



**ECONOMIC DEVELOPMENT AUTHORITY**  
**Public Safety Building—Training Room, 825 41st Ave**  
**NE**  
**Monday, November 07, 2022**  
**5:00 PM**

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**AGENDA**

**ATTENDANCE INFORMATION FOR THE PUBLIC**

*Members of the public who wish to attend may do so in-person, by calling **1-312-626-6799** and entering meeting ID **894 1764 2297** or by Zoom at <http://us02web.zoom.us/j/89417642297>. For questions please call the Community Development Department at 763-706-3670.*

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

- 1. Approve September 26, 2022 Special EDA Meeting Minutes.**
- 2. Approve Financial Reports and Payment of Bills of September 2022.**  
**MOTION:** Move to approve the Consent Agenda as presented.

**BUSINESS ITEMS**

- 3. Façade Improvement Grant Report EDA, 11-7-22.**  
**MOTION:** Move to waive the reading of Resolutions 2022-22 and 2022-23, there being ample copies available to the public.  
  
**MOTION:** Move to adopt Resolution 2022-22, 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 façade improvement grant agreements with the building owner of 556 40th Ave NE, Columbia Heights, MN 55421.  
  
**MOTION:** Move to adopt Resolution 2022-23, 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 façade improvement grant agreements with Columbia Heights VFW Post 230.
- 4. Outstanding Business of the Year Award Creation.**  
**MOTION:** Move to create the Outstanding Business of the Year Award and approve the nomination form as presented.

**PUBLIC HEARINGS**

**OTHER BUSINESS**

**ADJOURNMENT**

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



## SPECIAL ECONOMIC DEVELOPMENT AUTHORITY MEETING

City Hall—Council Chambers, 590 40th Ave NE  
Monday, September 26, 2022  
5:00 PM

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### MINUTES

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

#### CALL TO ORDER/ROLL CALL

Members Present: Gerry Herringer, Kt Jacobs, Amáda Márquez Simula (arrived at 5:06 pm), John Murzyn Jr., Nick Novitsky, Marlaine Szurek

Members Absent: Connie Buesgens

Staff Present: Kelli Bourgeois, City Manager; Aaron Chirpich, Community Development Director; Joseph Kloiber, Finance Director; Sara Ion, City Clerk; Mitchell Forney, Community Development Coordinator; Alicia Howe, Administrative Assistant

#### PLEDGE OF ALLEGIANCE

#### CONSENT AGENDA

1. Approve the minutes of the regular EDA Meeting of September 6, 2022
2. Approve financial reports and payment of bills of August 2022 – Resolution No. 2022-17

Herringer questioned the bills regarding the three developer payments. Chirpich stated the payments are biannual payments to various developers throughout the City that have TIF contracts.

Herringer asked about the fourth developer payment. Chirpich stated that it was a similar payment and then gave the name of each development related to each payment.

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

#### RESOLUTION NO. 2022-17

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF AUGUST 2022 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF AUGUST 2022.**

**WHEREAS**, the Columbia Heights Economic Development Authority (the “EDA”) is required by Minnesota Statutes Section 469.096, Subd. 9, to prepare a detailed financial statement which shows all

receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the EDA's credits and assets and its outstanding liabilities; and

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

**WHEREAS**, the financial statements for the month of August 2022 have been reviewed by the EDA Commission; and

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

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

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

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

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

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

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 26th day of September, 2022

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**BUSINESS ITEMS**

### 3. Adoption of the 2023 Budget and Authorization of the EDA and HRA Levies

Chirpich reported that in late August, the proposed budget for the 2023 fiscal year was distributed to the Council. Before the Council completes their final review of the proposed budget, the Columbia Heights Economic Development Authority (the “EDA”) and the Housing and Redevelopment Authority in and for the City of Columbia Heights (the “HRA”) are required to adopt fund budgets for Fund 204: EDA Administration and Fund 408: EDA Redevelopment Projects; and to authorize their respective 2022 tax levies, payable in 2023.

The EDA effectively has two separate tax levies after the Council granted the EDA certain HRA powers in 1996. One tax levy is administered by the City under Minnesota Statutes, Section 469.107 on behalf of the EDA (the “EDA Levy”) and the other is a special benefit tax levy administered by the EDA under Minnesota Statutes, Section 469.033 on behalf of the HRA (the “HRA Levy”). The proposed fund budgets reflect total levy amounts that are within the statutory limits. For 2023, the EDA Levy would capture \$297,100 from the City’s estimated market land value; whereas the HRA Levy would net \$310,000. When combined, both levies result in total net revenue of \$607,100.

The proposed 2023 fund budgets are dedicated to maintaining existing projects and initiatives, as well as allocating funds for programs that reflect the priorities of the EDA, such as the Commercial Revitalization Project, the Façade Improvement Grant Program, and the Fire Suppression Grand Program. It is worth noting that the proposed 2023 budget for Fund 204 includes a 19% levy increase, which represents an increase of \$47,200 from 2022. This increase is primarily driven by regular COLA increases and salary adjustments for the Community Development Director, and Community Development Coordinator that resulted from the compensation study that was completed this year. More detail regarding revenue and expenses was provided in the summary budgets in the packet.

The following overview was provided:

Fund: 204 – EDA Administration -- Revenue \$297,100, Expense \$297,100  
Fund: 408 – Redevelopment Projects -- Revenue \$310,000, Expense \$310,000  
Total Revenue \$607,100 and Total Expenses \$607,100

Herringer asked about the levy for \$310,000 in 2022. Chirpich stated that the levy was higher than the budget so there was a surplus in 2022.

*Motion by Márquez Simula, seconded by Jacobs, to waive the reading of Resolution 2022-18, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Márquez Simula, seconded by Novitsky, to adopt Resolution 2022-18, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2023 and setting the 2022 tax levy, payable in 2023. All ayes of present. MOTION PASSED.*

### RESOLUTION NO. 2022-18

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2023 AND SETTING THE 2022 TAX LEVY, PAYABLE IN 2023.**

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

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

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

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

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Columbia Heights Economic Development Authority, that the EDA adopts and requests the City Council’s approval of its budget in the amount of \$297,100 for 2023; and

**BE IT FURTHER RESOLVED**, that the EDA adopts and requests the City Council’s approval of an EDA tax levy under Section 469.107 of the EDA Act, in the amount of \$297,100 for taxes payable in 2023; and

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

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 26th day of September, 2022

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_

President

Attest:

\_\_\_\_\_

Secretary

*Motion by Márquez Simula, seconded by Murzyn Jr., to waive the reading of Resolution 2022-19, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Novitsky, seconded by Jacobs, to adopt Resolution 2022-19, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2023 and authorizing a special benefit tax levy, payable in 2023. All ayes of present. MOTION PASSED.*

**RESOLUTION NO. 2022-19**

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2023 AND AUTHORIZING A SPECIAL BENEFIT TAX LEVY, PAYABLE IN 2023.**

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

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

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

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

**WHEREAS**, by separate resolution, the EDA has before it for consideration a copy of the EDA budget for the fiscal year of 2023, and the proposed amount of the HRA Levy, payable in 2023, is based on said budget;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Columbia Heights Economic Development Authority, that the EDA hereby adopts an HRA Levy payable in 2023 of \$310,000 under Section 469.033 of the HRA Act; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of the Columbia Heights Economic Development Authority hereby directs staff to take such actions necessary to file with the City and certify with the County of Anoka County, the HRA Levy in the amount of \$310,000 for taxes payable in 2023 under Section 469.033 of the HRA Act.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 26th day of September, 2022

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**4. Adopt Resolution 2022-20, Authorizing Certain 2022 Inter-Fund Transfers**

Director Chirpich stated that at the September 12, 2022, meeting, the Council approved certain interfund transfers. Two of those transfers involve Funds of the Economic Development Authority, and those transfers therefore also require approval by the Authority.

1. To transfer the \$3,331,655 of assets received by EDA Redevelopment Fund 408 from the sale of 3989 Central Avenue; to the City for use within the new city hall project in Governmental Buildings Fund 411 as follows: noncash value of office condominium shell to be constructed \$2,115,600; cash deposited to city hall construction escrow account at closing \$421,748; cash deposited with EDA at closing, in excess of EDA land cost \$394,307.

2. To transfer \$150,000 of surplus operating fund balance from EDA Administration Fund 204 to the Governmental Equipment Fund 431. This combines with \$1,850,000 of surplus separately transferred from various City operating funds to the Governmental Equipment Fund 431, to provide a total \$2 million to extend the number of years for which Governmental Equipment Fund 431 is sustainable. This is a funding mechanism the City and EDA use periodically to provide funding for various capital purposes. The need to do this \$2 million transfer is described in the narrative to City Manager’s 2023 proposed budget. Staff notes that balance in the Governmental Equipment Fund 431 is available to all governmental functions of the EDA and City for capital equipment purchases.

This \$150,000 transfer from EDA Fund 204 will still leave the remaining fund balance in EDA Fund 204, well above the established working capital target of 45% of next year’s budget for that fund.

*Motion by Novitsky, seconded by Jacobs, to waive the reading of Resolution 2022-20, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Novitsky, seconded by Murzyn Jr., to adopt Resolution 2022-20, transferring \$3,331,655 to the Governmental Buildings Fund 411 from EDA Redevelopment Fund 408, and transferring \$150,000 from EDA Administration Fund 204 to the Governmental Equipment Fund 431. All ayes of present. MOTION PASSED.*

**RESOLUTION NO. 2022-20**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE TRANSFER OF \$3,331,655 FROM EDA REDEVELOPMENT FUND 408 TO THE GOVERNMENTAL BUILDINGS FUND 411, AND APPROVING THE TRANSFER OF \$150,000 FROM EDA ADMINISTRATION FUND 204 TO GOVERNMENTAL EQUIPMENT FUND 431.**

**WHEREAS**, the Economic Development Authority of Columbia Heights, Minnesota (the Authority) carried out a redevelopment project at 3989 Central Avenue NE for multiple public purposes including securing a site for a new city hall; and

**WHEREAS**, this project resulted in the Authority receiving certain assets totaling \$3,331,655 over the Authority’s cost in this project; and

**WHEREAS**, not intending to own the new city hall or any of its related assets, the Authority elects to transfer these assets to the City for construction of the new city hall; and

**WHEREAS**, the Minnesota Office of the State Auditor has established a fund balance guideline for local governments to generally apply to operating funds of the local government, because retaining more fund balance than necessary for operations is a burden on taxpayers; and

**WHEREAS**, the operating fund of the Authority currently has fund balance above this threshold; and

**WHEREAS**, best financial practices include pairing the one-time source of such available fund balance with appropriate one-time uses, such as purchases of capital equipment through the Governmental Equipment Fund 431.

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

1. Approves the transfer of \$3,331,655 from EDA Redevelopment Fund 408 to the Governmental Buildings Fund 411.
2. Approves the transfer of \$150,000 from EDA Administration Fund 204 to Governmental Equipment Fund 431.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 26th day of September, 2022

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**OTHER BUSINESS**

Chirpich thanked the commissioners for convening that evening for the special EDA meeting. He stated that there would be no regular EDA meeting in October 2022.

Szurek asked about the “Rainbow Site”. Chirpich said there wasn’t an update and that they continue to work with grocery partners for the site.

Chirpich stated that the Ratio Apartments obtained a temporary certificate of occupancy; there are still some “punch list” items that remain on the exterior of the building. He further said that the Council and commissioners will be invited for a tour of the building once it is complete.

Herringer asked about the number of potential tenants. Chirpich did not have an exact number, but stated that it was difficult to do virtual tours when the building was not finished, so now that it is finished, they should have more interest; they will update the commission on the leasing in the future.

