



**ECONOMIC DEVELOPMENT AUTHORITY**  
City Hall—Shared Vision Room, 3989 Central Ave NE  
Tuesday, September 03, 2024  
5:00 PM

---

## **AGENDA**

### ***ATTENDANCE INFORMATION FOR THE PUBLIC***

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams and entering **meeting ID 273 856 589 149** and **passcode vAFFFo** . For questions please call the Community Development Department at 763-706-3670.

### **CALL TO ORDER/ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **CONSENT AGENDA**

- 1. Approve August 5th, 2024, Regular EDA Meeting Minutes (pg. 3)**
- 2. Approve the Financial Reports and Payment of the Bills for July 2024 (pg. 14)**

**MOTION:** Move to approve the Consent Agenda as presented.

### **BUSINESS ITEMS**

- 3. Adoption of the 2025 Budget and Authorization of the EDA and HRA Levies (pg. 29)**

**MOTION:** Move to waive the reading of Resolution 2024-22, there being ample copies available to the public.

**MOTION:** Move to adopt Resolution 2024-22, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2025 and setting the 2024 tax levy, payable in 2025.

**MOTION:** Move to waive the reading of Resolution 2024-23, there being ample copies available to the public.

**MOTION:** Move to adopt Resolution 2024-23, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2025 and authorizing a special benefit tax levy, payable in 2025.

### **BUSINESS UPDATES**

### **ADJOURNMENT**

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



# ECONOMIC DEVELOPMENT AUTHORITY

City Hall—Council Chambers, 3989 Central Ave NE

Monday, August 05, 2024

5:00 PM

Item 1.

---

## MINUTES

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

### CALL TO ORDER/ROLL CALL

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

Staff Present: Andrew Boucher, City Planner; Aaron Chirpich, City Manager; Mitchell Forney, Community Development Director; Sarah LaVoie, Administrative Assistant

### PLEDGE OF ALLEGIANCE

### CONSENT AGENDA

1. Approve the minutes of the regular EDA Meeting of July 01, 2024.
2. Approve financial reports and payment of bills for June 2024 – Resolution No. 2024-19.

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

### RESOLUTION NO. 2024-19

#### **A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF JUNE 2024 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF JUNE 2024.**

**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 June 2024 have been reviewed by the EDA Commission; and

**WHEREAS**, the EDA has examined the financial statements and finds them to be acceptable as to both form and accuracy; and **WHEREAS**, the EDA Commission has other means to verify the intent of Section 469.096, Subd. 9, including but not limited to Comprehensive Annual Financial Reports, Annual City approved Budgets, Audits and similar documentation; and

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

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

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

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

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 5<sup>th</sup> day of August 2024

Offered by:       KT Jacobs  
Seconded by:     Rachel James  
Roll Call:         All ayes of present. MOTION PASSED.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**BUSINESS ITEMS**

**3. Transfer of the Library Property to the City**

Forney reported during the review of the City and EDA-owned properties, Staff found that the library was still technically owned by the EDA. The redevelopment of the library property was carried out by the EDA and was never transferred to the City. Having the property under City ownership changes very little but allows the Council to make decisions regarding the property which technically should have been done by the EDA in the past.

Questions/Comments from Members:

Buesgens asked how Staff figured out that the City did not own the library property. Forney replied that while Staff was developing the map of EDA-owned properties in the City, Staff recognized that the library was not transferred to the City. Chirpich added that the library was a redevelopment site.

*Motion by Márquez-Simula, seconded by Spriggs, to waive the reading of Resolution No. 2024-20, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Márquez-Simula, seconded by Spriggs, to approve Resolution No. 2024-20, a Resolution of the Columbia Heights Economic Development Authority, authorizing conveyance of certain real Property to the City of Columbia Heights. All ayes of present. MOTION PASSED.*

**RESOLUTION NO. 2024-20**

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, A RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN REAL PROPERTY TO THE CITY OF COLUMBIA HEIGHTS**

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

**WHEREAS**, the Columbia Heights Economic Development Authority (the “Authority”) is the owner of certain real property located at 3939 Central Ave NE, Columbia Heights, in Anoka County, Minnesota and legally described as that part of block 4 Waltons rear of lots 33 & 34 block 6 Reservoir Hills lying S of N 150 ft, lying W of E 165 ft of S 180 ft of N 330 ft, & lying N of S 100 ft of W 183 ft thereof (the “Property”); and

**WHEREAS**, the City of Columbia Heights, Minnesota (the “City”) is interested in owning the Property; and

**WHEREAS**, the Authority has determined that it is in the best interest of the public to convey the Property to the City; and

**WHEREAS**, the Authority and the City have followed applicable statutory provisions, including but not limited to, Minnesota Statutes, Sections 465.035 and 471.64.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Columbia Heights Economic Development Authority as follows:

1. The recitals set forth in the preamble to this resolution and the exhibits attached to this resolution are incorporated into this resolution as if fully set forth herein.
2. The conveyance of the Property by the Authority to the City is hereby authorized pursuant to a quit claim deed.
3. The Board hereby authorizes the President and Executive Director, in their discretion and at such time, if any, as they may deem appropriate, to execute on behalf of the Authority all appropriate documents to convey title of the Property to the City, including but not limited to a quit claim deed (the “Conveyance Documents”), and to carry out, on behalf of the Authority, the Authority’s obligations thereunder when all conditions precedent thereto have been satisfied. The Conveyance Documents shall be in substantially the form on file with the Authority and the approval hereby given to the Conveyance Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the Authority and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the Authority. The execution of any instrument by the appropriate office

of the Authority herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. This resolution shall not constitute an offer and the Conveyance Documents shall not be effective until the date of execution thereof as provided herein.

4. In the event of absence or disability of the officers, any of the documents authorized by this resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of the City Attorney, may act in their behalf. Upon execution and delivery of the Conveyance Documents, the officers and employees of the Board are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the Board to implement the Conveyance Documents.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 5<sup>th</sup> day of August 2024

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

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

**4. Review of EDA owned Properties**

Forney stated at the last EDA meeting, Staff put together an internal GIS tool for the EDA that highlights City and EDA-owned properties. While this tool is not ready to be shared on the website, the list of relevant properties can be found in the Agenda Packet. Most of the homes purchased by the EDA have been purchased via the Commercial Revitalization Program. This program, established in 2017 utilized leftover funds from the HRA’s management of Parkview Villa to begin the process of revitalizing the City’s business corridors. This is completed through the purchase and demolition of nonconforming buildings on commercially zoned properties. Which are then held by the EDA until they can be resold for commercial use or can be combined with other commercial properties. Staff have brought forth this topic as at the last EDA meeting the commission did not have time to discuss.

Forney highlighted the following properties:

- 4833 University Avenue
- 4827 University Avenue
- 841 49th Avenue
- 4441 Central Avenue
- 4416 Central Avenue

941 44th Avenue  
1002 40th Avenue  
230 40th Avenue  
3930 University Avenue  
3853 3rd Street  
PIN 343024440013  
PIN 343024440014  
828 40th Avenue  
3982 VanBuren Street  
3841 Central Avenue  
3851 Central Avenue  
3853 Central Avenue

Questions/Comments from Members:

Márquez-Simula noted that she requested the map. She added that some properties on Stinson Boulevard could be housing lots. Forney displayed the map for the Commissioners and noted that one section off of Stinson Boulevard is a storm water basin.

