



ECONOMIC DEVELOPMENT AUTHORITY
Public Safety Building—Training Room, 825 41st Ave
NE
Monday, November 01, 2021
6:00 PM

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 **868 7427 5682** or by Zoom at <http://us02web.zoom.us/j/86874275682>. For questions please call the Community Development Department at 763-706-3670.*

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- 1. APPROVE REGULAR MEETING MINUTES OF SEPTEMBER 7, 2021**
- 2. APPROVE FINANCIAL REPORTS AND PAYMENT OF BILLS OF AUGUST AND SEPTEMBER 2021**

MOTION: Move to approve the Consent Agenda as presented.

BUSINESS ITEMS

- 3. APPROVE AMENDED EDA BUDGET RESOLUTION NO. 2021-14**

MOTION: Move to waive the reading of Amended Resolution 2021-14, there being ample copies available to the public.

MOTION: Move to approve Amended Resolution 2021-14, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2022 and setting the 2021 tax levy, payable in 2022.

- 4. APPROVE DEMOLITION CONTRACT FOR 960, 1002, AND 230 40TH AVE NE**

MOTION: Move to waive the reading of Resolution 2021-19, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2021-19, a resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving contract with Drobnick's Demolition for demolition of site improvements, site grading, and utility work for the properties located at 960, 1002, and 230 40th Avenue NE.

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.

MINUTES
CITY OF COLUMBIA HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY (EDA) MEETING
SEPTEMBER 7, 2021

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

Members present: Connie Buesgens, Kt Jacobs, Amada Márquez Simula, John Murzyn Jr., Nick Novitsky, Marlaine Szurek

Member absent: Gerry Herringer

Staff Present: Aaron Chirpich, Community Development Director; Joe Kloiber, Finance Director; Ben Sandell, Communications Coordinator; and Alicia Howe, Administrative Assistant

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approve the minutes of the regular EDA Meeting of August 2, 2021
2. Approve financial reports and payment of bills for July 2021 – Resolution No. 2021-13

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

RESOLUTION NO. 2021-13

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTHS OF MAY AND JUNE 2021, AND THE PAYMENT OF THE BILLS FOR THE MONTHS OF JULY 2021

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

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

WHEREAS, the financial statements for the months of July 2021 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 7th day of September, 2021

Offered by: Buesgens
Seconded by: Murzyn, Jr.
Roll Call: All ayes of present

President

Attest:

Assistant Secretary

BUSINESS ITEMS

3. Adoption of the 2022 Budget and Authorization of the EDA and HRA Levies

Chirpich explained that in late August, the proposed budget for the 2022 fiscal year was distributed to the City Council. Before the City Council completes their final review of the proposed budget later this fall, the Columbia Heights EDA and the Housing and Redevelopment Authority (HRA) are required to adopt fund budgets for Fund 204: “EDA Administration” and Fund 408: “EDA Redevelopment Projects” and authorize their respective 2021 tax levies, payable in 2022.

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 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 Levy. The proposed fund budgets reflect total levy amounts that are within the statutory limits. For 2022, the EDA Levy would capture \$255,500 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 \$565,500.

The proposed 2022 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 and Façade Improvement Grant Program. It is worth noting that the proposed 2022 budget for Fund 408 includes a 24% levy increase, which represents an increase of \$60,000 from 2021. This increase was discussed with the EDA at the August 2, 2021 meeting and supported by all members present. The Fund 408 budget does not reflect a direct allocation of the additional \$60,000. At the August 2 meeting, the EDA board directed staff to pursue the levy increase for the 2022 budget and were comfortable leaving decisions on how to allocate the additional funding later in the year. The table below reflects an overview of both fund budgets.

<u>Fund</u>	<u>Revenue</u>	<u>Expense</u>
204 – EDA Administration	\$255,500	\$250,028
408 – Redevelopment Projects	\$310,000	\$250,000
Increase (Decrease) to Fund Balance	<u> </u>	<u>\$ 65,472</u>
Total Including Interfund Transfers	\$565,500	\$565,500

Fund 204 had a small decrease for personnel services which still accommodates the increases for the Community Development Director and Coordinator positions. This was made possible by shifting some of the Community Development Director’s time to the planning and inspections function of the department, which isn’t governed by the EDA, as there will be some upcoming heavy planning related cases in the next year and the new City Planner is still onboarding. The \$4,700 in Professional Services reflects how the department is managing expenditures and assigning them to larger projects as they come into the department.

Of the \$310,000 revenue in Fund 408, a \$200,000 commercial revitalization project expense includes acquisition and demolition of the distressed single-family properties that are zoned commercially and another \$50,000 for the façade improvement program.

Questions/Comments from Members:

Jacobs asked for clarification, as she thought the basis for the proposed funding increase was for the purchase of properties because of what was happening with the market values. Chirpich said that it had been the staff’s primary purpose but then wanted flexibility to talk about it further with the EDA members.

Szurek asked whether an increase above the allocated \$50,000 may be needed for the façade improvement program in case there are more applications. Chirpich said the amount was fine for 2021 and he would like to have a conversation as the department would like to expand the geographic boundaries.

Motion by Buesgens, seconded by Jacobs, to waive the reading of Resolution 2021-14, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Buesgens, seconded by Novitsky, to adopt Resolution 2021-14, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2022 and setting the 2021 tax levy, payable in 2022. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2021-14

A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2022 AND SETTING THE 2021 TAX LEVY, PAYABLE IN 2022

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 \$565,500 for 2022; 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 \$250,028 for taxes payable in 2022; 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 7th day of September, 2021

Offered by: Buesgens
Seconded by: Novitsky
Roll Call: All ayes of present

President

Attest:

Secretary

Motion by Buesgens, seconded by Jacobs, to waive the reading to Resolution 2021-15, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Buesgens, seconded by Novitsky, to adopt Resolution 2021-15, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2022 and authorizing a special benefit tax levy, payable in 2022. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2021-15

A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2022 AND AUTHORIZING A SPECIAL BENEFIT TAX LEVY, PAYABLE IN 2022

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 2022, and the proposed amount of the HRA Levy, payable in 2022, 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 2022 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 2022 under Section 469.033 of the HRA Act.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 7th day of September, 2021

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

President

Attest:

Secretary

4. Façade Improvement Grant for Dairy Queen, 3959 Central Avenue NE

Chirpich explained that the EDA received a Façade Improvement Grant application from Tom Letness for the Dairy Queen building located at 3959 Central Avenue NE. Mr. Letness requests a \$1,750 grant to support his proposed \$3,500 painting project. The project scope includes a full repainting of the entire exterior of the building to bring the facility up to the current color specifications set by the Dairy Queen Corporation. All sides of the building are visible from a public street. Therefore, per the grant program guidelines, repainting of the entire building is a grant eligible activity. Mr. Letness submitted a complete application for eligible improvements and staff recommends approval of the request.

Questions/Comments from Members:

There were no questions or comments.

Motion by Jacobs, seconded by Márquez Simula, to waive the reading of Resolution 2021-16, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Jacobs, seconded by Novitsky, to adopt Resolution 2021-16, a resolution approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with Tom Letness. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2021-16

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

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

WHEREAS, the City of Columbia Heights (the “City”) and 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 the City’s commercial corridors, pursuant to a Façade Improvement Grant Agreement with Tom Letness (the “Grant Agreement”); and

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

NOW, THEREFORE BE IT RESOLVED that the Authority hereby approves the form and substance of the Grant Agreement and approves the Authority entering into the Grant Agreement with Tom Letness, as recommended by the Community Development Department of the City, in accordance with the Program guidelines.

BE IT FURTHER RESOLVED, that Kelli Bourgeois, as the Executive Director of the Authority, is hereby authorized, empowered and directed for and on behalf of the Authority to enter into the Grant Agreement.

BE IT FURTHER RESOLVED, that Kelli Bourgeois, 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.

BE IT FURTHER RESOLVED, that these actions shall be effective as of September 7th, 2021.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 7th day of September, 2021

Offered by: Jacobs
Seconded by: Novitsky
Roll Call: All ayes of present

Marlaine Szurek, President

Attest:

Secretary

5. Façade Improvement Grant for Hairatage, 530 40th Avenue NE

Chirpich explained that the EDA has received a Façade Improvement Grant application from Donna Mahlmann for the Hairatage building located at 528 40th Avenue NE. Ms. Mahlmann is requesting a \$3,100 grant to support her proposed \$6,200 stucco repair and painting project. The project scope

includes fixing several damaged stucco areas on the south and west sides of the building and a full repainting of the repaired areas. The building is situated on a corner lot at the intersection of 40th Avenue NE and Summit Street NE. Therefore, all sides of the building are visible from a public street.

He reported that it is important to note that this property did receive a \$4,684 Façade Improvement Grant from the EDA in 2019 for stucco repair, repainting and new awnings on the main façade (north side). At that time the building was not owned by Ms. Mahlmann and, as she was leasing the space, she received the grant as a tenant. The program guidelines do not prohibit multiple grant awards for the same property. However, the EDA's grant agreement contracts do state: "the EDA has proposed to make grants of money in the maximum amount of \$5,000 per parcel of real property to property owners, tenants or nonprofit organizations." It is staff's opinion that offering a second grant to the same property in this case is open to interpretation by the EDA. Given the fact that the building was purchased by the applicant after the last grant was awarded, staff is supportive of the request as Ms. Mahlmann has shown a commitment to investing long term in the community.

Questions/Comments from Members:

Buesgens preferred reviewing applications case-by-case but approved of Ms. Mahlmann's request as she is the building's new owner.

Jacobs agreed with a case-by-case approach but had reservations about setting a precedent.

Márquez Simula asked if Ms. Mahlmann completed all the work designated for the first grant award. Chirpich confirmed that the work was completed according to the grant agreement. Márquez Simula, citing the new owner's commitment to the City and the building being prominently placed in view, supported the grant but also agreed that future considerations be on a case-by-case basis. Chirpich said this particular grant is a "nice opportunity" for the EDA to say the award was approved because it was a change of ownership and such a case is unlikely to recur.

Szurek asked if Ms. Mahlmann, as a tenant, completed the work from the first grant award in 2019 for stucco repair, repainting and new awning. Chirpich confirmed so. Szurek then said the new application is for further stucco repair. Chirpich said the original work was for the north side of the building and the application now is for stucco repair on the remaining three sides.

Szurek said she is worried about setting a precedent. Buesgens commented that it would be the same way as the Planning Commission treats variance requests, each case being considered individually. Szurek's concern was that it would a second grant for the same property.

Buesgens commented that Ms. Mahlmann is planning to make the building look nicer. Szurek said it is not the most attractive building on the street. Buesgens said perhaps the EDA should discuss designating awards by parcel because that could limit flexibility.

Jacobs said the City is in year three of the façade improvement program and this predicament has already come up, had a concern about awards granted by parcel and asked why Ms. Mahlmann

completed work from the first grant on the north side of the building rather than the east side that faces Central. Chirpich said the north side faces 40th, which is more prominent.

Márquez Simula commented that improvements would go beyond a coat of paint, that the stucco repair would help maintain the structure of the building and, as an example, if Dairy Queen sells their building in five years and the new owner has another great idea on how to make it better – would the City not want to make it look better just because five years ago it looked better. She added that Ms. Mahlmann would cover 50% of the expenses, obtain the quotes and do the work.

Jacobs asked if the grant cap would be \$5,000 per parcel, and Chirpich confirmed so.

Szurek asked for clarification it would be grant per application or grant per property. Chirpich said it would be per parcel in the grant agreement, inconsistent with the guidelines but not contrary.

Novitsky asked if there are known additional grant applicants for 2021, and Chirpich said there are three in the pipeline that struggling to become compliant. Novitsky asked if there is money available for those applicants, and Chirpich there would be enough for the two (on the evening's agenda) and the upcoming three.

Jacobs asked when the program closes, and Chirpich said the program is on a rolling first-come first-served basis approach, so funds are available annually until they are expended. Jacobs asked if unused funding is rolled over to the next year, and Chirpich confirmed so.

Novitsky expressed support because the building is very visible and said the fact that the building's owners have come back two times confirms that the façade improvement program is working. He also suggested identifying the program criteria as "per parcel per year," with the City granting new applications first but then others if funding is available.

Murzyn, Jr. agreed with Novitsky, as long as an owner makes their building look better and plans to remain in the City, and said he supports a case-by-case basis.

Szurek said it is a good use of the money and her only concern was precedent setting and how it would be explained the next time when an applicant comes back for funding three or four times. Chirpich explained that the unique nature is the acquisition, which the EDA could say it was approved because the investment was made to move from tenant to owner, which is a very specific standard.

Jacobs asked if staff could ensure the guidelines and application are consistent with each other, using "parcel" as an example. She agreed it would be money well spent, that the owner is invested in the business and in the future long term, but her issues were precedent and being consistent with the guidelines.

Buesgens agreed with Novitsky's suggestion that new applications be considered first for funding and any returning applicants be considered after that. She said she thought "parcel" is limiting because the program's goal is to improve the look of the business areas and is the City's way of

investing in those businesses. Buesgens said she had no problem in setting a precedent because needed improvements may have to be broken into segments, such as windows.

Jacobs commented that the program's purpose is for improvement, not to subsidize maintenance.

Szurek said the proposed improvements for Ms. Mahlmann's building would be a good use of money but she would not want to set the precedent, that first-comers should be considered first rather than repeaters.