**ADJOURNMENT**

*Motion by Jacobs, seconded by Márquez Simula, to adjourn the meeting at 5:17 pm. All ayes. MOTION PASSED.*

Respectfully submitted,



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Alicia Howe, Administrative Assistant

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS  
 EXP CHECK RUN DATES 09/01/2022 - 09/30/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 192078 408.6414.43830	GAS	CENTER POINT ENERGY	08/23/22	6401438486-7	7.85
			Total For Check 192078		7.85
Check 192083 204.6314.43250	081522 934571297 COMM DEV ADMIN	COMCAST	08/15/22	153238479	19.44
			Total For Check 192083		19.44
Check 192095 372.7000.46200 392.7000.46200	CONTINUING DISCLOSURE HUSET TIF 2021A GO BONDS	EHLERS & ASSOCIATES INC EHLERS & ASSOCIATES INC	08/22/22 08/22/22	91584 91583	500.00 600.00
			Total For Check 192095		1,100.00
Check 192111 420.6414.43050	RUETER WALTON TIF TITTLE MATTERS	KENNEDY & GRAVEN	08/01/22	168869	2,469.26
			Total For Check 192111		2,469.26
Check 192134 204.6314.43210 204.6314.43210	073122 -10010429 COM DEV ADMINI 072622 10013121 PHONE COMMDEV AD	POPP.COM INC POPP.COM INC	07/31/22 07/26/22	992743314 992742020	10.25 30.26
			Total For Check 192134		40.51
Check 192149 204.6314.43050	EDA MEETING 070522	TIMESAVER OFF SITE SECRETF	07/29/22	M27491	192.00
			Total For Check 192149		192.00
Check 192257 408.9999.43050.2014	CELL TOWER DESIGN	SHORT ELLIOT HENDRICKSON	106/08/22	427294	5,575.00
			Total For Check 192257		5,575.00
Check 192337 204.6314.43210 204.6314.43210	083122 -10010429 COM DEV ADMINI 082622 10013121 PHONE COMMDEV AD	POPP.COM INC POPP.COM INC	08/31/22 08/26/22	992747824 992746537	12.73 30.20
			Total For Check 192337		42.93
Check 192392 204.0000.22000	RUETER WALTON 42M ANALYSIS	EHLERS & ASSOCIATES INC	07/11/22	91121	2,500.00
			Total For Check 192392		2,500.00
Check 192451 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	09/07/22	0988854895	773.95
			Total For Check 192451		773.95
Check 86 420.6317.42012.1915	UPS-RAMP EQUIPMENT	AMAZON.COM	07/29/22	2225028	89.95
			Total For Check 86		89.95

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
		Fund 204	EDA ADMINISTRATION		2,794.88
		Fund 228	DOWNTOWN PARKING		773.95
		Fund 372	HUSET PARK AREA TIF (T6		500.00
		Fund 392	TIF BB2 ALATUS 40TH AV		600.00
		Fund 408	EDA REDEVELOPMENT PROJE		5,582.85
		Fund 420	CAP IMPROVEMENT-DEVELOP		2,559.21
Total For All Funds:					12,810.89
--- TOTALS BY GL DISTRIBUTION ---					
	204.0000.22000		RUETER WALTON 42M ANALYSIS		2,500.00
	204.6314.43050		EDA MEETING 070522		192.00
	204.6314.43210		073122 -10010429 COM DEV ADMINI		83.44
	204.6314.43250		081522 934571297 COMM DEV ADMIN		19.44
	228.6317.43810		ELECTRIC		773.95
	372.7000.46200		CONTINUING DISCLOSURE HUSET TIF 1		500.00
	392.7000.46200		2021A GO BONDS		600.00
	408.6414.43830		GAS		7.85
	408.9999.43050.2014		CELL TOWER DESIGN		5,575.00
	420.6317.42012.1915		UPS-RAMP EQUIPMENT		89.95
	420.6414.43050		RUETER WALTON TIF TITTLE MATTERS		2,469.26

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 09/30/2021

Item 2.

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	UNENCUMBERED BALANCE	% BDGT USED
Fund 202 - ANOKA CO COMM DEV PROGRAMS							
Expenditures							
Dept 6355 - ANOKA CO HRA LEVY PROJECTS							
OTHER SERVICES & CHARGES							
202.6355.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	7,006.00	(7,006.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	7,006.00	(7,006.00)	100.00
Total Dept 6355 - ANOKA CO HRA LEVY PROJECTS		0.00	0.00	0.00	7,006.00	(7,006.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	7,006.00	(7,006.00)	100.00
Fund 202 - ANOKA CO COMM DEV PROGRAMS:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	7,006.00	(7,006.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(7,006.00)	7,006.00	100.00

Item 2.

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	179,000.00	0.00	0.00	100,753.38	78,246.62	56.29
204.0000.31014	AREA WIDE TAX	76,500.00	0.00	0.00	31,151.68	45,348.32	40.72
204.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	2,121.25	(2,121.25)	100.00
	TAXES	255,500.00	0.00	0.00	134,026.31	121,473.69	52.46
CHARGES FOR SERVICES							
204.0000.34112	ADMINISTRATIVE FEES	0.00	0.00	0.00	30.00	(30.00)	100.00
204.0000.34113	DEVELOPER FEES	0.00	0.00	0.00	2,000.00	(2,000.00)	100.00
	CHARGES FOR SERVICES	0.00	0.00	0.00	2,030.00	(2,030.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL							
		255,500.00	0.00	0.00	136,056.31	119,443.69	53.25
TOTAL REVENUES							
		255,500.00	0.00	0.00	136,056.31	119,443.69	53.25
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
204.6314.43050	EXPERT & PROFESSIONAL SERV.	6,000.00	0.00	4,179.99	35,751.07	(29,751.07)	595.85
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	1,000.00	0.00	0.00	114.15	885.85	11.42
204.6314.43210	TELEPHONE	700.00	0.00	75.23	539.45	160.55	77.06
204.6314.43220	POSTAGE	600.00	0.00	94.79	564.24	35.76	94.04
204.6314.43250	OTHER TELECOMMUNICATIONS	250.00	0.00	13.00	152.56	97.44	61.02
204.6314.43310	LOCAL TRAVEL EXPENSE	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43500	LEGAL NOTICE PUBLISHING	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.43600	PROP & LIAB INSURANCE	3,200.00	0.00	266.67	2,400.03	799.97	75.00
204.6314.44000	REPAIR & MAINT. SERVICES	0.00	0.00	45.05	390.96	(390.96)	100.00
204.6314.44040	INFORMATION SYS:INTERNAL SVC	7,500.00	0.00	0.00	0.00	7,500.00	0.00
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	750.00	0.00	0.00	0.00	750.00	0.00
204.6314.44380	COMMISSION & BOARDS	1,100.00	0.00	70.00	350.00	750.00	31.82
	OTHER SERVICES & CHARGES	21,800.00	0.00	4,744.73	40,262.46	(18,462.46)	184.69
PERSONNEL SERVICES							
204.6314.41000	ACCRUED SALARIES	0.00	0.00	796.75	3,585.38	(3,585.38)	100.00
204.6314.41010	REGULAR EMPLOYEES	160,300.00	0.00	7,967.50	85,930.56	74,369.44	53.61
204.6314.41210	P.E.R.A. CONTRIBUTION	12,000.00	0.00	597.59	6,579.12	5,420.88	54.83
204.6314.41220	F.I.C.A. CONTRIBUTION	12,300.00	0.00	637.87	7,580.92	4,719.08	61.63
204.6314.41300	INSURANCE	23,700.00	0.00	859.52	17,742.96	5,957.04	74.86
204.6314.41510	WORKERS COMP INSURANCE PREM	1,300.00	0.00	40.70	512.02	787.98	39.39
	PERSONNEL SERVICES	209,600.00	0.00	10,899.93	121,930.96	87,669.04	58.17
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
204.6314.42010	MINOR EQUIPMENT	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.42011	END USER DEVICES	1,500.00	0.00	0.00	157.94	1,342.06	10.53
204.6314.42171	GENERAL SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
204.6314.42175	FOOD SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
	SUPPLIES	3,200.00	0.00	0.00	157.94	3,042.06	

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GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	20,025.00	0.00	1,668.75	15,018.75	5,006.25	75.00
	CONTINGENCIES & TRANSFERS	20,025.00	0.00	1,668.75	15,018.75	5,006.25	75.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		254,625.00	0.00	17,313.41	177,370.11	77,254.89	69.66
TOTAL EXPENDITURES		254,625.00	0.00	17,313.41	177,370.11	77,254.89	69.66
Fund 204 - EDA ADMINISTRATION:							
TOTAL REVENUES		255,500.00	0.00	0.00	136,056.31	119,443.69	53.25
TOTAL EXPENDITURES		254,625.00	0.00	17,313.41	177,370.11	77,254.89	69.66
NET OF REVENUES & EXPENDITURES		875.00	0.00	(17,313.41)	(41,313.80)	42,188.80	4,721.58

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Fund 228 - DOWNTOWN PARKING							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
MISCELLANEOUS							
228.0000.36225	NONDWELLING RENTS	31,200.00	0.00	0.00	23,400.00	7,800.00	75.00
MISCELLANEOUS		31,200.00	0.00	0.00	23,400.00	7,800.00	75.00
TRANSFERS & NON-REV RECEIPTS							
228.0000.39247	TRANSFER IN-SPECIAL PROJ REV	25,000.00	0.00	2,083.33	18,749.97	6,250.03	75.00
TRANSFERS & NON-REV RECEIPTS		25,000.00	0.00	2,083.33	18,749.97	6,250.03	75.00
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Total Dept 0000 - NON-DEPARTMENTAL		56,200.00	0.00	2,083.33	42,149.97	14,050.03	75.00
TOTAL REVENUES		56,200.00	0.00	2,083.33	42,149.97	14,050.03	75.00
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Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
228.6317.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	3,718.20	(3,718.20)	100.00
228.6317.43600	PROP & LIAB INSURANCE	7,300.00	0.00	608.33	5,474.97	1,825.03	75.00
228.6317.43810	ELECTRIC	12,000.00	0.00	980.42	8,757.96	3,242.04	72.98
228.6317.43820	WATER	750.00	0.00	35.88	115.09	634.91	15.35
228.6317.43850	SEWER	0.00	0.00	172.74	1,073.91	(1,073.91)	100.00
228.6317.44000	REPAIR & MAINT. SERVICES	36,150.00	0.00	1,463.25	11,598.59	24,551.41	32.08
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	0.00	0.00	0.00	1,932.00	(1,932.00)	100.00
OTHER SERVICES & CHARGES		56,200.00	0.00	3,260.62	32,670.72	23,529.28	58.13
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Total Dept 6317 - DOWNTOWN PARKING		56,200.00	0.00	3,260.62	32,670.72	23,529.28	58.13
TOTAL EXPENDITURES		56,200.00	0.00	3,260.62	32,670.72	23,529.28	58.13
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Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		56,200.00	0.00	2,083.33	42,149.97	14,050.03	75.00
TOTAL EXPENDITURES		56,200.00	0.00	3,260.62	32,670.72	23,529.28	58.13
NET OF REVENUES & EXPENDITURES		0.00	0.00	(1,177.29)	9,479.25	(9,479.25)	100.00

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GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	UNENCUMBERED BALANCE	% BDGT USED
Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	192,300.00	0.00	0.00	374,051.46	(181,751.46)	194.51
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	1,387.61	(1,387.61)	100.00
TAXES		192,300.00	0.00	0.00	375,439.07	(183,139.07)	195.24
MISCELLANEOUS							
372.0000.36210	INTEREST ON INVESTMENTS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
MISCELLANEOUS		1,000.00	0.00	0.00	0.00	1,000.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL							
		193,300.00	0.00	0.00	375,439.07	(182,139.07)	194.23
TOTAL REVENUES							
		193,300.00	0.00	0.00	375,439.07	(182,139.07)	194.23
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	671.64	8,151.38	(8,151.38)	100.00
372.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	77.63	77.63	(77.63)	100.00
372.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	335,390.74	(335,390.74)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	749.27	343,619.75	(343,619.75)	100.00
CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	130,000.00	0.00	0.00	130,000.00	0.00	100.00
372.7000.46110	INTEREST	59,800.00	0.00	0.00	59,747.50	52.50	99.91
372.7000.46200	FISCAL AGENT CHARGES	1,200.00	0.00	0.00	475.00	725.00	39.58
372.7000.46210	MISCELLANEOUS FISCAL CHARGES	0.00	0.00	500.00	500.00	(500.00)	100.00
CAPITAL OUTLAY		191,000.00	0.00	500.00	190,722.50	277.50	99.85
Total Dept 7000 - BONDS							
		191,000.00	0.00	1,249.27	534,342.25	(343,342.25)	279.76
TOTAL EXPENDITURES							
		191,000.00	0.00	1,249.27	534,342.25	(343,342.25)	279.76
Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		193,300.00	0.00	0.00	375,439.07	(182,139.07)	194.23
TOTAL EXPENDITURES		191,000.00	0.00	1,249.27	534,342.25	(343,342.25)	279.76
NET OF REVENUES & EXPENDITURES		2,300.00	0.00	(1,249.27)	(158,903.18)	161,203.18	6,908.83