Buesgens mentioned that the wooded area off Stinson Boulevard is zoned for housing but it would be difficult to get a road there. She added that it would be great if the City could keep it wooded to preserve the trees. Chirpich suggested a conservation easement. He noted that it would need to be in conjunction with all the owners. Márquez-Simula noted the wooded area was not accessible to the public. Forney mentioned that if the City owned the road, there was an option to put in a trail.

Buesgens asked if there was something the City could do in order to control any development coming in in order to protect the wooded area. Jacobs asked if homeowners had been approached about selling the wooded areas that they own. It would be an asset to the homeowner's property if the land was preserved. Chirpich replied that the easement rights would need to be uncovered for the platted roadway to see who would have control over the road. Buesgens asked if the homeowners could be approached to see if there is interest in conserving the area.

Márquez-Simula stated she would be interested in seeing how much the property values were worth, the general lot worth, and how much money the City lots were worth. She asked if there was guidance in place to preserve trees or replace any trees that were removed. Boucher replied that the City's tree preservation Ordinance is in effect. He added that he did not believe there would be a clear-cutting of trees in the area because the replacement costs would be significant.

James asked what the plan was for marketing for the large parcel off of University Avenue. Forney replied that it was currently in a hold phase. The Comprehensive Plan has a triangle of properties on 3<sup>rd</sup> Street up to University Avenue that is planned for redevelopment. The EdA has been acquiring more of the properties until the goal is reached. Chirpich added that there is a viable redevelopment site in the current landholding.

Buesgens noted that she would like the EDA to reconsider the policy of not paying relocation fees.

She added that by not paying for relocation fees, it cost the EDA not acquiring certain properties that could have been helpful in the future. James agreed.

Dibba asked if there was a goal or plan that some of the properties would provide. Forney replied that properties on University Avenue were identified in the Comprehensive Plan as being mixed-use. The rest of the EDA properties are not typically guided for anything specific.

James asked if there was a benefit in holding off on development until the entire triangle of properties was acquired by the EDA. Chirpich replied that eventually, Staff would approach the property owners to see if additional property could be acquired. He mentioned that it was more likely that it would be squared off and have a three-acre project while the rest of the triangle would be redeveloped at a later date.

Dibba asked if the EDA owned any rental properties. Forney replied that it is a past practice to not purchase any properties where tenants are involved since the City is not a good landlord. All the lots that the EDA owns are grass fields. Chirpich added that one of the initiatives is to acquire single-family homes on Central Avenue. Since it is a high-traffic roadway, the properties could be rezoned to commercial. However, several properties need to be acquired to make a viable project which could take some time. He noted that the EDA would need to discuss the possibility of shifting the priority from a budget perspective to strategically acquire properties.

Buesgens asked if it was the right timing to discuss the policy regarding the houses along Central Avenue and 44<sup>th</sup> Avenue. She noted that the properties are half blocks which are harder to redevelop. She wondered if the policy could be extended to purchasing houses along and behind Central Avenue. She added that the entire block would need to be purchased to redevelop and suggested having native plants on the lot until the entire block is purchased. Chirpich added that the City has done a community garden in the past.

Chirpich noted that the City has been approached by Pepe's to purchase the single-family lot on Central Avenue. Pepe's is currently operating from a single-family home and is legally nonconforming. Forney added that Pepe's is a shipping company and would not be allowed in the business district. Buesgens asked if Pepe's was not supposed to be there. Forney replied that they are legally nonconforming. Márquez-Simula noted the Pepe's takes good care of their business and is not an eye sore.

Szurek mentioned that the business on the corner of 42<sup>nd</sup> Avenue and Central Avenue is loaded with cars that are not licensed, and have wheels missing. She added that they park the cars on 42<sup>nd</sup> Avenue during the day. She wondered why the City had not done something about it since it is a used car lot which is not allowed. Chirpich replied that it is on Staff's radar and that the Council would be discussing consideration of a new code enforcement vehicle during the work session.

Jacobs asked what type of business was allowed in a residential area. She noted that there was a taxi business that was operating. Chirpich mentioned that there is a Home Occupation Code in the City Code. He added that Staff know there are some violations and have worked through some through the criminal citation process. Boucher added that headquarters dispatch hearings are

explicitly not allowed as home occupations and would be able to follow up if an address was provided.

Spriggs asked if the home on 49<sup>th</sup> Avenue that held a chiropractic business was for sale. Forney replied that it was for sale and was purchased by the owner of the strip mall. The new owner is currently leasing the property out.

Spriggs mentioned that he is interested in looking into acquiring more properties along Central Avenue by 53<sup>rd</sup> Avenue near the hold Medtronic site. He added that he would be interested in potentially seeing a redevelopment of the old City Hall location. Chirpich noted that there are no plans for the old City Hall location yet but the idea would be to house a portion of Public Works Staff during the redevelopment.

James noted that it would be helpful to review the map annually and suggested putting the review on the agenda for next August. Márquez-Simula added that it would be helpful to have an update on the value of the properties and the easements as a follow-up.

Márquez-Simula mentioned that there should be signs on properties that have areas that are left preserved, such as a property with a stormwater basin. Having a sign would help the public understand why the area is not mowed.

## 5. 2025 EDA Budget Discussion

Forney reported each year the EDA sets its own budget for programs, operations, and staff. As Budget season heats up, staff wanted to circle back with the EDA on its upcoming budget to ensure it reflects the goals and priorities of the EDA. This discussion goes hand in hand with the EDA/City-owned properties discussion along with updates on the new affordable housing trust fund. Staff would like to present the current budget structure, update the EDA on recent changes, and propose shifting one of the year-to-year budget priorities.

Forney noted that the EDA currently receives funding from the following sources:

**EDA Levy:** the EDA levy is a separate tax levy that is statutorily regulated and limited by the state. The EDA specifically utilizes this levy to pay for EDA operating expenses, a portion of the Community Development Director position, and the entirety of the Community Development Coordinator position. Currently, before COLA increases are factored in, the EDA levy is budgeted for \$306,600. With a maximum allowed by the state of \$419,402.

**HRA Levy:** the HRA levy is also a separate tax levy that is statutorily regulated and limited by the state. The HRA levy is maintained by the EDA since the HRA remitted all its powers and duties to the EDA. The EDA utilizes the HRA levy to fund its grant programs and commercial revitalization program. The Façade and Fire suppression Grant programs are levied for \$50,000 and \$60,000 respectably. With \$200,000 going to the Commercial Revitalization program. Over the last few years, the Home Energy Squad Buy Down was pulled from extra fund balances. This year staff are adding it to the HRA levy so that it has a permanent funding source. This brings the HRA levy expenditures to \$315,000 total with a maximum allowed by the state of \$427,959.

Anoka County HRA Levy: The ACHRA levy is an economic development-focused levy administered by Anoka County on behalf of the City. Part of this levy is held by the County in order to administer county wide programs and grant funding opportunities. The remainder is then placed in an account to be accessed by the City whenever qualifying projects emerge. The most recent use of this fund was for the purchase and demolition costs associated with 3851-3853 Central Ave. The ACHRA Levy brought in \$148,099.63 to the City's account in 2024. Excluding the 39th and Central project costs, the City currently holds \$374,454.62 in its account with the ACHRA levy.