Chirpich further explained that staff has observed in the program over the course of the last year that small businesses have had difficulty securing competitive quotes for small projects, which has continued to be an issue. He compared Ms. Mahlmann's two quotes (\$5,420 and \$6,200) and what was included in each, adding that the \$6,200 quote is actually more affordable in that it reseals the flashing of the window rather than upper roof and tearing out the entire wall to deflect water. And a potential problem for all businesses seeking grants is obtaining second quotes, with the lack of availability for contractors.

Novitsky said he wouldn't want to hold up projects because contractors don't get back to the businesses. Chirpich said the inability to secure multiple quotes is a problem and it could be helpful if applicants seeking grants submitted any denial letters for quotes received from those contractors.

Novitsky also suggested that applicants send certified letters to companies to prove that they attempted to obtain multiple quotes, and all members and Chirpich agreed. Kloiber added that for most projects there is the capability for staff to evaluate whether quotes are in the ballpark, and Chirpich agreed. Márquez Simula commented that it would also be valuable for businesses to utilize that expertise of City staff and that the abbreviated grant form is helpful to them.

Motion by Jacobs, seconded by Murzyn, Jr., to waive the reading of Resolution 2021-17, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Jacobs, seconded by Murzyn, Jr., to adopt Resolution 2021-17, a resolution approving the form and substance of the Façade Improvement Grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a Façade Improvement Grant agreement with Donna Mahlmann. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2021-17

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

BE IT RESOLVED BY the Board of Commissioners ("Board") of the Columbia Heights Economic

Development Authority (the "Authority") as follows:

WHEREAS, the City of Columbia Heights (the "City") and 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 the City's commercial corridors, pursuant to a Façade Improvement Grant Agreement with Donna Mahlmann (the "Grant Agreement"); and

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

NOW, THEREFORE BE IT RESOLVED that the Authority hereby approves the form and substance of the Grant Agreement and approves the Authority entering into the Grant Agreement with Donna Mahlmann, as recommended by the Community Development Department of the City, in accordance with the Program guidelines.

BE IT FURTHER RESOLVED, that Kelli Bourgeois, as the Executive Director of the Authority, is hereby authorized, empowered and directed for and on behalf of the Authority to enter into the Grant Agreement.

BE IT FURTHER RESOLVED, that Kelli Bourgeois, 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.

BE IT FURTHER RESOLVED, that these actions shall be effective as of September 7th, 2021.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 7th day of September, 2021

Offered by: Jacobs
Seconded by: Murzyn, Jr.
Roll Call: All ayes of present

Marlaine Szurek, President

Attest:

Secretary

OTHER BUSINESS

6. Expand Geographic Boundaries of the Façade Improvement Grant Program

Chirpich explained that at the August 2 EDA meeting, the EDA board discussed expanding the geographic boundaries of the Façade Improvement Grant Program. The program currently covers commercial properties located along Central Avenue NE between 37th and 47th Avenue NE and commercial properties along 40th Avenue NE. At the August meeting, commissioners expressed a desire to expand the program to include commercial properties along University Avenue NE, 37th Avenue NE and 37th Place NE. Staff recommend approval of expanding the program to these new locations.

Questions/Comments from Members:

All members expressed support for the program expansion.

Buesgens asked whether the program would qualify so the owner of the strip mall could replace its unattractive sign, and Chirpich said it could be figured out.

Jacobs asked if the current sign complies with sign guidelines, and Chirpich it could have been “grandfathered” but the intent was to stay away from business chains on the north end of Central.

Szurek asked whether the strip mall tenants could apply as a group for the strip mall sign improvement, and Chirpich said they could do that. He added that the door-knocking technique to inform potential grant applicants should continue.

Motion by Novitsky, seconded by Murzyn, Jr., to expand the geographic boundaries of the Façade Improvement Grant Program to designate commercial properties located along University Avenue NE, 37th Avenue NE and 37th Place NE as eligible to participate in the program. All ayes of present. MOTION PASSED.

Motion by Murzyn, Jr., seconded by Jacobs, to change the program guidelines for the Façade Improvement Grant Program to allow one quote with supporting documentation of an attempt to secure multiple quotes. All ayes of present. MOTION PASSED.

7. Discuss Potential Redevelopment of 2201 37th Avenue NE

Chirpich explained that at the August 2 EDA meeting, staff presented a redevelopment concept plan for the former Unique Thrift Store site at 2201 37th Avenue NE. The project presented included a full redevelopment of the site into a multifamily apartment community with no commercial or retail space. The board was generally receptive to redevelopment of the property with high-density residential housing but wanted to see a commercial component integrated into the plans to create a mixed-use project. The board was also concerned with the lack of development credentials for the developer proposing the plan. Since the August meeting, the developer has revised their plans to include a 2,400 square foot commercial tenant space on the first floor that would be intended for a coffee shop/bistro use. The developer has not partnered with an experienced development firm at this time. Rather, the developer is requesting that staff present the revised plans to gauge interest from the EDA. If the EDA is interested in taking the concept further, the developer is prepared to seek out project partners for the project.

Questions/Comments from Members:

Márquez Simula asked if it was a good plan to have offsite parking garages, and Chirpich said it was not. She also commented that would be expensive to have a coffee shop if no drive-through or parking would be available, as it would just be an empty business space.

Jacobs said, on a positive side, it was nice to see ample parking allowed for all of the units that the owner is proposing. Chirpich said it would be compliant with current code.

Buesgens commented that, while driving off from I-94, she had seen a lot of empty business spaces on the first floors of high-rises, so density for the redevelopment would need to be considered. She said she would prefer that the strip mall and unique space be developed together.

Szurek said a redevelopment could not be considered luxury apartments being next to a strip mall.

Jacobs said one thing to keep in mind would be that improvements on 37th could change the texture of that area.

Novitsky said, with the recent change in liquor laws, something better might be able to be attracted to the area, such as a brewery or bar attached, as a destination.

After member comments, Chirpich said it is clear that the current proposal does not meet EDA expectations. If a proposal came forward with credentials and more backing, City staff would be more receptive. The current owner would need to come down on his asking price.

Szurek also asked what happened to the proposed brew house in the mall between 40th and 41st and whether lack of action was due to the pandemic. Chirpich confirmed so and said he had a conversation with the individual who had the concept, who has not given up the idea or space.

Unrelated to the business item, Chirpich concluded with the update that closing took place for 4300 Central and thanked the EDA for getting the project to that point. Redesign plans are being worked on for resubmittal feedback and to begin the community engagement component before year's end and land use approvals in early 2022. Positive tenants potentials are in discussion.

Szurek asked how many stories were approved, and Chirpich said six – with five floors of apartments and a sixth floor of parking and/or City Hall.

ADJOURNMENT

Motion by Buesgens, seconded by Murzyn, Jr., to adjourn the meeting at 6:57 pm. All ayes. MOTION PASSED.

Respectfully submitted,



Alicia Howe, Recording Secretary

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2021, AND THE PAYMENT OF THE BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2021.

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

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

WHEREAS, the financial statements for the months of August, and September 2021 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 1st day of November, 2021

Offered by:

Seconded by:

Roll Call:

President

Attest:

Assistant Secretary

CHECK#	DATE	VENDOR NAME	AMOUNT	FUND	DESCRIPTION
187075	81921	COMCAST	9.80	201	MONTHLY SERVICE
186905	80521	ECM PUBLISHERS INC	56.25	201	PHN 4161 POLK ST 072321
186963	81321	IAPMO	119.63	201	2020 PLUMBING CODE
187016	81221	METRO COUNCIL ENVIROMENT	2,485.00	201	SAC JULY 2021
187016	81221	METRO COUNCIL ENVIROMENT	-24.85	201	LESS RETENTION
187021	81221	MN DEPT OF LABOR & INDUS	4,362.36	201	2ND QTR 2021 SURCHARGE
187021	81221	MN DEPT OF LABOR & INDUS	-174.49	201	LESS RETENTION
187119	81921	NORTHWEST ASSOC CONSULTN	27.40	201	PLANNING CONSULTANT SERV
187126	81921	PREMIUM WATERS INC	-6.00	201	071221 WATER
187126	81921	PREMIUM WATERS INC	8.70	201	080921 WATER
187126	81921	PREMIUM WATERS INC	3.00	201	073121 COOLER
187039	81221	TIMESAVER OFF SITE SECRE	204.50	201	PLANNING MINUTES 070621
187247	82621	TIMESAVER OFF SITE SECRE	151.00	201	PLANNING MINUTES 080421
186870	80521	ANOKA COUNTY PROPERTY RE	1,061.89	204	T4 TIF RECVD IN ERROR
186982	81221	CENTER FOR ENERGY & ENVI	200.00	204	HES PRGM 0421-0621
187075	81921	COMCAST	13.07	204	MONTHLY SERVICE
187102	81921	KENNEDY & GRAVEN	850.00	204	ALATUS 4300 CENTRAL TIF
187124	81921	POPP.COM INC	60.54	204	MONTHLY SERVICE
187247	82621	TIMESAVER OFF SITE SECRE	158.00	204	EDA MINUTES 080221
186901	80521	CURBSIDE PRODUCTIONS LLC	343.75	226	MUSIC IN THE PARK 080421
187089	81921	HIGH PROFILE GROUNDS MAI	518.49	228	VANBUREN RAMP
187151	81921	XCEL ENERGY (N S P)	896.27	228	MONTHLY SERVICE
186895	80521	COLUMBIA HEIGHTS LEASED	335,390.74	372	1ST HALF 2021 TIF PYMT
187193	82621	EHLERS & ASSOCIATES INC	106.25	372	TIF REPORTING K2
187193	82621	EHLERS & ASSOCIATES INC	106.25	372	TIF REPORTING T4
187193	82621	EHLERS & ASSOCIATES INC	106.25	372	TIF REPORTING T6
187193	82621	EHLERS & ASSOCIATES INC	106.25	374	TIF REPORTING Z2
186896	80521	COLUMBIA HEIGHTS LEASED	104,786.30	375	1ST HALF 2021 TIF PYMT
187193	82621	EHLERS & ASSOCIATES INC	106.25	375	TIF REPORTING Z6
187193	82621	EHLERS & ASSOCIATES INC	106.25	376	TIF REPORTING C8
186894	80521	COLUMBIA COURT TOWNHOMES	9,581.00	389	1ST HALF 2021 TIF PYMT
186899	80521	CREST VIEW ON 42ND	16,870.00	389	1ST HALF 2021 TIF PYMT
187193	82621	EHLERS & ASSOCIATES INC	106.25	389	TIF REPORTING R8
187193	82621	EHLERS & ASSOCIATES INC	106.25	391	TIF REPORTING W3,W4
187193	82621	EHLERS & ASSOCIATES INC	106.25	392	TIF REPORTING BB2
187181	82621	CENTER POINT ENERGY	-15.14	408	MONTHLY SERVICE
187181	82621	CENTER POINT ENERGY	9.50	408	MONTHLY SERVICE
187181	82621	CENTER POINT ENERGY	9.50	408	MONTHLY SERVICE
187102	81921	KENNEDY & GRAVEN	63.00	408	REHAB LOAN ADMIN
186939	80521	NORTHERN TECHNOLOGIES LL	550.00	408	GEO EXPLORE,ENG REVIEW
187243	82621	SHORT ELLIOT HENDRICKSON	8,810.00	408	CELL TOWER DESIGN 073121
187151	81921	XCEL ENERGY (N S P)	11.69	408	MONTHLY SERVICE

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
201	PLANNING & INSPECTIONS						
00	REVENUE						
	LICENSES AND PERMITS						
32110	LIQUOR, WINE & BEER LICENSE	14,785.00	14,785.00	0.00	0.00	14,785.00	0
32122	FOOD SVC VEHICLES	300.00	300.00	10.00	400.00	100.00-	133 -----!!!
32125	MULTIPLE DWELLINGS	6,500.00	6,500.00	480.00	5,472.50	1,027.50	84 -----
32161	CONTRACTOR	17,500.00	17,500.00	240.00	5,920.00	11,580.00	33 ---
32168	OTHER PROFESSIONAL & OCCUP	2,400.00	2,400.00	0.00	350.00	2,050.00	14 -
32178	OTHER AMUSEMENT LICENSES	950.00	950.00	0.00	430.43	519.57	45 ----
32181	PLANNING AND ZONING FEES	5,000.00	5,000.00	275.00	8,556.86	3,556.86-	171 -----!!!!
32188	OTHER BUSINESS LICENSES	3,500.00	3,500.00	0.00	330.00	3,170.00	9
32191	SPRINKLER PERMIT FEES	4,000.00	4,000.00	0.00	459.00	3,541.00	11 -
32192	BUILDING & MOVING PERMITS	221,435.00	221,435.00	22,456.91	454,495.07	233,060.07-	205 -----!!!!
32194	HEATING PERMITS	20,000.00	20,000.00	3,242.00	25,322.65	5,322.65-	126 -----!!
32195	PLUMBING PERMITS	13,000.00	13,000.00	1,640.00	33,778.05	20,778.05-	259 -----!!!!
TOTAL:	LICENSES AND PERMITS	309,370.00	309,370.00	28,343.91	535,514.56	226,144.56-	173 -----!!!!
	MISCELLANEOUS						
36260	SURCHARGE RETENTION	2,000.00	2,000.00	174.49	347.62	1,652.38	17 -
36290	OTHER MISC. REVENUE	0.00	0.00	6.00	10.75	10.75-	9999 -----!!!!
36293	SAC/WAC CHARGES COLLECTED	0.00	0.00	24.85	6,461.00	6,461.00-	9999 -----!!!!
TOTAL:	MISCELLANEOUS	2,000.00	2,000.00	205.34	6,819.37	4,819.37-	340 -----!!!!
	TRANSFERS & NONREV RECEIPTS						
39203	TRANSFER IN FROM GENERAL FND	135,000.00	135,000.00	11,250.00	90,000.00	45,000.00	66 -----
TOTAL:	TRANSFERS & NONREV RECEIPTS	135,000.00	135,000.00	11,250.00	90,000.00	45,000.00	66 -----
TOTAL:	REVENUE	446,370.00	446,370.00	39,799.25	632,333.93	185,963.93-	141 -----!!!!
TOTAL:	PLANNING & INSPECTIONS	446,370.00	446,370.00	39,799.25	632,333.93	185,963.93-	141 -----!!!!

