Statutes Section 466.04 however, limits a city’s liability for certain types of claims to less than this policy coverage. If the City does not waive these lower limits provided by statute, LMCIT will only pay out the (lower) statutory limit for any applicable claims.

Consequently, the LMCIT prices its liability premiums lower for Cities that do not waive the statutory limits. The City’s insurance agent is aware of no MN cities that chose to waive these statutory limits for the most recent policy period. Staff estimates that the annual savings in premium costs for the City of Columbia Heights are \$15,000 by not waiving the statutory limits.

The attached information from LMCIT provides additional detail on the effects of waiving or not waiving the statutory limits under different scenarios.

RECOMMENDED MOTION(S):
MOTION: Move to declare that the City of Columbia Heights does NOT waive the monetary limits on municipal tort liability under Minnesota Statutes, section 466.04.

ATTACHMENT(S):

LMCIT Coverage Waiver Form

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Columbia Heights

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting:

Signature: _____

Position:



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	MAY 08, 2023

ITEM:	License Agenda.	
DEPARTMENT:	Community Development	BY/DATE: Alicia Howe / May 03, 2023
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>		
<input checked="" type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input type="checkbox"/> Strong Infrastructure and Public Services
<input type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable

BACKGROUND

Attached is the business license agenda for the May 08, 2023, City Council meeting. This agenda consists of applications for 2023: Contractor Licenses, Carnival Licenses, and Massage Therapist Licenses. At the top of the license agenda there is a phrase stating "*Signed Waiver Form accompanied application", noting that the data privacy form has been submitted as required. If not submitted, certain information cannot be released to the public.

RECOMMENDED MOTION(S):
MOTION: Move to approve the items as listed on the business license agenda for May 08, 2023 as presented.

ATTACHMENT(S):

- Contractor Licenses – 2023
- Carnival Licenses -2023
- Massage Therapist Licenses - 2023

TO CITY COUNCIL MAY 08, 2023

*Signed Waiver Form accompanied application

Contractor Licenses – 2023

Renewal:

FRANA COMPANIESS	633 SECOND AVENUE, HOPKINS, MN	\$80.00
MATTY’S V’S HEATING & COOLING	1052 93 RD LANE, COON RAPIDS, MN	\$80.00

Carnival Licenses – 2023

FAMILY FUN SHOWS	20590 STATE HWY 83, MANKATO, MN	\$200.00
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Massage Therapist Licenses – 2023

LIN XIUQING		\$100.00
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CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	MAY 8, 2023

ITEM:	Rental Occupancy Licenses for Approval.		
DEPARTMENT:	Fire	BY/DATE:	Assistant Fire Chief Dan O'Brien / May 8, 2023
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
<input checked="" type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input checked="" type="checkbox"/> Strong Infrastructure and Public Services	
<input type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable	

BACKGROUND

Consideration of approval of attached list of rental housing license applications

STAFF RECOMMENDATION

Recommendation to approve the attached list of rental housing license applications.

RECOMMENDED MOTION:
MOTION: Move to approve the items listed for rental housing license applications for May 8, 2023, in that they have met the requirements of the Property Maintenance Code.

ATTACHMENT(S)

Rental Occupancy Licenses for Approval – 5-8-23



825 41st Avenue NE • Columbia Heights, MN 55421 • Ph: (763) 706-8156 • Email: fireinspections@columbiaheightsmn.gov • heightsfire.com

Rental Occupancy Licenses for Approval - 5/8/23

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Aragon-Torres, Eleazar 1915 41st Ave NE Columbia Heights, MN 55421	4020 Cleveland St NE 4022 Cleveland Ave NE	23-0006060 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Aucaquizhpi, Lisa 4612 Polk St NE#1 Columbia Heights, MN 55421	4614 Polk St NE	23-0005962 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Austin, Eric 7373 Ivystone Ave S Cottage Grove, MN 55016	261 Maureen Ln NE	23-0005883 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Brang, Sara Easton Homes LLC 7900 Aster Drive brooklyn park, 55428	1116 45th Ave NE 1118 45th Ave NE	23-0006019 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Breiland, Mark 1405 Urbandale Ln Plymouth, MN 55447	631 37th Ave NE	23-0005994 Rental License [Over 3 Units] Number of licensed units: 7 \$404.00
<i>*New License</i>		
Brickle, Tyler ABS SFR LLC 1227 Colette Pl Saint Paul, MN 55116	4507 Taylor St NE 4509 Taylor St NE	23-0006289 Rental License Transfer Fee Number of licensed units: 2 \$50.00
<i>*New License</i>		
Brickle, Tyler ABS SFR LLC 1227 Colette Pl Saint Paul, MN 55116	4513 Taylor St NE 4515 Taylor St NE	23-0006288 Rental License Transfer Fee Number of licensed units: 2 \$50.00
Clara, Saulo Iglesia Nuevo Pacto 200 44th Ave NE Columbia Heights, MN 55542-5421	4345 2nd St NE	23-0005944 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Cullen, Wiliam Cullen Homes 14712 High Tower Minnetonka, MN 55345	4347 University Ave NE	23-0005946 Rental License [Over 3 Units] Number of licensed units: 11 \$492.00

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Cullen, William Heights Apartments LLC 14712 High Tower Minnetonka, MN 55345	4935 University Ave NE	23-0005974 Rental License [Over 3 Units] Number of licensed units: 11 \$492.00
Cullen, William 1826 Portland Ave S Minneapolis, MN 55404	538 Summit St NE	23-0005992 Rental License [Over 3 Units] Number of licensed units: 6 \$382.00
Davies, Matthew 12301 Central Ave NE#101 Blaine, MN 55434	4240 Jefferson St NE	23-0005932 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
DeCarli, Alan 1851 Steamboat Pkwy#6602 Reno, NV 89521	1010 Gould Ave NE 1008 Gould Ave NE	23-0005857 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Flores Siguencia, Claudio Mauricio 4408 3rd St NE Columbia Heights, MN 55421	3801 Van Buren St NE	23-0005892 Rental License [Over 3 Units] Number of licensed units: 5 \$360.00
Gondek, Michael Gondek Properties LLC 334 40th Ave Columbia Heights, MN 55421	344 40th Ave NE	23-0006040 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Gorelick, Todd Bridge SFR IV Borrower 3 LLC 6836 Carnegie Blvd.#300 Charlotte, NC 28211	1201 43 1/2 Ave NE	23-0006022 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Gorelick, Todd Bridge SFR IV Seed Borrower LLC 6836 Carnegie Blvd#300 Charlotte, NC 28211	4129 6th St NE	23-0005926 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Gorelick, Todd Bridge SFR IV Seed Borrower LLC 6836 Carnegie Blvd#300 Charlotte, NC 28211	4322 2nd St NE	23-0005940 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Hedlund, Laurel Lookout Place LLC 3915 Lookout Pl Columbia Heights, MN 55421	3915 Lookout Pl NE	23-0005908 Rental License [Over 3 Units] Number of licensed units: 11 \$492.00
Kramber, Jason 67 Promenade Hudson, WI 54016	4960 7th St NE	23-0006117 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Lamberty Pabon, Jashira 218 42nd Ave NE Columbia Heights, MN 55421	220 42nd Ave NE	23-0005880 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Larson, Susan & Richard 1009 43rd Ave N Minneapolis, MN 55412	4201 3rd St NE	23-0005929 Rental License [Over 3 Units] Number of licensed units: 11 \$492.00
Malark, Robert 11650 Arnold Palmer Dr Blaine, MN 55449	1233 Circle Terrace Blvd NE 1231 Circle Terrace Blvd NE	23-0005869 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Marquette, Joel 4300 Reservoir Blvd NE Columbia Heights, MN 55421	4000 2nd St NE	23-0005915 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
McGuigan, Stacie 4925 Westbend Rd Golden Valley, MN 55422	5000 Washington St NE	23-0006119 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Moen, Timothy 5207 Rainbow Ln Mounds View, MN 55112	3911 Tyler St NE	23-0006053 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Moosai, Shiva 6657 Fountain Ct N Maple Grove, MN 55311	1409 Parkview Ln NE	23-0005877 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Morlock, Bobbie 5020 Page Ave NE Saint Michael, MN 55376	681 47th Ave NE	23-0006129 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Olson, Mark 2001 Polk St NE Minneapolis, MN 55418	4319 7th St NE	23-0005939 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Papke, Michael 1715 37th Ave NE Columbia Heights, MN 55421	1715 37th Ave NE 1717 37th Ave NE	23-0006034 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
<i>*New License</i>		
Parikh, Chinmai 7266 Yellowstone Ct N Maple Grove, MN 55311	332 Orendorff Way NE	23-0006282 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Salchow, Cheryl 4662 Taylor St NE Columbia Heights, MN 55421	4660 Taylor St NE	23-0005967 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Thompson, Mitchell Independent Properties LLC 3405 46th Ave S Minneapolis, MN 55406	4619 Tyler St NE	23-0006097 Rental License [Over 3 Units] Number of licensed units: 4 \$338.00

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Vasquez, Gonzala 2201 45th Ave NE Columbia Heights, MN 55421	1403 42 1/2 Ave NE 1401 42 1/2 Ave NE	23-0005876 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Warner, Colette 2809 St. Anthony Blvd. Saint Anthony, MN 55418	1011 41st Ave NE #313	23-0006010 Family Exempt Rental License Number of licensed units: 1 \$75.00



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	MAY 08, 2023

ITEM:	Review of Bills.	
DEPARTMENT:	Finance Department	BY/DATE: May 8, 2023
<p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <p> <input type="checkbox"/> Healthy and Safe Community <input type="checkbox"/> Thriving and Vibrant Destination Community <input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly <input type="checkbox"/> Strong Infrastructure and Public Services <input checked="" type="checkbox"/> Trusted and Engaged Leadership <input type="checkbox"/> Sustainable </p>		

BACKGROUND

The Finance Department prepares a list of all payments made for approval of the Council.

STAFF RECOMMENDATION

Approve payments since previous City Council Meeting.

RECOMMENDED MOTION(S):
MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$378,581.31.