Affordable Housing Trust Fund: Currently the EDA operates the affordable housing trust fund for the City. Currently the trust funds only source of income is through the receipt of state Local Affordable Housing AID funds (LAHA). Initially, the state had estimated that Columbia Heights would receive around \$280,000 in 2024. In July staff were notified that the actual amount to be distributed to Columbia Heights was \$142,878.20. The first half payment was received on July 20th. The revised number is lower due to the tax only being in effect for 7 months in 2023 and the state's modeling being wrong. The state will continue to monitor and revise its estimates going forward.

Forney explained the EDA can easily maintain the status quo but due to recent conversations with the EDA and the City receiving less LAHA funding, Staff are recommending a slight shift in the priorities of the EDA. At the last EDA meeting, the EDA spoke extensively about expanding the number of housing programs beyond a single-family rehabilitation loan program. Community Development staff still hold true to the goals of the Commercial Redevelopment Program but understand that housing is currently one of the largest barriers to regional economic development. Staff's recommendation is to shift the current budget of \$200,000 from the Commercial Revitalization Program to the Affordable Housing Trust Fund or other housing initiatives in general. With the County and City both looking at general levy increases, Staff believe that not increasing the EDA's levies is a way to limit the increased tax burden on residents and businesses. The EDA can also maintain the Commercial revitalization program using the ACHRA levy for purchase and demolition projects. Staff are open to all options when considering funding the EDA's priorities and are prepared to assist in the discussion. During the September EDA meeting, the EDA will officially pass its 2025 budget resolutions. Staff are looking for guidance in order to prepare for final approval.

Questions/Comments from Members:

James stated she was in favor of Staff's recommendation. She agreed with the overall principle of keeping the EDA levy flat.

Buesgens asked what the EDA would lose by transferring the \$200,000 from the Commercialization Revitalization Program to the Affordable Housing Trust Fund. Forney replied that the EDA would lose the freedom on how they would like to use the money since there are more regulations. Money can still be transferred to different initiatives.

Buesgens asked if \$200,000 would be set aside annually or one time. Forney replied that it depends on what the EDA would like to do next year but it would be just for the 2025 budget.

Buesgens explained that she does not believe in 0 plat taxes and believes that the taxes should be incremental even if it is smaller than before. It is healthier and better to increase it by 1-2%. Márquez-Simula agreed.

James asked if the property tax statement is underneath the City numbers or listed separately. Chirpich replied that it is included in the general. James noted that the tax statement does not show the EDA tax percentage amount and added that she is willing to have a small percentage increase.

Spriggs asked if there was a current balance in the commercial redevelopment fund. Forney replied he believed it was \$500,000 but would circle back with the correct amount.

Forney stated he would speak with the Finance Director about increasing the small percentage. Buesgens noted that if the City's percentage does not increase much, there is a possibility of increasing the percentage for the EDA. She asked if that would be possible. Chirpich replied that the EDA needs to clarify the levies and budget in September before the City Council does.

Buesgens asked if there would be a reason Staff would not suggest increasing the tax percentage. Chirpich replied that the City wants to have a balanced budget and be fiscally responsible. He added that the City could build a small surplus into the EDA levy.

Buesgens asked Chirpich if there was a need to increase the tax percentage. Chirpich replied that any of the EDA programs would benefit from a surplus.

Buesgens asked what the percentage maximum would be. She added that she would like to go for the maximum since it benefits the entire City. Chirpich replied the maximum would be a 32% levy increase. Buesgens noted that it would be half a percentage for the overall City tax increase. Forney noted that he would bring exact numbers back to the EDA during the next meeting.

## **6. Fire Suppression Grant Amendment Discussion**

Forney reported recently, David's Christian Learning Center (DCLC) located in St. Matthew Lutheran Church, reached out to the Community Development Department interested in the EDA's Fire Suppression Grant Program. As it stands, DCLC would not be able to utilize the grant because the building is located at 4101 Washington St which is located outside of the program's geographic boundaries. Staff have brought forth the item for discussion by the commission. There are multiple routes that can be considered. Option one, maintain the program as is, limiting the program to only the City's main commercial corridors. Option two, amend the program to allow for childcare businesses in any district. Option three expands the program to reach all areas of the City. Staff's recommendation is option two, amending the program to add childcare businesses in any section of the City as eligible. With current market conditions, the number one barrier to residential growth and economic development is the high cost of childcare. Investing in childcare facilities not only assists in lowering the cost of childcare but also directly contributes to the City's workforce.

Questions/Comments from Members:

Buesgens asked if it was just for commercial buildings. Forney agreed.

Dibba asked what type of businesses were primarily in the area. Chirpich replied that there are some commercial properties embedded within residential properties. The predominant commercial activity is churches and schools.

Dibba wondered if there was a way to open the program to other businesses to make it broader. Szurek explained that the EDA was hoping to avoid opening the program up to everyone and had specifications on who could use the program. Forney mentioned that within residential districts, there is not any other commercial businesses in the City that would take advantage of the program. The grant program currently does not allow anything on 39<sup>th</sup> Avenue or in the industrial district. The EDA could consider opening the program to those areas.

Szurek asked if residential home daycares would be included in the program. Forney replied that only commercial buildings would be considered.

Chirpich explained that the barrier is geography. The church that holds a daycare is outside of the geographic scope of the program. A commercial daycare would qualify which is why Staff are asking the EDA to consider valuing daycare as an economic development resource to fund in areas that the program typically does not reach.

James stated that she was in favor of Staff's recommendation. Spriggs agreed. He asked if there was a measure that could ensure affordability. Chirpich noted that affordable housing has a metric defined by the State but did not know if there was a metric for affordable childcare.

Dibba asked if the goal of the program was to have it be affordable. Forney replied that the goal is to update the commercial spaces with fire suppression. The program starts with updating older commercial stock with fire suppression.

Spriggs asked if the Staff recommendation was to open the program to all childcare businesses. Forney replied that it was Staff's recommendation to open it to all childcare businesses but the guidelines are established by the EDA. The EDA could decide to make an exemption for one childcare business in a residential area. Staff's recommendation would allow any religious organization that has childcare to access the program which would eliminate the issue of accepting one religious organization and not another.

Márquez-Simula mentioned that this would create a safer place for kids who are in childcare. She explained that the guidelines are specific for childcare and if a business received the grant and wanted to change the building into a coffee shop, they would need to go through zoning changes. She explained that the program is not created for elite childcare businesses that are charging the most for child care because they should have the funds to pay for it themselves. Jacobs added that all fire suppression grant applicants should be held to the same standard. Márquez-Simula explained that a daycare is a different kind of business and would like daycares to use funds to make sure the building is a safe environment for children. Jacobs noted that it could create a

situation where the EDA is on thin ice by determining whether a business's revenue is going to be a disqualifier to the program.

Buesgens noted that the costs for daycare are different than other businesses such as the cost of staffing. She added due to the high costs of a daycare business, the EDA would not want them to go out of business due to fire suppression costs. Spriggs agreed and explained that by having the City provide funds, it could help drive costs down for daycares.

James stated she would like to add childcare businesses because it helps economic development.

*Motion by James, seconded by Márquez-Simula, to amend the Fire Suppression Grant Program Guidelines adding childcare businesses to the eligible applicant's section. All ayes. MOTION PASSED.*

### **BUSINESS UPDATES**

Forney stated John Connelly reached out to City Staff and the Mayor about doing a ribbon-cutting ceremony at Columbia Heights Dentistry. They are not a new business but it is a way to welcome them into the chamber. He mentioned that it was an opportunity for EDA commissioners to attend the event.