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Fund 374 - TIF Z2: CENTRAL VALU CENTER							
Expenditures							
Dept 6412 - 43RD & CENTRAL: HYVEE							
OTHER SERVICES & CHARGES							
374.6412.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	133.87	1,177.41	(1,177.41)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	133.87	1,177.41	(1,177.41)	100.00
Total Dept 6412 - 43RD & CENTRAL: HYVEE		0.00	0.00	133.87	1,177.41	(1,177.41)	100.00
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
374.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	25.88	25.88	(25.88)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	25.88	25.88	(25.88)	100.00
Total Dept 7000 - BONDS		0.00	0.00	25.88	25.88	(25.88)	100.00
TOTAL EXPENDITURES		0.00	0.00	159.75	1,203.29	(1,203.29)	100.00
Fund 374 - TIF Z2: CENTRAL VALU CENTER:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	159.75	1,203.29	(1,203.29)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(159.75)	(1,203.29)	1,203.29	100.00

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GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	UNENCUMBERED BALANCE	% BDGT USED
Fund 375 - TIF Z6: 47TH & GRAND							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
375.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	128,477.73	(128,477.73)	100.00
	TAXES	0.00	0.00	0.00	128,477.73	(128,477.73)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	128,477.73	(128,477.73)	100.00
TOTAL REVENUES		0.00	0.00	0.00	128,477.73	(128,477.73)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
375.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	133.87	1,208.61	(1,208.61)	100.00
375.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	25.88	25.88	(25.88)	100.00
375.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	104,786.30	(104,786.30)	100.00
	OTHER SERVICES & CHARGES	0.00	0.00	159.75	106,020.79	(106,020.79)	100.00
Total Dept 7000 - BONDS		0.00	0.00	159.75	106,020.79	(106,020.79)	100.00
TOTAL EXPENDITURES		0.00	0.00	159.75	106,020.79	(106,020.79)	100.00
Fund 375 - TIF Z6: 47TH & GRAND:							
TOTAL REVENUES		0.00	0.00	0.00	128,477.73	(128,477.73)	100.00
TOTAL EXPENDITURES		0.00	0.00	159.75	106,020.79	(106,020.79)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(159.75)	22,456.94	(22,456.94)	100.00

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Fund 376 - TIF DISTRICTS A3/C7/C8							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
376.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	133.87	1,124.62	(1,124.62)	100.00
376.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	25.88	25.88	(25.88)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	159.75	1,150.50	(1,150.50)	100.00
Total Dept 7000 - BONDS		0.00	0.00	159.75	1,150.50	(1,150.50)	100.00
TOTAL EXPENDITURES		0.00	0.00	159.75	1,150.50	(1,150.50)	100.00
Fund 376 - TIF DISTRICTS A3/C7/C8:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	159.75	1,150.50	(1,150.50)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(159.75)	(1,150.50)	1,150.50	100.00

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Fund 389 - TIF R8 CRESTV/TRANSITION BLK							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
389.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	31,556.59	(31,556.59)	100.00
TAXES		0.00	0.00	0.00	31,556.59	(31,556.59)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	31,556.59	(31,556.59)	100.00
TOTAL REVENUES		0.00	0.00	0.00	31,556.59	(31,556.59)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
389.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	248.62	1,432.56	(1,432.56)	100.00
389.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	25.88	25.88	(25.88)	100.00
389.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	26,451.00	(26,451.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	274.50	27,909.44	(27,909.44)	100.00
Total Dept 7000 - BONDS		0.00	0.00	274.50	27,909.44	(27,909.44)	100.00
TOTAL EXPENDITURES		0.00	0.00	274.50	27,909.44	(27,909.44)	100.00
Fund 389 - TIF R8 CRESTV/TRANSITION BLK:							
TOTAL REVENUES		0.00	0.00	0.00	31,556.59	(31,556.59)	100.00
TOTAL EXPENDITURES		0.00	0.00	274.50	27,909.44	(27,909.44)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(274.50)	3,647.15	(3,647.15)	100.00

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Fund 391 - SCATTERED SITE TIF W3/W4							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
391.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	21,883.98	(21,883.98)	100.00
	TAXES	0.00	0.00	0.00	21,883.98	(21,883.98)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	21,883.98	(21,883.98)	100.00
TOTAL REVENUES		0.00	0.00	0.00	21,883.98	(21,883.98)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
391.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	153.01	1,867.74	(1,867.74)	100.00
391.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	51.72	51.72	(51.72)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	204.73	1,919.46	(1,919.46)	100.00
Total Dept 7000 - BONDS		0.00	0.00	204.73	1,919.46	(1,919.46)	100.00
TOTAL EXPENDITURES		0.00	0.00	204.73	1,919.46	(1,919.46)	100.00
Fund 391 - SCATTERED SITE TIF W3/W4:							
TOTAL REVENUES		0.00	0.00	0.00	21,883.98	(21,883.98)	100.00
TOTAL EXPENDITURES		0.00	0.00	204.73	1,919.46	(1,919.46)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(204.73)	19,964.52	(19,964.52)	100.00

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Fund 392 - TIF BB2 ALATUS 40TH AV							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
392.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	133.87	1,370.91	(1,370.91)	100.00
392.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	25.88	25.88	(25.88)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	159.75	1,396.79	(1,396.79)	100.00
Total Dept 7000 - BONDS		0.00	0.00	159.75	1,396.79	(1,396.79)	100.00
TOTAL EXPENDITURES		0.00	0.00	159.75	1,396.79	(1,396.79)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	159.75	1,396.79	(1,396.79)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(159.75)	(1,396.79)	1,396.79	100.00

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Fund 393 - BB6 IF ALATUS 4300 CENTRAL							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TRANSFERS & NON-REV RECEIPTS							
393.0000.39310	BOND PROCEEDS	0.00	0.00	0.00	5,935,000.00	(5,935,000.00)	100.00
TRANSFERS & NON-REV RECEIPTS		0.00	0.00	0.00	5,935,000.00	(5,935,000.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	5,935,000.00	(5,935,000.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	5,935,000.00	(5,935,000.00)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
393.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,094.50	(1,094.50)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,094.50	(1,094.50)	100.00
CAPITAL OUTLAY							
393.7000.46210	MISCELLANEOUS FISCAL CHARGES	0.00	0.00	0.00	76,484.65	(76,484.65)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	76,484.65	(76,484.65)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	77,579.15	(77,579.15)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	77,579.15	(77,579.15)	100.00
Fund 393 - BB6 IF ALATUS 4300 CENTRAL:							
TOTAL REVENUES		0.00	0.00	0.00	5,935,000.00	(5,935,000.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	77,579.15	(77,579.15)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	5,857,420.85	(5,857,420.85)	100.00

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Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
408.0000.31012	HRA CURRENT AD VALOREM	175,000.00	0.00	0.00	96,226.80	78,773.20	54.99
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	0.00	31,287.11	43,712.89	41.72
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	1,913.24	(1,913.24)	100.00
TAXES		250,000.00	0.00	0.00	129,427.15	120,572.85	51.77
MISCELLANEOUS							
408.0000.36290	OTHER MISC. REVENUE	0.00	0.00	0.00	1,243.29	(1,243.29)	100.00
MISCELLANEOUS		0.00	0.00	0.00	1,243.29	(1,243.29)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		250,000.00	0.00	0.00	130,670.44	119,329.56	52.27
TOTAL REVENUES		250,000.00	0.00	0.00	130,670.44	119,329.56	52.27
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	2,880.00	(2,880.00)	100.00
408.6314.44300	MISC. CHARGES	0.00	0.00	0.00	84,280.25	(84,280.25)	100.00
408.6314.44600	LOANS & GRANTS	0.00	0.00	0.00	5,000.00	(5,000.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	92,160.25	(92,160.25)	100.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		0.00	0.00	0.00	92,160.25	(92,160.25)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	5,506.00	32,201.70	(32,201.70)	100.00
408.6414.43810	ELECTRIC	0.00	0.00	11.89	212.78	(212.78)	100.00
408.6414.43830	GAS	0.00	0.00	2.58	488.04	(488.04)	100.00
408.6414.44600	LOANS & GRANTS	50,000.00	0.00	0.00	0.00	50,000.00	0.00
OTHER SERVICES & CHARGES		50,000.00	0.00	5,520.47	32,902.52	17,097.48	65.81
PERSONNEL SERVICES							
408.6414.41010	REGULAR EMPLOYEES	0.00	0.00	0.00	1,135.85	(1,135.85)	100.00
408.6414.41210	P.E.R.A. CONTRIBUTION	0.00	0.00	0.00	85.18	(85.18)	100.00
408.6414.41220	F.I.C.A. CONTRIBUTION	0.00	0.00	0.00	83.76	(83.76)	100.00
408.6414.41300	INSURANCE	0.00	0.00	0.00	221.41	(221.41)	100.00
408.6414.41510	WORKERS COMP INSURANCE PREM	0.00	0.00	0.00	33.28	(33.28)	100.00
PERSONNEL SERVICES		0.00	0.00	0.00	1,559.48	(1,559.48)	100.00
CAPITAL OUTLAY							
408.6414.45110	LAND	200,000.00	0.00	0.00	228,893.86	(28,893.86)	114.45
CAPITAL OUTLAY		200,000.00	0.00	0.00	228,893.86	(28,893.86)	114.45

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 09/30/2021

Item 2.

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	UNENCUMBERED BALANCE	% BGD USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Expenditures							
Total Dept 6414 - COMMERCIAL REVITALIZATION		250,000.00	0.00	5,520.47	263,355.86	(13,355.86)	105.34
Dept 6416 - 3989 CENTRAL AVE							
OTHER SERVICES & CHARGES							
408.6416.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	10,498.10	(10,498.10)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	10,498.10	(10,498.10)	100.00
Total Dept 6416 - 3989 CENTRAL AVE		0.00	0.00	0.00	10,498.10	(10,498.10)	100.00
Dept 9999 - CONSTRUCTION							
OTHER SERVICES & CHARGES							
408.9999.43050.2014	EXPERT & PROFESSIONAL SERV.	0.00	0.00	241,576.00	267,674.25	(267,674.25)	100.00
408.9999.43310.2011	LOCAL TRAVEL EXPENSE	0.00	0.00	0.00	22.00	(22.00)	100.00
408.9999.43500.2014	LEGAL NOTICE PUBLISHING	0.00	0.00	0.00	311.35	(311.35)	100.00
408.9999.44100.2014	RENTS & LEASES	0.00	0.00	175.00	175.00	(175.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	241,751.00	268,182.60	(268,182.60)	100.00
Total Dept 9999 - CONSTRUCTION		0.00	0.00	241,751.00	268,182.60	(268,182.60)	100.00
TOTAL EXPENDITURES		250,000.00	0.00	247,271.47	634,196.81	(384,196.81)	253.68
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		250,000.00	0.00	0.00	130,670.44	119,329.56	52.27
TOTAL EXPENDITURES		250,000.00	0.00	247,271.47	634,196.81	(384,196.81)	253.68
NET OF REVENUES & EXPENDITURES		0.00	0.00	(247,271.47)	(503,526.37)	503,526.37	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 09/30/2021

Item 2.