ATTACHMENT(S):

List of Claims

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/22/2023 - 05/04/2023

Item 12.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/27/2023	MAIN	194788	5622286	56 BREWING LLC	041223 INV	609.0000.14500	106.00
04/27/2023	MAIN	194789	19400	AAA AWARDS	NAME PLATES	101.1110.44000	22.90
04/27/2023	MAIN	194790	3562623891	AMERICAN BOTTLING COMPANY	041323 INV	609.0000.14500	384.75
		194790	3562836474		041223 INV	609.0000.14500	656.75
							1,041.50
04/27/2023	MAIN	194791	2500227647	ARAMARK UNIFORM & CAREER API	041823 MOPS,MATS,TOWELS	609.9791.44020	92.34
		194791	2500229631		042023 MOPS,MATS,TOWELS	609.9792.44020	98.03
		194791	2500225444		041323 MOPS,MATS,TOWELS	609.9792.44020	98.03
		194791	2500229573		042023 MOPS,MATS,TOWELS	609.9793.44020	66.05
		194791	2500225382		041323 MOPS,MATS,TOWELS	609.9793.44020	103.85
							458.30
04/27/2023	MAIN	194792	01P94023	ASTLEFORD INTERNATIONAL	WHEEL SPEED SENSOR	701.0000.14120	92.66
		194792	01P94667		COOLANT SURGE TANK	701.0000.14120	420.09
		194792	01P94668		VALANCS	701.0000.14120	555.81
							1,068.56
04/27/2023	MAIN	194793	9124	BAA PRINTING SOLUTIONS INC	BUSINESS CARDS	201.2400.42030	37.84
04/27/2023	MAIN	194794	700226	BEISSWENGER'S HARDWARE	WEED TRIMMER LINE	101.5200.42171	30.00
04/27/2023	MAIN	194795	E-9702	BERGMAN LEDGE LLC	040723 INV	609.0000.14500	318.00
04/27/2023	MAIN	194796	INV497982	BIOBAGS AMERICAS INC	ORGANIC WASTE BAGS, BUCKETS, LIDS	603.9530.42170	118.73
04/27/2023	MAIN	194797	21981	BLACK STACK BREWING	040423 INV	609.0000.14500	230.00
		194797	22181		041823 INV	609.0000.14500	167.00
							397.00
04/27/2023	MAIN	194798	67-128703	BMJ CORPORATION	WIRE TERM TOOL	701.9950.42171	15.99
04/27/2023	MAIN	194799	7520	BROKEN CLOCK BREWING COOP	041223 INV	609.0000.14500	228.00
		194799	7529		041223 INV	609.0000.14500	239.00
							467.00
04/27/2023	MAIN	194800	16427	CARLSON COMMUNITY SOLAR LLC	041923 SOLAR POWER	101.1940.43810	179.14
		194800	16427		041923 SOLAR POWER	602.9600.43810	107.74
		194800	16427		041923 SOLAR POWER	701.9950.43810	1,011.21
							1,298.09
04/27/2023	MAIN	194801	22501	CENTER FOR ENERGY & ENVIRONH	HOME ENERGY AUDIT 0123-0323	204.6314.43050	700.00
04/27/2023	MAIN	194802	8000014661-5	CENTERPOINT ENERGY	041423 8000014661-5	101.1940.43830	1,380.00

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		194802	8000014661-5		041423 8000014661-5	101.5129.43830	1,320.98
		194802	8000014661-5		041423 8000014661-5	101.5200.43830	887.37
		194802	8000014661-5		041423 8000014661-5	601.9600.43830	342.79
		194802	8000014661-5		041423 8000014661-5	609.9791.43830	935.10
		194802	8000014661-5		041423 8000014661-5	609.9792.43830	1,110.54
		194802	8000014661-5		041423 8000014661-5	609.9793.43830	178.53
		194802	8000014661-5		041423 8000014661-5	701.9950.43830	2,569.82
							8,733.00
04/27/2023	MAIN	194803	431239-00	CHAMBERLAIN OIL COMPANY INC	BRAKE CLEANER	701.9950.42161	34.48
04/27/2023	MAIN	194804	4152747058	CINTAS INC	MOPS, MATS JPM 041823	101.5129.44020	105.94
		194804	4152584773		UNIFORM RENTAL 041423	701.9950.42172	31.99
							137.93
04/27/2023	MAIN	194805	S641390	CORE & MAIN LP	WATER METER WIRING	601.9600.42160	245.30
		194805	S172225		OMNI WATER METER	601.9600.42990	391.84
							637.14
04/27/2023	MAIN	194806	16428	CORNILLIE 2 COMMUNITY SOLAR	041923 SOLAR POWER	101.5129.43810	1,127.69
		194806	16428		041923 SOLAR POWER	604.9600.43810	46.74
							1,174.43
04/27/2023	MAIN	194807	E3-31603	CUMMINS INC	SCAN TOOL SOFTWARE	701.9950.44000	770.00
04/27/2023	MAIN	194808	06846	EMERGE ENTERPRISES	PLASTIC RECYCLING 0323	603.9530.42920	787.50
04/27/2023	MAIN	194809	MNSPR185032	FASTENAL COMPANY	FASTENERS	601.9600.42010	8.69
04/27/2023	MAIN	194810	106678735	FLEETPRIDE INC	FILTER	701.0000.14120	27.39
		194810	106678691		FILTERS	701.0000.14120	485.63
		194810	106831033		HOSE, FITTINGS	701.0000.14120	357.36
							870.38
04/27/2023	MAIN	194811	4342-910836	GENUINE PARTS/NAPA AUTO	WIPER BLADES	701.0000.14120	16.16
04/27/2023	MAIN	194812	196573/12	GERTENS GREENHOUSE	STRAW BLANKETS, SOD STAPLES	101.5200.42171	1,210.10
		194812	196575/12		LANDSCAPING EDGING, GRASS SEED	101.5200.42171	849.50
		194812	195887/D		TREEGATOR TREE WATERING BAGS	101.6102.42160.2013	3,292.50
		194812	196575/12		LANDSCAPING EDGING, GRASS SEED	101.6102.42171	1,612.50
							6,964.60
04/27/2023	MAIN	194813	3612217504	GREAT LAKES COCA-COLA DISTRI	041123 INV	609.0000.14500	1,130.99
04/27/2023	MAIN	194814	597726	HOHENSTEINS INC	040723 INV	609.0000.14500	3,981.00
		194814	599818		041423 INV	609.0000.14500	150.00

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							4,103.95
04/27/2023	MAIN	194815	4020147	HOME DEPOT #2802	CONCRETE, CONCRETE TUBE, FASTNERS	101.5200.42171	61.33
		194815	7013680		BITS, HOOK & PICK SET, SANDING DISC	101.5200.42171	94.40
		194815	7020208		BITS	101.5200.42171	1.38
							157.11
04/27/2023	MAIN	194816	4788	INSIGHT BREWING COMPANY, LL	040723 INV	609.0000.14500	146.25
04/27/2023	MAIN	194817	490113030723	LAKESHORE	LIBRARY YOUTH SELF-DIRECTED PLAYS	883.5500.42170	1,489.23
04/27/2023	MAIN	194818	15855	LUCID BREWING LLC	041223 INV	609.0000.14500	248.50
04/27/2023	MAIN	194819	INV970668	MAVERICK WINE COMPANY	041423 INV	609.0000.14500	600.00
		194819	INV970668		041423 INV	609.9792.42199	4.50
							604.50
04/27/2023	MAIN	194820	682089	MCDONALD DISTRIBUTING CO	040723 INV	609.0000.14500	431.00
		194820	683271		041423 INV	609.0000.14500	452.25
							883.25
04/27/2023	MAIN	194821	22705	MEGA BEER LLC	040523 INV	609.0000.14500	152.00
04/27/2023	MAIN	194822	85295	MENARDS CASHWAY LUMBER-FRID	SHOWER HEADS	101.2100.42171	69.96
		194822	85295		SHOWER HEADS	101.2200.42171	69.96
		194822	87179		KEY LOCK BOXES, SCREWS, WASHERS	101.5001.42171	76.87
		194822	86527		CLEANER, PLIERS, AIR FRESHENER	602.9600.42171	34.96
		194822	86580		MORTAR REPAIR	705.9970.42171	3.99
		194822	86851		LED BULBS	705.9970.42171	99.90
							355.64
04/27/2023	MAIN	194823	767013	MIDWAY FORD	WINDOW GLASS	701.0000.14120	166.38
		194823	768102		SEALS, GASKET	701.0000.14120	40.67
		194823	768152		GASKET	701.0000.14120	10.33
							217.38
04/27/2023	MAIN	194824	MARCH0030402023	MN DEPT OF LABOR & INDUSTRY	1ST QTR 2023 SURCHARGE	201.0000.20820	681.26
		194824	MARCH0030402023		1ST QTR 2023 SURCHARGE	201.0000.36260	(27.25)
							654.01
04/27/2023	MAIN	194825	E-40370	MODIST BREWING CO LLC	041323 INV	609.0000.14500	695.70
		194825	E-40171		040623 INV	609.0000.14500	151.83
		194825	E-40557		042023 INV	609.0000.14500	288.00

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/27/2023	MAIN	194826	198868	PAUSTIS & SONS WINE COMPANY	041223 INV/DEL	609.0000.14500	3,274.65
		194826	198867		041223 INV/DEL	609.0000.14500	800.00
		194826	198868		041223 INV/DEL	609.9791.42199	49.50
		194826	198867		041223 INV/DEL	609.9792.42199	12.00
							4,136.15
04/27/2023	MAIN	194827	W-53234	PRYES BREWING COMPANY LLC	041423 INV	609.0000.14500	405.00
		194827	W-53365		041423 INV	609.0000.14500	217.00
							622.00
04/27/2023	MAIN	194828	2262	RAPID GRAPHICS & MAILING	SPRING RECYCLE GUIDE	603.9530.42030	2,658.00
04/27/2023	MAIN	194829	INV-0323-086	RESPEC INC	GIS SERVICES 0323	101.3100.43050	135.00
		194829	INV-0323-086		GIS SERVICES 0323	101.3121.43050	12.50
		194829	INV-0423-002		GIS COMPUTER SOFTWARE 0423-0623	101.3121.44030	183.75
		194829	INV-0323-086		GIS SERVICES 0323	101.5200.43050	12.50
		194829	INV-0423-002		GIS COMPUTER SOFTWARE 0423-0623	101.5200.44030	183.75
		194829	INV-0423-002		GIS COMPUTER SOFTWARE 0423-0623	101.6102.44030	621.25
		194829	INV-0323-086		GIS SERVICES 0323	601.9600.43050	30.00
		194829	INV-0423-002		GIS COMPUTER SOFTWARE 0423-0623	601.9600.44030	437.50
		194829	INV-0323-086		GIS SERVICES 0323	602.9600.43050	30.00
		194829	INV-0423-002		GIS COMPUTER SOFTWARE 0423-0623	602.9600.44030	437.50
		194829	INV-0423-002		GIS COMPUTER SOFTWARE 0423-0623	604.9600.44030	621.25
		194829	INV-0323-086		GIS SERVICES 0323	701.9950.43050	30.00
04/27/2023	MAIN	194830	050123	ROSS NESBIT AGENCIES, INC	INSURANCE SERVICE 0523	884.0000.15510	1,000.00
04/27/2023	MAIN	194831	303-205568	ROYAL TIRE	TIRES	701.0000.14120	387.60
04/27/2023	MAIN	194832	IA24641	RUFFRIDGE-JOHNSON EQUIP. IN	(NOZZLE, VALVE)	701.0000.14120	272.00
04/27/2023	MAIN	194833	033123	SHOREVIEW HUNKS LLC	BULK, APPLIANCE, ELECTRONICS PICKUP	603.9510.42910	2,015.00
		194833	033123		BULK, APPLIANCE, ELECTRONICS PICKUP	603.9510.42920	1,025.00
		194833	033123		BULK, APPLIANCE, ELECTRONICS PICKUP	603.9540.43050	20.00
							3,060.00
04/27/2023	MAIN	194834	735514	SPECIALIZED ENVIRO TECHNO	INORGANICS 0323	603.9510.42930	42.14
		194834	735675		ORGANICS 0323	603.9510.42930	49.02
		194834	735857		ORGANICS 0323	603.9510.42930	94.60
		194834	736153		ORGANICS 0323	603.9510.42930	104.06
		194834	737078		ORGANICS 0323	603.9510.42930	52.46
		194834	737290		ORGANICS 0323	603.9510.42930	
		194834	737512		ORGANICS 0323	603.9510.42930	
		194834	737719		ORGANICS 0323	603.9510.42930	