Forney mentioned that the chamber does the quarterly business meetings and was typically paid for by the City. Staff realized that the City cannot pay for those costs to buy into it. The EDA will be taking over the costs of about \$300.

Forney noted that Instant Prints in the strip mall is closing down. He added that the demolitions on 39<sup>th</sup> Avenue and 41<sup>st</sup> Avenue have been completed.

Chirpich stated that Wings Financial is under construction. There is a car wash that is proposed behind Aldi.

### **ADJOURNMENT**

*Motion by Buesgens, seconded by Jacobs, to adjourn the meeting at 6:26 pm. All ayes. MOTION PASSED.*

Respectfully submitted,

---

Sarah LaVoie, Recording Secretary

**RESOLUTION NO. 2024-21**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF JULY 2024 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF JULY 2024.**

**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 July 2024 have been reviewed by the EDA Commission; and

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

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

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

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

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

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

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 3<sup>rd</sup> day of September 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 1347 408.6414.43050	DECONSTRUCTION WORK 3851 CENTRAL BETTER FUTURES MN		06/18/24	INV1566	3,497.50
			Total For Check 1347		3,497.50
Check 1388 204.6314.42000	DESKTOP ORGANIZER, PEN HOLDER	AMAZON.COM	05/15/24	113-2498432-9590603	22.80
204.6314.42000	PEN HOLDER	AMAZON.COM	05/29/24	113-1054230-2277818	9.99
			Total For Check 1388		32.79
Check 199448 408.6414.43050	HAZARDOUS MATERIAL TESTING 4416	ANGSTROM ANALYTICAL INC	06/24/24	6714	850.00
			Total For Check 199448		850.00
Check 199486 204.6314.43050	CL205-00003 HOUSING TRUST FUND A KENNEDY & GRAVEN		06/14/24	181949	69.00
408.6414.43050	CL205-00089 4416 CENTRAL AVE PUR KENNEDY & GRAVEN		06/14/24	181949	974.00
			Total For Check 199486		1,043.00
Check 199512 204.6314.43050	2023 AUDIT ENGAGEMENT	REDPATH AND COMPANY LLC	05/31/24	150487843	1,450.00
			Total For Check 199512		1,450.00
Check 199516 228.6317.44000	SWEEPING - VAN BUREN RAMP	RTD POWER WASHING, INC	06/23/24	7-VB	1,396.00
			Total For Check 199516		1,396.00
Check 199634 204.6314.42000	STAMP PADS	INNOVATIVE OFFICE SOLUTION	05/28/24	IN4549379	7.70
204.6314.42000	BOOKENDS, DATE STAMP	INNOVATIVE OFFICE SOLUTION	05/31/24	IN4552797	15.83
			Total For Check 199634		23.53
Check 199638 408.6314.43050	MUNICIPAL LIQUOR 4300 CENTRAL DI KENNEDY & GRAVEN		06/18/24	182039	50.00
			Total For Check 199638		50.00
Check 199651 204.6314.43210	062624 10013121 PHONE COMMDEV AD POPP.COM INC		06/26/24	992838192	18.25
204.6314.43210	063024 -10010429 COM DEV ADMINI POPP.COM INC		06/30/24	992839262	13.69
			Total For Check 199651		31.94
Check 199665 204.6314.43050	EDA MINUTES 060324	TIMESAVER OFF SITE SECRETF	06/14/24	M29247	167.00
			Total For Check 199665		167.00
Check 199702 204.6314.44600	HOME ENERGY VISITS 040124-063024 CENTER FOR ENERGY & ENVIRC		07/17/24	24904	100.00
			Total For Check 199702		100.00
Check 199706 204.6314.43250	061524 934571297 COMM DEV ADMIN	COMCAST	06/15/24	204881399	24.30
204.6314.43250	071524 934571297 COMM DEV ADMIN	COMCAST	07/15/24	210138844	24.30
			Total For Check 199706		48.60
Check 199777 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	07/10/24	1117128950	5

08/15/2024 01:25 PM  
User: suems  
DB: Columbia Heights

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS  
EXP CHECK RUN DATES 07/01/2024 - 07/31/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 199777				Total For Check 199777	560.50

Item 2.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	1,922.86
				Fund 228 DOWNTOWN PARKING	1,956.50
				Fund 408 EDA REDEVELOPMENT PROJE	5,371.50
Total For All Funds:					9,250.86
--- TOTALS BY GL DISTRIBUTION ---					
204.6314.42000				DESKTOP ORGANIZER, PEN HOLDER	56.32
204.6314.43050				CL205-00003 HOUSING TRUST FUND A	1,686.00
204.6314.43210				062624 10013121 PHONE COMMDEV ADI	31.94
204.6314.43250				061524 934571297 COMM DEV ADMIN	48.60
204.6314.44600				HOME ENERGY VISITS 040124-063024	100.00
228.6317.43810				ELECTRIC	560.50
228.6317.44000				SWEEPING - VAN BUREN RAMP	1,396.00
408.6314.43050				MUNICIPAL LIQUOR 4300 CENTRAL DI:	50.00
408.6414.43050				HAZARDOUS MATERIAL TESTING 4416 (	5,321.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	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	1,231.00	(1,231.00)	100.00
	OTHER SERVICES & CHARGES	0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
Total Dept 6355 - ANOKA CO HRA LEVY PROJECTS		0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	1,231.00	(1,231.00)	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	1,231.00	(1,231.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(1,231.00)	1,231.00	100.00