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Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
204 EDA ADMINISTRATION						
00 REVENUE						
TAXES						
31011 EDA CURRENT AD VALOREM	179,000.00	179,000.00	0.00	100,753.38	78,246.62	56 -----
31014 AREA WIDE TAX	76,500.00	76,500.00	0.00	31,151.68	45,348.32	40 ----
31020 DELINQ. AD VALOREM	0.00	0.00	0.00	2,121.25	2,121.25-	9999 -----!!!!
TOTAL: TAXES	255,500.00	255,500.00	0.00	134,026.31	121,473.69	52 -----
CHARGES FOR SERVICES						
34112 ADMINISTRATIVE FEES	0.00	0.00	0.00	30.00	30.00-	9999 -----!!!!
34113 DEVELOPER FEES	0.00	0.00	0.00	2,000.00	2,000.00-	9999 -----!!!!
TOTAL: CHARGES FOR SERVICES	0.00	0.00	0.00	2,030.00	2,030.00-	9999 -----!!!!
TOTAL: REVENUE	255,500.00	255,500.00	0.00	136,056.31	119,443.69	53 -----
TOTAL: EDA ADMINISTRATION	255,500.00	255,500.00	0.00	136,056.31	119,443.69	53 -----

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226	SPECIAL PROJECT REVENUE								
00	REVENUE								
33165	0.00	0.00	0.00	0.00	0.00	1,080,762.15	1,080,762.15	- 9999	-----!!!!
33422	0.00	0.00	0.00	0.00	0.00	3,700.00	3,700.00	- 9999	-----!!!!
34112	0.00	0.00	0.00	0.00	0.00	9,295.00	9,295.00	- 9999	-----!!!!
34115	0.00	0.00	0.00	0.00	0.00	7,350.00	7,350.00	- 9999	-----!!!!
36225	0.00	0.00	0.00	0.00	0.00	29,308.99	29,308.99	- 9999	-----!!!!
TOTAL:	0.00	0.00	0.00	0.00	0.00	1,130,416.14	1,130,416.14	- 9999	-----!!!!
TOTAL:	0.00	0.00	0.00	0.00	0.00	1,130,416.14	1,130,416.14	- 9999	-----!!!!

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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED	AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
228 DOWNTOWN PARKING						
00 REVENUE						
36225 NONDWELLING RENTS	31,200.00	31,200.00	5,200.00	23,400.00	7,800.00	75 -----
39247 TRANSFER IN-SPECIAL PROJ REV	25,000.00	25,000.00	2,083.33	16,666.64	8,333.36	66 -----
TOTAL: REVENUE	56,200.00	56,200.00	7,283.33	40,066.64	16,133.36	71 -----
TOTAL: DOWNTOWN PARKING	56,200.00	56,200.00	7,283.33	40,066.64	16,133.36	71 -----

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Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
372 HUSET PARK AREA TIF (T6)							
00 REVENUE							
31010 CURRENT AD VALOREM	192,300.00	192,300.00	0.00	374,051.46	181,751.46-	194	-----!!!!
31020 DELINQ. AD VALOREM	0.00	0.00	0.00	1,387.61	1,387.61-	9999	-----!!!!
36210 INTEREST ON INVESTMENTS	1,000.00	1,000.00	0.00	0.00	1,000.00	0	
TOTAL: REVENUE	193,300.00	193,300.00	0.00	375,439.07	182,139.07-	194	-----!!!!
TOTAL: HUSET PARK AREA TIF (T6)	193,300.00	193,300.00	0.00	375,439.07	182,139.07-	194	-----!!!!

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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
375 TIF Z6: 47TH & GRAND						
00 REVENUE						
31010 CURRENT AD VALOREM	0.00	0.00	0.00	128,477.73	128,477.73- 9999	-----!!!!
TOTAL: REVENUE	0.00	0.00	0.00	128,477.73	128,477.73- 9999	-----!!!!
TOTAL: TIF Z6: 47TH & GRAND	0.00	0.00	0.00	128,477.73	128,477.73- 9999	-----!!!!

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Revenue Guideline
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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED	AND IN PROCESS	AND IN PROCESS	REMAINING BALANCE	PCT
389 TIF R8 CRESTV/TRANSITION BLK							
00 REVENUE							
TAXES							
31010 CURRENT AD VALOREM	0.00	0.00	0.00	31,556.59	31,556.59	9999	-----!!!!
TOTAL: TAXES	0.00	0.00	0.00	31,556.59	31,556.59	9999	-----!!!!
TOTAL: REVENUE	0.00	0.00	0.00	31,556.59	31,556.59	9999	-----!!!!
TOTAL: TIF R8 CRESTV/TRANSITION BLK	0.00	0.00	0.00	31,556.59	31,556.59	9999	-----!!!!

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Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
391 SCATTERED SITE TIF W3/W4						
00 REVENUE						
31010 CURRENT AD VALOREM	0.00	0.00	0.00	21,883.98	21,883.98-	9999 -----!!!!
TOTAL: REVENUE	0.00	0.00	0.00	21,883.98	21,883.98-	9999 -----!!!!
TOTAL: SCATTERED SITE TIF W3/W4	0.00	0.00	0.00	21,883.98	21,883.98-	9999 -----!!!!

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Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
393 TIF ALATUS 4300 CENTRAL						
00 REVENUE						
39310 BOND PROCEEDS	0.00	0.00	0.00	5,935,000.00	5,935,000.00-	9999 -----!!!!
TOTAL: REVENUE	0.00	0.00	0.00	5,935,000.00	5,935,000.00-	9999 -----!!!!
TOTAL: TIF ALATUS 4300 CENTRAL	0.00	0.00	0.00	5,935,000.00	5,935,000.00-	9999 -----!!!!

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Revenue Guideline
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	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
408 EDA REDEVELOPMENT PROJECT FD						
00 REVENUE						
31012 HRA CURRENT AD VALOREM	175,000.00	175,000.00	0.00	96,226.80	78,773.20	54 -----
31014 AREA WIDE TAX	75,000.00	75,000.00	0.00	31,287.11	43,712.89	41 -----
31020 DELINQ. AD VALOREM	0.00	0.00	0.00	1,913.24	1,913.24-	9999 -----!!!!
36290 OTHER MISC. REVENUE	0.00	0.00	0.00	1,243.29	1,243.29-	9999 -----!!!!
TOTAL: REVENUE	250,000.00	250,000.00	0.00	130,670.44	119,329.56	52 -----
TOTAL: EDA REDEVELOPMENT PROJECT FD	250,000.00	250,000.00	0.00	130,670.44	119,329.56	52 -----

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Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
420 CAP IMPROVEMENT DEVELOPMENT						
00 REVENUE						
36216 LOAN INTEREST	0.00	0.00	0.00	323.71	323.71- 9999	-----!!!!
TOTAL: REVENUE	0.00	0.00	0.00	323.71	323.71- 9999	-----!!!!
TOTAL: CAP IMPROVEMENT DEVELOPMENT	0.00	0.00	0.00	323.71	323.71- 9999	-----!!!!

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
201	PLANNING & INSPECTIONS						
42400	PLANNING & INSPECTIONS						
	PERSONAL SERVICES						
1000	0.00	0.00	2,103.94	6,853.29	6,853.29-	9999	-----!!!!
1010	268,200.00	0.00	19,553.48	137,921.79	130,278.21	51	-----
1011	33,800.00	0.00	0.00	4,960.78	28,839.22	14	-
1020	1,500.00	0.00	143.58	605.08	894.92	40	----
1210	20,200.00	0.00	1,477.30	10,579.80	9,620.20	52	----
1220	23,200.00	0.00	1,558.03	11,090.76	12,109.24	47	----
1300	44,200.00	0.00	2,772.22	24,368.49	19,831.51	55	----
1510	2,300.00	0.00	100.18	749.67	1,550.33	32	---
TOTAL:	393,400.00	0.00	27,708.73	197,129.66	196,270.34	50	----
	SUPPLIES						
2000	1,500.00	0.00	0.00	409.80	1,090.20	27	--
2010	500.00	0.00	0.00	0.00	500.00	0	
2011	100.00	0.00	0.00	197.82	97.82-	197	-----!!!!
2030	150.00	0.00	0.00	81.60	68.40	54	----
2171	150.00	0.00	5.70	129.33	20.67	86	-----
2175	100.00	0.00	0.00	133.37	33.37-	133	-----!!!!
2280	1,000.00	0.00	0.00	10.92	989.08	1	
2282	550.00	0.00	36.40	275.79	274.21	50	----
TOTAL:	4,050.00	0.00	42.10	1,238.63	2,811.37	30	---
	OTHER SERVICES & CHARGES						
3050	1,200.00	0.00	382.90	8,938.30	7,738.30-	744	-----!!!!
3105	1,500.00	0.00	0.00	0.00	1,500.00	0	
3210	700.00	0.00	0.00	177.46	522.54	25	--
3211	1,000.00	0.00	0.00	280.00	720.00	28	--
3220	1,000.00	0.00	0.00	412.81	587.19	41	----
3250	275.00	0.00	9.80	109.21	165.79	39	---
3310	250.00	0.00	0.00	0.00	250.00	0	
3500	750.00	0.00	56.25	1,167.53	417.53-	155	-----!!!!
3600	4,000.00	0.00	333.33	2,666.64	1,333.36	66	----
4000	500.00	0.00	12.26	265.91	234.09	53	----
4040	10,000.00	0.00	0.00	0.00	10,000.00	0	
4050	1,000.00	0.00	0.00	219.70	780.30	21	--
4300	0.00	0.00	0.00	83.55	83.55-	9999	-----!!!!
4310	1,050.00	0.00	0.00	1,648.58	598.58-	157	-----!!!!
4330	3,700.00	0.00	119.63	279.63	3,420.37	7	
4380	750.00	0.00	0.00	81.34	668.66	10	-
4390	3,000.00	0.00	0.00	2,685.00	315.00	89	-----
TOTAL:	30,675.00	0.00	914.17	19,015.66	11,659.34	61	----
	OTHER FINANCING USES						
7100	20,025.00	0.00	1,668.75	13,350.00	6,675.00	66	----
TOTAL:	20,025.00	0.00	1,668.75	13,350.00	6,675.00	66	----

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
201 PLANNING & INSPECTIONS						
TOTAL: PLANNING & INSPECTIONS	448,150.00	0.00	30,333.75	230,733.95	217,416.05	51 -----
TOTAL: PLANNING & INSPECTIONS	448,150.00	0.00	30,333.75	230,733.95	217,416.05	51 -----

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
202 ANOKA CO COMM DEV PROGRAMS						
46355 ANOKA CO HRA LEVY PROJECTS OTHER SERVICES & CHARGES						
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	7,006.00	7,006.00- 9999	-----!!!!
TOTAL: OTHER SERVICES & CHARGES	0.00	0.00	0.00	7,006.00	7,006.00- 9999	-----!!!!
TOTAL: ANOKA CO HRA LEVY PROJECTS	0.00	0.00	0.00	7,006.00	7,006.00- 9999	-----!!!!
TOTAL: ANOKA CO COMM DEV PROGRAMS	0.00	0.00	0.00	7,006.00	7,006.00- 9999	-----!!!!