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		194834	737908		ORGANICS 0323	603.9510.42930	74.82
		194834	739193		ORGANICS 0323	603.9510.42930	55.90
		194834	739455		ORGANICS 0323	603.9510.42930	73.10
		194834	739674		ORGANICS 0323	603.9510.42930	34.40
		194834	739933		ORGANICS 0323	603.9510.42930	34.40
		194834	740178		ORGANICS 0323	603.9510.42930	115.24
							886.66
04/27/2023	MAIN	194835	49661-A	STEEL TOE BREWING LLC	040623 INV	609.0000.14500	152.00
04/27/2023	MAIN	194836	33300-00	TERMINAL SUPPLY CO, INC	HARNES REPAIR KIT	701.9950.42171	129.00
04/27/2023	MAIN	194837	834373	TRIO SUPPLY COMPANY INC	TP, GLOVES, TOWELS, CLEANER, BAGS,	101.5129.42171	1,633.91
04/27/2023	MAIN	194838	E-32714	URBAN GROWLER BREWING CO LL	041723INV	609.0000.14500	314.69
04/27/2023	MAIN	194839	9931435617	VERIZON WIRELESS	040123 542000689-00001	101.2100.43211	1,637.82
		194839	9931435617		040123 542000689-00001	101.2200.43211	251.66
		194839	9931399360		040123 342019817-00001	101.3100.43211	198.49
		194839	9931399360		040123 342019817-00001	101.3121.43211	615.74
		194839	9931435617		040123 542000689-00001	101.5000.43211	41.11
		194839	9931399360		040123 342019817-00001	101.5200.43211	204.59
		194839	9931399360		040123 342019817-00001	101.6102.43211	51.16
		194839	9931399360		040123 342019817-00001	601.9600.43211	167.44
		194839	9931399360		040123 342019817-00001	602.9600.43211	167.44
		194839	9931399360		040123 342019817-00001	603.9520.43211	25.58
		194839	9931399360		040123 342019817-00001	603.9530.43211	25.58
		194839	9931399360		040123 342019817-00001	604.9600.43211	61.16
		194839	9931399360		040123 342019817-00001	701.9950.43211	51.16
		194839	9931399360		040123 342019817-00001	705.9970.43211	51.16
							3,550.09
04/27/2023	MAIN	194840	9652922221	WW GRAINGER, INC	ROPE, CARABINERS	101.5200.42171	137.95
04/27/2023	MAIN	194841	51-4159573-1	XCEL ENERGY (N S P)	041423 51-4159573-1	101.3121.43810	74.19
		194841	1029926949		041123 51-7867659-8	101.3160.43810	175.00
		194841	1030265907		041223 51-7867950-2	101.3160.43810	18.37
		194841	51-4159573-1		041423 51-4159573-1	101.3160.43810	13,346.63
		194841	1023771857		031323 51-4697130-6	101.5129.43810	176.09
		194841	1029890760		041123 51-4697130-6	101.5129.43810	160.38
		194841	1029929076		041123 51-8042065-3	101.5200.43810	14.83
		194841	1029947450		041123 51-0010057576-7	101.5200.43810	111.17
		194841	1029913255		041123 51-5950185-0	101.5200.43810	129.71
		194841	1030307393		041223 51-0012266105-3	101.5200.43810	
		194841	1030941103		041423 51-7654903-4	101.5200.43810	

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		194841	1029947761		041123 51-0011039127-7	101.5200.43810	53.57
		194841	1029926262		041123 51-9597586-9	101.5200.43810	16.16
		194841	51-4159573-1		041423 51-4159573-1	101.5200.43810	632.14
		194841	1030290785		041223 51-9893848-4	212.3190.43810	44.39
		194841	1030305303		041223 51-0011980129-4	212.3190.43810	181.30
		194841	51-4159573-1		041423 51-4159573-1	212.3190.43810	470.54
		194841	1029969113		041123 51-0013059132-8	228.6317.43810	1,105.89
		194841	51-4159573-1		041423 51-4159573-1	601.9600.43810	1,177.08
		194841	1029959733		041123 51-0013099828-3	602.9600.43810	252.39
		194841	51-4159573-1		041423 51-4159573-1	602.9600.43810	752.21
		194841	51-4159573-1		041423 51-4159573-1	603.9530.43810	156.93
		194841	1030298820		041223 51-0010836533-8	604.9600.43810	30.56
		194841	51-4159573-1		041423 51-4159573-1	604.9600.43810	5.74
		194841	1030267719		041223 51-8335212-3	609.9792.43810	394.84
		194841	1029882556		041123 51-4436024-5	609.9793.43810	438.31
		194841	1030001920		041123 51-0014068181-7	609.9794.43810	123.06
		194841	51-4159573-1		041423 51-4159573-1	701.9950.43810	397.21
							20,659.64
04/27/2023	MAIN	194842	040423	YULI'S SALON	FACADE IMPROVEMENT GRANT 2023	408.6411.44600	3,248.00
04/27/2023	MAIN	194843	IN000925615	ZIEGLER INC	BATTERY	701.0000.14120	447.82
		194843	IN000940182		QUICK COUPLERS	701.0000.14120	558.47
							1,006.29
04/27/2023	MAIN	474 (A)	3596502	ARTISAN BEER COMPANY	040723 INV	609.0000.14500	2,041.00
		474 (A)	3597866		041423 INV	609.0000.14500	165.95
		474 (A)	3597865		041423 INV	609.0000.14500	446.60
		474 (A)	3597472		041323 INV	609.0000.14500	504.00
							3,157.55
04/27/2023	MAIN	475 (A)	0106665400	BELLBOY BAR SUPPLY	041223 INV	609.0000.14500	173.80
04/27/2023	MAIN	476 (A)	0099056200	BELLBOY CORPORATION	041223 INV	609.0000.14500	9,586.00
		476 (A)	0099057900		041223 INV	609.0000.14500	4,036.05
		476 (A)	0099056500		041223 INV	609.0000.14500	5,116.50
		476 (A)	0099056200		041223 INV	609.9791.42199	124.34
		476 (A)	0099056500		041223 INV	609.9792.42199	68.00
		476 (A)	0099057900		041223 INV	609.9793.42199	42.00
							18,972.89
04/27/2023	MAIN	477 (A)	348741141	BREAKTHRU BEVERAGE MN BEER	1041923 INV 700297736	609.0000.14500	1,132.40
		477 (A)	348741140		041923 INV 700297736	609.0000.14500	14,7
		477 (A)	348720645		041823 INV 700297717	609.0000.14500	132.40

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		477 (A)	348506898		040323 INV 700297717	609.0000.14500	10,248.60
		477 (A)	348506899		040323 INV 700297717	609.0000.14500	216.40
		477 (A)	348567199		040623 INV 700297782	609.0000.14500	5,748.65
		477 (A)	348623092		041123 INV 700297717	609.0000.14500	164.00
		477 (A)	348400244		032823 INV 700297717	609.0000.14500	486.00
		477 (A)	348623093		041123 INV 700297717	609.0000.14500	230.00
		477 (A)	348623091		041123 INV 700297717	609.0000.14500	14,469.60
		477 (A)	348506900		040323 INV 700297736	609.0000.14500	4,444.35
		477 (A)	410818337		040723 INV 700297782	609.0000.14500	(11.20)
		477 (A)	410805660		040523 INV 700297736	609.0000.14500	(67.20)
		477 (A)	410805664		040523 INV 700297736	609.0000.14500	(22.40)
		477 (A)	410834368		041323 INV 700297717	609.0000.14500	(23.20)
		477 (A)	410834369		041323 INV 700297717	609.0000.14500	(76.80)
		477 (A)	410834370		041323 INV 700297717	609.0000.14500	(15.40)
		477 (A)	410814580		040623 INV 700297717	609.0000.14500	(55.20)
		477 (A)	410814581		040623 INV 700297717	609.0000.14500	(9.20)
		477 (A)	410814582		040623 INV 700297717	609.0000.14500	(9.73)
		477 (A)	410814583		040623 INV 700297717	609.0000.14500	(76.80)
		477 (A)	410814584		040623 INV 700297717	609.0000.14500	(12.80)
		477 (A)	410818336		040723 INV 700297782	609.0000.14500	(22.40)
		477 (A)	410834367		041323 INV 700297717	609.0000.14500	(134.40)
		477 (A)	410807777		040523 INV 700297736	609.0000.14500	(44.00)
							50,499.22
04/27/2023	MAIN	478 (A)	348689165	BREAKTHRU BEVERAGE MN W&S LJ041423	INV/DEL	609.0000.14500	537.50
		478 (A)	348689168		041423 INV/DEL 0700297717	609.0000.14500	560.00
		478 (A)	348689172		041423 INV/DEL 0700297717	609.0000.14500	1,600.00
		478 (A)	348689166		041423 INV/DEL 0700297717	609.0000.14500	563.65
		478 (A)	348689169		041423 INV/DEL 0700297717	609.0000.14500	2,835.58
		478 (A)	348689163		041423 INV/DEL 0700297717	609.0000.14500	787.50
		478 (A)	348689174		041423 INV/DEL 0700297717	609.0000.14500	405.90
		478 (A)	348689170		041423 INV/DEL 0700297717	609.0000.14500	233.88
		478 (A)	348689162		041423 INV/DEL 0700297717	609.0000.14500	1,350.33
		478 (A)	348689173		041423 INV/DEL 0700297717	609.0000.14500	500.06
		478 (A)	348689164		041423 INV/DEL 0700297717	609.0000.14500	476.00
		478 (A)	348689171		041423 INV/DEL 0700297717	609.0000.14500	400.00
		478 (A)	348689167		041423 INV/DEL 0700297717	609.0000.14500	1,262.48
		478 (A)	348689184		041423 INV/DEL 0700297782	609.0000.14500	1,600.00
		478 (A)	348689185		041423 INV/DEL 0700297782	609.0000.14500	227.30
		478 (A)	347973223		022823 INV/DEL 0700297717	609.0000.14500	488.00
		478 (A)	348689161		041423 INV/DEL	609.0000.14500	1,000.00
		478 (A)	348689176		041423 INV 0700297736	609.0000.14500	