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	UNENCUMBERED BALANCE	% BDGT USED
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
MISCELLANEOUS							
420.0000.36216	LOAN INTEREST	0.00	0.00	0.00	323.71	(323.71)	100.00
MISCELLANEOUS		0.00	0.00	0.00	323.71	(323.71)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	323.71	(323.71)	100.00
TOTAL REVENUES		0.00	0.00	0.00	323.71	(323.71)	100.00
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT:							
TOTAL REVENUES		0.00	0.00	0.00	323.71	(323.71)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	323.71	(323.71)	100.00
TOTAL REVENUES - ALL FUNDS		755,000.00	0.00	2,083.33	6,801,557.80	(6,046,557.80)	900.87
TOTAL EXPENDITURES - ALL FUNDS		751,825.00	0.00	270,213.00	1,602,765.31	(850,940.31)	213.18
NET OF REVENUES & EXPENDITURES		3,175.00	0.00	(268,129.67)	5,198,792.49	(5,195,617.49)	3,741.50

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER 2022, AND THE PAYMENT OF THE BILLS FOR THE MONTH OF SEPTEMBER 2022.**

**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 September 2022 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 the check history as presented in writing and 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 7<sup>th</sup> day of November, 2022

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
Marlaine Szurek, President

Attest:

\_\_\_\_\_  
Alicia Howe, Secretary



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	11/07/2022

ITEM:	Façade Improvement Grant Report EDA, 11-7-22	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 11/3/22

**BACKGROUND:**

For the third year in a row the Façade Improvement Grant program is being offered on a first come first serve basis. Advertisement for the program has been spread on social media, by email, and by word of mouth from commissioners and staff alike. Below are two grant applicants for your review.

**Accessory City LLC:** Accessory City is located at 556 40<sup>th</sup> Ave ne. The proposed project is to furnish and install a store front window on the first floor of the building. The owner has submitted two bids, and the lowest bid sets the project cost at \$6,235 which would allow the owner to access a grant amount of \$3,118.

**Columbia Heights VFW Post 230:** The VFW is located at 4446 Central Ave NE, and the proposed project includes removal of their existing pylon sign, installing new footings, and installing a new 8-inch Schedule 40 pole with an 8’ by 8’ internally lit LED sign. The project is estimated to cost \$20,370 which would qualify the VFW for the full grant amount of \$5,000. The VFW received two quotes for what was supposed to be a reader board sign. After learning that it was not possible, they shifted to the sign that is now being proposed and included in the packet. Unfortunately, they have had difficulty getting a second quote on the new sign. It is important to note that the VFW had received a façade grant in 2020. The 2020 grant assisted with the remodeling of the east and northeast side of the building. In 2020 the VFW received the full grant amount of \$5,000. This is the first time that a business has received the full grant in the past and re-applied to the grant program. Staff would like to further discuss how the EDA would like to handle these situations.

**RECOMMENDED MOTION(S):**

MOTION: Move to waive the reading of Resolutions 2022-22 and 2022-23, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2022-22, 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 façade improvement grant agreements with the building owner of 556 40<sup>th</sup> Ave NE, Columbia Heights, MN 55421.

MOTION: Move to adopt Resolution 2022-23, 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 façade improvement grant agreements with Columbia Heights VFW Post 230.

**ATTACHMENT(S):**

- 1. Resolution 2022-22**
- 2. Resolution 2022-23**
- 3. 556 40<sup>th</sup> Application**
- 4. VFW Application**
- 5. Sample Façade Agreement**
- 6. Façade Camera Licensing Agreement**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENTS, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO THE FAÇADE IMPROVEMENT GRANT AGREEMENTS WITH THE OWNER OF 556 40<sup>TH</sup> AVE NE, COLUMBIA HEIGHTS, MN 55421.**

**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, thus requiring a license agreement in addition to the grant agreements (the “Grant Agreements”); and

**WHEREAS**, the Authority has thoroughly reviewed copies of the proposed forms of the Grant Agreements.

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

1. approves the form and substance of the Grant Agreements, and approves the Authority entering into the Grant Agreements with the owner of 556 40<sup>th</sup> Ave NE.
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 various Grant Agreements.
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**

Adopted this 7th day of November, 2022

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
Marlaine Szurek, President

Attest:

\_\_\_\_\_  
Alicia Howe, Secretary

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENTS, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO FAÇADE IMPROVEMENT GRANT AGREEMENTS WITH VFW POST 230.**

**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, thus requiring a license agreement in addition to the grant agreements (the “Grant Agreements”); and

**WHEREAS**, the Authority has thoroughly reviewed copies of the proposed forms of the Grant Agreements.

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

1. approves the form and substance of the Grant Agreements, and approves the Authority entering into the Grant Agreements with VFW Post 230.
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 various Grant Agreements.
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**

Adopted this 7th day of November, 2022

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_  
Marlaine Szurek, President

Attest:  
\_\_\_\_\_  
Alicia Howe, Secretary

THE CITY OF COLUMBIA HEIGHTS

FACADE IMPROVEMENT GRANT PROGRAM

COMMUNITY DEVELOPMENT

FOR OFFICE USE ONLY:

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	TAX ID NUMBER:

PROPERTY OWNER INFORMATION  Check if Applicant

Name: Jane Nues Year Purchased:

Address: 556 40th Ave NE

Telephone: 651-338-5703 Email Address: ACCESSORY CITY GSI @MAIL

BUSINESS INFORMATION  Check if Applicant

Business Name: Accessory City LLC

Primary Contact: Frank Andrews

Address: 1628 Cumberland St Apt 2

Telephone: 651-338-5703 Email Address:

Type of Business: Accessories and Retail

Check the appropriate type of ownership:

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

PROPOSED IMPROVEMENTS

Describe the Storefront Façade Improvements: Store front window picture window

Describe any other improvements, if applicable:

Estimated Cost of Improvements: \$6,235

- Have you engaged the services of a Contractor, Designer, or Architect:  Yes  No
- Would you be able to complete the improvements this year:  Yes  No
- Would you allow the placement of surveillance cameras on your property or business:  Yes  No

**APPLICATION PROCESS**

**1. The following documents must accompany a completed application:**

- a. Proof of property ownership or lease.
- b. Written consent from the property owner giving permission to conduct the façade improvements.
- c. Color photographs of existing storefront façade conditions.
- d. Two or more competitive proposals from contractors.
- e. Other supporting documentation deemed necessary by the Columbia Heights Economic Development Authority (the "EDA"), the Columbia Heights Police Department, or the Applicant.

**2. Process after application submission:**

- a. A meeting will take place to go over the submitted improvement proposal to discuss grant expectations and to address grant concerns.
- b. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement.
- c. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted: Proof of Final Inspection by the Building Official or his or her designee, A copy of the Final Invoice Received from Contractor, Photographs of improvements, Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

**APPLICANT ACKNOWLEDGEMENTS**

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

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

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

9-26-22  
\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

# PROGRAM OVERVIEW

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

## ELIGIBLE APPLICANTS

Applicants must be an owner of a commercial property, a commercial tenant with approval from the property owner(s), or a 501(c)(3) organization in the City of Columbia Heights (the “City”) located along Central Avenue NE between 37th and 47th Avenue NE. and along 40<sup>th</sup> avenue between Central and University Avenues. Applicants must be in good standing with the City, including but not limited to, legally operating with proper licensure; and current on property taxes, utility bills, and special assessments.

## ELIGIBLE FAÇADE IMPROVEMENTS

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

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

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

## EXTERIOR SURVEILLANCE SYSTEM IMPROVEMENTS

The CHPD shall review all Grant Program applications submitted to determine if the installation of an exterior surveillance system is warranted. If it is determined that an exterior surveillance system is warranted, the applicant will then be required to enter into a Lease Agreement with the EDA. The Lease Agreement will allow the EDA to (1) install security cameras on the exterior of the primary structure; (2) install recording equipment inside of the primary structure in a locked and secured location to prevent destruction or tampering; and (3) allow for annual maintenance inspections for a period of five (5) years. All surveillance system equipment shall be installed by a consultant selected by the EDA, and reviewed by the CHPD. Since specifications of the

surveillance system equipment may vary based on desired coverage, configuration, and size of the commercial property, the following are minimum specifications to be installed:

**Cameras:**

- IP - Enabled
- Ability to operate in all resolutions up to HDTV 720p/ 1MP
- Ability to record thirty (30) frames per second
- Capable of recording optimal images in all lighting conditions
- Vandal-resistant
- Weather-proof in extreme temperatures from -40° to 131 °F

**Network Video Recorder:**

- Sufficient memory to retain data from all cameras for a period of fifteen (15) days
- Capacity to deliver thirty (30) frames per second, per camera
- Ability to produce a DVD-R copy of desired data

## APPLICATION PROCESS

1. Applications will be open and accepted throughout the year 2021.
2. Grants will be awarded, and applicants will be notified via email correspondence. A Grant Agreement and if necessary a Lease Agreement for the exterior surveillance system must be approved and signed before commencement of any improvements. Please be sure to obtain all necessary Building Permits.
3. Upon being awarded, a meeting will be established to go over the submitted improvement plan to discuss grant expectations and to address grant concerns.
4. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement. The façade improvements must be completed within six (6) months after the issuance of the necessary Building Permits.
5. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted:
  - a. Proof of Final Inspection by the Building Official
  - b. A Copy of the Final Invoice Received from the Contractor
  - c. Before and After Photographs
  - d. Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

## ADDITIONAL INFORMATION

**Required Application Materials:**

- A complete application sent to the attention of the Columbia Heights Economic Development Authority at following location: **590 40th Ave NE, Columbia Heights, MN 55421**
- Clear and colored BEFORE photographs of exterior building
- A detailed improvement plan of new exterior façade improvements including design (sketches), color scheme, materials, project execution timeline, and overall budget for plan
- Proof of good standing with the City
- Submit 2 or more competitive proposal from licensed and bonded contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. Contractors cannot be changed unless new proposals have been submitted and approved by the EDA.

# DESIGN GUIDELINES

This Design Guidelines outline the standards, which must be followed when renovating buildings using a façade grant. These design guidelines take into consideration a building's historic significance in determining what would be appropriate treatment and the overall vision for the City. Architectural styles are diverse, from historic commercial or Mediterranean Revival to 20th century modern. The vision for the district is a commercial area that highlights the historical nature of Columbia Heights that stays in touch with dynamic changes of the City and is always pedestrian-friendly.