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	220,000.00	0.00	126,581.47	128,024.57	91,975.43	58.19
204.0000.31014	AREA WIDE TAX	90,000.00	0.00	29,194.16	29,083.41	60,916.59	32.31
204.0000.31020	DELNQ. AD VALOREM	0.00	0.00	2,291.61	(1,579.24)	1,579.24	100.00
204.0000.31800	PAYMENT IN LIEU OF TAXES	0.00	0.00	23.16	23.16	(23.16)	100.00
204.0000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	(112.86)	112.86	100.00
	TAXES	310,000.00	0.00	158,090.40	155,439.04	154,560.96	50.14
CHARGES FOR SERVICES							
204.0000.34112	ADMINISTRATIVE FEES	0.00	0.00	0.00	30.00	(30.00)	100.00
	CHARGES FOR SERVICES	0.00	0.00	0.00	30.00	(30.00)	100.00
MISCELLANEOUS							
204.0000.36210	INTEREST ON INVESTMENTS	3,700.00	0.00	0.00	0.00	3,700.00	0.00
	MISCELLANEOUS	3,700.00	0.00	0.00	0.00	3,700.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		313,700.00	0.00	158,090.40	155,469.04	158,230.96	49.56
TOTAL REVENUES		313,700.00	0.00	158,090.40	155,469.04	158,230.96	49.56
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
204.6314.43045	ATTORNEY FEES-OTHER	0.00	0.00	0.00	1,938.00	(1,938.00)	100.00
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,500.00	375.00	264.00	4,624.50	(2,499.50)	199.98
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	3,000.00	0.00	0.00	700.00	2,300.00	23.33
204.6314.43210	TELEPHONE	700.00	0.00	32.08	575.82	124.18	82.26
204.6314.43220	POSTAGE	500.00	0.00	0.00	1,132.27	(632.27)	226.45
204.6314.43250	OTHER TELECOMMUNICATIONS	400.00	0.00	24.30	245.52	154.48	61.38
204.6314.43310	LOCAL TRAVEL EXPENSE	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43320	OUT OF TOWN TRAVEL EXPENSE	1,500.00	0.00	0.00	0.00	1,500.00	0.00
204.6314.43500	LEGAL NOTICE PUBLISHING	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43600	PROP & LIAB INSURANCE	3,200.00	0.00	266.67	1,866.69	1,333.31	58.33
204.6314.44000	REPAIR & MAINT. SERVICES	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	1,100.00	0.00	0.00	1,069.20	30.80	97.20
204.6314.44040	INFORMATION SYS:INTERNAL SVC	9,100.00	0.00	758.33	5,308.31	3,791.69	58.33
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	500.00	0.00	375.00	375.00	125.00	75.00
204.6314.44380	COMMISSION & BOARDS	700.00	0.00	0.00	0.00	700.00	0.00
204.6314.44600	LOANS & GRANTS	0.00	0.00	100.00	485.00	(485.00)	100.00
	OTHER SERVICES & CHARGES	24,100.00	375.00	1,820.38	18,320.31	5,404.69	77.57
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	203,800.00	0.00	9,090.14	112,225.85	91,574.15	55.07
204.6314.41210	P.E.R.A. CONTRIBUTION	15,300.00	0.00	643.62	8,646.69	6,653.31	56.51
204.6314.41220	F.I.C.A. CONTRIBUTION	15,800.00	0.00	728.05	9,395.68	6,404.32	59.47
204.6314.41300	INSURANCE	23,400.00	0.00	709.63	13,314.91	10,085.09	56.90
204.6314.41510	WORKERS COMP INSURANCE PREM	1,600.00	0.00	33.53	672.92	927.08	
	PERSONNEL SERVICES	259,900.00	0.00	11,204.97	144,256.05	115,643.95	

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	200.00	0.00	0.00	122.50	77.50	61.25
204.6314.42010	MINOR EQUIPMENT	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.42171	GENERAL SUPPLIES	200.00	0.00	0.00	37.69	162.31	18.85
204.6314.42175	FOOD SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
SUPPLIES		<u>800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>160.19</u>	<u>639.81</u>	<u>20.02</u>
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	28,900.00	0.00	2,408.33	16,858.31	12,041.69	58.33
CONTINGENCIES & TRANSFERS		<u>28,900.00</u>	<u>0.00</u>	<u>2,408.33</u>	<u>16,858.31</u>	<u>12,041.69</u>	<u>58.33</u>
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		<u>313,700.00</u>	<u>375.00</u>	<u>15,433.68</u>	<u>179,594.86</u>	<u>133,730.14</u>	<u>57.37</u>
TOTAL EXPENDITURES		<u>313,700.00</u>	<u>375.00</u>	<u>15,433.68</u>	<u>179,594.86</u>	<u>133,730.14</u>	<u>57.37</u>
Fund 204 - EDA ADMINISTRATION:							
TOTAL REVENUES		313,700.00	0.00	158,090.40	155,469.04	158,230.96	49.56
TOTAL EXPENDITURES		313,700.00	375.00	15,433.68	179,594.86	133,730.14	57.37
NET OF REVENUES & EXPENDITURES		0.00	(375.00)	142,656.72	(24,125.82)	24,500.82	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 228 - DOWNTOWN PARKING							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TRANSFERS & NON-REV RECEIPTS							
228.0000.39247	TRANSFER IN-SPECIAL PROJ REV	56,600.00	0.00	0.00	0.00	56,600.00	0.00
	TRANSFERS & NON-REV RECEIPTS	56,600.00	0.00	0.00	0.00	56,600.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		56,600.00	0.00	0.00	0.00	56,600.00	0.00
TOTAL REVENUES		56,600.00	0.00	0.00	0.00	56,600.00	0.00
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
228.6317.43600	PROP & LIAB INSURANCE	3,100.00	0.00	258.33	1,808.31	1,291.69	58.33
228.6317.43800	UTILITY SERVICES	2,000.00	0.00	497.84	1,218.24	781.76	60.91
228.6317.43810	ELECTRIC	13,000.00	0.00	560.50	5,378.20	7,621.80	41.37
228.6317.44000	REPAIR & MAINT. SERVICES	35,000.00	614.30	0.00	7,369.93	27,015.77	22.81
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00	0.00
	OTHER SERVICES & CHARGES	55,100.00	614.30	1,316.67	15,774.68	38,711.02	29.74
PERSONNEL SERVICES							
228.6317.41070	INTERDEPARTMENTAL LABOR SERV	1,500.00	0.00	0.00	0.00	1,500.00	0.00
	PERSONNEL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0.00
Total Dept 6317 - DOWNTOWN PARKING		56,600.00	614.30	1,316.67	15,774.68	40,211.02	28.96
TOTAL EXPENDITURES		56,600.00	614.30	1,316.67	15,774.68	40,211.02	28.96
Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		56,600.00	0.00	0.00	0.00	56,600.00	0.00
TOTAL EXPENDITURES		56,600.00	614.30	1,316.67	15,774.68	40,211.02	28.96
NET OF REVENUES & EXPENDITURES		0.00	(614.30)	(1,316.67)	(15,774.68)	16,388.98	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	850,000.00	0.00	469,293.19	483,721.97	366,278.03	56.91
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	3,160.40	284,673.50	(284,673.50)	100.00
TAXES		850,000.00	0.00	472,453.59	768,395.47	81,604.53	90.40
MISCELLANEOUS							
372.0000.36210	INTEREST ON INVESTMENTS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
MISCELLANEOUS		5,000.00	0.00	0.00	0.00	5,000.00	0.00
<hr/>							
Total Dept 0000 - NON-DEPARTMENTAL		855,000.00	0.00	472,453.59	768,395.47	86,604.53	89.87
<hr/>							
TOTAL REVENUES		855,000.00	0.00	472,453.59	768,395.47	86,604.53	89.87
<hr/>							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.44600	LOANS & GRANTS	550,000.00	0.00	378,689.99	378,689.99	171,310.01	68.85
OTHER SERVICES & CHARGES		550,000.00	0.00	378,689.99	378,689.99	171,310.01	68.85
<hr/>							
CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	140,000.00	0.00	0.00	140,000.00	0.00	100.00
372.7000.46110	INTEREST	50,200.00	0.00	24,050.00	50,200.00	0.00	100.00
372.7000.46200	FISCAL AGENT CHARGES	1,500.00	444.00	0.00	575.00	481.00	67.93
372.7000.46210	MISCELLANEOUS FISCAL CHARGES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL OUTLAY		192,700.00	444.00	24,050.00	190,775.00	1,481.00	99.23
<hr/>							
Total Dept 7000 - BONDS		742,700.00	444.00	402,739.99	569,464.99	172,791.01	76.73
<hr/>							
TOTAL EXPENDITURES		742,700.00	444.00	402,739.99	569,464.99	172,791.01	76.73
<hr/>							
Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		855,000.00	0.00	472,453.59	768,395.47	86,604.53	89.87
TOTAL EXPENDITURES		742,700.00	444.00	402,739.99	569,464.99	172,791.01	76.73
NET OF REVENUES & EXPENDITURES		112,300.00	(444.00)	69,713.60	198,930.48	(86,186.48)	176.75