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		478 (A)	348689180		041423 INV/DEL 0700297736	609.0000.14500	517.50
		478 (A)	348689179		041423 INV/DEL 0700297736	609.0000.14500	376.10
		478 (A)	348689177		041423 INV/DEL 0700297736	609.0000.14500	1,060.39
		478 (A)	348689178		041423 INV/DEL 0700297736	609.0000.14500	1,600.00
		478 (A)	348689175		041423 INV/DEL 0700297736	609.0000.14500	895.45
		478 (A)	410842362		041423 CREDIT	609.0000.14500	(221.40)
		478 (A)	410684921		030323 CREDIT 0700297717	609.0000.14500	(32.00)
		478 (A)	410853678		041823 CREDIT 0700297717	609.0000.14500	(9.01)
		478 (A)	410853677		041823 CREDIT 0700297717	609.0000.14500	(207.00)
		478 (A)	410739458		032023 CREDIT 0700297736	609.0000.14500	(11.20)
		478 (A)	348689165		041423 INV/DEL	609.9791.42199	5.75
		478 (A)	348689168		041423 INV/DEL 0700297717	609.9791.42199	9.20
		478 (A)	348689172		041423 INV/DEL 0700297717	609.9791.42199	34.50
		478 (A)	348689166		041423 INV/DEL 0700297717	609.9791.42199	5.75
		478 (A)	348689169		041423 INV/DEL 0700297717	609.9791.42199	13.80
		478 (A)	348689163		041423 INV/DEL 0700297717	609.9791.42199	8.05
		478 (A)	348689174		041423 INV/DEL 0700297717	609.9791.42199	6.90
		478 (A)	348689170		041423 INV/DEL 0700297717	609.9791.42199	6.90
		478 (A)	348689162		041423 INV/DEL 0700297717	609.9791.42199	8.05
		478 (A)	348689173		041423 INV/DEL 0700297717	609.9791.42199	23.00
		478 (A)	348689164		041423 INV/DEL 0700297717	609.9791.42199	12.65
		478 (A)	348689171		041423 INV/DEL 0700297717	609.9791.42199	5.75
		478 (A)	348689167		041423 INV/DEL 0700297717	609.9791.42199	6.90
		478 (A)	347973223		022823 INV/DEL 0700297717	609.9791.42199	4.79
		478 (A)	348689161		041423 INV/DEL	609.9791.42199	11.50
		478 (A)	410853678		041823 CREDIT 0700297717	609.9791.42199	(0.10)
		478 (A)	410853677		041823 CREDIT 0700297717	609.9791.42199	(2.30)
		478 (A)	348689180		041423 INV/DEL 0700297736	609.9792.42199	5.75
		478 (A)	348689179		041423 INV/DEL 0700297736	609.9792.42199	6.90
		478 (A)	348689177		041423 INV/DEL 0700297736	609.9792.42199	5.75
		478 (A)	348689178		041423 INV/DEL 0700297736	609.9792.42199	34.50
		478 (A)	348689175		041423 INV/DEL 0700297736	609.9792.42199	9.20
		478 (A)	410739458		032023 CREDIT 0700297736	609.9792.42199	(0.10)
		478 (A)	348689184		041423 INV/DEL 0700297782	609.9793.42199	34.50
		478 (A)	348689185		041423 INV/DEL 0700297782	609.9793.42199	11.50
							19,164.10
04/27/2023	MAIN	479 (A)	2818540	CAPITOL BEVERAGE SALES LP	040523 INV	609.0000.14500	2,660.85
		479 (A)	2822010		041223 INV	609.0000.14500	518.00
		479 (A)	2824845		042023 INV	609.0000.14500	1,814.33
		479 (A)	2822989		041723 INV	609.0000.14500	2,577.50
							7,570.68

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04/27/2023	MAIN	480 (A)	2275827	JOHNSON BROTHERS LIQUOR CO.	041223 INV/DEL	609.0000.14500	297.00
		480 (A)	2275835		041223 INV/DEL	609.0000.14500	177.00
		480 (A)	2275830		041223 INV/DEL	609.0000.14500	739.20
		480 (A)	2276974		041323 INV/DEL	609.0000.14500	560.00
		480 (A)	2276970		041323 INV/DEL	609.0000.14500	560.00
		480 (A)	2276973		041323 INV/DEL	609.0000.14500	48.00
		480 (A)	2276972		041323 INV/DEL	609.0000.14500	867.46
		480 (A)	2276971		041323 INV/DEL	609.0000.14500	99.50
		480 (A)	2275840		041223 INV/DEL	609.0000.14500	79.00
		480 (A)	2275838		041223 INV/DEL	609.0000.14500	80.00
		480 (A)	2275837		041223 INV/DEL	609.0000.14500	589.45
		480 (A)	2275839		041223 INV/DEL	609.0000.14500	232.00
		480 (A)	2275836		041223 INV/DEL	609.0000.14500	273.00
		480 (A)	2278113		041423 INV/DEL	609.0000.14500	140.01
		480 (A)	2278112		041423 INV DEL	609.0000.14500	73.95
		480 (A)	2276975		041323 INV/DEL	609.0000.14500	608.00
		480 (A)	2275841		041223 INV/DEL	609.0000.14500	625.99
		480 (A)	2275842		041223 INV/DEL	609.0000.14500	6,543.00
		480 (A)	2275843		041223 INV/DEL	609.0000.14500	750.68
		480 (A)	2275846		041223 INV/DEL	609.0000.14500	460.00
		480 (A)	2275847		0412 23 INV/DEL	609.0000.14500	120.00
		480 (A)	2273830		041023 INV/DEL	609.0000.14500	676.00
		480 (A)	2273832		041023 INV	609.0000.14500	348.50
		480 (A)	2266364		032923 INV/DEL	609.0000.14500	5,922.00
		480 (A)	2211566		123022 INV	609.0000.14500	88.00
		480 (A)	2261995		032223 INV/DEL	609.0000.14500	285.06
		480 (A)	247382		040623 CREDIT	609.0000.14500	(2.00)
		480 (A)	247383		0400623 CREDIT	609.0000.14500	(2.00)
		480 (A)	247384		040623 CREDIT	609.0000.14500	(8.25)
		480 (A)	247385		040623 CREDIT	609.0000.14500	(14.00)
		480 (A)	247386		040623 CREDIT	609.0000.14500	(168.00)
		480 (A)	248157		041323 CREDIT	609.0000.14500	(14.25)
		480 (A)	248155		041323 CREDIT	609.0000.14500	(106.71)
		480 (A)	247387		040623 CREDIT	609.0000.14500	(10.00)
		480 (A)	248156		041323 CREDIT	609.0000.14500	(72.00)
		480 (A)	2275827		041223 INV/DEL	609.9791.42199	2.80
		480 (A)	2275835		041223 INV/DEL	609.9791.42199	5.60
		480 (A)	2275830		041223 INV/DEL	609.9791.42199	22.40
		480 (A)	2276970		041323 INV/DEL	609.9791.42199	16.10
		480 (A)	2276973		041323 INV/DEL	609.9791.42199	2.80
		480 (A)	2276972		041323 INV/DEL	609.9791.42199	
		480 (A)	2276971		041323 INV/DEL	609.9791.42199	

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		480 (A)	2273830		041023 INV/DEL	609.9791.42199	10.50
		480 (A)	2266364		032923 INV/DEL	609.9791.42199	77.01
		480 (A)	247386		040623 CREDIT	609.9791.42199	(0.50)
		480 (A)	2276974		041323 INV/DEL	609.9792.42199	16.10
		480 (A)	2276975		041323 INV/DEL	609.9792.42199	9.80
		480 (A)	2275841		041223 INV/DEL	609.9792.42199	5.60
		480 (A)	2275842		041223 INV/DEL	609.9792.42199	28.00
		480 (A)	2275843		041223 INV/DEL	609.9792.42199	11.20
		480 (A)	2275846		041223 INV/DEL	609.9792.42199	7.00
		480 (A)	2275847		0412 23 INV/DEL	609.9792.42199	4.20
		480 (A)	2261995		032223 INV/DEL	609.9792.42199	7.00
		480 (A)	248156		041323 CREDIT	609.9792.42199	(0.50)
		480 (A)	2275840		041223 INV/DEL	609.9793.42199	1.40
		480 (A)	2275838		041223 INV/DEL	609.9793.42199	1.40
		480 (A)	2275837		041223 INV/DEL	609.9793.42199	7.00
		480 (A)	2275839		041223 INV/DEL	609.9793.42199	7.00
		480 (A)	2275836		041223 INV/DEL	609.9793.42199	7.00
		480 (A)	2278113		041423 INV/DEL	609.9793.42199	4.32
		480 (A)	2278112		041423 INV DEL	609.9793.42199	1.05
		480 (A)	2278114		041423 DEL	609.9793.42199	0.35
		480 (A)	2211566		123022 INV	609.9793.42199	1.35
							21,126.77
04/27/2023	MAIN	481 (A)	6574912	PHILLIPS WINE & SPIRITS INC	041323 INV/DEL	609.0000.14500	1,100.00
		481 (A)	6574909		041323 INV/DEL	609.0000.14500	1,008.00
		481 (A)	6574907		041323 INV/DEL	609.0000.14500	176.00
		481 (A)	6574904		041323 INV/DEL	609.0000.14500	514.50
		481 (A)	6574911		041323 INV/DEL	609.0000.14500	176.00
		481 (A)	6574908		041323 INV/DEL	609.0000.14500	921.00
		481 (A)	6574906		041323 INV/DEL	609.0000.14500	981.00
		481 (A)	6574905		041323 INV/DEL	609.0000.14500	223.67
		481 (A)	6574910		041323 INV/DEL	609.0000.14500	384.00
		481 (A)	6574913		041323 INV/DEL	609.0000.14500	80.00
		481 (A)	6575897		041423 INV/DEL	609.0000.14500	630.00
		481 (A)	6575896		041423 INV/DEL	609.0000.14500	95.85
		481 (A)	6573981		041223 INV/DEL	609.0000.14500	220.00
		481 (A)	6573980		041223 INV/DEL	609.0000.14500	697.50
		481 (A)	6574915		041323 INV/DEL	609.0000.14500	63.91
		481 (A)	6574916		041323 INV/DEL	609.0000.14500	963.00
		481 (A)	6574919		041323 INV/DEL	609.0000.14500	691.05
		481 (A)	6574920		041323 INV/DEL	609.0000.14500	
		481 (A)	6574922		041323 INV/DEL	609.0000.14500	