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Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

CITY OF COLUMBIA HEIGHTS
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	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
204	EDA ADMINISTRATION						
46314	ECONOMIC DEVELOPMENT AUTH						
	PERSONAL SERVICES						
1000	0.00	0.00	833.52	2,788.63	2,788.63-	9999	-----!!!!
1010	160,300.00	0.00	7,961.72	77,963.06	82,336.94	48	----
1210	12,000.00	0.00	597.13	5,981.53	6,018.47	49	----
1220	12,300.00	0.00	637.45	6,943.05	5,356.95	56	----
1300	23,700.00	0.00	859.50	16,883.44	6,816.56	71	-----
1510	1,300.00	0.00	40.67	471.32	828.68	36	---
TOTAL:	209,600.00	0.00	10,929.99	111,031.03	98,568.97	52	----
	SUPPLIES						
2000	1,000.00	0.00	0.00	0.00	1,000.00	0	
2010	500.00	0.00	0.00	0.00	500.00	0	
2011	1,500.00	0.00	0.00	157.94	1,342.06	10	-
2171	100.00	0.00	0.00	0.00	100.00	0	
2175	100.00	0.00	0.00	0.00	100.00	0	
TOTAL:	3,200.00	0.00	0.00	157.94	3,042.06	4	
	OTHER SERVICES & CHARGES						
3050	6,000.00	0.00	1,228.09	31,571.08	25,571.08-	526	-----!!!!
3105	1,000.00	0.00	0.00	114.15	885.85	11	-
3210	700.00	0.00	60.54	464.22	235.78	66	-----
3220	600.00	0.00	0.00	469.45	130.55	78	-----
3250	250.00	0.00	13.07	139.56	110.44	55	-----
3310	200.00	0.00	0.00	0.00	200.00	0	
3500	500.00	0.00	0.00	0.00	500.00	0	
3600	3,200.00	0.00	266.67	2,133.36	1,066.64	66	-----
4000	0.00	0.00	12.26	345.91	345.91-	9999	-----!!!!
4040	7,500.00	0.00	0.00	0.00	7,500.00	0	
4330	750.00	0.00	0.00	0.00	750.00	0	
4380	1,100.00	0.00	0.00	280.00	820.00	25	--
TOTAL:	21,800.00	0.00	1,580.63	35,517.73	13,717.73-	162	-----!!!!
	OTHER FINANCING USES						
7100	20,025.00	0.00	1,668.75	13,350.00	6,675.00	66	-----
TOTAL:	20,025.00	0.00	1,668.75	13,350.00	6,675.00	66	-----
TOTAL:	254,625.00	0.00	14,179.37	160,056.70	94,568.30	62	-----
TOTAL:	254,625.00	0.00	14,179.37	160,056.70	94,568.30	62	-----

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
226 SPECIAL PROJECT REVENUE						
46317 DOWNTOWN PARKING						
OTHER FINANCING USES						
7320 TRANSFER OUT TO PARKING RAMP	0.00	0.00	2,083.33	16,666.64	16,666.64- 9999	-----!!!!
TOTAL: OTHER FINANCING USES	0.00	0.00	2,083.33	16,666.64	16,666.64- 9999	-----!!!!
TOTAL: DOWNTOWN PARKING	0.00	0.00	2,083.33	16,666.64	16,666.64- 9999	-----!!!!
46347 100TH ANNIVERSARY CELEBRATIO						
2171 GENERAL SUPPLIES	0.00	0.00	0.00	3,713.25	3,713.25- 9999	-----!!!!
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	343.75	3,218.75	3,218.75- 9999	-----!!!!
TOTAL: 100TH ANNIVERSARY CELEBRATIO	0.00	0.00	343.75	6,932.00	6,932.00- 9999	-----!!!!
52013 EAB TREE MANAGEMENT						
1010 REGULAR EMPLOYEES	0.00	0.00	0.00	1,972.41	1,972.41- 9999	-----!!!!
1210 P.E.R.A. CONTRIBUTION	0.00	0.00	0.00	147.93	147.93- 9999	-----!!!!
1220 F.I.C.A. CONTRIBUTION	0.00	0.00	0.00	146.46	146.46- 9999	-----!!!!
1300 INSURANCE	0.00	0.00	0.00	462.38	462.38- 9999	-----!!!!
1510 WORKERS COMP INSURANCE PREM	0.00	0.00	0.00	28.23	28.23- 9999	-----!!!!
2160 MAINT. & CONSTRUCT MATERIALS	0.00	0.00	0.00	7,128.50	7,128.50- 9999	-----!!!!
TOTAL: EAB TREE MANAGEMENT	0.00	0.00	0.00	9,885.91	9,885.91- 9999	-----!!!!
TOTAL: SPECIAL PROJECT REVENUE	0.00	0.00	2,427.08	33,484.55	33,484.55- 9999	-----!!!!

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
228	DOWNTOWN PARKING					
46317	DOWNTOWN PARKING					
	OTHER SERVICES & CHARGES					
3050	0.00	0.00	0.00	3,718.20	3,718.20-	9999 -----!!!!
3600	7,300.00	0.00	608.33	4,866.64	2,433.36	66 -----
3810	12,000.00	0.00	896.27	7,777.54	4,222.46	64 -----
3820	750.00	0.00	0.00	79.21	670.79	10 -
3850	0.00	0.00	0.00	901.17	901.17-	9999 -----!!!!
4000	36,150.00	0.00	518.49	10,135.34	26,014.66	28 --
4020	0.00	0.00	0.00	1,932.00	1,932.00-	9999 -----!!!!
TOTAL:	56,200.00	0.00	2,023.09	29,410.10	26,789.90	52 -----
TOTAL:	56,200.00	0.00	2,023.09	29,410.10	26,789.90	52 -----
TOTAL:	56,200.00	0.00	2,023.09	29,410.10	26,789.90	52 -----

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
372 HUSET PARK AREA TIF (T6)							
47000 BONDS							
OTHER SERVICES & CHARGES							
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	318.75	7,479.74	7,479.74-	9999	-----!!!!
4600 LOANS & GRANTS	0.00	0.00	335,390.74	335,390.74	335,390.74-	9999	-----!!!!
TOTAL: OTHER SERVICES & CHARGES	0.00	0.00	335,709.49	342,870.48	342,870.48-	9999	-----!!!!
CAPITAL OUTLAY							
6010 PRINCIPAL	130,000.00	0.00	0.00	130,000.00	0.00	100	-----
6110 INTEREST	59,800.00	0.00	29,288.75	59,747.50	52.50	99	-----
6200 FISCAL AGENT CHARGES	1,200.00	0.00	0.00	475.00	725.00	39	---
TOTAL: CAPITAL OUTLAY	191,000.00	0.00	29,288.75	190,222.50	777.50	99	-----
TOTAL: BONDS	191,000.00	0.00	364,998.24	533,092.98	342,092.98-	279	-----!!!!
TOTAL: HUSET PARK AREA TIF (T6)	191,000.00	0.00	364,998.24	533,092.98	342,092.98-	279	-----!!!!

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Expenditure Guideline
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	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
372 HUSET PARK AREA TIF (T6)							
47000 BONDS							
OTHER SERVICES & CHARGES							
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	318.75	7,479.74	7,479.74-	9999	-----!!!!
4600 LOANS & GRANTS	0.00	0.00	335,390.74	335,390.74	335,390.74-	9999	-----!!!!
TOTAL: OTHER SERVICES & CHARGES	0.00	0.00	335,709.49	342,870.48	342,870.48-	9999	-----!!!!
CAPITAL OUTLAY							
6010 PRINCIPAL	130,000.00	0.00	0.00	130,000.00	0.00	100	-----
6110 INTEREST	59,800.00	0.00	29,288.75	59,747.50	52.50	99	-----
6200 FISCAL AGENT CHARGES	1,200.00	0.00	0.00	475.00	725.00	39	---
TOTAL: CAPITAL OUTLAY	191,000.00	0.00	29,288.75	190,222.50	777.50	99	-----
TOTAL: BONDS	191,000.00	0.00	364,998.24	533,092.98	342,092.98-	279	-----!!!!
TOTAL: HUSET PARK AREA TIF (T6)	191,000.00	0.00	364,998.24	533,092.98	342,092.98-	279	-----!!!!

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	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
374 TIF Z2: CENTRAL VALU CENTER						
46412 43RD & CENTRAL: HYVEE						
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	106.25	1,043.54	1,043.54- 9999	-----!!!!
TOTAL: 43RD & CENTRAL: HYVEE	0.00	0.00	106.25	1,043.54	1,043.54- 9999	-----!!!!
TOTAL: TIF Z2: CENTRAL VALU CENTER	0.00	0.00	106.25	1,043.54	1,043.54- 9999	-----!!!!

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
375 TIF Z6: 47TH & GRAND						
47000 BONDS						
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	106.25	1,074.74	1,074.74- 9999	-----!!!!
4600 LOANS & GRANTS	0.00	0.00	104,786.30	104,786.30	104,786.30- 9999	-----!!!!
TOTAL: BONDS	0.00	0.00	104,892.55	105,861.04	105,861.04- 9999	-----!!!!
TOTAL: TIF Z6: 47TH & GRAND	0.00	0.00	104,892.55	105,861.04	105,861.04- 9999	-----!!!!

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
376 TIF DISTRICTS A3/C7/C8						
47000 BONDS						
OTHER SERVICES & CHARGES						
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	106.25	990.75	990.75- 9999	-----!!!!
TOTAL: OTHER SERVICES & CHARGES	0.00	0.00	106.25	990.75	990.75- 9999	-----!!!!
TOTAL: BONDS	0.00	0.00	106.25	990.75	990.75- 9999	-----!!!!
TOTAL: TIF DISTRICTS A3/C7/C8	0.00	0.00	106.25	990.75	990.75- 9999	-----!!!!

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
389 TIF R8 CRESTV/TRANSITION BLK						
47000 BONDS						
OTHER SERVICES & CHARGES						
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	106.25	1,183.94	1,183.94- 9999	-----!!!!
4600 LOANS & GRANTS	0.00	0.00	26,451.00	26,451.00	26,451.00- 9999	-----!!!!
TOTAL: OTHER SERVICES & CHARGES	0.00	0.00	26,557.25	27,634.94	27,634.94- 9999	-----!!!!
TOTAL: BONDS	0.00	0.00	26,557.25	27,634.94	27,634.94- 9999	-----!!!!
TOTAL: TIF R8 CRESTV/TRANSITION BLK	0.00	0.00	26,557.25	27,634.94	27,634.94- 9999	-----!!!!

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
391 SCATTERED SITE TIF W3/W4						
47000 BONDS						
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	106.25	1,714.73	1,714.73- 9999	-----!!!!
TOTAL: BONDS	0.00	0.00	106.25	1,714.73	1,714.73- 9999	-----!!!!
TOTAL: SCATTERED SITE TIF W3/W4	0.00	0.00	106.25	1,714.73	1,714.73- 9999	-----!!!!

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
392 TIF BB2 ALATUS 40TH AV						
47000 BONDS						
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	106.25	1,237.04	1,237.04-	9999 -----!!!!
6200 FISCAL AGENT CHARGES	0.00	0.00	850.00-	0.00	0.00	0
TOTAL: BONDS	0.00	0.00	743.75-	1,237.04	1,237.04-	9999 -----!!!!
TOTAL: TIF BB2 ALATUS 40TH AV	0.00	0.00	743.75-	1,237.04	1,237.04-	9999 -----!!!!

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
393 TIF ALATUS 4300 CENTRAL						
47000 BONDS						
6210 MISCELLANEOUS FISCAL CHARGES	0.00	0.00	0.00	76,484.65	76,484.65- 9999	-----!!!!
TOTAL: BONDS	0.00	0.00	0.00	76,484.65	76,484.65- 9999	-----!!!!
TOTAL: TIF ALATUS 4300 CENTRAL	0.00	0.00	0.00	76,484.65	76,484.65- 9999	-----!!!!

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
408 EDA REDEVELOPMENT PROJECT FD							
46314 ECONOMIC DEVELOPMENT AUTH							
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	2,880.00	2,880.00-	9999	-----!!!!
4600 LOANS & GRANTS	0.00	0.00	0.00	5,000.00	5,000.00-	9999	-----!!!!
TOTAL: ECONOMIC DEVELOPMENT AUTH	0.00	0.00	0.00	7,880.00	7,880.00-	9999	-----!!!!
46414 COMMERCIAL REVITALIZATION							
PERSONAL SERVICES							
1010 REGULAR EMPLOYEES	0.00	0.00	0.00	1,135.85	1,135.85-	9999	-----!!!!
1210 P.E.R.A. CONTRIBUTION	0.00	0.00	0.00	85.18	85.18-	9999	-----!!!!
1220 F.I.C.A. CONTRIBUTION	0.00	0.00	0.00	83.76	83.76-	9999	-----!!!!
1300 INSURANCE	0.00	0.00	0.00	221.41	221.41-	9999	-----!!!!
1510 WORKERS COMP INSURANCE PREM	0.00	0.00	0.00	33.28	33.28-	9999	-----!!!!
TOTAL: PERSONAL SERVICES	0.00	0.00	0.00	1,559.48	1,559.48-	9999	-----!!!!
OTHER SERVICES & CHARGES							
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	63.00	26,695.70	26,695.70-	9999	-----!!!!
3810 ELECTRIC	0.00	0.00	11.69	200.89	200.89-	9999	-----!!!!
3830 GAS	0.00	0.00	3.86	485.46	485.46-	9999	-----!!!!
4360 PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	84,280.25	84,280.25-	9999	-----!!!!
4600 LOANS & GRANTS	50,000.00	0.00	0.00	0.00	50,000.00	0	
TOTAL: OTHER SERVICES & CHARGES	50,000.00	0.00	78.55	111,662.30	61,662.30-	223	-----!!!!
CAPITAL OUTLAY							
5110 LAND	200,000.00	0.00	0.00	228,893.86	28,893.86-	114	-----!
TOTAL: CAPITAL OUTLAY	200,000.00	0.00	0.00	228,893.86	28,893.86-	114	-----!
TOTAL: COMMERCIAL REVITALIZATION	250,000.00	0.00	78.55	342,115.64	92,115.64-	136	-----!!!!
46416 3989 CENTRAL AVE							
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	10,498.10	10,498.10-	9999	-----!!!!
TOTAL: 3989 CENTRAL AVE	0.00	0.00	0.00	10,498.10	10,498.10-	9999	-----!!!!
52011 DEMO 3989 CENT AVE & RAMP							
3310 LOCAL TRAVEL EXPENSE	0.00	0.00	0.00	22.00	22.00-	9999	-----!!!!
TOTAL: DEMO 3989 CENT AVE & RAMP	0.00	0.00	0.00	22.00	22.00-	9999	-----!!!!
52014 CELLULAR TOWER 3939 CENT AV							
3050 EXPERT & PROFESSIONAL SERV.	0.00	0.00	9,360.00	26,098.25	26,098.25-	9999	-----!!!!
3500 LEGAL NOTICE PUBLISHING	0.00	0.00	0.00	311.35	311.35-	9999	-----!!!!
TOTAL: CELLULAR TOWER 3939 CENT AV	0.00	0.00	9,360.00	26,409.60	26,409.60-	9999	-----!!!!
TOTAL: EDA REDEVELOPMENT PROJECT FD	250,000.00	0.00	9,438.55	386,925.34	136,925.34-	154	-----!!!!