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BGD USED
Fund 375 - TIF Z6: 47TH & GRAND							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
375.0000.31010	CURRENT AD VALOREM	0.00	0.00	103,891.13	103,891.13	(103,891.13)	100.00
	TAXES	0.00	0.00	103,891.13	103,891.13	(103,891.13)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	103,891.13	103,891.13	(103,891.13)	100.00
TOTAL REVENUES		0.00	0.00	103,891.13	103,891.13	(103,891.13)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
375.7000.44600	LOANS & GRANTS	0.00	0.00	93,502.02	93,502.02	(93,502.02)	100.00
	OTHER SERVICES & CHARGES	0.00	0.00	93,502.02	93,502.02	(93,502.02)	100.00
Total Dept 7000 - BONDS		0.00	0.00	93,502.02	93,502.02	(93,502.02)	100.00
TOTAL EXPENDITURES		0.00	0.00	93,502.02	93,502.02	(93,502.02)	100.00
Fund 375 - TIF Z6: 47TH & GRAND:							
TOTAL REVENUES		0.00	0.00	103,891.13	103,891.13	(103,891.13)	100.00
TOTAL EXPENDITURES		0.00	0.00	93,502.02	93,502.02	(93,502.02)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	10,389.11	10,389.11	(10,389.11)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 391 - SCATTERED SITE TIF W3/W4							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
391.0000.31010	CURRENT AD VALOREM	0.00	0.00	28,007.47	28,007.47	(28,007.47)	100.00
	TAXES	0.00	0.00	28,007.47	28,007.47	(28,007.47)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	28,007.47	28,007.47	(28,007.47)	100.00
TOTAL REVENUES		0.00	0.00	28,007.47	28,007.47	(28,007.47)	100.00
Fund 391 - SCATTERED SITE TIF W3/W4:							
TOTAL REVENUES		0.00	0.00	28,007.47	28,007.47	(28,007.47)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	28,007.47	28,007.47	(28,007.47)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 392 - TIF BB2 ALATUS 40TH AV							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
392.0000.31010	CURRENT AD VALOREM	0.00	0.00	404,497.31	404,497.31	(404,497.31)	100.00
TAXES		0.00	0.00	404,497.31	404,497.31	(404,497.31)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	404,497.31	404,497.31	(404,497.31)	100.00
TOTAL REVENUES		0.00	0.00	404,497.31	404,497.31	(404,497.31)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
392.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	500.00	(500.00)	100.00
392.7000.44600	LOANS & GRANTS	0.00	0.00	384,272.44	384,272.44	(384,272.44)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	384,272.44	384,772.44	(384,772.44)	100.00
CAPITAL OUTLAY							
392.7000.46200	FISCAL AGENT CHARGES	0.00	176.00	0.00	0.00	(176.00)	0.00
CAPITAL OUTLAY		0.00	176.00	0.00	0.00	(176.00)	0.00
Total Dept 7000 - BONDS		0.00	176.00	384,272.44	384,772.44	(384,948.44)	100.00
TOTAL EXPENDITURES		0.00	176.00	384,272.44	384,772.44	(384,948.44)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	404,497.31	404,497.31	(404,497.31)	100.00
TOTAL EXPENDITURES		0.00	176.00	384,272.44	384,772.44	(384,948.44)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(176.00)	20,224.87	19,724.87	(19,548.87)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 393 - TIF BB6 ALATUS 4300 CENTRAL							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
393.0000.31010	CURRENT AD VALOREM	0.00	0.00	15,641.34	15,641.34	(15,641.34)	100.00
TAXES		0.00	0.00	15,641.34	15,641.34	(15,641.34)	100.00
MISCELLANEOUS							
393.0000.36216	LOAN INTEREST	63,700.00	0.00	0.00	0.00	63,700.00	0.00
MISCELLANEOUS		63,700.00	0.00	0.00	0.00	63,700.00	0.00
TRANSFERS & NON-REV RECEIPTS							
393.0000.39310	BOND PROCEEDS	5,885,000.00	0.00	0.00	0.00	5,885,000.00	0.00
TRANSFERS & NON-REV RECEIPTS		5,885,000.00	0.00	0.00	0.00	5,885,000.00	0.00
<hr/>							
Total Dept 0000 - NON-DEPARTMENTAL		5,948,700.00	0.00	15,641.34	15,641.34	5,933,058.66	0.26
TOTAL REVENUES		5,948,700.00	0.00	15,641.34	15,641.34	5,933,058.66	0.26
<hr/>							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
393.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	465.00	(465.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	465.00	(465.00)	100.00
<hr/>							
CAPITAL OUTLAY							
393.7000.46010	PRINCIPAL	5,935,000.00	0.00	0.00	0.00	5,935,000.00	0.00
393.7000.46110	INTEREST	13,400.00	0.00	0.00	0.00	13,400.00	0.00
393.7000.46210	MISCELLANEOUS FISCAL CHARGES	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
CAPITAL OUTLAY		5,948,400.00	0.00	0.00	1,000.00	5,947,400.00	0.02
<hr/>							
Total Dept 7000 - BONDS		5,948,400.00	0.00	0.00	1,465.00	5,946,935.00	0.02
TOTAL EXPENDITURES		5,948,400.00	0.00	0.00	1,465.00	5,946,935.00	0.02
<hr/>							
Fund 393 - TIF BB6 ALATUS 4300 CENTRAL:							
TOTAL REVENUES		5,948,700.00	0.00	15,641.34	15,641.34	5,933,058.66	0.26
TOTAL EXPENDITURES		5,948,400.00	0.00	0.00	1,465.00	5,946,935.00	0.02
NET OF REVENUES & EXPENDITURES		300.00	0.00	15,641.34	14,176.34	(13,876.34)	4,725.45

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
408.0000.31012	HRA CURRENT AD VALOREM	235,000.00	0.00	125,430.14	130,509.32	104,490.68	55.54
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	30,411.27	30,058.02	44,941.98	40.08
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	2,273.70	(2,339.37)	2,339.37	100.00
TAXES		310,000.00	0.00	158,115.11	158,227.97	151,772.03	51.04
Total Dept 0000 - NON-DEPARTMENTAL		310,000.00	0.00	158,115.11	158,227.97	151,772.03	51.04
TOTAL REVENUES		310,000.00	0.00	158,115.11	158,227.97	151,772.03	51.04
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	269.00	(269.00)	100.00
408.6314.44300	MISC. CHARGES	0.00	0.00	0.00	298.89	(298.89)	100.00
408.6314.44600	LOANS & GRANTS	0.00	0.00	0.00	4,600.00	(4,600.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	5,167.89	(5,167.89)	100.00
CAPITAL OUTLAY							
408.6314.45110	LAND	0.00	0.00	0.00	15,000.00	(15,000.00)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	15,000.00	(15,000.00)	100.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		0.00	0.00	0.00	20,167.89	(20,167.89)	100.00
Dept 6411 - FACADE IMPROVEMENT GRANT							
OTHER SERVICES & CHARGES							
408.6411.44600	LOANS & GRANTS	0.00	0.00	15,000.00	19,374.34	(19,374.34)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	15,000.00	19,374.34	(19,374.34)	100.00
Total Dept 6411 - FACADE IMPROVEMENT GRANT		0.00	0.00	15,000.00	19,374.34	(19,374.34)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	9,002.50	5,532.00	92,369.00	(101,371.50)	100.00
408.6414.44000	REPAIR & MAINT. SERVICES	0.00	0.00	0.00	495.21	(495.21)	100.00
408.6414.44390	TAXES & LICENSES	0.00	0.00	0.00	11,839.12	(11,839.12)	100.00
408.6414.44600	LOANS & GRANTS	100,000.00	0.00	0.00	0.00	100,000.00	0.00
OTHER SERVICES & CHARGES		100,000.00	9,002.50	5,532.00	104,703.33	(13,705.83)	113.71
CAPITAL OUTLAY							
408.6414.45110	LAND	210,000.00	0.00	0.00	226,519.55	(16,519.55)	107.87
CAPITAL OUTLAY		210,000.00	0.00	0.00	226,519.55	(16,519.55)	107.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2024