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		481 (A)	695511		041323 CREDIT	609.0000.14500	(44.00)
		481 (A)	695512		041323 CREDIT	609.0000.14500	(76.70)
		481 (A)	6574912		041323 INV/DEL	609.9791.42199	35.00
		481 (A)	6574909		041323 INV/DEL	609.9791.42199	18.20
		481 (A)	6574907		041323 INV/DEL	609.9791.42199	2.80
		481 (A)	6574904		041323 INV/DEL	609.9791.42199	4.90
		481 (A)	6574911		041323 INV/DEL	609.9791.42199	3.50
		481 (A)	6574908		041323 INV/DEL	609.9791.42199	9.80
		481 (A)	6574906		041323 INV/DEL	609.9791.42199	9.10
		481 (A)	6574905		041323 INV/DEL	609.9791.42199	4.20
		481 (A)	6574910		041323 INV/DEL	609.9791.42199	7.00
		481 (A)	6574913		041323 INV/DEL	609.9791.42199	2.80
		481 (A)	6573980		041223 INV/DEL	609.9792.42199	10.04
		481 (A)	6574915		041323 INV/DEL	609.9792.42199	1.40
		481 (A)	6574916		041323 INV/DEL	609.9792.42199	9.10
		481 (A)	6574919		041323 INV/DEL	609.9792.42199	7.00
		481 (A)	6574920		041323 INV/DEL	609.9792.42199	7.70
		481 (A)	6574922		041323 INV/DEL	609.9792.42199	3.50
		481 (A)	695512		041323 CREDIT	609.9792.42199	(0.50)
		481 (A)	6575897		041423 INV/DEL	609.9793.42199	7.70
		481 (A)	6575896		041423 INV/DEL	609.9793.42199	1.40
		481 (A)	6573981		041223 INV/DEL	609.9793.42199	7.00
							9,762.42
04/27/2023	MAIN	482 (A)	2333757	SOUTHERN GLAZER'S	041323 INV/DEL	609.0000.14500	98.94
		482 (A)	2333758		041323 INV/DEL	609.0000.14500	218.80
		482 (A)	2333759		041323 INV/DEL	609.0000.14500	998.73
		482 (A)	2333760		041323 INV/DEL	609.0000.14500	134.28
		482 (A)	5095986		041323 INV/DEL	609.0000.14500	458.96
		482 (A)	2333756		041323 INV/DEL	609.0000.14500	1,483.75
		482 (A)	2324134		031623 INV/DEL	609.0000.14500	340.00
		482 (A)	2331386		040623 INV/DEL	609.0000.14500	975.00
		482 (A)	9497092		031623 INV	609.0000.14500	(180.00)
		482 (A)	2333757		041323 INV/DEL	609.9791.42199	0.96
		482 (A)	2333758		041323 INV/DEL	609.9791.42199	1.28
		482 (A)	2333759		041323 INV/DEL	609.9791.42199	4.27
		482 (A)	2333760		041323 INV/DEL	609.9791.42199	2.56
		482 (A)	5095986		041323 INV/DEL	609.9791.42199	1.49
		482 (A)	2333756		041323 INV/DEL	609.9791.42199	33.28
		482 (A)	2324134		031623 INV/DEL	609.9792.42199	3.42
		482 (A)	2331386		040623 INV/DEL	609.9792.42199	
		482 (A)	2336203		042023 DEL	609.9792.42199	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							4,593.64
05/04/2023	MAIN	194844	205699	AMERICAN CYLINDER INC	ANNUAL FIRE EXTGR SVC, CERT-CITY HA	101.1940.44000	119.12
		194844	205697		ANNUAL FIRE EXTGR SVC, CERT-LIBRARY	240.5500.44000	57.17
							176.29
05/04/2023	MAIN	194845	312699	ASPEN MILLS, INC.	BOOTS	101.2100.42172	199.95
05/04/2023	MAIN	194846	2037400674	BAKER & TAYLOR	BOOK ORDER	240.5500.42180	11.03
		194846	2037426558		BOOK ORDER	240.5500.42180	89.26
		194846	2037459242		BOOK ORDER	240.5500.42180	182.99
		194846	2037403343		BOOK ORDER	240.5500.42180	303.24
		194846	2037428314		BOOK ORDER	240.5500.42180	449.56
							1,036.08
05/04/2023	MAIN	194847	0305398	BOLTON & MENK, INC	IDDE VIDEO PRODUCTION	604.9600.43050	1,400.00
05/04/2023	MAIN	194848	10334938-00	BUILDING FASTENERS INC	SCREWS, NUTS	101.3170.42171	67.73
05/04/2023	MAIN	194849	0508446525	BUSINESS JOURNAL/THE	ONE YEAR SUBSCRIPTION	240.5500.42181	160.00
05/04/2023	MAIN	194850	INV150484	CADD ENGINEERING SUPPLY INC	STORAGE OF CANON PLOTTER	101.3100.44100	35.00
05/04/2023	MAIN	194851	INV003012	CANVAS HEALTH INC	EMBEDDED MENTAL HEALTH SVCS 0223	272.2100.43050	8,858.12
		194851	INV003046		EMBEDDED MENTAL HEALTH SVCS 0323	272.2100.43050	12,823.56
							21,681.68
05/04/2023	MAIN	194852	CHPD2023-3	CARDINAL INVESTIGATIONS	EMPLOYMENT BACKGROUNDS	101.2100.43050	2,130.00
05/04/2023	MAIN	194853	HP44997	CDW-G INC	BARRACUDA CLOUD ARCHIVER RENEWAL	720.9980.44030	6,630.00
05/04/2023	MAIN	194854	6403204114-3	CENTERPOINT ENERGY	042623 6403204114-3	411.9999.43830.1911	318.20
05/04/2023	MAIN	194855	4149060920	CINTAS INC	MATS, TOWELS, AIR FRESH 031023	101.2100.44020	46.12
		194855	4149060920		MATS, TOWELS, AIR FRESH 031023	101.2200.44020	18.40
		194855	4153445462		LINENS, MOPS JPM 042523	101.5129.44020	192.87
		194855	4153247156		UNIFORM RENTAL 042123	701.9950.42172	31.99
							289.38
05/04/2023	MAIN	194856	IN53238	CITY OF ST PAUL	UNDERCOVER TACTICS TRAINING	101.2100.43105	250.00
05/04/2023	MAIN	194857	718111	CITY WIDE WINDOW SERVICE	INWINDOW CLEANING 0323	240.5500.44020	128.00
05/04/2023	MAIN	194858	171051853	COMCAST	041523 934571297	101.1110.43250	19.44
		194858	171051853		041523 934571297	101.1320.43250	29.16
		194858	171051853		041523 934571297	101.1510.43250	63.18
		194858	171051853		041523 934571297	101.1940.43250	91
		194858	171051853		041523 934571297	101.2100.43250	1

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		194858	171051853		041523 934571297	101.2200.43250	121.50
		194858	171051853		041523 934571297	101.3100.43250	68.04
		194858	171051853		041523 934571297	101.3121.43250	9.72
		194858	171051853		041523 934571297	101.5000.43250	34.02
		194858	171051853		041523 934571297	101.5129.43250	9.72
		194858	171051853		041523 934571297	101.5200.43250	9.72
		194858	171051853		041523 934571297	201.2400.43250	14.58
		194858	171051853		041523 934571297	204.6314.43250	19.44
		194858	171051853		041523 934571297	225.9844.43250	14.58
		194858	171051853		041523 934571297	240.5500.43250	204.13
		194858	171051853		041523 934571297	601.9600.43250	4.86
		194858	171051853		041523 934571297	602.9600.43250	4.86
		194858	171051853		041523 934571297	609.9791.43250	641.31
		194858	171051853		041523 934571297	609.9792.43250	617.01
		194858	171051853		041523 934571297	609.9793.43250	602.43
		194858	171051853		041523 934571297	701.9950.43250	9.72
		194858	171051853		041523 934571297	720.9980.43250	131.24
							2,764.75
05/04/2023	MAIN	194859	5378215	DISCOUNT STEEL INC	ROLLED STEEL STRIP	101.3121.42171	2.55
05/04/2023	MAIN	194860	15712-01	DO-GOOD.BIZ INC	YARD WASTE POSTCARDS, MAILING	603.9530.42030	564.00
		194860	15712-01		YARD WASTE POSTCARDS, MAILING	603.9530.43220	1,289.19
							1,853.19
05/04/2023	MAIN	194861	0132273-IN	EARL F ANDERSEN INC	SIGN POSTS	101.5200.42171	788.99
		194861	0132311-IN		COYOTE WARNING SIGNS	101.5200.42171	196.00
							984.99
05/04/2023	MAIN	194862	939159	ECM PUBLISHERS INC	BOARD OF APPEALS/EQUALIZATION MEETI	101.1110.43500	72.60
05/04/2023	MAIN	194863	22898	ENVIRONMENTAL EQUIP & SVCS	TOGGLE SWITCH PACK	701.0000.14120	48.44
05/04/2023	MAIN	194864	94464064	ENVIRONMENTAL SYSTEMS RESEAI	ARCGIS UPGRADE & MAINT 0922-0923	101.3100.44000	728.50
		194864	94464064		ARCGIS UPGRADE & MAINT 0922-0923	601.9600.44000	728.50
		194864	94464064		ARCGIS UPGRADE & MAINT 0922-0923	602.9600.44000	728.50
		194864	94464064		ARCGIS UPGRADE & MAINT 0922-0923	604.9600.44000	728.50
							2,914.00
05/04/2023	MAIN	194865	042223	ESPINOZA/KELLY	REFUND DAMAGE & SECURITY DEPOSITS	101.0000.20810	53.63
		194865	042223		REFUND DAMAGE & SECURITY DEPOSITS	101.0000.34781	752.66
							806.29
05/04/2023	MAIN	194866	107265884	FLEETPRIDE INC	FILTER	701.0000.14120	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		194866	107265724		FILTER	701.0000.14120	27.46
		194866	107331461		ELBOW FITTING	701.0000.14120	214.62
							290.27
05/04/2023	MAIN	194867	731413/6	GERTENS GREENHOUSE	CONTAINER TREE SAPLINGS	101.6102.42990	4,525.00
05/04/2023	MAIN	194868	150141	GRAFIX SHOPPE, INC	CITY LOGOS DECALS	701.0000.14120	655.65
05/04/2023	MAIN	194869	474265	HEINRICH ENVELOPE CORP	RECREATION RETURN ENVELOPES	101.5000.42000	59.73
05/04/2023	MAIN	194870	1014300	HOME DEPOT #2802	ROPE	101.5200.42171	12.98
		194870	6020250		PLIERS, HOG RINGS	101.5200.42171	28.33
							41.31
05/04/2023	MAIN	194871	S102906880.001	J H LARSON ELECTRIC COMPANY	250W LIGHT BULBS	101.2200.42171	200.65
05/04/2023	MAIN	194872	032823	KERN/PHILIP M	2023 STRATEGIC PLANNING SERVICES	101.1110.43050	3,100.00
05/04/2023	MAIN	194873	10978345	LANGUAGELINE SOLUTIONS	LANGUAGE LINE 0323	101.2100.43250	1,091.80
05/04/2023	MAIN	194874	023103110000000022	LEO A DALY COMPANY INC	CITY HALL DESIGN THRU 033123	411.9999.43050.1911	4,901.05
05/04/2023	MAIN	194875	98174	LIBRARY IDEAS, LLC	READ-ALONG BOOK ORDER	240.5500.42187	980.70
05/04/2023	MAIN	194876	13814483	LIBRARY JOURNAL	ONE YEAR SUBSCRIPTION	240.5500.42181	157.99
05/04/2023	MAIN	194877	109655	LVC COMPANIES INC	REPAIR PAYCOM READER	101.2100.44020	140.00
		194877	109655		REPAIR PAYCOM READER	101.2200.44020	140.00
							280.00
05/04/2023	MAIN	194878	22893	MARCO CO INC	STENCILS	101.3170.42171	300.00
05/04/2023	MAIN	194879	INV11044225	MARCO, INC	INSTALLATION AND PM FOR BACK GATE C	101.2100.43050	478.50
		194879	INV11097591		PRINTER MAINT 041523-051423	240.5500.44000	48.95
		194879	INV11123166		COPY MAINT 041523-051423	240.5500.44000	251.53
							778.98
05/04/2023	MAIN	194880	2145	MARIE RIDGEWAY LICSW LLC	THERAPY SESSIONS, CHECK INS 0323	101.2100.43050	1,080.00
05/04/2023	MAIN	194881	INV970682	MAVERICK WINE COMPANY	041423 INV	609.0000.14500	782.04
		194881	INV970682		041423 INV	609.9791.42199	6.00
							788.04
05/04/2023	MAIN	194882	85476	MENARDS CASHWAY LUMBER-FRIDJ	COUPLING	101.2100.42171	3.19
		194882	85466		STEEL TUBE, SCREWS	101.2100.42171	43.37
		194882	85476		COUPLING	101.2200.42171	3.19
		194882	85466		STEEL TUBE, SCREWS	101.2200.42171	
		194882	86955		SANDING DICS, CLOTH, STAINING PADS	101.5200.42171	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/22/2023 - 05/04/2023