CHECK#	DATE	VENDOR NAME	AMOUNT	FUND	DESCRIPTION
187666	9/30/2021	AGUILAR,AURELIO PENA	128.00	201	REF PER FEE-20121-00983
187478	9/13/2021	AMERICAN PLANNING ASSOC.	100.00	201	APA CONFERENCE
187478	9/13/2021	AMERICAN PLANNING ASSOC.	109.00	201	APA ANNUAL MEMBERSHIP
187499	9/16/2021	COMCAST	9.75	201	MONTHLY SERVICE
187592	9/23/2021	ECM PUBLISHERS INC	61.88	201	PHN ORD #1669 081321
187316	9/2/2021	INNOVATIVE OFFICE SOLUTN	46.15	201	NOTEPADS,CALCULATOR
187441	9/9/2021	METRO COUNCIL ENVIROMENT	24.85	201	FORFEIT SAC JULY 21
187455	9/9/2021	OFFICE DEPOT	22.99	201	CHECK ENDORSEMENT STAMP
187735	9/30/2021	PREMIUM WATERS INC	3.00	201	083121 COOLER
187735	9/30/2021	PREMIUM WATERS INC	8.70	201	090721 WATER
187674	9/30/2021	AT&T MOBILITY II, LLC	342,736.63	202	AT&T SETTLEMENT-FINAL
187499	9/16/2021	COMCAST	13.00	204	MONTHLY SERVICE
187593	9/23/2021	EHLERS & ASSOCIATES INC	300.00	204	ALATUS 4300 CENTRAL TIF
187593	9/23/2021	EHLERS & ASSOCIATES INC	150.00	204	TIF ADMIN 3989 CENTRAL
187614	9/23/2021	KENNEDY & GRAVEN	3,709.90	204	ALATUS 4300 CENTRAL
187536	9/16/2021	POPP.COM INC	6.48	204	MONTHLY SERVICE
187536	9/16/2021	POPP.COM INC	6.50	204	MONTHLY SERVICE
187536	9/16/2021	POPP.COM INC	62.25	204	MONTHLY SERVICE
187746	9/30/2021	SZUREK/MARLAINE	35.00	204	EDA MEETING 080221
187746	9/30/2021	SZUREK/MARLAINE	35.00	204	EDA MEETING 090721
187513	9/16/2021	KEYSTONE COMPENSATION GR	6,500.00	226	COMPENSATION CONSULTING
187559	9/23/2021	AMERICAN CYLINDER INC	94.36	228	FIRE EXT VAN BUREN
187565	9/23/2021	ASSURED SECURITY INC	891.91	228	DOOR RPR,MAINT VAN BUREN
187604	9/23/2021	HIGH PROFILE GROUNDS MAI	476.98	228	VAN BUREN RAMP MAINT
187660	9/23/2021	XCEL ENERGY (N S P)	980.42	228	MONTHLY SERVICE
187592	9/23/2021	ECM PUBLISHERS INC	77.63	372	2020 ANNUAL DISCLOSURE
187502	9/16/2021	EHLERS & ASSOCIATES INC	344.25	372	K2,T4,T6 TIF ADMIN
187502	9/16/2021	EHLERS & ASSOCIATES INC	270.00	372	TIF ADMIN
187502	9/16/2021	EHLERS & ASSOCIATES INC	57.39	372	K2,T4,T6 TIF REPORTING
187703	9/30/2021	EHLERS & ASSOCIATES INC	500.00	372	CONTINUING DISCLOSURE
187592	9/23/2021	ECM PUBLISHERS INC	25.88	374	2020 ANNUAL DISCLOSURE
187502	9/16/2021	EHLERS & ASSOCIATES INC	114.75	374	Z2 TIF ADMIN
187502	9/16/2021	EHLERS & ASSOCIATES INC	19.12	374	Z2 TIF REPORTING
187592	9/23/2021	ECM PUBLISHERS INC	25.88	375	2020 ANNUAL DISCLOSURE
187502	9/16/2021	EHLERS & ASSOCIATES INC	114.75	375	Z6 TIF ADMIN
187502	9/16/2021	EHLERS & ASSOCIATES INC	19.12	375	Z6 TIF REPORTING
187592	9/23/2021	ECM PUBLISHERS INC	25.88	376	2020 ANNUAL DISCLOSURE
187502	9/16/2021	EHLERS & ASSOCIATES INC	114.75	376	C8 TIF ADMIN
187502	9/16/2021	EHLERS & ASSOCIATES INC	19.12	376	C8 TIF REPORTING
187592	9/23/2021	ECM PUBLISHERS INC	25.88	389	2020 ANNUAL DISCLOSURE
187502	9/16/2021	EHLERS & ASSOCIATES INC	229.50	389	R8 TIF ADMIN
187502	9/16/2021	EHLERS & ASSOCIATES INC	19.12	389	R8 TIF REPORTING
187592	9/23/2021	ECM PUBLISHERS INC	51.72	391	2020 ANNUAL DISCLOSURE
187502	9/16/2021	EHLERS & ASSOCIATES INC	114.75	391	W3,W4 TIF ADMIN
187502	9/16/2021	EHLERS & ASSOCIATES INC	38.26	391	W3,W4 TIF REPORTING
187592	9/23/2021	ECM PUBLISHERS INC	25.88	392	2020 ANNUAL DISCLOSURE

187502	9/16/2021	EHLERS & ASSOCIATES INC	114.75	392	BB2 TIF ADMIN
187502	9/16/2021	EHLERS & ASSOCIATES INC	19.12	392	BB2 TIF REPORTING
187489	9/16/2021	BERGO ENVIRONMENTAL INC	5,212.00	408	960 40TH HAZARDOUS WASTE
187582	9/23/2021	CENTER POINT ENERGY	9.50	408	MONTHLY SERVICE
187614	9/23/2021	KENNEDY & GRAVEN	294.00	408	ALATUS NE BUS CENTR
187616	9/23/2021	LANO EQUIPMENT	175.00	408	STUMP GRINDER RENTAL
187342	9/2/2021	NORTHERN TECHNOLOGIES LL	550.00	408	GEO EXPLORE,ENG REVIEW
187740	9/30/2021	SHORT ELLIOT HENDRICKSON	5,726.00	408	CELL TOWER DESIGN 083121
187653	9/23/2021	VINCO, INC.	-11,765.00	408	LESS 5% RETAINAGE
187653	9/23/2021	VINCO, INC.	235,300.00	408	COMMUNICATIONS TOWER
187660	9/23/2021	XCEL ENERGY (N S P)	11.89	408	MONTHLY SERVICE

	ADOPTED BUDGET	REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	ANNUAL ACT MTD POSTED	ACT YTD POSTED	REMAINING BALANCE	PCT
201 PLANNING & INSPECTIONS								
00 REVENUE								
LICENSES AND PERMITS								
32110 LIQUOR, WINE & BEER LICENSE	14,785.00	14,785.00	0.00	0.00	0.00	14,785.00	0	
32122 FOOD SVC VEHICLES	300.00	300.00	0.00	400.00	100.00-	100.00-	133	
32125 MULTIPLE DWELLINGS	6,500.00	6,500.00	2,080.00	7,552.50	1,052.50-	1,052.50-	116	
32161 CONTRACTOR	17,500.00	17,500.00	800.00	6,720.00	10,780.00	10,780.00	38	
32168 OTHER PROFESSIONAL & OCCUP	2,400.00	2,400.00	0.00	350.00	2,050.00	2,050.00	14	
32178 OTHER AMUSEMENT LICENSES	950.00	950.00	0.00	430.43	519.57	519.57	45	
32181 PLANNING AND ZONING FEES	5,000.00	5,000.00	0.00	8,556.86	3,556.86-	3,556.86-	171	
32188 OTHER BUSINESS LICENSES	3,500.00	3,500.00	100.00	430.00	3,070.00	3,070.00	12	
32191 SPRINKLER PERMIT FEES	4,000.00	4,000.00	0.00	459.00	3,541.00	3,541.00	11	
32192 BUILDING & MOVING PERMITS	221,435.00	221,435.00	12,922.25	467,417.32	245,982.32-	245,982.32-	211	
32194 HEATING PERMITS	20,000.00	20,000.00	2,591.50	27,914.15	7,914.15-	7,914.15-	139	
32195 PLUMBING PERMITS	13,000.00	13,000.00	3,861.82	37,639.87	24,639.87-	24,639.87-	289	
32197 ABANDONED PROP INSPECT FEE	0.00	0.00	35.00	35.00	35.00-	35.00-	9999	
TOTAL: LICENSES AND PERMITS	309,370.00	309,370.00	22,390.57	557,905.13	248,535.13-	248,535.13-	180	
MISCELLANEOUS								
36260 SURCHARGE RETENTION	2,000.00	2,000.00	0.00	347.62	1,652.38	1,652.38	17	
36290 OTHER MISC. REVENUE	0.00	0.00	0.00	10.75	10.75-	10.75-	9999	
36293 SAC/WAC CHARGES COLLECTED	0.00	0.00	24.85-	6,436.15	6,436.15-	6,436.15-	9999	
TOTAL: MISCELLANEOUS	2,000.00	2,000.00	24.85-	6,794.52	4,794.52-	4,794.52-	339	
TRANSFERS & NONREV RECEIPTS								
39203 TRANSFER IN FROM GENERAL FND	135,000.00	135,000.00	11,250.00	101,250.00	33,750.00	33,750.00	75	
TOTAL: TRANSFERS & NONREV RECEIPTS	135,000.00	135,000.00	11,250.00	101,250.00	33,750.00	33,750.00	75	
TOTAL: REVENUE	446,370.00	446,370.00	33,615.72	665,949.65	219,579.65-	219,579.65-	149	
TOTAL: PLANNING & INSPECTIONS	446,370.00	446,370.00	33,615.72	665,949.65	219,579.65-	219,579.65-	149	

Revenue Guideline
ANNUAL ACT MTD POSTED ACT YTD POSTED
ADOPTED BUDGET REVISED BUDGET AND IN PROCESS AND IN PROCESS REMAINING
BALANCE PCT

204	EDA ADMINISTRATION								
00	REVENUE								
	TAXES								
31011	EDA CURRENT AD VALOREM	179,000.00	179,000.00	0.00	100,753.38	78,246.62	56		
31014	AREA WIDE TAX	76,500.00	76,500.00	0.00	31,151.68	45,348.32	40		
31020	DELINQ. AD VALOREM	0.00	0.00	0.00	2,121.25	2,121.25	9999		
TOTAL:	TAXES	255,500.00	255,500.00	0.00	134,026.31	121,473.69	52		
	CHARGES FOR SERVICES								
34112	ADMINISTRATIVE FEES	0.00	0.00	0.00	30.00	30.00	9999		
34113	DEVELOPER FEES	0.00	0.00	0.00	2,000.00	2,000.00	9999		
TOTAL:	CHARGES FOR SERVICES	0.00	0.00	0.00	2,030.00	2,030.00	9999		
TOTAL:	REVENUE	255,500.00	255,500.00	0.00	136,056.31	119,443.69	53		
TOTAL:	EDA ADMINISTRATION	255,500.00	255,500.00	0.00	136,056.31	119,443.69	53		

Revenue Guideline
ADOPTED BUDGET REVISED BUDGET AND IN PROCESS AND IN PROCESS ANNUAL ACT MTD POSTED ACT YTD POSTED REMAINING BALANCE PCT

226	SPECIAL PROJECT REVENUE								
00	REVENUE								
33165	FEDERAL GRANT PASS THROUGH	0.00	0.00	0.00	1,080,762.15	1,080,762.15	9999		
33422	STATE GRANT	0.00	0.00	0.00	3,700.00	3,700.00	9999		
34112	ADMINISTRATIVE FEES	0.00	0.00	0.00	9,295.00	9,295.00	9999		
34115	SALES - NONTAXABLE	0.00	0.00	0.00	7,350.00	7,350.00	9999		
36225	NONDWELLING RENTS	0.00	0.00	0.00	29,308.99	29,308.99	9999		
TOTAL:	REVENUE	0.00	0.00	0.00	1,130,416.14	1,130,416.14	9999		
TOTAL:	SPECIAL PROJECT REVENUE	0.00	0.00	0.00	1,130,416.14	1,130,416.14	9999		

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED	ACT YTD POSTED	REMAINING BALANCE	PCT
228 DOWNTOWN PARKING						
00 REVENUE						
36225 NONDWELLING RENTS	31,200.00	31,200.00	0.00	23,400.00	7,800.00	75
39247 TRANSFER IN-SPECIAL PROJ REV	25,000.00	25,000.00	2,083.33	18,749.97	6,250.03	74
TOTAL: REVENUE	56,200.00	56,200.00	2,083.33	42,149.97	14,050.03	74
TOTAL: DOWNTOWN PARKING	56,200.00	56,200.00	2,083.33	42,149.97	14,050.03	74