## FAÇADE IMPROVEMENTS ENCOURAGED

### Windows & Doors:

- Window and door openings shall comprise at least 30% of the area of the ground floor of the primary street façade
- No tinted windows, only clear glass
- Windows and doors free of clutter and obstructions, allowing clear views between the business and the street

### Historical Preservation:

- Historic building repair or replacement should match current design of building
- Stay traditional to the character of the building
- Maintain similar color scheme

### Structure & Materials:

- Use durable materials such as brick, stone, stucco, etc.
- The base (ground floor) should appear visually distinct from the upper stories of the building

### Painting & Lighting:

- Unpainted brick stay unpainted, previously painted masonry may be painted
- Use of non-VOC paint encouraged
- No more than two principal colors (neutral or muted colors like browns, grays, dark blue) may be used on a façade or individual storefront
- Bright or primary colors should be used only as accents
- Spot or flood lighting to highlight the architectural detailing of a building should be inconspicuous and blend with the wall on which it is mounted
- Lighting recessed doorways is encouraged
- Energy saving light bulbs encouraged
- Light fixtures that complement the entire façade

### Awnings/Signage:

- Attach awnings to the building at or below the lower edge of the sign band
- Awnings made of canvas and waterproof cloth designed to resist fading and tearing
- Colors that coordinate with the building and area
- Awning that's proportional to the building
- Awnings with thin profiles that do not obscure the building and storefront

**Signs:**

- Projecting/hanging signs: are double-sided and project from a building over the sidewalk
- Wall signs: are attached to the primary façade and best viewed looking straight at the building from across the street
- Are encouraged to be rectangular shaped
- Type fonts and colors that legible from a distance

**FAÇADE IMPROVEMENTS PROHIBITED**

- Covering, obscuring, or removing cornices, trim, or other architectural details
- Alterations that have no historical basis for historical buildings
- Covering brick or stone with vinyl, aluminum, or wood siding
- Sandblasting brick, which removes a protective exterior
- Reducing existing window size to accept standard residential window sizes
- Replacing windows with wall surface, wood, metal, or other materials
- Rigid materials like aluminum, vinyl, fiberglass, asphalt, or plastics that are sensitive to weather conditions
- No lights should move, flash or make noise
- Signs that are: blocking storefront windows, too large, small font making it difficult to read, using banners as permanent signage



Family owned and operated since 1950

1635 Oakdale Ave • West St Paul, MN 55118 • Phone: 651-451-6835

Jane Neus  
Phone: (505) 891-9017

Job Address:  
556 40th Ave NE  
Columbia Heights, MN 55421

Print Date: 8-3-2022

### Proposal for NEUS, JANE

Thank you for the opportunity to provide you with an estimate for your business improvement project. Following are the products we propose to furnish and install.

thanks,  
Jordan Beissel  
651.372.8020

Commercial	
Items	Description
<b>Commercial Storefront</b>	<p>Furnish and install 1 CMI #450-TB storefront window systems for the above property. Color to be clear anodized (silver) or dark bronze. Glazing to be 1" insulated glass with Low-E. The window systems feature a heavy duty 4 1/2" jamb depth thermally broken frame.</p> <p>Not included in this price is a steel lintel for the brick if required by Columbia Heights (we expect it will be required). Installation includes creating a new opening in the brick, creating a wood header in the framed wall, the squaring of the new windows in the opening with the use of shims and screws, and drywall with up to 2 coats of mud (painting not included).</p> <p>Perimeter to be insulated with fiberglass insulation and sealed on the interior and exterior with a commercial grade of caulking (Vulkem - a one part polyurethane). Install new break metal as needed on entire entryway.</p> <p>price to be: \$6,235</p>
<b>Commercial Warranty</b>	<p>Parts and labor guaranteed for 10 years including but not limited to defective hardware, worn weather stripping, glass stress fractures, fogged insulated glass units, defective caulking, etc. This guarantee covers deficiencies under the manufacturer's warranty and does not anticipate coverage or damage caused by vandalism, Acts of God, negligence, misuse, etc.</p>

Commercial

Unassigned

TERMS AND CONDITIONS

- 1) THIS CONTRACT IS SUBJECT TO APPROVAL AND ACCEPTANCE BY THE GENERAL MANAGER OF BEISSEL WINDOW AND SIDING CO. (HEREINAFTER REFERRED TO AS BEISSEL).
- 2) PURCHASER SHALL PAY ALL SALES AND USE TAXES AND THE COST OF ANY CHANGES OR VARIANCES REQUIRED BY BUILDING CODE INCLUDING VENTILATION SYSTEM COMPLIANCE, SMOKE AND CARBON MONOXIDE DETECTORS, EGRESS WINDOW REQUIREMENTS AND LEAD SAFE WORK PRACTICES.
- 3) ALL SURPLUS MATERIALS REMAIN THE PROPERTY OF BEISSEL.
- 4) BEISSEL WILL CARRY THE LICENSES AND BONDS REQUIRED BY THE BUILDING CODE AND ZONING ORDINANCES.
- 5) BEISSEL WILL CARRY WORKERS' COMPENSATION AND PUBLIC LIABILITY INSURANCE PROTECTION.
- 6) PURCHASER'S INSURANCE SHALL BE PRIMARILY LIABLE FOR LOSS OF, OR DAMAGE TO MATERIALS ON JOBSITE, INCLUDING WITHOUT LIMITATION BY THEFT, VANDALISM, WIND, RAIN, FIRE AND NEGLIGENT ACTS.
- 7) THIS CONTRACT IS A COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS OF THE AGREEMENT OF THE PARTIES HERETO. THERE ARE NO UNDERSTANDINGS OR REPRESENTATIONS EXCEPT AS STATED HEREIN.
- 8) ALL WORK INCLUDED IN THIS CONTRACT ASSUMES EXISTING MECHANICAL AND ELECTRICAL EQUIPMENT IS WITHIN PRESENT CODE STANDARDS. IF UPDATING IS REQUIRED, THIS COST IS TO BE AN ADDITIONAL CHARGE. ALSO, BEISSEL IS NOT RESPONSIBLE FOR ANY DAMAGE TO INTERIOR AND EXTERIOR FINISHES THAT MAY OCCUR DURING THE INSTALLATION PROCESS.
- 9) THERE ARE OCCASIONS WHEN OUR SOURCES OF SUPPLY CANNOT SATISFY DEMAND ON SPECIFIC ITEMS. CONSEQUENTLY, WE MUST RESERVE THE RIGHT TO CHANGE SPECIFICATIONS FOR AN EQUAL OR BETTER SUBSTITUTE. ADDITIONALLY, BEISSEL IS NOT RESPONSIBLE FOR VENDOR DELAYS.
- 10) BEISSEL CALLS THE PURCHASER'S ATTENTION TO THE LIMITATIONS OF MATCHING COLORS AND TEXTURES OF OUR PRODUCT LINES. EXACT DUPLICATION IS NOT PROMISED.
- 11) ALL BALANCES ARE DUE IN FULL UPON COMPLETION UNLESS WORK IS SUBSTANTIALLY COMPLETED THEN 90% OF THE BALANCE DUE IS REQUIRED. A MECHANIC'S LIEN WILL AUTOMATICALLY BE FILED ON ANY ACCOUNTS NOT PAID WITHIN 30 DAYS OF INVOICE. PURCHASER WILL BE LIABLE FOR ALL ATTORNEY'S FEES, COSTS AND EXPENSES OF COLLECTION INCLUDING LIEN FILINGS, AS WELL AS LEGAL INTEREST IN THE AMOUNT OF 1.667% PER MONTH FROM THE DATE THE ORIGINAL AMOUNT WAS DUE.
- 12) DUE TO UNUSUAL TIMES AND DEMAND, EXTREME MATERIAL PRICE INCREASES (LUMBER, STEEL, ALUMINUM, TRIM, ETC) WILL BE PASSED ON TO THE CUSTOMER WITH NO ADDITIONAL MARKUP.

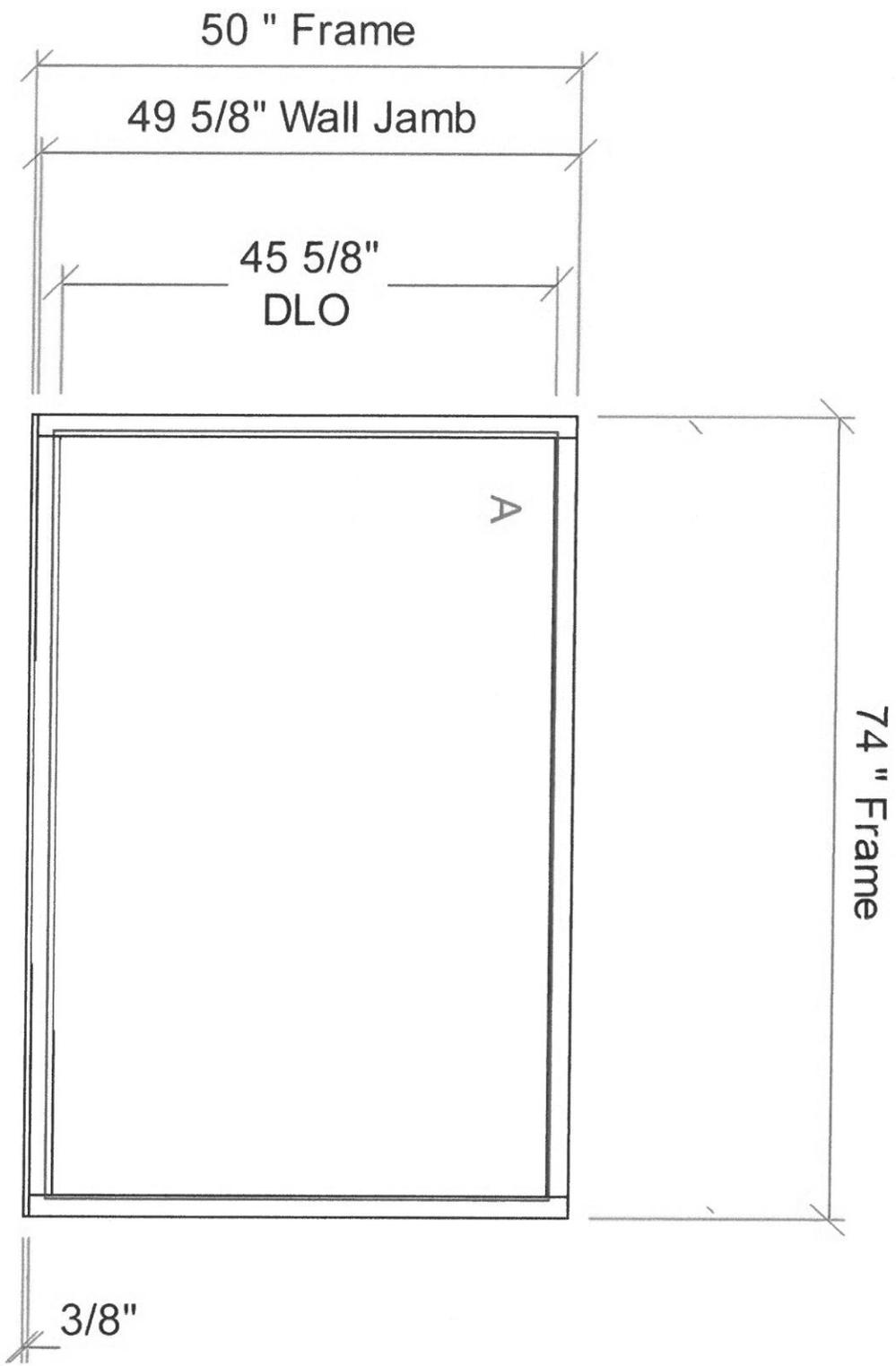
I HAVE READ THE ABOVE AND ACCEPT THE TERMS AND CONDITIONS OF THIS CONTRACT

I confirm that my action here represents my electronic signature and is binding.