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		194882	86896		PLASTIC SHEETING	101.5200.42171	39.99
		194882	86846		PAINT ROLLERS, BRUSHES, BLADES	101.5200.42171	49.29
							206.15
05/04/2023	MAIN	194883	765065	MIDWAY FORD	LOCK ASY	701.0000.14120	26.76
		194883	769871		BRAKE LIGHT SWITCH	701.0000.14120	26.40
		194883	769694		HYDROBOOST	701.0000.14120	262.90
		194883	770136		FILTERS	701.0000.14120	466.21
		194883	770624		CLIPS	701.0000.14120	7.12
		194883	770400		SPOILER	701.0000.14120	154.07
		194883	770809		ANTI-FREEZE	701.0000.14120	26.34
		194883	770082		STEERING WHEEL	701.0000.14120	287.10
		194883	769273		SEAT TRIM	701.0000.14120	67.35
							1,324.25
05/04/2023	MAIN	194884	156524	MINNEAPOLIS SAW CO INC	CHAIN SAW BLADE REPLACEMENT	101.6102.44000	124.95
05/04/2023	MAIN	194885	P44072	MINNESOTA EQUIPMENT INC	HITCH PIN, PIN FASTENER	101.5200.42171	53.88
05/04/2023	MAIN	194886	ALR0147582X	MN DEPT OF LABOR & INDUSTRY	ELEVATOR PERMIT-TV1	609.9791.44020	100.00
05/04/2023	MAIN	194887	337900-9884	MN HIGHWAY SAFETY & RESEARCIEVOC/PIT	REFRESHER	101.2100.43105	490.00
		194887	337900-9917		ADVANCED DRIVING SKILL-NON SWORN LA	101.2100.43105	480.00
							970.00
05/04/2023	MAIN	194888	61	MUSICAL THEATER MINNESOTA	LIMUSICAL THEATER LESSONS - 1ST HALF	262.5016.43050	733.30
05/04/2023	MAIN	194889	129327	MYAS	BOYS BASKETBALL LEAGUE FEES	101.5001.44330	3,165.90
05/04/2023	MAIN	194890	23-11.1	OERTEL ARCHITECTS	MSC PRE-DESIGN DOCUMENT	411.9999.43050.2111	3,825.00
05/04/2023	MAIN	194891	307506895001	OFFICE DEPOT	ENVELOPES, LAMINATING POUCHES	240.5500.42000	61.94
05/04/2023	MAIN	194892	306354693001	OFFICE DEPOT	COPY PAPER, DISH SOAP, PENS	101.2100.42000	73.70
		194892	306354693001		COPY PAPER, DISH SOAP, PENS	101.2100.42171	35.41
							109.11
05/04/2023	MAIN	194893	2023DMV-USPS	OLBERDING/NICHOLAS	POSTAGE, DRIVERS MANUALS	240.5500.42180	49.20
		194893	2023DMV-USPS		POSTAGE, DRIVERS MANUALS	240.5500.43220	7.78
							56.98
05/04/2023	MAIN	194894	243411205	ORKIN INC	PEST CONTROL 0423	101.5129.44020	128.99
05/04/2023	MAIN	194895	10357622	PIONEER PRESS	52 WEEK SUBSCRIPTION	240.5500.42181	1,693.00
05/04/2023	MAIN	194896	01CR8278	PIONEER RIM & WHEEL CO.	TOW BAR	701.0000.14120	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/04/2023	MAIN	194897	2023	POLISH AMERICAN JOURNAL	ONE YEAR SUBSCRIPTION	240.5500.42181	25.00
05/04/2023	MAIN	194898	319378473	PREMIUM WATERS INC	041823 WATER	101.1110.42171	38.90
		194898	319378474		041823 WATER	201.2400.42171	14.10
		194898	319378479		041823 WATER	701.9950.42171	37.60
		194898	319378472		041823 WATER	720.9980.42171	14.10
							104.70
05/04/2023	MAIN	194899	3370	RANGE RENOVATION CONSULTING LEAD	REMEDIATION	101.2100.43050	3,495.00
05/04/2023	MAIN	194900	2020A	RAPID GRAPHICS & MAILING	CITY CALENDARS	225.9844.43050	130.00
05/04/2023	MAIN	194901	5005581639	RED BULL DISTRIBUTION CO INC	041923 INV	609.0000.14500	209.28
05/04/2023	MAIN	194902	T0460002013	RITE INC	CARDDEFENDER/CLOUD RETAILER ANNUAL	609.9791.44000	3,078.00
		194902	T0460002014		CARDDEFENDER/CLOUD RETAILER ANNUAL	609.9792.44000	2,565.00
		194902	T0460002015		CARDDEFENDER/CLOUD RETAILER ANNUAL	609.9793.44000	1,795.50
							7,438.50
05/04/2023	MAIN	194903	471673	SCHAAF FLORAL	MAMARIL FUNERAL FLOWERS 032223	101.1110.48200	70.00
05/04/2023	MAIN	194904	8106226910	SCHINDLER ELEVATOR CORP INC	PREVENT MAINT 0423	101.1940.44020	77.27
		194904	8106226911		PREVENT MAINT 0423	101.5129.44020	77.27
		194904	8106224959		PREVENT MAINT 0423	609.9791.44020	192.46
							347.00
05/04/2023	MAIN	194905	2510-8	SHERWIN WILLIAMS	PAINTERS PLASTIC, STAIN PAD	101.5200.42171	39.94
		194905	2483-8		PAINT, ROLLER COVERS	101.5200.42171	75.95
							115.89
05/04/2023	MAIN	194906	041423	SHOREVIEW HUNKS LLC	BULK, APPLIANCE, ELECTRONICS PICKUP	603.9510.42910	2,860.00
		194906	041423		BULK, APPLIANCE, ELECTRONICS PICKUP	603.9510.42920	1,270.00
		194906	041423YW		YARD WASTE PICK UP 041023-041423	603.9510.42930	5,545.00
		194906	041423		BULK, APPLIANCE, ELECTRONICS PICKUP	603.9540.43050	145.00
							9,820.00
05/04/2023	MAIN	194907	MN64116	SMALL LOT MN	041923 INV/DEL	609.0000.14500	1,494.12
		194907	MN64116		041923 INV/DEL	609.9791.42199	12.00
							1,506.12
05/04/2023	MAIN	194908	I1627801	STREICHER'S GUN'S INC/DON	VEST CARRIER, NAME TAG CLOTH	101.2100.42172	283.99
05/04/2023	MAIN	194909	412054	SUN BADGE COMPANY INC	SERGEANT BADGES 21 & 22	101.2100.42172	725.50
05/04/2023	MAIN	194910	68825	T A SCHIFSKY & SONS INC	AC 3/8" AGGREGATE MIXES	101.3121.42160	1,266.00
		194910	68885		AC 3/8" AGGREGATE MIXES	101.3121.42160	6.00

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							1,807.00
05/04/2023	MAIN	194911	041523	TACUBA/MARICELA	REFUND DAMAGE & SECURITY DEPOSITS	101.0000.20810	54.88
		194911	041523		REFUND DAMAGE & SECURITY DEPOSITS	101.0000.34781	770.16
							825.04
05/04/2023	MAIN	194912	4862	TECH ACADEMY	VIRTUAL WEB DESIGN CLASS 041523	262.5016.43050	180.00
05/04/2023	MAIN	194913	48009	TEE JAY NORTH INC	REPLACE CABLE & ROLLER ASSY	609.9791.44020	1,934.10
05/04/2023	MAIN	194914	35637-00	TERMINAL SUPPLY CO, INC	TERMINAL ENDS	701.9950.42171	6.00
05/04/2023	MAIN	194915	M28099	TIMESAVER OFF SITE SECRETR	COUNCIL MINUTES 031323	101.1410.43050	159.00
		194915	M28138		COUNCIL MINUTES 032723, EDA MINUTES	101.1410.43050	304.13
		194915	M28138		COUNCIL MINUTES 032723, EDA MINUTES	204.6314.43050	159.00
							622.13
05/04/2023	MAIN	194916	35796	TRADITION WINE & SPIRITS LL	042023 INV/DEL	609.0000.14500	953.00
		194916	35796		042023 INV/DEL	609.9791.42199	15.00
							968.00
05/04/2023	MAIN	194917	833365	TRIO SUPPLY COMPANY INC	HARDWOUND PAPER TOWELS	101.1940.42171	108.94
		194917	835438		DISHWASHER SOAP	101.5129.42171	215.44
		194917	835288		PINE CLEANER	101.5129.42171	44.00
							368.38
05/04/2023	MAIN	194918	97662	TRUST IN US, LLC.	DRUG SCREEN COLL FEE 0423	101.1320.43050	30.00
05/04/2023	MAIN	194919	9932242122	VERIZON WIRELESS	041023 742128747-00001	101.2100.43250	906.14
05/04/2023	MAIN	194920	2504394369	WHOLESALE TRUCK-TRLR PRTS	FILTERS	701.0000.14120	291.71
05/04/2023	MAIN	194921	233247	WINE COMPANY/THE	041923 INV/DEL	609.0000.14500	2,128.00
		194921	233247		041923 INV/DEL	609.9791.42199	20.00
							2,148.00
05/04/2023	MAIN	194922	1032290250	XCEL ENERGY (N S P)	042023 51-7085831-0	101.1940.43810	1,557.95
		194922	1032254857		042023 51-4350334-8	101.5129.43810	503.77
							2,061.72
05/04/2023	MAIN	483 (A)	14169413	ALLIED UNIVERSAL SECURITY S	SECURITY JPM 041523	101.5129.43050	192.00
05/04/2023	MAIN	484 (A)	0106696000	BELLBOY BAR SUPPLY	041923 INV BAGS	609.0000.14500	79.85
		484 (A)	0106696000		041923 INV BAGS	609.9791.42171	211.95