ACS FINANCIAL SYSTEM
10/12/2021 10:34:25
LEVEL OF DETAIL 1.0 THRU 3.0

FOR THE PERIOD(S) JAN 01, 2021 THROUGH SEP 30, 2021
Revenue Guideline

CITY OF COLUMBIA HEIGHTS
GL520R-V08.15 PAGE 18

	ADOPTED BUDGET	REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	ANNUAL ACT MTD POSTED	ACT YTD POSTED	REMAINING BALANCE	PCT
372 HUSET PARK AREA TIF (T6)								
00 REVENUE								
31010 CURRENT AD VALOREM	192,300.00	192,300.00	0.00	374,051.46	181,751.46	194		
31020 DELINQ. AD VALOREM	0.00	0.00	0.00	1,387.61	1,387.61	9999		
36210 INTEREST ON INVESTMENTS	1,000.00	1,000.00	0.00	0.00	1,000.00	0		
TOTAL: REVENUE	193,300.00	193,300.00	0.00	375,439.07	182,139.07	194		
TOTAL: HUSET PARK AREA TIF (T6)	193,300.00	193,300.00	0.00	375,439.07	182,139.07	194		

ACS FINANCIAL SYSTEM
10/12/2021 10:34:25
LEVEL OF DETAIL 1.0 THRU 3.0

FOR THE PERIOD(S) JAN 01, 2021 THROUGH SEP 30, 2021

CITY OF COLUMBIA HEIGHTS
GL520R-V08.15 PAGE 20

Revenue Guideline

ADOPTED BUDGET REVISED BUDGET AND IN PROCESS AND IN PROCESS
ANNUAL ACT MTD POSTED ACT YTD POSTED
REMAINING
BALANCE PCT

389	TIF R8 CRESTV/TRANSITION BLK							
00	REVENUE							
	TAXES							
31010	CURRENT AD VALOREM	0.00	0.00	0.00	31,556.59	31,556.59	9999	-----!!!
TOTAL:	TAXES	0.00	0.00	0.00	31,556.59	31,556.59	9999	-----!!!
TOTAL:	REVENUE	0.00	0.00	0.00	31,556.59	31,556.59	9999	-----!!!
TOTAL:	TIF R8 CRESTV/TRANSITION BLK	0.00	0.00	0.00	31,556.59	31,556.59	9999	-----!!!

ADOPTED BUDGET REVISED BUDGET AND IN PROCESS AND IN PROCESS ANNUAL ACT MTD POSTED ACT YTD POSTED REMAINING BALANCE PCT

391	SCATTERED SITE TIF W3/W4							
00	REVENUE							
31010	CURRENT AD VALOREM	0.00	0.00	0.00	0.00	21,883.98	21,883.98	9999
TOTAL:	REVENUE	0.00	0.00	0.00	0.00	21,883.98	21,883.98	9999
TOTAL:	SCATTERED SITE TIF W3/W4	0.00	0.00	0.00	0.00	21,883.98	21,883.98	9999

Revenue Guideline
ANNUAL ACT MTD POSTED ACT YTD POSTED
ADOPTED BUDGET REVISED BUDGET AND IN PROCESS AND IN PROCESS REMAINING
BALANCE PCT

408	EDA REDEVELOPMENT PROJECT FD								
00	REVENUE								
31012	HRA CURRENT AD VALOREM	175,000.00	175,000.00	0.00	96,226.80	78,773.20	54	-----	
31014	AREA WIDE TAX	75,000.00	75,000.00	0.00	31,287.11	43,712.89	41	-----	
31020	DELINQ. AD VALOREM	0.00	0.00	0.00	1,913.24	1,913.24	9999	-----	!!!
36290	OTHER MISC. REVENUE	0.00	0.00	0.00	1,243.29	1,243.29	9999	-----	!!!
TOTAL:	REVENUE	250,000.00	250,000.00	0.00	130,670.44	119,329.56	52	-----	!!!
TOTAL:	EDA REDEVELOPMENT PROJECT FD	250,000.00	250,000.00	0.00	130,670.44	119,329.56	52	-----	

	ADOPTED BUDGET	REVISED BUDGET	AND IN PROCESS	AND IN PROCESS	ANNUAL ACT MTD POSTED ACT YTD POSTED	REMAINING BALANCE	PCT
420	CAP IMPROVEMENT DEVELOPMENT						
00	REVENUE						
36216	0.00	0.00	0.00	0.00	323.71	323.71-	9999
TOTAL:	0.00	0.00	0.00	0.00	323.71	323.71-	9999
TOTAL:	CAP IMPROVEMENT DEVELOPMENT						



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	NOVEMBER 1, 2021

ITEM:	Approve Amended EDA Budget Resolution No. 2021-14	
DEPARTMENT:	Community Development	BY/DATE: Aaron Chirpich – October 29, 2021

BACKGROUND:

At the September 7, 2021 regular EDA meeting, the commission approved budget Resolution 2021-14 which contained a numerical error. Because the error relates to a budget resolution, staff would like to make the correction in a formal manner. The resolution incorrectly listed the EDA levy amount for the 2022 budget at \$250,028. This amount reflects the 2022 operating budget for the EDA and not the requested full levy amount of \$255,500. The budget and staff memo presented to the commission at the September 7th meeting both contained the right amounts for the requested administration budget and corresponding levy. Therefore deliberations at the meeting were based upon the correct amounts. To fix the error in Resolution 2021-14, staff has amended the resolution to show the correct levy amount.

RECOMMENDED MOTION(S):
<p>MOTION: Move to waive the reading of Amended Resolution 2021-14, there being ample copies available to the public.</p> <p>MOTION: Move to approve Amended Resolution 2021-14, a resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2022 and setting the 2021 tax levy, payable in 2022.</p>

ATTACHMENT(S):

- Amended Resolution 2021-14
- Fund 204: EDA Administration Budget Summary

A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2022 AND SETTING THE 2021 TAX LEVY, PAYABLE IN 2022.

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 \$565,500 for 2022; 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 \$255,500 for taxes payable in 2022; and

BE IT FURTHER RESOLVED, that Amended Resolution 2021-14 replaces Resolution 2021-14 that was approved by the EDA on September 7, 2021; 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 1st day of November, 2021

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary

City of Columbia Heights, Minnesota

BUDGET 2022

Community Development

	Planning & Inspections	EDA	Downtown Parking	EDA Redevelopment Project
	201	204	228	408
Revenue				
30999 Taxes	-	255,500	-	310,000
31999 Licenses & Permits	317,500	-	-	-
32999 Intergovernmental	-	-	-	-
33999 Charge for Services	-	-	-	-
34999 Fines & Forfeits	-	-	-	-
35999 Miscellaneous	2,500	-	31,200	-
36999 Sales and Related Charges	-	-	-	-
39199 Transfers & Non Rev Receipts	140,000	-	10,000	-
Total Revenue	460,000	255,500	41,200	310,000
Expenses				
0999 Personal Services	378,796	208,128	-	-
1999 Supplies	7,425	2,900	-	-
2999 Other Services and Charges	32,550	17,100	41,200	50,000
4999 Capital Outlay	-	-	-	200,000
6999 Contingencies & Transfers	21,900	21,900	-	-
Total Expenses	440,671	250,028	41,200	250,000
Summary				
Change to Fund Balance	19,329	5,472	-	60,000

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2022

Item 3.

DEPARTMENT: ECONOMIC DEVELOPMENT AUTHORITY							
204 46314	COMMUNITY DEVELOPMENT ECONOMIC DEVELOPMENT AUTH.	Actual Expense 2019	Actual Expense 2020	Adopted Budget 2021	Department Proposed 2022	City Manager Proposed 2022	Council Adopted 2022
Line Item	Description						
0999	Personal Services	110,610	147,639	209,600	208,128	208,128	-
1999	Supplies	350	1,922	3,200	2,900	2,900	-
2999	Other Services & Charges	33,937	18,773	21,800	17,100	17,100	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	16,000	19,500	20,025	21,900	21,900	-
TOTALS: ECONOMIC DEVELOPMENT		160,897	187,833	254,625	250,028	250,028	-

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.

Objectives

City Goal - ECONOMIC STRENGTH & EXCELLENT HOUSING AND NEIGHBORHOODS

- Implement goals and objectives of the Economic Development Authority.
- Drive redevelopment projects in priority areas of the City through strategic partnerships.
- Monitor and implement housing programs to ensure neighborhood reinvestment is occurring.
- Develop and implement programs that work to increase assessed property values.
- Enhance business opportunities with the City.
- Develop and implement a Business Retention & Expansion program.
- Increase the City's tax base.

City Goal - AFFORDABILITY

- Work to ensure that high-quality, affordable housing options are available for all residents.

Budget Comments on Proposed Budget

The Economic Development Authority Fund budget for 2022 will decrease by \$4,597.

PERSONAL SERVICES:

Personal Services will decrease by \$1,472 and will accommodate planned COLA increases for the CD Director and CD Coordinator.

EDA Fund 204 will also transfer out \$12,170 to the Administrative department to contribute to the funding of the Communications and Events Specialist position. Funding for this position has increased by \$702 for 2022.

SUPPLIES:

Supplies will decrease by \$300 to be more reflective of historic trends related to general office supply costs.

OTHER SERVICES AND CHARGES:

Other Services and Charges will decrease by \$4,700 due to decreases in Expert and Professional Services, Property and Liability Insurance, and Telephone costs. Expert and Professional Services contracts are more appropriately assigned to specific development projects that are typically funded through Fund 408 or other development funds managed by the City.



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	NOVEMBER 1, 2021

ITEM:	Approve Demolition Contract for 960, 1002, and 230 40th Avenue	
DEPARTMENT:	Community Development	BY/DATE: Aaron Chirpich – 10/29/2021

BACKGROUND:

The EDA recently acquired the three single-family homes located at 960, 1002, and 230 40th Avenue NE. The EDA purchased the properties for redevelopment purposes; however there are no immediate plans for the redevelopment of each site. The next step in the process is to remove all existing site improvements to prepare the properties for future projects. The homes have been prepared for demolition through the removal of any hazardous materials and disconnection of all utilities. Staff requested quotes for demolition, site grading, and utility work from three contractors. Two bids were received from the following contractors:

- Drobnick’s Demolition \$41,295
- Nitti Rolloff Services, Inc. \$58,975

STAFF RECOMMENDATION:

Staff recommends awarding the contract for demolition, site grading, and utility work to Drobnick’s Demolition in the amount of \$41,295. Weather permitting; staff expects the contracted work to be completed by the end of November.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Resolution 2021-19, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2021-19, a resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving contract with Drobnick’s Demolition for demolition of site improvements, site grading, and utility work for the properties located at 960, 1002, and 230 40th Avenue NE.

ATTACHMENT(S):

- Resolution 2021-19
- Location Map
- Demolition Bids
- Demolition Specifications

RESOLUTION NO. 2021-19

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF
COLUMBIA HEIGHTS, MINNESOTA, APPROVING CONTRACT WITH
DROBNICK'S DEMOLITION FOR DEMOLITION OF SITE IMPROVEMENTS,
SITE GRADING, AND UTILITY WORK FOR THE PROPERTIES LOCATED AT 960,
1002, AND 230 40TH AVENUE NE**

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

WHEREAS, the Economic Development Authority in and for the City of Columbia Heights ("EDA") acquired certain real property located at 960 40th Avenue NE, 1002 40th Avenue NE, and 230 40th Avenue NE, Columbia Heights (the "Properties") with the intentions of redeveloping the Properties; and

WHEREAS, the EDA intends to redevelop the Properties and return the Properties to the tax rolls for the benefit of all taxing jurisdictions; and

WHEREAS, City staff is exercising due diligence to correct the blighted condition of the Properties by performing environmental cleanup of the Properties to be followed by the demolition of all buildings on the Properties, utility work, and site grading of the Properties; and

WHEREAS, Drobnick's Demolition, submitted a proposal for demolition of site improvements, utility work, and site grading ("Work") that meets all of the Project Specifications and is the low bid; and

WHEREAS, it is in the best interests of the EDA to enter into a contract with Drobnick's Demolition for the purpose of performing the Work; and

WHEREAS, City staff is hereby seeking approval from the EDA of the selection of Drobnick's Demolition as the duly qualified contractor to perform the Work.

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

1. That the above recitals are incorporated herein by reference.
2. That selection of Drobnick's Demolition as the Contractor to perform the demolition of all building and site improvements located at the Properties, utility work, and site grading of the Properties pursuant to the Project Specifications is

approved, it being in the best interest of the EDA and City to prepare the Properties for redevelopment.

- 3. That the payment of \$41,295 to Drobnick’s Demolition to perform the Work is hereby approved.

- 4. The President, Executive Director and Columbia Heights City staff are authorized and directed to sign all appropriate documents, and to take whatever additional actions are necessary or desirable, to complete the demolition, utility work, and the re-grading of the Properties in accordance with the contract to be prepared by the City staff.

Passed this 1st day of November 2021.

Offered by:
Seconded by:
Roll Call:

Marlaine Szurek, President

Attest: _____
Secretary

ayer to search



**BID FORM**

Property Owner: City of Columbia Heights EDA

Property Address: 230, 960 and 1002 40th Ave NE

For a price of \$ 41,295.⁰⁰, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, site grading, and utility work at 230, 960 and 1002 40th Ave NE.