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

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

**Print Name:** \_\_\_\_\_



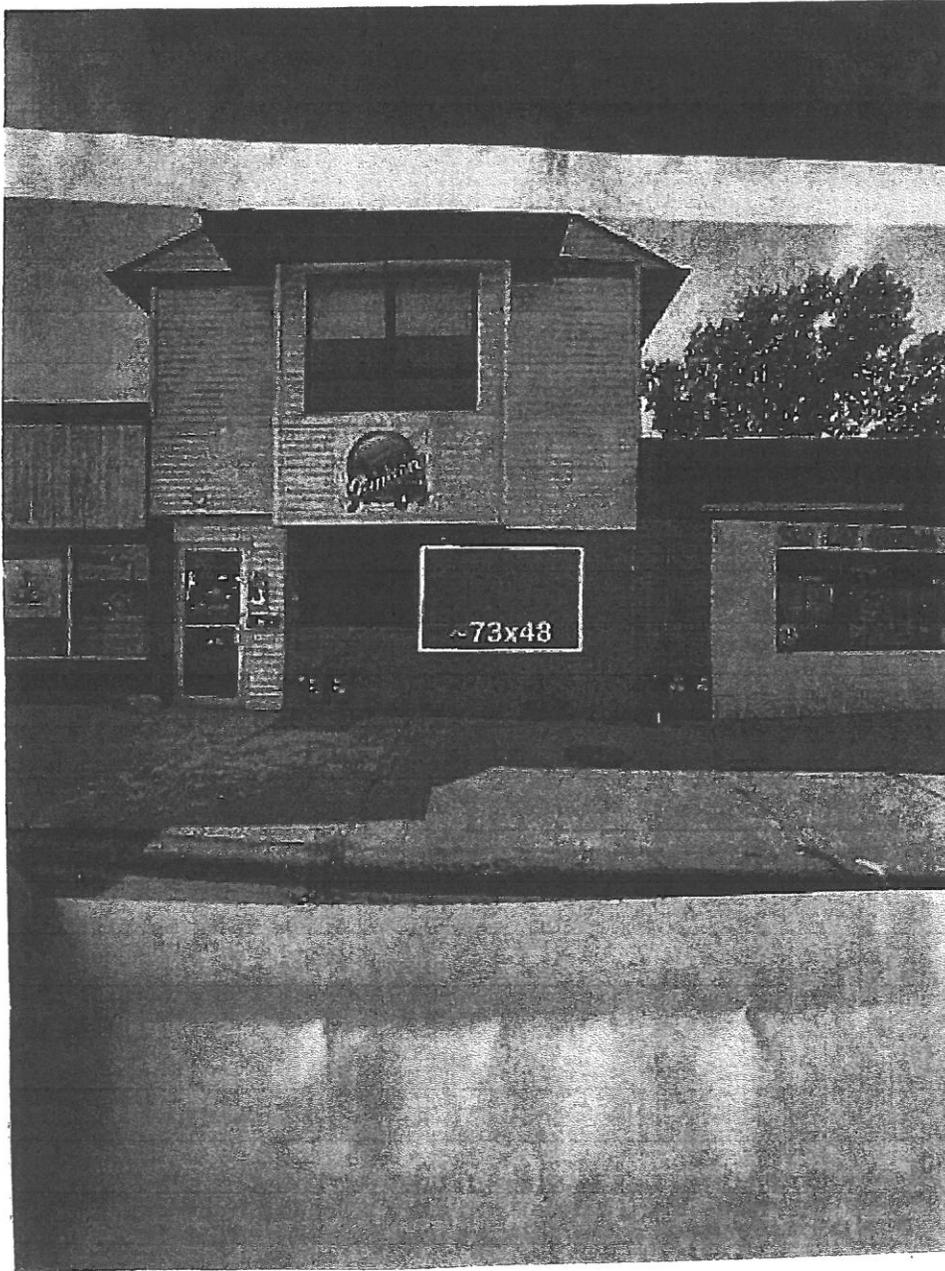


Item 3.

# RJ MARCO CONSTRUCTION, INC.

---

PROPOSED NEW OPENING IN EXTERIOR WALL.  
2" ALUMINUM FRAMING W/ 1" INSULATED GLASS



556 40<sup>th</sup> AVE. NE  
COLUMBIA HEIGHTS, MN

JOB # ACCESSORY CITY - 556 40TH AVE NE

NAME PAUL NOLAN

<b>08-000</b>	<b>DOORS / WINDOWS / HARDWARE</b>			960.00
	08-001	DOORS / HARDWARE		
	08-305	ACCESS DOORS		
	08-330	OVERHEAD DOORS		
	08-360	COILING DOORS		
	08-400	ENTRANCES / STOREFRONTS	960.00	
	08-600	WINDOWS		
	08-720	AUTOMATIC DOORS		
<b>09-000</b>	<b>FINISHES</b>			435.00
	09-200	STUCCO / PLASTERING		
	09-250	DRYWALL-PATCH	435.00	
	09-300	CERAMIC TILE / QUARRY TILE		
	09-500	ACOUSTICAL TILE		
	0-600	FRP		
	09-640	HARDWOOD FLOORS		
	09-650	CARPET		
	09-651	LVT		
	09-900	PAINTING	EXCLUDE	
	09-986	CORNER GUARDS		
	09-990	LOCKERS		
<b>10-000</b>	<b>SPECIALTIES</b>			-
	10-100	TOILET ACCESSORIES		
	10-200	TOILET PARTITIONS		
	10-300	SIGNAGE INTERIOR		
	10-520	FIRE EXTINGUISHER / CABINETS		
	10-800	BATH ACCESSORIES		
	10-900	MISC ACCESSORIES		
<b>11-000</b>	<b>EQUIPMENT</b>			-
	11-160	LOADING DOCK EQUIPMENT		
	11-200	MISC. EQUIPMENT - STAINLESS		
	11-400	RESTAURANT EQUIPMENT		
<b>12-000</b>	<b>FURNISHINGS</b>			-
	12-400	WINDOW TINTING		
	12-500	WINDOW TREATMENTS		
	12-690	MATS / ENTRANCE ETC.		
<b>14-000</b>	<b>CONVEYING SYSTEMS</b>			-
	14-200	ELEVATOR AND EQUIPMENT ROOM		
<b>15-000</b>	<b>MECHANICAL</b>			-
	15-100	HVAC		
	15-200	PLUMBING - GAS PIPING		
	15-250	REFRIGERATION		
	15-300	FIRE PROTECTION		
<b>16-000</b>	<b>ELECTRICAL</b>			-
	16-001	ELECTRICAL		

Bid does not include:

- Painting
- Electrical or low voltage work
- Any handling of hazardous or contaminated materials

**\$ 8,530.00**

DIVISION		DESCRIPTION	AMOUNT	TOTAL'S
<b>01-000</b>	<b>GENERAL CONDITIONS</b>			2,900.00
	01-001	PLAN REVIEW		
	01-002	SUPERVISION		
	01-003	GENERAL LABOR		
	01-004	CARPENTER LABOR		
	01-005	MISC GEN CONDITIONS	150.00	
	01-006	LEGAL FEES		
	01-007	MISC. LABOR		
	01-010	PERMIT / FEES / BONDS ALLOWANCE	350.00	
	01-019	TEMPORARY UTILITIES		
	01-020	OVERHEAD / PROFIT	850.00	
	01-040	ARCH/ENGINEERING FEES	500.00	
	01-050	FIELD ENGINEERING / SURVEY		
	01-410	TESTING		
	01-510	SHORING		
	01-511	PORTABLE TOILETS		
	01-615	EQUIPMENT RENTAL- SHORING0	650.00	
	01-800	FINAL CLEANING		
	01-810	TRASH REMOVAL / DUMPSTERS	400.00	
<b>02-000</b>	<b>SITWORK</b>			585.00
	02-070	DEMOLITION	585.00	
	02-200	EARTHWORK		
	02-550	SITE UTILITIES - SEWER/WATER		
	02-610	ASPHALT / PAVING		
	02-620	CURB / GUTTER		
	02-800	LANDSCAPING		
	02-810	IRRIGATION		
	02-850	RETAINING WALLS		
<b>03-000</b>	<b>CONCRETE / MASONRY</b>			2,100.00
	03-010	CONCRETE		
	03-020	MASONRY- PATCH	750.00	
	03-180	CONCRETE SAWING	1,350.00	
	03-400	PRECAST CONCRETE		
<b>05-000</b>	<b>METALS</b>			965.00
	05-100	STRUCTURAL STEEL JOIST/DECK		
	05-500	MISC METALS- STEEL LINTEL	965.00	
	05-510	STEEL ERECTION		
<b>06-000</b>	<b>WOODS / PLASTICS</b>			585.00
	06-005	CARPENTRY - LABOR	465.00	
	06-010	LUMBER		
	06-100	MISC. MATERIAL	120.00	
	06-410	CUSTOM CASEWORK		
<b>07-000</b>	<b>THERMAL &amp; MOISTURE PROTECTION</b>			-
	07-100	WATERPROOFING		
	07-200	INSULATION		
	07-240	E.I.F.S.		
	07-510	ROOFING		
	07-600	ROOF HATCHES		
	07-700	CROWN CORNICE		
	07-800	METAL PANELS ETC.		
	07-900	CAULKING		

THE CITY OF COLUMBIA HEIGHTS

FACADE IMPROVEMENT GRANT PROGRAM

COMMUNITY DEVELOPMENT

FOR OFFICE USE ONLY:

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	TAX ID NUMBER:

PROPERTY OWNER INFORMATION  Check if Applicant

Name: Columbia Heights VFW <sup>Past 230</sup> Year Purchased: 1980s  
 Address: 4446 Central Ave NE, Columbia Heights, MN 55421  
 Telephone: 763-221-3520 Email Address: liz.lindskoog@gmail.com

BUSINESS INFORMATION  Check if Applicant

Business Name: same as above  
 Primary Contact: Liz Lindskoog  
 Address: 4446 Central Ave NE, Columbia Heights, MN 55421  
 Telephone: 763-221-3520 Email Address: liz.lindskoog@gmail.com  
 Type of Business: Veterans Fraternal Organization

Check the appropriate type of ownership:

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

PROPOSED IMPROVEMENTS

Describe the Storefront Façade Improvements:

Remove and replace the current Central Ave Business sign to include nighttime lighting.

Describe any other improvements, if applicable:

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

Estimated Cost of Improvements: \$25,000

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

Would you be able to complete the improvements this year:

Yes  No

Would you allow the placement of surveillance cameras on your property or business:

Yes  No

**APPLICATION PROCESS**

**1. The following documents must accompany a completed application:**

- a. Proof of property ownership or lease.
- b. Written consent from the property owner giving permission to conduct the façade improvements.
- c. Color photographs of existing storefront façade conditions.
- d. Two or more competitive proposals from contractors.
- e. Other supporting documentation deemed necessary by the Columbia Heights Economic Development Authority (the "EDA"), the Columbia Heights Police Department, or the Applicant.

**2. Process after application submission:**

- a. A meeting will take place to go over the submitted improvement proposal to discuss grant expectations and to address grant concerns.
- b. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement.
- c. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted: Proof of Final Inspection by the Building Official or his or her designee, A copy of the Final Invoice Received from Contractor, Photographs of improvements, Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

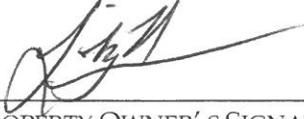
**APPLICANT ACKNOWLEDGEMENTS**

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

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

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

9/30/22  
\_\_\_\_\_  
DATE


  
PROPERTY OWNER'S SIGNATURE


  
DATE

## PROGRAM OVERVIEW

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

### ELIGIBLE APPLICANTS

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

### ELIGIBLE FAÇADE IMPROVEMENTS

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

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

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

### EXTERIOR SURVEILLANCE SYSTEM IMPROVEMENTS

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

inside of the primary structure in a locked and secured location to prevent destruction or tampering; and (3) allow for annual maintenance inspections for a period of five (5) years. All surveillance system equipment shall be installed by a consultant selected by the EDA, and reviewed by the CHPD. Since specifications of the surveillance system equipment may vary based on desired coverage, configuration, and size of the commercial property, the following are minimum specifications to be installed:

**Cameras:**

- IP - Enabled
- Ability to operate in all resolutions up to HDTV 720p/ 1MP
- Ability to record thirty (30) frames per second
- Capable of recording optimal images in all lighting conditions
- Vandal-resistant
- Weather-proof in extreme temperatures from -40° to 131 °F

**Network Video Recorder:**

- Sufficient memory to retain data from all cameras for a period of fifteen (15) days
- Capacity to deliver thirty (30) frames per second, per camera
- Ability to produce a DVD-R copy of desired data

## APPLICATION PROCESS

1. Applications will be open and accepted until annual allocation of funding is exhausted.
2. Grants will be awarded, and applicants will be notified via email correspondence. A Grant Agreement and if necessary a Lease Agreement for the exterior surveillance system must be approved and signed before commencement of any improvements. Please be sure to obtain all necessary Building Permits.
3. Upon being awarded, a meeting will be established to go over the submitted improvement plan to discuss grant expectations and to address grant concerns.
4. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement. The façade improvements must be completed within six (6) months after the issuance of the necessary Building Permits.
5. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted:
  - a. Proof of Final Inspection by the Building Official
  - b. A Copy of the Final Invoice Received from the Contractor
  - c. Before and After Photographs
  - d. Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

## ADDITIONAL INFORMATION

**Required Application Materials:**

- A complete application sent to the attention of the Columbia Heights Economic Development Authority at following location: **590 40th Ave NE, Columbia Heights, MN 55421**
- Clear and colored BEFORE photographs of exterior building
- A detailed improvement plan of new exterior façade improvements including design (sketches), color scheme, materials, project execution timeline, and overall budget for plan
- Proof of good standing with the City
- Submit 2 or more competitive proposal from licensed and bonded contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. Contractors cannot be changed unless new proposals have been submitted and approved by the EDA.