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/04/2023	MAIN	485 (A)	0106665500	BELLBOY CORPORATION	041223 INV	609.0000.14500	218.45
		485 (A)	0099134600		041923 INV	609.0000.14500	5,918.80
							6,137.25
05/04/2023	MAIN	486 (A)	348791685	BREAKTHRU BEVERAGE MN W&S LJ042123	INV 0700297782	609.0000.14500	227.30
		486 (A)	348791687		042123 INV/DEL 0700297782	609.0000.14500	394.00
		486 (A)	348791686		042123 INV/DEL	609.0000.14500	546.46
		486 (A)	348683914		041323 INV/DEL 0700297717	609.0000.14500	68.77
		486 (A)	348791670		042123 INV/DEL 0700297717	609.0000.14500	1,828.00
		486 (A)	348791669		042123 INV 0700297717	609.0000.14500	63.00
		486 (A)	348791675		042123 INV/DEL 0700297717	609.0000.14500	1,083.15
		486 (A)	348791672		042123 INV/DEL 0700297717	609.0000.14500	1,345.65
		486 (A)	348791673		042123 INV/DEL 0700297717	609.0000.14500	1,151.75
		486 (A)	348791674		042123 INV/DEL 0700297717	609.0000.14500	1,167.75
		486 (A)	348791668		042123 INV/DEL	609.0000.14500	405.00
		486 (A)	410709268		030923 CREDIT	609.0000.14500	(80.00)
		486 (A)	348683914		041323 INV/DEL 0700297717	609.9791.42199	0.38
		486 (A)	348791670		042123 INV/DEL 0700297717	609.9791.42199	23.00
		486 (A)	348791671		042123 DEL 0700297717	609.9791.42199	1.15
		486 (A)	348791675		042123 INV/DEL 0700297717	609.9791.42199	5.75
		486 (A)	348791672		042123 INV/DEL 0700297717	609.9791.42199	29.90
		486 (A)	348791673		042123 INV/DEL 0700297717	609.9791.42199	11.50
		486 (A)	348791674		042123 INV/DEL 0700297717	609.9791.42199	10.35
		486 (A)	348791668		042123 INV/DEL	609.9791.42199	1.15
		486 (A)	410709268		030923 CREDIT	609.9792.42199	(2.30)
		486 (A)	348791685		042123 INV 0700297782	609.9793.42199	11.50
		486 (A)	348791687		042123 INV/DEL 0700297782	609.9793.42199	3.45
486 (A)	348791686	042123 INV/DEL	609.9793.42199	11.50			
							8,308.16
05/04/2023	MAIN	487 (A)	81033152	CENGAGE LEARNING INC	LARGEPRINT BOOK ORDER	240.5500.42180	59.23
		487 (A)	81032160		LARGEPRINT BOOK ORDER	240.5500.42180	139.45
							198.68
05/04/2023	MAIN	488 (A)	84701	FLUID INTERIORS	STORAGE FEE 040523-050523	411.9999.43050.1911	700.00
05/04/2023	MAIN	489 (A)	2273831	JOHNSON BROTHERS LIQUOR CO.	041023 INV/DEL	609.0000.14500	676.00
		489 (A)	2275848		041223 INV/DEL	609.0000.14500	92.00
		489 (A)	2275845		041223 INV/DEL	609.0000.14500	875.06
		489 (A)	2276976		041323 INV/DEL	609.0000.14500	142.67
		489 (A)	2282579		042123 INV/DEL	609.0000.14500	180.00
		489 (A)	2282577		042123 INV/DEL	609.0000.14500	180.00
489 (A)	2282576	042123 INV/DEL	609.0000.14500	180.00			

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
 CHECK DATE FROM 04/22/2023 - 05/04/2023

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		489 (A)	2282578		042123 INV/DEL	609.0000.14500	240.00
		489 (A)	2280496		041923 INV/DEL	609.0000.14500	80.00
		489 (A)	2280498		041923 INV/DEL	609.0000.14500	180.00
		489 (A)	2280500		041923 INV/DEL	609.0000.14500	80.00
		489 (A)	2280499		041923 INV/DEL	609.0000.14500	48.00
		489 (A)	2280497		041923 INV/DEL	609.0000.14500	153.06
		489 (A)	2282571		042123 INV/DEL	609.0000.14500	451.10
		489 (A)	2282572		042123 INV/DEL	609.0000.14500	76.00
		489 (A)	2282574		042123 INV/DEL	609.0000.14500	177.00
		489 (A)	2281596		042023 INV/DEL	609.0000.14500	606.50
		489 (A)	2280481		041823 INV/DEL	609.0000.14500	399.47
		489 (A)	2280493		041923 INV/DEL	609.0000.14500	478.00
		489 (A)	2280495		041923 INV/DEL	609.0000.14500	180.00
		489 (A)	2280488		041923 INV/DEL	609.0000.14500	96.00
		489 (A)	2280494		041923 INV/DEL	609.0000.14500	360.00
		489 (A)	2280491		041923 INV/DEL	609.0000.14500	1,296.00
		489 (A)	2280485		041923 INV/DEL	609.0000.14500	624.00
		489 (A)	2280486		041923 INV/DEL	609.0000.14500	351.00
		489 (A)	2280483		041923 INV/DEL	609.0000.14500	42.00
		489 (A)	2280487		041923 INV/DEL	609.0000.14500	531.25
		489 (A)	2280484		041923 INV/DEL	609.0000.14500	1,641.50
		489 (A)	2281597		042023 INV/DEL	609.0000.14500	485.34
		489 (A)	2280489		041923 INV/DEL	609.0000.14500	641.00
		489 (A)	2280482		041923 INV/DEL	609.0000.14500	597.06
		489 (A)	2282571		042123 INV/DEL	609.9791.42199	1.40
		489 (A)	2282572		042123 INV/DEL	609.9791.42199	2.80
		489 (A)	2282574		042123 INV/DEL	609.9791.42199	4.20
		489 (A)	2281596		042023 INV/DEL	609.9791.42199	9.80
		489 (A)	2280481		041823 INV/DEL	609.9791.42199	1.88
		489 (A)	2280493		041923 INV/DEL	609.9791.42199	6.07
		489 (A)	2280495		041923 INV/DEL	609.9791.42199	4.20
		489 (A)	2280488		041923 INV/DEL	609.9791.42199	2.80
		489 (A)	2280494		041923 INV/DEL	609.9791.42199	7.00
		489 (A)	2280491		041923 INV/DEL	609.9791.42199	8.40
		489 (A)	2280485		041923 INV/DEL	609.9791.42199	7.00
		489 (A)	2280486		041923 INV/DEL	609.9791.42199	2.80
		489 (A)	2280483		041923 INV/DEL	609.9791.42199	1.40
		489 (A)	2280487		041923 INV/DEL	609.9791.42199	4.20
		489 (A)	2280484		041923 INV/DEL	609.9791.42199	22.44
		489 (A)	2281597		042023 INV/DEL	609.9791.42199	11.20
		489 (A)	2280489		041923 INV/DEL	609.9791.42199	
		489 (A)	2280482		041923 INV/DEL	609.9791.42199	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
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Item 12.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		489 (A)	2273831		041023 INV/DEL	609.9792.42199	10.50
		489 (A)	2275848		041223 INV/DEL	609.9792.42199	2.80
		489 (A)	2275845		041223 INV/DEL	609.9792.42199	28.00
		489 (A)	2276976		041323 INV/DEL	609.9792.42199	2.92
		489 (A)	2282579		042123 INV/DEL	609.9793.42199	2.80
		489 (A)	2282577		042123 INV/DEL	609.9793.42199	9.92
		489 (A)	2282576		042123 INV/DEL	609.9793.42199	1.40
		489 (A)	2282578		042123 INV/DEL	609.9793.42199	2.81
		489 (A)	2280496		041923 INV/DEL	609.9793.42199	1.40
		489 (A)	2280498		041923 INV/DEL	609.9793.42199	2.80
		489 (A)	2280500		041923 INV/DEL	609.9793.42199	1.40
		489 (A)	2280499		041923 INV/DEL	609.9793.42199	1.40
		489 (A)	2280497		041923 INV/DEL	609.9793.42199	4.20
		489 (A)	2282575		042123 DEL	609.9793.42199	1.40
							12,352.29
05/04/2023	MAIN	490 (A)	P49223	MAC QUEEN EQUIPMENT LLC	GAUGES, COUPLERS	701.0000.14120	74.95
05/04/2023	MAIN	491 (A)	0001155743	METROPOLITAN COUNCIL WASTEW	WACTOR PERMIT FEE 2023	602.9600.44390	425.00
05/04/2023	MAIN	492 (A)	503644434	MIDWEST TAPE	DVD ORDER	240.5500.42189	154.45
		492 (A)	503620910		DVD ORDER	240.5500.42189	192.61
							347.06
05/04/2023	MAIN	493 (A)	6574917	PHILLIPS WINE & SPIRITS INC	041323 INV/DEL	609.0000.14500	352.00
		493 (A)	6574918		041323 INV/DEL	609.0000.14500	240.00
		493 (A)	6574921		041323 INV/DEL	609.0000.14500	1,008.00
		493 (A)	6574923		041323 INV/DEL	609.0000.14500	484.00
		493 (A)	6579354		042123 INV/DEL	609.0000.14500	113.00
		493 (A)	6577666		041923 INV/DEL	609.0000.14500	221.25
		493 (A)	6577667		041923 INV/DEL	609.0000.14500	220.00
		493 (A)	6579352		042123 INV/DEL	609.0000.14500	101.60
		493 (A)	6579355		042123 INV/DEL	609.0000.14500	400.00
		493 (A)	6579358		042123 INV/DEL	609.0000.14500	628.25
		493 (A)	6579369		042123 INV/DEL	609.0000.14500	95.00
		493 (A)	6579360		042123 INV/DEL	609.0000.14500	793.80
		493 (A)	6579356		042123 INV/DEL	609.0000.14500	221.25
		493 (A)	6579357		042123 INV/DEL	609.0000.14500	352.00
		493 (A)	6579352		042123 INV/DEL	609.9791.42199	1.40
		493 (A)	6579355		042123 INV/DEL	609.9791.42199	7.00
		493 (A)	6579358		042123 INV/DEL	609.9791.42199	7.70
		493 (A)	6579369		042123 INV/DEL	609.9791.42199	
		493 (A)	6579360		042123 INV/DEL	609.9791.42199	