Item 2.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 07/31/24	YTD BALANCE 07/31/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Expenditures							
Total Dept 6414 - COMMERCIAL REVITALIZATION		310,000.00	9,002.50	5,532.00	331,222.88	(30,225.38)	109.75
Dept 6418 - FIRE SUPPRESSION GRANT							
OTHER SERVICES & CHARGES							
408.6418.44600	LOANS & GRANTS	0.00	0.00	2,872.50	74,436.00	(74,436.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	2,872.50	74,436.00	(74,436.00)	100.00
Total Dept 6418 - FIRE SUPPRESSION GRANT		0.00	0.00	2,872.50	74,436.00	(74,436.00)	100.00
TOTAL EXPENDITURES		310,000.00	9,002.50	23,404.50	445,201.11	(144,203.61)	146.52
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	158,115.11	158,227.97	151,772.03	51.04
TOTAL EXPENDITURES		310,000.00	9,002.50	23,404.50	445,201.11	(144,203.61)	146.52
NET OF REVENUES & EXPENDITURES		0.00	(9,002.50)	134,710.61	(286,973.14)	295,975.64	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		7,484,000.00	0.00	1,340,696.35	1,634,129.73	5,849,870.27	21.83
TOTAL EXPENDITURES - ALL FUNDS		7,371,400.00	10,611.80	920,669.30	1,691,006.10	5,669,782.10	23.08
NET OF REVENUES & EXPENDITURES		112,600.00	(10,611.80)	420,027.05	(56,876.37)	180,088.17	59.94



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	09/03/2024

ITEM:	Adoption of the 2025 Budget and Authorization of the EDA and HRA Levies	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney – 8/30/2024

**BACKGROUND:**

In late August, the proposed budget for the 2024 fiscal year was distributed to the City Council. Before the City Council completes its final review of the proposed budget, the Columbia Heights Economic Development Authority (“EDA”) and the Housing and Redevelopment Authority in and for the City of Columbia Heights (“HRA”) are required to adopt fund budgets for Fund 204: EDA Administration and Fund 408: EDA Redevelopment Projects; and to authorize their respective 2024 tax levies, payable in 2025.

The EDA effectively has two separate tax levies after the City 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 within the statutory limits. For 2024, the EDA Levy would capture \$319,000 from the City’s estimated market land value, whereas the HRA Levy would net \$400,000. Combined, both levies result in a total net revenue of \$719,000.

At the August 5th EDA meeting a few members of the EDA spoke about increasing the EDA or HRA levy to provide more funds for EDA initiatives and conduct increases in increments so that any later increases don’t need to be as large. Attached is a Levy Calculations Chart which is a historical breakdown of EDA and HRA changes since 2008. As demonstrated by the chart there has not been an increase in the HRA levy since 2020. Since 2020 the City’s Market Value has increased by 27.48%. For 2025 staff are recommending a \$90,000 increase to the HRA levy. \$5,000 of this increase would cover the Home Energy Squad Program. While the remaining \$85,000 would be available for the affordable housing trust fund and any projects or initiatives it takes on. At the same time, the increase would constitute a 24% increase in the HRA levy. It follows just below the pattern if the HRA Levy had been incrementally increased every year. Staff are also recommending the additional funds be placed in the Affordable Housing Trust Fund for 2025 to make up for the reduced amount of LAHA funding received from the State. This can be altered next year to shift the additional income to other programs or initiatives. The \$400,000 amount highlighted above and established in Resolution 2024-23 is the budget after the addition of the \$90,000. In 2024 the EDA budgeted \$310,000 for the HRA Levy.

Staff’s recommendation is reflected in the attached resolutions. If, after further discussion, the EDA would like to alter the amount on the budget resolutions, amendment motions can be made at the meeting. The other remaining documents cover the breakdown of which priorities the levied funds are attributed to. For more detail, please refer to the attached summary budgets.

**RECOMMENDED MOTION(S):**

**MOTION:** Move to waive the reading of Resolution 2024-22, there being ample copies available to the public.

**MOTION:** Move to adopt Resolution 2024-22, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2025 and setting the 2024 tax levy, payable in 2025.

**MOTION:** Move to waive the reading of Resolution 2024-23, there being ample copies available to the public.

**MOTION:** Move to adopt Resolution 2024-23, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2025 and authorizing a special benefit tax levy, payable in 2025.

**ATTACHMENT(S):**

1. Levy Calculations Chart
2. Resolution 2024-22
3. Resolution 2024-23
4. Fund 204: EDA Administration Budget Summary
5. Fund 408: EDA Redevelopment Budget Summary
6. Budget Summary

**CCH**  
**EDA/HRA Levy**

Valuation Year (a)	Applicable (b) Market Value	EDA Levy Limit	HRA Levy Limit	Budget Year (a)	EDA Levy	HRA Levy	
2008	1,446,275,700	0.01813%	0.01850%	2009	80,000	267,561	Adopted
2009	1,420,604,300	0.01813%	0.01850%	2010	83,971	262,556	Adopted
2010	1,299,323,500	0.01813%	0.01850%	2011	84,811	240,374	Adopted
2011	1,181,497,100	0.01813%	0.01850%	2012	84,811	218,343	Adopted
2012	998,667,376	0.01813%	0.01850%	2013	84,811	184,753	Adopted
2013	993,984,300	0.01813%	0.01850%	2014	84,000	183,887	Adopted
2014	954,475,000	0.01813%	0.01850%	2015	84,000	176,578	Adopted
2015	1,093,861,500	0.01813%	0.01850%	2016	78,023	202,364	Adopted
2016	1,132,257,300	0.01813%	0.01850%	2017	84,000	209,468	Adopted
2017	1,214,009,300	0.01813%	0.01850%	2018	220,100	224,592	Adopted
2018	1,335,438,300	0.01813%	0.01850%	2019	242,100	247,000	Adopted
2019	1,466,682,000	0.01813%	0.01850%	2020	245,100	250,100	Adopted
2020	1,666,215,700	0.01813%	0.01850%	2021	255,500	250,000	Adopted
2021	1,677,580,500	0.01813%	0.01850%	2022	255,500	310,000	Adopted
2022	1,808,577,800	0.01813%	0.01850%	2023	297,100	310,000	Adopted
2023	2,232,137,100	0.01813%	0.01850%	2024	310,000	310,000	Adopted
<b>2024</b>	<b>2,313,390,800</b>	<b>0.01813%</b>	<b>0.01850%</b>	<b>2025</b>	<b>419,402</b>	<b>427,959</b>	<b>Max Allowed</b>