## DESIGN GUIDELINES

This Design Guidelines outline the standards, which must be followed when renovating buildings using a façade grant. These design guidelines take into consideration a building's historic significance in determining what would be appropriate treatment and the overall vision for the City. Architectural styles are diverse, from historic commercial or Mediterranean Revival to 20th century modern. The vision for the district is a commercial area that highlights the historical nature of Columbia Heights that stays in touch with dynamic changes of the City and is always pedestrian-friendly.

### FAÇADE IMPROVEMENTS ENCOURAGED

#### Windows & Doors:

- Window and door openings shall comprise at least 30% of the area of the ground floor of the primary street façade
- No tinted windows, only clear glass
- Windows and doors free of clutter and obstructions, allowing clear views between the business and the street

#### Historical Preservation:

- Historic building repair or replacement should match current design of building
- Stay traditional to the character of the building
- Maintain similar color scheme

#### Structure & Materials:

- Use durable materials such as brick, stone, stucco, etc.
- The base (ground floor) should appear visually distinct from the upper stories of the building

#### Painting & Lighting:

- Unpainted brick stay unpainted, previously painted masonry may be painted
- Use of non-VOC paint encouraged
- No more than two principal colors (neutral or muted colors like browns, grays, dark blue) may be used on a façade or individual storefront
- Bright or primary colors should be used only as accents
- Spot or flood lighting to highlight the architectural detailing of a building should be inconspicuous and blend with the wall on which it is mounted
- Lighting recessed doorways is encouraged
- Energy saving light bulbs encouraged
- Light fixtures that complement the entire façade

#### Awnings/Signage:

- Attach awnings to the building at or below the lower edge of the sign band
- Awnings made of canvas and waterproof cloth designed to resist fading and tearing
- Colors that coordinate with the building and area

- Awning that's proportional to the building
- Awnings with thin profiles that do not obscure the building and storefront

**Signs:**

- Projecting/hanging signs: are double-sided and project from a building over the sidewalk
- Wall signs: are attached to the primary façade and best viewed looking straight at the building from across the street
- Are encouraged to be rectangular shaped
- Type fonts and colors that legible from a distance

**FAÇADE IMPROVEMENTS PROHIBITED**

- Covering, obscuring, or removing cornices, trim, or other architectural details
- Alterations that have no historical basis for historical buildings
- Covering brick or stone with vinyl, aluminum, or wood siding
- Sandblasting brick, which removes a protective exterior
- Reducing existing window size to accept standard residential window sizes
- Replacing windows with wall surface, wood, metal, or other materials
- Rigid materials like aluminum, vinyl, fiberglass, asphalt, or plastics that are sensitive to weather conditions
- No lights should move, flash or make noise
- Signs that are: blocking storefront windows, too large, small font making it difficult to read, using banners as permanent signage

CROSSTOWN SIGN, INC.  
16307 ABERDEEN ST.  
N.E.



PHONE: (763) 784-7742  
FAX: (763) 784-9753  
info@crosstownsign.com

PROPOSAL SUBMITTED	VFW Post 230	DATE	8/16/22
TYPE		DESCRIPTION	PYLON SIGN
CITY STATE ZIP		LOCATION	VFW
DATE	8/16/22	STATUS	

**WE HEREBY SUBMIT SPECIFICATIONS AND**

Remove existing pole, sign footing and connecting sidewalk section.  
Furnish and install new footing with connecting sidewalk, 8 inch schedule 40 pole, 24' thick double faced internally lit LED 8' x 8' sign, power to base of pole. \$20,370.

*Draw Requested  
9/22/22: \$10,000*

Pricing does not include permits, cutting power in the lines above, temp power, or final hook up.

**IMPORTANT !!!**

**DIGITIZING OF RASTERIZED ART OR SCANNED HARD COPY IS \$75/HOUR EXTRA  
PERMITTING BEGINS UPON RECEIPT OF 50% DOWN PAYMENT, SIGNED CONTRACT AND APPROVED ART**

**PERMITS AND ELECTRICAL HOOK-UP EXTRA**

ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

UNDER MINNESOTA LAW YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY THE PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE

WE PROPOSE; hereby to furnish material and labor-complete in accordance with above specifications, for the sum of: \_

**Payment is to be made as follows: 50% Down .**

- 1) Promissory Note (if checked, required on commencement of work).
- 2) Security Agreement (if checked, required on commencement of work).

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents and delays beyond our control.

ACCEPTING OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

CROSSTOWN SIGN, INC.

BY: MD *Mitch Demars*

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

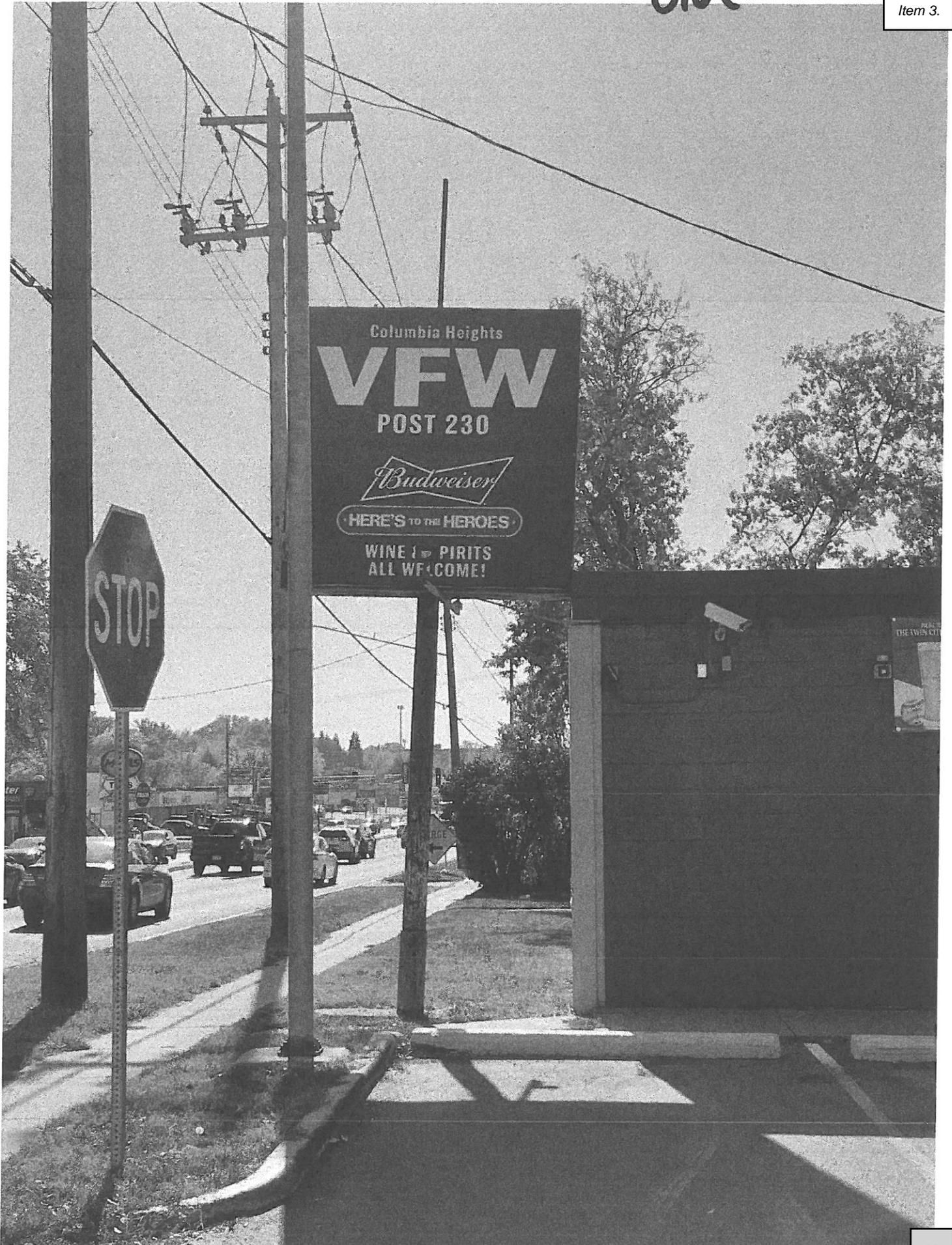
SIGNATURE:

DATE: *Commander*

*Brian D. Robertson  
Date 8/31/22 Quartermaster*

Old

Item 3.

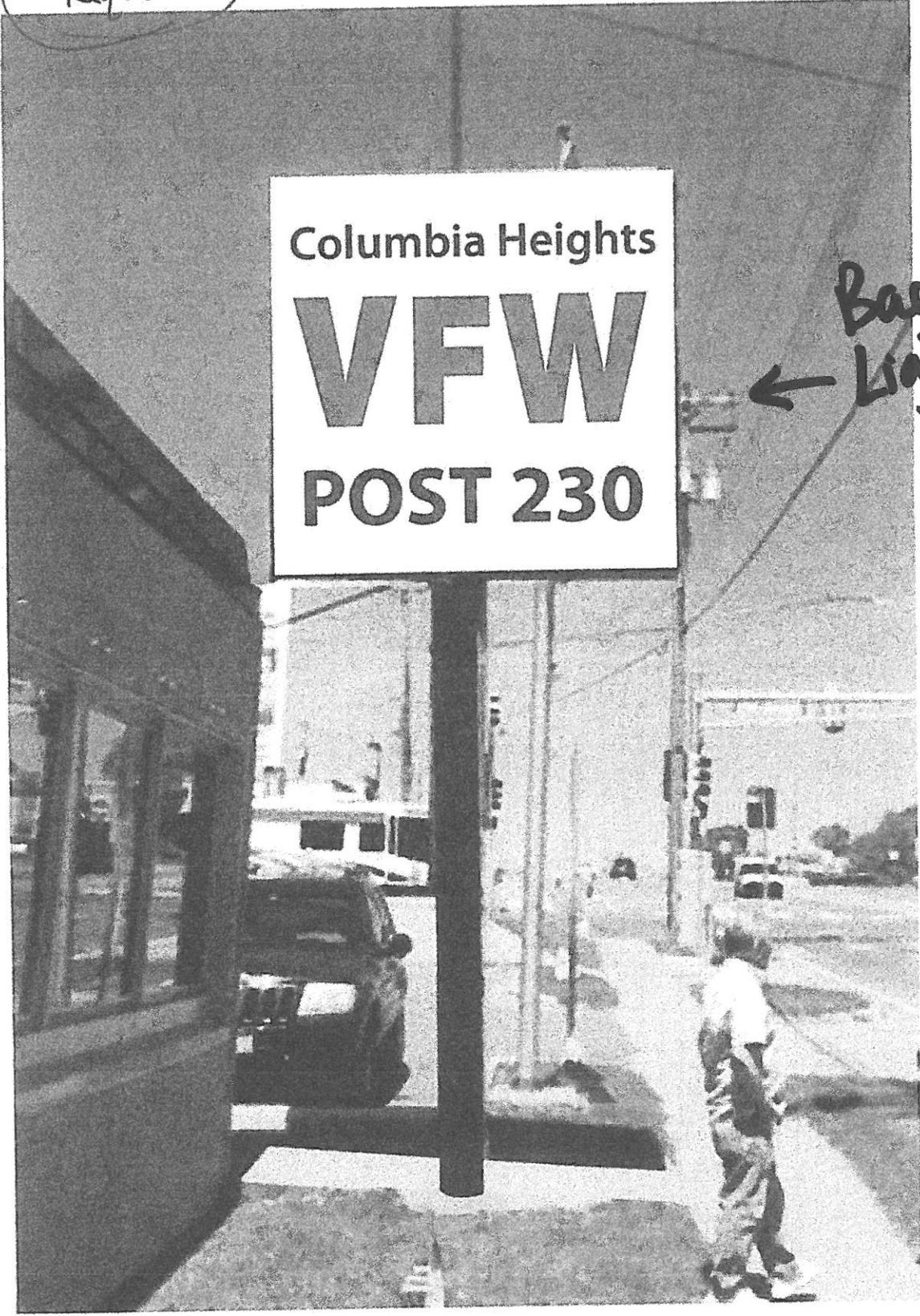


\$70k  
Request

8' X 8' AT 19'-6" TO TOP

\$62<sup>2</sup>k

Item 3.