Name of Contractor: Drobnick's Const. Clean Up

License Number: _____

Address: 17611 Kettle River Blvd. NE Forest Lake

Telephone: 612-723-4313 **E-mail Address:** Tdrobnick@yahoo.com

Contractor Signature: Thomas A. Durb **Date:** 10-26-2021

Title: Owner / Operator



BID FORM

Property Owner: City of Columbia Heights EDA

Property Address: 230, 960 and 1002 40th Ave NE

For a price of \$ 58,975⁰⁰, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, site grading, and utility work at 230, 960 and 1002 40th Ave NE.

Name of Contractor: Nitt: Roloff Services

License Number: N/A

Address: 12351 Cloud Drive, N.E. Blaine 55449

Telephone: 763-238-1014 **E-mail Address:** dana@nitt.companies.com

Contractor Signature: [Signature] **Date:** 10/27/21

Title: V.P. Sales



REQUEST FOR QUOTE/PROJECT SPECIFICATIONS

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

Subject: Request for quotes for demolition, site grading, and utility work at three properties addressed: 230, 960 and 1002 40th Ave NE.

Overview:

The City of Columbia Heights EDA is the owner of the properties addressed 230 40th Avenue NE (P.I.D. 35-30-24-32-0104), 960 40th Ave NE (P.I.D. 36-30-24-32-0046) and 1002 40th Ave NE (P.I.D. 36-30-24-32-0042). The EDA is requesting quotes for demolition and removal of all building and site improvements at these locations followed by re-grading of the primary excavation areas. If you are interested in submitting a quote for this project, please review the enclosed specifications and inspect the sites. Please call Aaron Chirpich in the Community Development Department with any questions, 763-706-3675

Proposals must be completed on the enclosed bid form and submitted by 4:30p.m. On **October 27th 2021**. Proposals may be submitted by U.S. Mail, e-mail or in person; please note the enclosed bid form must be used. City staff will review the submitted proposals and forward them to the EDA. City staff expects the EDA to select a demolition contractor at their **November 1st** meeting. The timeline for completion of all work will be weather dependent.

Submit proposals to the following: Attn: Aaron Chirpich
City of Columbia Heights Community
Development Department
590 40th Ave, NE
Columbia Heights, MN 55421
achirpich@columbiaheightsmn.gov



BID FORM

Property Owner: City of Columbia Heights EDA

Property Address: 230, 960 and 1002 40th Ave NE

For a price of \$_____, the contractor named below proposes to fully complete the work in accordance with the attached specifications for demolition, site grading, and utility work at 230, 960 and 1002 40th Ave NE.

Name of Contractor: _____

License Number: _____

Address: _____

Telephone: _____ **E-mail Address:** _____

Contractor Signature: _____ **Date:** _____

Title: _____



SPECIFICATIONS FOR DEMOLITION AND RELATED WORK

A. Scope of Work

1. General

- a. Contractor shall furnish all labor, materials and equipment, and shall perform all service and work required to remove the; buildings, structures, and improvements from the site along with the post demolition grading of the site, in strict accordance with these specifications and in accordance with all applicable ordinances and laws pertaining to removal of buildings, structures, grading and erosion control. **Before demolition, contractor is to install erosion control protection around entire excavation area, either machine laid silt fence, or erosion control logs.**
- b. Contractor shall thoroughly review these specifications and examine the site to evaluate existing and proposed conditions prior to making a quote. Failure to do so shall in no way relieve contractor from performing the work as required or be grounds for a claim for extra payment.

2. Demolition and Disposal of Buildings and Site Improvements

- a. All buildings and site improvements on the site shall be removed and properly disposed of. Demolition to include, but not limited to stairs, ramps, fences, retaining walls, floor slabs, garages, equipment bases, driveways, aprons, foundation walls and footings, and other structure components, appurtenances and contents associated with each structure, unless noted otherwise.
- b. All demolition materials, substrates, debris, waste, or other materials shall be collected, stored, handled, managed, and disposed in accordance with currently accepted practices at an approved, licensed, or permitted facility in accordance with applicable federal, state, and local ordinances, rules, and regulations.



SPECIFICATIONS FOR DEMOLITION AND RELATED WORK

3. Backfill, Compaction, Grading, and Restoration

- a. No demolition material shall be left in, or placed in any excavation. All excavations unless otherwise noted, shall be back filled with common fill. Common fill material shall be a mineral aggregate of which not more than twenty (20%) percent (by weight) passes the No. 22 sieve. The material shall be free of rocks or clumps greater than 3 inches in diameter. Material shall be classified as sand, sandy loam, gravel, or pit run. Common fill shall be thoroughly compacted by the method of ordinary compaction.
- b. The finished grade shall be determined by matching the existing average grade of the excavation areas prior to demolition. The final grade shall maintain pre demolition drainage patterns.
- c. Upon completion of the finished rough grade, contractor shall spread 6" of imported topsoil to all disturbed areas of the site and apply seed and blanket to the same. Topsoil, meeting MN DOT Specification 3877 "Common Topsoil Borrow", is to be furnished. The material shall be compacted firmly and raked prior to placement of seed and blanket. ***Exception* At 960 40th Avenue, contractor is to place 4" of Class 5 gravel over the excavation area. Class 5 gravel shall be compacted with ordinary compaction. This area will serve as construction parking for the adjacent job-site trailer.**

4. Abandonment of Wells

- a. **The city is not aware of any wells on the properties. If a well is discovered:** As part of this bid, the demolition contractor is to notify the City immediately and hire a well sealing company to properly seal the well and record the sealing with the Minnesota Department of Health. Contractor must provide records of the well sealing to the City upon completion. Contractor will be reimbursed for actual well sealing costs plus an overhead multiplier of 2.0 if well sealing is necessary.



SPECIFICATIONS FOR DEMOLITION AND RELATED WORK

5. Utilities

- a. Contractor shall be responsible for calling Gopher State One Call for the location of any underground utilities prior to commencement of demolition and site grading work.
- b. The city has completed the disconnection of electricity (Excel Energy), natural gas (CenterPoint Energy), along with City sewer and water services for the properties. Contractor shall field verify disconnections prior to demolition.

Other private communication utilities such as telephone and cable may still be connected; if so, contractor shall roll them back and secure them at the pole prior to demolition.

- c. The water and sewer services have been disconnected at the main(s). Contractor is to remove the private water and sewer lines to the property line at each location. Contractor shall also remove water curb stop. Contractor shall call the Public Works Utility department for inspections of the trenches before backfilling. **Do not include utility disconnects in the street with your quote, this work has been completed.**

6. Asbestos and Other Hazardous Materials

- a. The City has contracted with Angstrom Analytical for the completion of demolition surveys for all properties, and contracted with abatement contractors for the removal of all hazardous materials. **No abatement work is to be included with your quote, this work has been completed.**
- b. **The house and garage at 230 40th Avenue were burned in a controlled training exercise by the City's Fire Department. Contractor is responsible for knowing the laws and regulations that govern the disposal of burned material and is to dispose of burned debris in a code compliant manner at a proper dumping location. The City has ordered a toxicity characteristic leaching procedure (TCLP) test for this site. The test results are attached to this report.**



SPECIFICATIONS FOR DEMOLITION AND RELATED WORK

7. Permits and Inspections

- a. Contractor will complete and submit to the City of Columbia Heights a demolition permit application. Contractor shall have the work inspected prior to backfilling the primary excavation. The private water and sewer service trenches will also be inspected by City Public Works staff.
- b. If any permits from other governmental agencies are required, contractor shall, at contractor's own expense, secure such permits, pay any fees and complete any inspections required by same, and provide a copy of the permit to the City.
- c. Contractor shall submit "Notification of Intent to Perform a Demolition" Form to the MPCA.

8. Miscellaneous Provisions, and Notices

- a. Contractor shall erect and maintain all necessary barricades and warnings to adequately safeguard workers, adjacent property, and the public.
- b. The demolition and clearing of the site shall be carried out in such a manner to preclude damage to adjacent property or public right-of-way.
- c. **Contractor is to provide dust control during all demolition activity by watering.**
- d. Submission of a proposal will constitute an incontrovertible representation by contractor that contractor has complied with every requirement of these specifications and attachments thereto; that without exception the proposal is premised upon performing and furnishing the work including but not limited to the specific means, methods, techniques, sequences, procedures or precautions expressly required by these specifications and attachments thereto; that contractor has received from City satisfactory written resolution



SPECIFICATIONS FOR DEMOLITION AND RELATED WORK

of any conflicts, errors, ambiguities, and discrepancies; and that these specifications and attachments thereto are generally sufficient to indicate and convey understanding of the terms and conditions for performing and furnishing the work.



E-MAIL
10-5-21 8:57am
Item 4.

5001 Cedar Lake Road * St. Louis Park, MN 55416
952-252-0405 fax: 952-252-0407

Aaron Chirpich
City of Columbia Heights
590 40th Ave NE
Columbia Heights, MN 55421

October 5, 2021

TCLP RCRA 8 metals
230 40th Ave NE

On September 22, 2021 collected Angstrom Analytical, Inc. a sample, for TCLP RCRA 8 metals analysis, sample from the above referenced project. The results of the sample rendered concentrations of (a result of ND = Analyte Not Detected):

Arsenic	<0.20 mg/L
Barium	<1.00 mg/L
Cadmium	<0.04 mg/L
Chromium	<0.04 mg/L
Lead	0.446 mg/L
Selenium	<0.20 mg/L
Silver	<0.04 mg/L
Mercury	<0.002 mg/L

According to the EPA the allowable waste limits are (ppm=mg/L):

Arsenic (D004)	5.0 ppm
Barium (D005)	100.0 ppm
Cadmium (D006)	1.0 ppm
Chromium (D007)	5.0 ppm
Lead (D008)	5.0 ppm
Mercury (D009)	0.2 ppm
Selenium (D010)	1.0 ppm
Silver (D011)	5.0 ppm

The above results indicate that the sample is within the EPA limits. I hope you find the above information is useful. If you have any questions, please call me at the number above. Analysis performed by Eurofins TestAmerica.

Sincerely,

Steve Wallinga
Angstrom Analytical, Inc.



Environment Testing
America

ANALYTICAL REPORT

Eurofins TestAmerica, Cedar Falls
3019 Venture Way
Cedar Falls, IA 50613
Tel: (319)277-2401

Laboratory Job ID: 310-215765-1
Client Project/Site: Columbia Heights /40th Ave NE

For:
Angstrom Analytical, Inc
5001 Cedar Lake Road South
Saint Louis Park, Minnesota 55416

Attn: Kevin Hagen

Authorized for release by:
10/4/2021 9:05:39 AM

Zach Bindert, Project Manager I
(319)277-2401
Zach.Bindert@Eurofinset.com

LINKS

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results through

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www.eurofinsus.com/Env

This report has been electronically signed and authorized by the signatory. Electronic signature is intended to be the legally binding equivalent of a traditionally handwritten signature.

Results relate only to the items tested and the sample(s) as received by the laboratory.

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Case Narrative

Item 4.

Client: Angstrom Analytical, Inc
Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

Job ID: 310-215765-1

Laboratory: Eurofins TestAmerica, Cedar Falls

Narrative

Job Narrative
310-215765-1

Comments

No additional comments.

Receipt

The sample was received on 9/23/2021 2:15 PM. Unless otherwise noted below, the sample arrived in good condition, and where required, properly preserved and on ice. The temperature of the cooler at receipt was 0.1° C.

Metals

Method 6010D: The following sample was diluted due to the presence of an interferent. 1 Ash/Debris (310-215765-1). Elevated reporting limits (RLs) are provided.

No additional analytical or quality issues were noted, other than those described above or in the Definitions/Glossary page.

Organic Prep

No analytical or quality issues were noted, other than those described in the Definitions/Glossary page.

Sample Summary

Item 4.

Client: Angstrom Analytical, Inc
Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

<u>Lab Sample ID</u>	<u>Client Sample ID</u>	<u>Matrix</u>	<u>Collected</u>	<u>Received</u>
310-215765-1	1 Ash/Debris	Solid	09/22/21 09:10	09/23/21 14:15

Detection Summary

Item 4.

Client: Angstrom Analytical, Inc
Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

Client Sample ID: 1 Ash/Debris

Lab Sample ID: 310-215765-1

Analyte	Result	Qualifier	RL	MDL	Unit	DII Fac	D	Method	Prep Type
Lead	0.446		0.200		mg/L	2		6010D	TCLP

This Detection Summary does not include radiochemical test results.

Client Sample Results

Item 4.

Client: Angstrom Analytical, Inc
 Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

Client Sample ID: 1 Ash/Debris

Lab Sample ID: 310-215765-1

Date Collected: 09/22/21 09:10

Matrix: Solid

Date Received: 09/23/21 14:15

Method: 6010D - Metals (ICP) - TCLP

Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
Arsenic	<0.200		0.200		mg/L		09/28/21 10:30	09/29/21 19:37	2
Barium	<1.00		1.00		mg/L		09/28/21 10:30	09/29/21 19:37	2
Cadmium	<0.0400		0.0400		mg/L		09/28/21 10:30	10/01/21 12:30	2
Chromium	<0.0400		0.0400		mg/L		09/28/21 10:30	09/29/21 19:37	2
Lead	0.446		0.200		mg/L		09/28/21 10:30	09/29/21 19:37	2
Selenium	<0.200		0.200		mg/L		09/28/21 10:30	09/29/21 19:37	2
Silver	<0.0400		0.0400		mg/L		09/28/21 10:30	09/29/21 19:37	2

Method: 7470A - Mercury (CVAA) - TCLP

Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
Mercury	<0.00200		0.00200		mg/L		09/28/21 12:57	09/29/21 12:55	1

Definitions/Glossary

Item 4.