**2025                      306,600                      315,000 Dept Proposed**

← *EDA does not yet include 2025 COLA*

*Note (a):  
There is a one year lag in the market values used for the EDA & HRA levy limits.  
For example, the market values used for regular property taxes payable in 2019,  
are the values used to calculate the limit for EDA & HRA levies for taxes payable in 2020.*

*Note (b):  
For payable years prior to 2014, the applicable value was the Taxable Market Value  
For payable years after 2013, the applicable value is the Assessor's Estimated Market Value*

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2025 AND SETTING THE 2024 TAX LEVY, PAYABLE IN 2025.**

**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 \$319,000 for 2025; 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 \$319,000 for taxes payable in 2025; 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 3<sup>rd</sup> day of September, 2024

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_  
President

Attest:  
\_\_\_\_\_  
Secretary

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2025 AND AUTHORIZING A SPECIAL BENEFIT TAX LEVY, PAYABLE IN 2025.**

**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 2025, and the proposed amount of the HRA Levy, payable in 2025, 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 2025 of \$4000,000 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 \$400,000 for taxes payable in 2025 under Section 469.033 of the HRA Act.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 3<sup>rd</sup> day of September, 2024

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

DEPARTMENT: ECONOMIC DEVELOPMENT AUTHORITY							
204 6314	COMMUNITY DEVELOPMENT ECONOMIC DEVELOPMENT AUTH.	Actual Expense 2022	Actual Expense 2023	Adopted Budget 2024	Department Proposed 2025	City Manager Proposed 2025	Council Adopted 2025
Description							
	Personnel Services	231,700	251,800	259,900	250,100	250,100	-
	Supplies	500	100	800	800	800	-
	Other Services & Charges	17,100	27,600	24,100	33,000	33,000	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	172,100	22,100	28,900	25,100	25,100	-
	<b>TOTALS: ECONOMIC DEVELOPMENT</b>	<b>421,400</b>	<b>301,600</b>	<b>313,700</b>	<b>309,000</b>	<b>309,000</b>	<b>-</b>

Activity Description

The Economic Development Authority coordinates several activities that both directly and indirectly act as a catalyst for improving the community's overall quality of life, business vitality, and economic performance. The main activities of Economic Development Authority staff include providing support to the Columbia Heights Economic Development Authority and the Housing & Redevelopment Authority in and for the City of Columbia Heights; leveraging public and private partnerships to increase the amount of reinvestment within the City; serving as project managers for development and redevelopment projects; writing and maintaining grants from governmental agencies and corporate institutions; preparing and maintaining Tax Increment Financing, Tax Abatement, and Private Activity Bond records; developing and implementing a Business Retention & Expansion programs; managing housing programs; and facilitating the acquisition and conveyance of City owned properties.

Comments on Proposed Budget

The proposed 2025 budget is a decrease \$4,700 or 1.5% lower than 2024, due to staffing changes in the department.

**PERSONNEL SERVICES:**  
 Personnel services will decrease by \$9,800, or 3.9% due to the promotion of the Community Development Director/Assistant City Manager to the position of City Manager. In conjunction with this promotion, the new Community Development Director has been hired at a lower salary and the position has reverted back to CD Director, and no longer includes the duties of Assistant City Manager.

**SUPPLIES:**  
 The Supplies budget will remain unchanged for 2025.

**OTHER SERVICES AND CHARGES:**  
 Other Services and Charges will increase by \$8,100 to adequately reflect the anticipated workload of the department, and account for increases in Expert and Professional Services, Training and Education, Property and Liability Insurance, Memberships, and Information Systems. The largest increase (\$6,100) will be in Expert and Professional Services. This is to better reflect trends and accommodate unforeseen consultant and legal fees.

CITY OF COLUMBIA HEIGHTS, MINNESOTA  
BUDGET 2025

DEPARTMENT: COMMERCIAL REVITALIZATION							
408 6414	EDA REDEVELOPMENT PROJECT COMMERCIAL REVITALIZATION	Actual Expense 2022	Actual Expense 2023	Adopted Budget 2024	Department Proposed 2025	City Manager Proposed 2025	Council Adopted 2025
Description							
	Personnel Services	400	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	6,000	73,800	100,000	200,000	200,000	-
	Capital Outlay	177,200	392,000	210,000	200,000	200,000	-
	Contingencies & Transfers	816,100	-	-	-	-	-
	<b>TOTALS: COMMERCIAL REVITALIZA</b>	<b>999,700</b>	<b>465,800</b>	<b>310,000</b>	<b>400,000</b>	<b>400,000</b>	<b>-</b>

Activity Description

The Redevelopment Project Fund is a working capital fund designed to provide the resources necessary for the Columbia Heights Economic Development Authority to implement approved activities for the benefit of the community. The three approved activities covered previously within this fund are the Commercial Revitalization Project, the Facade Improvement Grant Program, and the Fire Suppression grants program.

Comments on Proposed Budget

The proposed 2025 budget is an increase of \$90,000 or 29% over 2024.

This fund is supported by the Housing and Redevelopment Authority (HRA) Levy and is recognized in Fund 408. Fund 408 will continue to support redevelopment projects and program expenditures of the Columbia Heights Economic Development Authority (EDA), including the Facade Improvement Grant Program (\$50,000), Fire Suppression Grant Program (\$60,000), and strategic property acquisitions (\$200,000).

The fund 408 budget is increasing by \$90,000 in 2025 to accommodate two primary changes. \$5,000 of the increase will be dedicated to cover energy audit services with a new third party service provider. For several years, the City had contracted with the Center for Energy and Environment (CEE) to provide reduced cost energy audits to the residents of Columbia Heights. In mid-2024, the City was informed that CEE would no longer be providing these services in Columbia Heights. Staff will work to secure a new partner for these services in 2025. The remaining \$85,000 increase in revenue will be placed in the EDA's newly created Affordable Housing Trust Fund. This increase is being requested to help offset lower than expected sales tax revenue from the State's newly enacted affordable housing sales tax.

City of Columbia Heights, Minnesota

BUDGET 2025

Community Development

	EDA				
	Planning & Inspections	EDA	Downtown Parking	Redevelopment Project	Cap Equip Protective Insp.
	201.2400	204.6314	228.6317	408.6414	431.2400
<b>Revenue</b>					
Taxes	-	317,000	-	400,000	-
Licenses & Permits	419,000	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Services	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-
Miscellaneous	4,800	2,000	-	-	-
Sales and Related Charges	-	-	-	-	-
Transfers & Non Rev Receipts	218,000	-	58,000	-	-
<b>Total Revenue</b>	<b>641,800</b>	<b>319,000</b>	<b>58,000</b>	<b>400,000</b>	<b>-</b>
<b>Expenses</b>					
Personnel Services	549,900	250,100	-	-	-
Supplies	8,900	800	1,500	-	-
Other Services and Charges	78,100	33,000	56,500	200,000	-
Capital Outlay	-	-	-	200,000	-
Contingencies & Transfers	25,100	25,100	-	-	-
<b>Total Expenses</b>	<b>662,000</b>	<b>309,000</b>	<b>58,000</b>	<b>400,000</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>(20,200)</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>