Proposed New

## FAÇADE IMPROVEMENT GRANT AGREEMENT

THIS FAÇADE IMPROVEMENT GRANT AGREEMENT (“**Agreement**”), dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022 (the “**Effective Date**”), is entered into by and between [PROPERTY OWNER] a Minnesota [ENTITY TYPE] (the “**Grantee**”), and the Columbia Heights Economic Development Authority (the “**EDA**”).

### RECITALS

WHEREAS, Grantee is [the owner of] [a tenant at] certain Property located at \_\_\_\_\_ in the City of Columbia Heights (the “**City**”), Anoka County, Minnesota, and legally described in Exhibit A hereto (the “**Property**”);

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

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

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

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

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

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

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

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

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

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

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

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

*[Signatures to Appear on Following Page]*

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

**GRANTEE:**

[ \_\_\_\_\_ ]  
a [ \_\_\_\_\_ ]

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

**EDA:**

COLUMBIA HEIGHTS ECONOMIC  
DEVELOPMENT AUTHORITY

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT A**  
**LEGAL DESCRIPTION OF PROPERTY**

**EXHIBIT B**

**PROPERTY IMPROVEMENTS SUBJECT TO 50% REIMBURSEMENT**

## AGREEMENT AND GRANT OF LICENSE

THIS AGREEMENT AND GRANT OF LICENSE (“**Agreement**”), dated this \_\_\_\_ day of \_\_\_\_\_, 2022 (the “**Effective Date**”), is entered into by and between [PROPERTY OWNER] a Minnesota [ENTITY TYPE] (the “**Owner**”), and the City of Columbia Heights, a Minnesota municipal corporation (the “**City**”).

### RECITALS

WHEREAS, Owner is the owner of certain Property located at \_\_\_\_\_ in the City of Columbia Heights, Anoka County, Minnesota, and legally described in Exhibit A hereto (the “**Property**”);

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

WHEREAS, as part of the Program, the City has proposed to place surveillance cameras on the front façade of certain buildings whose owners have elected to participate in the Program, and in connection with the placement of such surveillance cameras, house electronic recording equipment on the interior of said buildings (the “**Surveillance**”); and

WHEREAS, Owner, or a tenant of the Property, desires to participate in the Program and desires to have the Property host Surveillance equipment for the improvement of public safety in and around the Property.

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

1. Grant of License: Subject to the terms of this Agreement, Owner hereby grants a license to the City for ten (10) years, commencing on \_\_\_\_\_, 2022, and expiring on \_\_\_\_\_, 2032 (the “**License Term**”), over the area of the façade of the Property described or depicted on Exhibit B hereto, together with space inside of the building located on the Property (the “**Building**”) for the housing of

electronic recording equipment, as described or depicted on Exhibit B hereto (collectively, the “**License Area**”), for the following purposes:

- a. The City shall have the exclusive right subject to the terms of this Agreement to install, operate, maintain, repair and replace, all as deemed necessary by the City, the Surveillance equipment in the License Area.
  - b. Though the City shall have the exclusive right to use the License Area within the Building, the City shall give the Owner reasonable advance notice before it accesses the License Area inside of the Building. “Reasonable advance notice” for purposes of this paragraph shall take into account the facts and circumstances giving rise to the City’s needing to enter the Building to access the License Area.
  - c. The City, and its agents and employees, shall have rights of ingress and egress throughout such portions of the Property as are reasonably necessary to access the License Area for the purpose of accessing the Surveillance equipment, subject to the provisions of Section 1(b) above, regarding interior areas of the Building.
2. License Fee: In consideration of the foregoing, including the Recitals to this Agreement, which are incorporated herein as an integral part of this Agreement, the City shall pay to Owner a one-time license fee of Ten Dollars (\$10.00) for the license granted hereunder.
  3. Maintenance and Repair: Owner shall at all times during the term of this Agreement keep the Property in commercially reasonable condition and repair, subject to ordinary wear and tear, and not permit through its own acts or the acts of its agents, employees, or invitees, damage to the Surveillance equipment or the License Area. Owner shall promptly report to the City any instance of damage to the Surveillance equipment or the License Area, regardless of causation. Any damage to the Surveillance equipment or License Area caused by Owner, or its agents, employees, guests or invitees (collectively, the “**Owner Parties**”), shall be repaired at the cost and expense of Owner; provided any such repairs shall be first approved by the City, and at the City’s election, done at the direction of the City.
  4. Damage to Property: Any damage to the Surveillance equipment other than that caused by any of the Owner Parties shall be repaired or replaced, if at all, solely at the discretion of the City and at the cost and expense of the City, provided, in no event shall the City’s failure or delay to so repair or replace the Surveillance equipment constitute a waiver by the City of its rights under this Agreement, and the City shall be permitted to continue or discontinue its use of the License Area for the uses granted hereunder at any time during the License Term.
  5. Utilities, Taxes, Expenses and Special Assessments: Owner shall be solely responsible for all real estate taxes, special property assessments, and utility expenses

for the Property. The City shall be permitted to connect its Surveillance equipment to an electrical power source at the Property, and such electrical power shall be provided at the Owner’s expense, it being acknowledged that the Owner is benefiting from the improved public safety resulting from the Surveillance.

- 6. Termination of Agreement: This Agreement may not be terminated by the Owner prior to the expiration of the License Term. The City may terminate this Agreement for any reason or no reason, upon thirty (30) days written notice to the Owner. Upon the expiration of the License Term or earlier termination of this Agreement, the City shall remove all of the Surveillance equipment from the License Area, and shall make all reasonable efforts to cause minimal damage to the Property and License Area in so removing the Surveillance equipment.
- 7. Liability for Improvements: The City shall in no event be liable to the Owner, nor to any of Owner’s agents, employees, guests or invitees at the Property for, and the Owner shall indemnify, save, defend, and hold harmless the City from, any claims or causes of action, including attorney’s fees incurred by the City, arising from any action of the City under this Agreement. This section shall survive the termination or expiration of this Agreement.
- 8. Written Notice: Wherever any notice is required or permitted hereunder, such notice shall be in writing. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when actually received by the designated addressee or regardless of whether actually received or not, when deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the parties hereto at their respective addresses, as set forth below, or at such other address as they may subsequently specify by written notice.

<u>If to City:</u>  City of Columbia Heights Community Development Department 590 40 <sup>th</sup> Avenue N.E. Columbia Heights, MN 55421	<u>If to Owner:</u>  _____ Attn: _____ _____ _____
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- 9. Covenant to Run with Land: This Agreement shall be binding in all respects upon the parties hereto, their respective successors and assigns, and the Property.
- 10. Captions; Choice of Law; Etc. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement. This Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the License granted herein. There are no verbal agreements that change this Agreement. This Agreement binds and benefits

the parties hereto and their successors and assigns. This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.

*[Signatures to Appear on Following Page]*





**EXHIBIT A**  
**LEGAL DESCRIPTION OF PROPERTY**

**EXHIBIT B**  
**DEPICTION AND/OR DESCRIPTION OF THE LICENSE AREA**



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	11/07/2022

ITEM:	Outstanding Business of the Year Award Creation	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 11/2/22

**BACKGROUND:**

On October 11<sup>th</sup> the Communications Department approached Community Development staff wanting to expand on the city’s recognition of local citizens and local businesses. Ultimately, the Communications Department wanted to start an Outstanding Business of the Year Award. Over a couple of meetings staff ironed out the award criteria and have brought it before the EDA for your review.

**Mission:**

The purpose of the Outstanding Business of the Year Award is to recognize local businesses for noteworthy accomplishments, long-standing contributions to the community, and significant community service efforts.

**Process:**

The Outstanding Business of the Year Award will follow a similar process and timeline as the Outstanding Citizen Award. Nominations will be opened on January 1<sup>st</sup> of each year and will be accepted until the last Wednesday in March. The Nominations will then be compiled and brought to the April EDA meeting. The EDA will deliberate the nominees and vote on the business that is to be recognized. Recognition and the presentation of a plaque will occur at the second City Council Meeting in April. This Allows staff the necessary time to recognize the business in the summer newsletter.

**Criteria:**

Nominated businesses will have to meet the criteria laid out in the nomination form. Staff kept the base criteria vague so that a wide variety of businesses could apply. Staff believe that outside businesses should be able to be nominated. Columbia Heights is a very tight knit community that has businesses located in Hilltop and surrounding towns which contribute time and money to the community. Nominated businesses can receive the award for: 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, major contribution to the community, or other major accomplishments or contributions worthy of recognition. Only for-profit businesses will be allowed to be nominated, and council members and staff will not be allowed to nominate a business to keep the process impartial. If the EDA receives no viable applicants for a given year, the EDA can pick not to select a winner.

**Prizes:**

Just like the Outstanding Citizen of the Year Award, the Outstanding Business of the Year will be recognized at a City council meeting and will be given a plaque to memorize the achievement. They will also receive free marketing at City events, on the City website, in the summer edition of the newsletter both electronic and paper, and on the reader board signs outside of city hall and the liquor stores. Will Rotler is also exploring the option of having the business in the jamboree parade.

Community Development Staff believe this is a great way to recognize local businesses while building relationships with those who are nominated. Implementing this Award would bring very little cost to the EDA but would be a great opportunity for the community. Attached is the Outstanding Business nomination form for your review.

<b>RECOMMENDED MOTION(S):</b>
MOTION: Move to create the Outstanding Business of the Year Award and approve the nomination form as presented.

**ATTACHMENT(S):**  
**1. Business of the Year Award, Nomination Form**



CITY OF COLUMBIA HEIGHTS  
OUTSTANDING  
BUSINESS OF THE YEAR AWARD  
NOMINATION FORM

Item 4.

City of Columbia Heights | *Community Development*

590 40<sup>th</sup> Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3670 ▪ www.columbiaheightsmn.gov

The City of Columbia Heights Outstanding Business of the Year Award recognizes businesses in the city for noteworthy accomplishments, long-standing contributions to the community, and significant community service efforts.

**Award Categories & Criteria**

- Long-standing business in Columbia Heights reaching a milestone year
- Major business expansion, remodel, exterior renovation, landscaping improvements, or relocation to a new facility in Columbia Heights
- Major contribution to the community
- Other major accomplishment or contribution worthy of recognition

**Nominations**

Columbia Heights business owners, employees, and residents are welcome to nominate a business by submitting this form to the Community Development Department. City staff and elected officials may not nominate a business for the award.

**Staff Review & City Council Approval**

Each year, the Economic Development Authority will review the nominations received and make a selection for the award. The city reserves the right to make no selection if nominations do not warrant recognition.

**Award & Recognition**

The award recipient will receive recognition in the following ways:

- Presentation of a plaque following a short presentation about the business at a City Council meeting
- Marketing of the Achievement at City Events, and on the City’s reader board signs at city hall, the library, and the municipal liquor stores
- A recognition article posted on the city’s website and included in the city’s newsletter

**Nominee:** *Please provide full description on reverse page*

Name\* \_\_\_\_\_

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

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Years in \_\_\_\_\_  
Columbia Heights

Number of Employees \_\_\_\_\_

*\*Required*