Client: Angstrom Analytical, Inc
Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

Glossary

Abbreviation	These commonly used abbreviations may or may not be present in this report.
▫	Listed under the "D" column to designate that the result is reported on a dry weight basis
%R	Percent Recovery
CFL	Contains Free Liquid
CFU	Colony Forming Unit
CNF	Contains No Free Liquid
DER	Duplicate Error Ratio (normalized absolute difference)
Dil Fac	Dilution Factor
DL	Detection Limit (DoD/DOE)
DL, RA, RE, IN	Indicates a Dilution, Re-analysis, Re-extraction, or additional Initial metals/anion analysis of the sample
DLC	Decision Level Concentration (Radiochemistry)
EDL	Estimated Detection Limit (Dioxin)
LOD	Limit of Detection (DoD/DOE)
LOQ	Limit of Quantitation (DoD/DOE)
MCL	EPA recommended "Maximum Contaminant Level"
MDA	Minimum Detectable Activity (Radiochemistry)
MDC	Minimum Detectable Concentration (Radiochemistry)
MDL	Method Detection Limit
ML	Minimum Level (Dioxin)
MPN	Most Probable Number
MQL	Method Quantitation Limit
NC	Not Calculated
ND	Not Detected at the reporting limit (or MDL or EDL if shown)
NEG	Negative / Absent
POS	Positive / Present
PQL	Practical Quantitation Limit
PRES	Presumptive
QC	Quality Control
RER	Relative Error Ratio (Radiochemistry)
RL	Reporting Limit or Requested Limit (Radiochemistry)
RPD	Relative Percent Difference, a measure of the relative difference between two points
TEF	Toxicity Equivalent Factor (Dioxin)
TEQ	Toxicity Equivalent Quotient (Dioxin)
TNTC	Too Numerous To Count

QC Sample Results

Item 4.

Client: Angstrom Analytical, Inc
 Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

Method: 6010D - Metals (ICP)

Lab Sample ID: LB 310-329730/1-B

Matrix: Solid

Analysis Batch: 329903

Client Sample ID: Method Blank

Prep Type: TCLP

Prep Batch: 329795

Analyte	LB LB		RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
	Result	Qualifier							
Arsenic	<0.100		0.100		mg/L		09/28/21 10:30	09/28/21 20:56	1
Barium	<0.500		0.500		mg/L		09/28/21 10:30	09/28/21 20:56	1
Cadmium	<0.0200		0.0200		mg/L		09/28/21 10:30	09/28/21 20:56	1
Chromium	<0.0200		0.0200		mg/L		09/28/21 10:30	09/28/21 20:56	1
Selenium	<0.100		0.100		mg/L		09/28/21 10:30	09/28/21 20:56	1

Lab Sample ID: LB 310-329730/1-B

Matrix: Solid

Analysis Batch: 330113

Client Sample ID: Method Blank

Prep Type: TCLP

Prep Batch: 329795

Analyte	LB LB		RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
	Result	Qualifier							
Lead	<0.100		0.100		mg/L		09/28/21 10:30	09/29/21 12:50	1
Silver	<0.0200		0.0200		mg/L		09/28/21 10:30	09/29/21 12:50	1

Method: 7470A - Mercury (CVAA)

Lab Sample ID: LB 310-329730/1-C

Matrix: Solid

Analysis Batch: 329979

Client Sample ID: Method Blank

Prep Type: TCLP

Prep Batch: 329826

Analyte	LB LB		RL	MDL	Unit	D	Prepared	Analyzed	Dil Fac
	Result	Qualifier							
Mercury	<0.00200		0.00200		mg/L		09/28/21 12:57	09/29/21 12:38	1

Lab Sample ID: LCS 310-329730/2-C

Matrix: Solid

Analysis Batch: 329979

Client Sample ID: Lab Control Sample

Prep Type: TCLP

Prep Batch: 329826

Analyte	Spike Added	LCS Result	LCS Qualifier	Unit	D	%Rec	%Rec Limits

QC Association Summary

Item 4.

Client: Angstrom Analytical, Inc
 Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

Metals

Leach Batch: 329730

Lab Sample ID	Client Sample ID	Prep Type	Matrix	Method	Prep Batch
310-215765-1	1 Ash/Debris	TCLP	Solid	1311	
LB 310-329730/1-B	Method Blank	TCLP	Solid	1311	
LB 310-329730/1-C	Method Blank	TCLP	Solid	1311	
LCS 310-329730/2-A	Lab Control Sample	TCLP	Solid	1311	
LCS 310-329730/2-C	Lab Control Sample	TCLP	Solid	1311	

Prep Batch: 329795

Lab Sample ID	Client Sample ID	Prep Type	Matrix	Method	Prep Batch
310-215765-1	1 Ash/Debris	TCLP	Solid	3010A	329730
LB 310-329730/1-B	Method Blank	TCLP	Solid	3010A	329730

Prep Batch: 329826

Lab Sample ID	Client Sample ID	Prep Type	Matrix	Method	Prep Batch
310-215765-1	1 Ash/Debris	TCLP	Solid	7470A	329730
LB 310-329730/1-C	Method Blank	TCLP	Solid	7470A	329730
LCS 310-329730/2-C	Lab Control Sample	TCLP	Solid	7470A	329730

Analysis Batch: 329903

Lab Sample ID	Client Sample ID	Prep Type	Matrix	Method	Prep Batch
LB 310-329730/1-B	Method Blank	TCLP	Solid	6010D	329795
LCS 310-329730/2-A	Lab Control Sample	TCLP	Solid	6010D	329730

Analysis Batch: 329979

Lab Sample ID	Client Sample ID	Prep Type	Matrix	Method	Prep Batch
310-215765-1	1 Ash/Debris	TCLP	Solid	7470A	329826
LB 310-329730/1-C	Method Blank	TCLP	Solid	7470A	329826
LCS 310-329730/2-C	Lab Control Sample	TCLP	Solid	7470A	329826

Analysis Batch: 330071

Lab Sample ID	Client Sample ID	Prep Type	Matrix	Method	Prep Batch
310-215765-1	1 Ash/Debris	TCLP	Solid	6010D	329795

Analysis Batch: 330113

Lab Sample ID	Client Sample ID	Prep Type	Matrix	Method	Prep Batch
LB 310-329730/1-B	Method Blank	TCLP	Solid	6010D	329795
LCS 310-329730/2-A	Lab Control Sample	TCLP	Solid	6010D	329730

Analysis Batch: 330286

Lab Sample ID	Client Sample ID	Prep Type	Matrix	Method	Prep Batch
310-215765-1	1 Ash/Debris	TCLP	Solid	6010D	329795

Lab Chronicle

Item 4.

Client: Angstrom Analytical, Inc
Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

Client Sample ID: 1 Ash/Debris

Lab Sample ID: 310-215765-1

Date Collected: 09/22/21 09:10

Matrix: Solid

Date Received: 09/23/21 14:15

Prep Type	Batch Type	Batch Method	Run	Dilution Factor	Batch Number	Prepared or Analyzed	Analyst	Lab
TCLP	Leach	1311			329730	09/27/21 12:50	JTA	TAL CF
TCLP	Prep	3010A			329795	09/28/21 10:30	ACM2	TAL CF
TCLP	Analysis	6010D		2	330071	09/29/21 19:37	CJT	TAL CF
TCLP	Leach	1311			329730	09/27/21 12:50	JTA	TAL CF
TCLP	Prep	3010A			329795	09/28/21 10:30	ACM2	TAL CF
TCLP	Analysis	6010D		2	330286	10/01/21 12:30	CTB	TAL CF
TCLP	Leach	1311			329730	09/27/21 12:50	JTA	TAL CF
TCLP	Prep	7470A			329826	09/28/21 12:57	EAM	TAL CF
TCLP	Analysis	7470A		1	329979	09/29/21 12:55	EAM	TAL CF

Laboratory References:

TAL CF = Eurofins TestAmerica, Cedar Falls, 3019 Venture Way, Cedar Falls, IA 50613, TEL (319)277-2401

Accreditation/Certification Summary

Item 4.

Client: Angstrom Analytical, Inc
Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

Laboratory: Eurofins TestAmerica, Cedar Falls

The accreditations/certifications listed below are applicable to this report.

Authority	Program	Identification Number	Expiration Date
Minnesota	NELAP	019-999-319	12-31-21

Method Summary

Item 4.

Client: Angstrom Analytical, Inc
Project/Site: Columbia Heights /40th Ave NE

Job ID: 310-215765-1

Method	Method Description	Protocol	Laboratory
6010D	Metals (ICP)	SW846	TAL CF
7470A	Mercury (CVAA)	SW846	TAL CF
1311	TCLP Extraction	SW846	TAL CF
3010A	Preparation, Total Metals	SW846	TAL CF
7470A	Preparation, Mercury	SW846	TAL CF

Protocol References:

SW846 = "Test Methods For Evaluating Solid Waste, Physical/Chemical Methods", Third Edition, November 1986 And Its Updates.

Laboratory References:

TAL CF = Eurofins TestAmerica, Cedar Falls, 3019 Venture Way, Cedar Falls, IA 50613, TEL (319)277-2401



Environment Testing
TestAmerica



310-215765 Chain of Custody

Cooler/Sample Receipt and Temperature Log Form

Client Information		
Client: <u>Angstrom</u>		
City/State: <u>St. Louis</u> <small>CITY</small> <u>MO</u> <small>STATE</small>	Project:	
Receipt Information		
Date/Time Received: <u>9-23-21</u> <small>DATE</small> <u>1415</u> <small>TIME</small>	Received By: <u>[Signature]</u>	
Delivery Type: <input type="checkbox"/> UPS <input type="checkbox"/> FedEx <input type="checkbox"/> FedEx Ground <input type="checkbox"/> US Mail <input type="checkbox"/> Spee-Dee <input checked="" type="checkbox"/> Lab Courier <input type="checkbox"/> Lab Field Services <input type="checkbox"/> Client Drop-off <input type="checkbox"/> Other: _____		
Condition of Cooler/Containers		
Sample(s) received in Cooler?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes: Cooler ID: _____
Multiple Coolers?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes: Cooler # _____ of _____
Cooler Custody Seals Present?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes: Cooler custody seals intact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sample Custody Seals Present?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes: Sample custody seals intact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Trip Blank Present?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes: Which VOA samples are in cooler? ↓
Temperature Record		
Coolant: <input checked="" type="checkbox"/> Wet ice <input type="checkbox"/> Blue ice <input type="checkbox"/> Dry ice <input type="checkbox"/> Other: _____ <input type="checkbox"/> NONE		
Thermometer ID: <u>N</u>	Correction Factor (°C): <u>0</u>	
Temp Blank Temperature - If no temp blank, or temp blank temperature above criteria, proceed to Sample Container Temperature		
Uncorrected Temp (°C): <u>0.1</u>	Corrected Temp (°C): <u>0.1</u>	
Sample Container Temperature		
Container(s) used:	CONTAINER 1	CONTAINER 2
Uncorrected Temp (°C):		
Corrected Temp (°C):		
Exceptions Noted		
1) If temperature exceeds criteria, was sample(s) received same day of sampling? <input type="checkbox"/> Yes <input type="checkbox"/> No a) If yes: Is there evidence that the chilling process began? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2) If temperature is <0°C, are there obvious signs that the integrity of sample containers is compromised? (e.g., bulging septa, broken/cracked bottles, frozen solid?) <input type="checkbox"/> Yes <input type="checkbox"/> No		
NOTE: If yes, contact PM before proceeding. If no, proceed with login		
Additional Comments		

Login Sample Receipt Checklist

Client: Angstrom Analytical, Inc

Job Number: 310-215765-1

Login Number: 215765

List Source: Eurofins TestAmerica, Cedar Falls

List Number: 1

Creator: Homolar, Dana J

Question	Answer	Comment
Radioactivity wasn't checked or is \leq background as measured by a survey meter.	N/A	
The cooler's custody seal, if present, is intact.	True	
Sample custody seals, if present, are intact.	N/A	
The cooler or samples do not appear to have been compromised or tampered with.	True	
Samples were received on ice.	True	
Cooler Temperature is acceptable.	True	
Cooler Temperature is recorded.	True	
COC is present.	True	
COC is filled out in ink and legible.	True	
COC is filled out with all pertinent information.	True	
Is the Field Sampler's name present on COC?	True	
There are no discrepancies between the containers received and the COC.	True	
Samples are received within Holding Time (excluding tests with immediate HTs)	True	
Sample containers have legible labels.	True	
Containers are not broken or leaking.	True	
Sample collection date/times are provided.	True	
Appropriate sample containers are used.	True	
Sample bottles are completely filled.	True	
Sample Preservation Verified.	True	
There is sufficient vol. for all requested analyses, incl. any requested MS/MSDs	True	
Containers requiring zero headspace have no headspace or bubble is < 6 mm (1/4").	True	
Multiphasic samples are not present.	True	
Samples do not require splitting or compositing.	True	
Residual Chlorine Checked.	N/A	