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		493 (A)	6579356		042123 INV/DEL	609.9791.42199	8.40
		493 (A)	6579357		042123 INV/DEL	609.9791.42199	11.20
		493 (A)	6574917		041323 INV/DEL	609.9792.42199	5.60
		493 (A)	6574918		041323 INV/DEL	609.9792.42199	8.40
		493 (A)	6574921		041323 INV/DEL	609.9792.42199	18.20
		493 (A)	6574923		041323 INV/DEL	609.9792.42199	15.40
		493 (A)	6579354		042123 INV/DEL	609.9793.42199	5.60
		493 (A)	6577666		041923 INV/DEL	609.9793.42199	8.40
		493 (A)	6577667		041923 INV/DEL	609.9793.42199	7.00
							5,356.85
05/04/2023	MAIN	494 (A)	2333763	SOUTHERN GLAZER'S	041323 INV/DEL	609.0000.14500	2,603.05
		494 (A)	2333762		041323 INV/DEL	609.0000.14500	431.70
		494 (A)	2333761		041323 INV/DEL	609.0000.14500	105.34
		494 (A)	2336327		042023 INV/DEL	609.0000.14500	64.65
		494 (A)	2336328		042023 INV/DEL	609.0000.14500	135.00
		494 (A)	2336329		042023 INV/DEL	609.0000.14500	839.50
		494 (A)	2336184		042023 INV/DEL	609.0000.14500	192.00
		494 (A)	2336185		042023 INV/DEL	609.0000.14500	548.70
		494 (A)	2336186		042023 INV/DEL	609.0000.14500	624.95
		494 (A)	2336187		042023 INV/DEL	609.0000.14500	282.00
		494 (A)	2336188		042023 INV/DEL	609.0000.14500	135.00
		494 (A)	2336189		042023 INV/DEL	609.0000.14500	135.00
		494 (A)	2336190		042023 INV/DEL	609.0000.14500	270.00
		494 (A)	2336191		042023 INV/DEL	609.0000.14500	839.50
		494 (A)	2336192		042023 INV/DEL	609.0000.14500	494.55
		494 (A)	2336194		042023 INV/DEL	609.0000.14500	919.96
		494 (A)	2328988		033023 INV/DEL	609.0000.14500	202.50
		494 (A)	2331374		040623 INV/DEL	609.0000.14500	975.00
		494 (A)	2336196		042023 DEL	609.0000.14500	2.56
		494 (A)	2336183		042023 INV/DEL	609.0000.14500	408.82
		494 (A)	2336193		042023 INV/DEL	609.0000.14500	376.18
		494 (A)	2336195		042023 INV/DEL	609.0000.14500	1,346.00
		494 (A)	2336184		042023 INV/DEL	609.9791.42199	2.56
		494 (A)	2336185		042023 INV/DEL	609.9791.42199	11.52
		494 (A)	2336186		042023 INV/DEL	609.9791.42199	8.96
		494 (A)	2336187		042023 INV/DEL	609.9791.42199	7.68
		494 (A)	2336188		042023 INV/DEL	609.9791.42199	4.05
		494 (A)	2336189		042023 INV/DEL	609.9791.42199	4.05
		494 (A)	2336190		042023 INV/DEL	609.9791.42199	8.11
		494 (A)	2336191		042023 INV/DEL	609.9791.42199	
		494 (A)	2336192		042023 INV/DEL	609.9791.42199	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		494 (A)	2336194		042023 INV/DEL	609.9791.42199	8.96
		494 (A)	2328988		033023 INV/DEL	609.9791.42199	1.28
		494 (A)	2331374		040623 INV/DEL	609.9791.42199	15.36
		494 (A)	2336183		042023 INV/DEL	609.9791.42199	3.52
		494 (A)	2336193		042023 INV/DEL	609.9791.42199	4.90
		494 (A)	2336195		042023 INV/DEL	609.9791.42199	18.56
		494 (A)	2333763		041323 INV/DEL	609.9792.42199	34.56
		494 (A)	2333762		041323 INV/DEL	609.9792.42199	8.96
		494 (A)	2333761		041323 INV/DEL	609.9792.42199	0.64
		494 (A)	2336327		042023 INV/DEL	609.9793.42199	1.28
		494 (A)	2336328		042023 INV/DEL	609.9793.42199	4.05
		494 (A)	2336329		042023 INV/DEL	609.9793.42199	7.68
							12,104.00
05/04/2023	MAIN	495 (A)	7423989	WINE MERCHANTS	042023 INV/DEL	609.0000.14500	680.00
		495 (A)	7423990		042023 INV/DEL	609.0000.14500	75.00
		495 (A)	7423989		042023 INV/DEL	609.9791.42199	9.80
		495 (A)	7423990		042023 INV/DEL	609.9791.42199	4.20
							769.00
TOTAL - ALL FUNDS					TOTAL OF 157 CHECKS		378,581.31



CITY COUNCIL MEETING

AGENDA SECTION	PUBLIC HEARING
MEETING DATE	MAY 8, 2023

ITEM:	Second Reading of Ordinance No. 1683, Amending Chapter 3, Article 3 of the City Code Pertaining to Boards and Commissions.	
DEPARTMENT:	Administration	BY/DATE: Kevin Hansen / May 3, 2023
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>		
<input type="checkbox"/> Healthy and Safe Community <input type="checkbox"/> Thriving and Vibrant Destination Community		
<input checked="" type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly <input type="checkbox"/> Strong Infrastructure and Public Services		
<input type="checkbox"/> Trusted and Engaged Leadership <input checked="" type="checkbox"/> Sustainable		

BACKGROUND

As the Council has discussed at the March and April City Council Work Sessions, there are four items to be addressed via amendment to Chapter 3, Article 3 of the City Code:

- Updating language related to the period of time between service on the same board and commission to “one term”;
- Removal of the Traffic Commission;
- Addition of Sustainability Commission; and
- Updates to Youth Commission language to reduce the number of members from 20 to 13, and to include members who attend school in ISD 13.

The first reading of the amendment occurred on April 24, 2023.

SUMMARY OF CURRENT STATUS

Council established at the May Work Session that the Sustainability Commission will be on the Second Tuesday of the Month at 6pm. Applications will be received until June 16th, 2023 and interviews will be held at the end of June.

STAFF RECOMMENDATION

Approve Ordinance 1683 and send the ordinance for publication.

RECOMMENDED MOTION(S):
<p>MOTION: Move to close the hearing and waive the reading of Ordinance No. 1683, there being ample copies available to the public.</p> <p>MOTION: Move approve Ordinance No. 1683, an Ordinance amending Chapter 3, Article 3 of the City Code pertaining to Boards and Commissions, and direct staff to send the ordinance, as presented, for publication in the legal newspaper.</p>

ATTACHMENT(S):

Ordinance 1683

ORDINANCE NO. 1683

**AN ORDINANCE AMENDING CHAPTER 3, ARTICLE 3 OF THE COLUMBIA HEIGHTS CITY CODE RELATING TO
BOARDS AND COMMISSIONS**

The City of Columbia Heights does ordain:

Section 1

Sections of Chapter 3, Article 3 of the Columbia Heights City Code are amended as follows. All other sections and text in the City Code remain unchanged.

§ 3.301 BOARDS AND COMMISSIONS GENERALLY

(C) *Terms of appointment.* The following are the terms of appointment:

- (1) The terms of members of boards and commissions shall be for a period of three years each. Terms of membership shall be staggered so that no more than one-half of the terms on a board or commission expire in any particular year.
- (2) The time period for each three year term will be April 1 to March 31. Upon the expiration of their terms of office members shall continue to serve until their successor has been appointed.
- (3) Members are only eligible to serve two consecutive full terms on a board or commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a board or commission, except by unanimous vote of the City Council. Upon completion of service on one board or commission, residents can be eligible for appointment to another board or commission, or after a period of at least one ~~year~~ full three year term, for appointment to the same board or commission on which they have previously served.

~~§ 3.308 TRAFFIC COMMISSION.~~

~~(A) *Establishment.* A Traffic Commission is hereby established.~~

~~(B) *Membership.* The Traffic Commission shall be composed of five members. The Public Works Director, or a person designated by the Public Works Director, and the Chief of Police, or a person designated by the Police Chief, shall serve as ex officio members of the Commission.~~

~~(C) *Authority and Duties.* The Traffic Commission shall serve as an advisory body to the Council and the administrative service of the city. The Commission shall study and investigate all matters pertaining to the regulation of traffic upon the streets and ways within the city on its own initiative, or as referred to the Commission by the Council or the administrative service of the city. The Commission shall conduct public hearings as are necessary to give full consideration to such matters. Written recommendations shall be forwarded to the Council and the Manager.~~

~~(D) The Manager shall direct the administrative service to act on said recommendations upon the expiration of 30 days of receipt thereof, when authorized to do so by [Chapter 7](#) of this code, except as otherwise provided below.~~

~~(E) Administrative action on the recommendations of the Traffic Commission shall be subject to a right of appeal to the Council by any interested person, and the right of the Council to direct that the Commission recommendations be modified or not pursued. Upon receipt of notice of appeal or Council intervention, the Manager shall suspend further administrative action until directed by Council action.~~

~~(F) Notwithstanding the provisions of division (D) of this section, recommendations and findings pertaining to the regulation of traffic on a State Trunk Highway or other roads not within the exclusive jurisdiction of the~~

~~city shall be submitted exclusively to the Council for further action. Where required by the laws of the State of Minnesota, consent of the State Commissioner of Highways shall be obtained prior to formal Council action on the Commission's recommendations.~~

§ 3.308 SUSTAINABILITY COMMISSION.

- (A) Establishment. A Sustainability Commission is hereby established.
- (B) Membership. The Sustainability Commission shall be composed of nine members appointed by the City Council. The City Engineer, or a person designated by the City Engineer, shall serve as an ex officio member of the Commission.
- (C) Authority and Duties. The Sustainability Commission shall serve as an advisory body to the Council and the administrative service of the city. The Commission shall advise and make recommendations to the City Council on how to operate in an environmentally, socially, and economically sustainable manner within the city on its own initiative, or as referred to the Commission by the Council or the administrative service of the city. The Commission shall conduct public hearings as are necessary to give full consideration to such matters. Written recommendations shall be forwarded to the Council and the City Manager.
- (D) Following Council action, the City Manager shall direct the administrative service to act on said recommendation(s).
- (E) The Sustainability Commission shall recommend improvements or initiatives related to sustainability as may be necessary and desirable, but shall at all times be subject to the direction and authority of the Council, and the right of the Council to direct that the Commission recommendations be modified or not pursued.
- (F) Where required by the laws of the State of Minnesota, consent of any applicable agency officials for recommendations and findings that have impacts to right of way not within the exclusive jurisdiction of the City shall be obtained prior to formal Council action on the Commission's recommendations.

§ 3.315 YOUTH COMMISSION

~~(B) *Membership.* The Youth Commission shall be composed of no less than seven members and no more than twenty thirteen members. Members must be within the age range of 14-18 years old and residents of reside or attend school within the City of Columbia Heights or Independent School District 13. Youth Commission members are appointed by the City Council and serve two-year, staggered terms. Terms run from October 1 to September 30. Youth Commission members are not subject to term limits as they are limited by age requirements. Youth Commission members are allowed three absences per term however members may make up for an excused absence by attending a staff-approved alternate meeting or civic event within one month of the excused absence. A City staff member shall be appointed annually by the City Manager to from the Administration Department shall serve as a non-voting ex officio member of the Commission.~~

Section 2

This Ordinance shall be in full force and effect from and after 30 days after its passage.

First Reading: April 24, 2023
 Offered by: Jacobs
 Seconded by: James

Roll Call: All Ayes

Second Reading: May 8, 2023

Offered by:

Seconded by:

Roll Call:

Date of Passage:

Amáda Márquez Simula, Mayor

Attest:

Sara Ion, City Clerk/Council Secretary