



CITY COUNCIL WORK SESSION
Public Safety Bldg—Training Room, 825 41st Ave NE
Monday, January 03, 2022
7:00 PM (or Immediately Following EDA Meeting)

Mayor
Amáda Márquez Simula
Councilmembers
John Murzyn, Jr.
Connie Buesgens
Nick Novitsky
Kt Jacobs
City Manager
Kelli Bourgeois

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 824 1527 2992 or by Zoom at <https://us02web.zoom.us/j/82415272992>. For questions please call the Administration Department at 763-706-3610.

CALL TO ORDER/ROLL CALL

WORK SESSION ITEMS

- 1. Library Board Recommendation to Eliminate Overdue Fines for Library Customers in 2022.**
- 2. Purchase of a Zodiac Boat and Misc. Equipment for the Fire Department.**
- 3. Updates to the Solid Waste Operating Policy (SWOP).**
- 4. Discuss Potential Acquisition of 5229 University Ave NE.**
- 5. Designation of Legal Newspaper for 2022.**
- 6. Select Date for 2022 Local Board of Appeal & Equalization Meeting.**
- 7. City Council Liaison and Council President Appointments for 2022.**
- 8. Appointments to Fire Relief Association Board of Trustees.**
- 9. Hometown Hero Proposal.**
Councilmember Jacobs will present information.

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.

**CITY COUNCIL WORK SESSION**

Item 1.

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	JANUARY 3, 2022

ITEM:	Library Board Recommendation to Eliminate Overdue Fines for Library Customers in 2022.	
DEPARTMENT: Library		BY/DATE: Renee Dougherty, Library Director
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>		
<input type="checkbox"/> Safe Community <input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel		
<input type="checkbox"/> Economic Strength <input type="checkbox"/> Excellent Housing/Neighborhoods		
<input checked="" type="checkbox"/> Equity and Affordability <input checked="" type="checkbox"/> Strong Infrastructure/Public Services		
<input checked="" type="checkbox"/> Opportunities for Play and Learning <input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population		

BACKGROUND:

On June 23, 2021, the Columbia Heights Library Board recommended the elimination of overdue fines effective January 1, 2022. The 2022 Library Budget anticipates no revenue from fines.

Overdue fines are a monetary penalty imposed on people who return a borrowed library item after its due date. There is no actual cost to the library when an item is returned late. Once a borrowed item is 30 days late, it is considered "lost" and the borrower is billed for the replacement cost of the item. Borrowers are also assessed fines for damaged materials. Fines for lost and damaged items will continue to be assessed to borrowers.

Fine revenue collected has been in decline for the past 10 years. In 2020, fine revenue represented less than one-half of one percent of the total library budget.

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Fine Revenue Collected	\$15,521	\$14,786	\$14,391	\$14,459	\$13,118	\$12,277	\$12,049	\$10,661	\$9,344	\$4,403

Fines, and the fear of incurring fines, create a barrier to using the library for some cardholders. The goal of the Board is to increase utilization of the city library. The Board also suggested that the library take an active role in getting books and learning resources to students in a district with low reading proficiency, limited access to libraries in school buildings, and no professional school library/media specialists on staff.

In suggesting that the Library eliminate overdue fines, the Board also cited the difference in median household income between the city and the county as a whole. According to the U.S. Census Bureau QuickFacts, median household income for Columbia Heights (2015 -2019) was \$57,882 compared to \$82,175 for Anoka County.

As of September 10, 2021, there were 13,721 active Columbia Heights library cards. Of those cards, 3,580 adults or organizations had bill balances on their accounts and 1,110 of those cards were "blocked." Cards that are blocked cannot check out materials when their balance exceeds \$10. There were 1,121 juvenile cards with balances and 402 of them were blocked.

Libraries throughout Minnesota have eliminated overdue fines including Duluth, Hibbing, Stillwater, Brainerd, Rochester, Worthington and all of the cities in Hennepin, Ramsey, and Washington counties. In addition, St. Cloud, Elk River, Northfield, Red Wing, Owatonna, and all cities in Dakota County have eliminated fines for youth. In 2019, there were

almost 3 million people with library cards in the state of Minnesota; half of them use libraries that have eliminated overdue fines. More cities and counties are eliminating fines every day; in December, Dakota County announced the elimination of fines for juveniles.

On November 17, 2021, I met with Anoka library staff and a consultant from Sirsi Dynix, the integrated library system software vendor, to determine how to allow Columbia Heights to eliminate fines while the county retains them. Sirsi Dynix confirmed that Columbia Heights could eliminate fines independently of the county and outlined the steps necessary to enable this functionality, namely changing the system map and circulation rules within the software and defining the libraries, user profiles, and item types to be excluded from fines.

The Library Board requests Council consideration of the recommendation to eliminate overdue fines at the January 10, 2022, meeting.

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	JANUARY 3, 2022

ITEM:	Purchase of a Zodiac Boat and Misc. Equipment for the Fire Department.		
DEPARTMENT: Fire		BY/DATE: 1/3/2022	
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>			
_ Safe Community		_ Diverse, Welcoming "Small-Town" Feel	
_ Economic Strength		_ Excellent Housing/Neighborhoods	
_ Equity and Affordability		X Strong Infrastructure/Public Services	
_ Opportunities for Play and Learning		_ Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

The fire department seeks to purchase a Zodiac inflatable boat. The current boat, purchased in 2009 is inoperable and removed from service in late 2020 following delamination of the rubber keel (bottom) from the main section of the boat. Additionally, the 2009 Zodiac boat was at the end of the manufacturer's 20-year service life expectancy and due for replacement.

The absence of the boat in the fire department's fleet reduces the operational readiness of the department to water-based incidents. Removing the boat from the fleet has forced the city to rely on neighboring agencies to fill the response gap. Response from an outside agency increases response time and is dependent on the availability of the agency's resources. While in service over the past 20 years, the former Zodiac boat served the department's water based response function and we have selected a model similar to the previous one for its affordability, ease of deployment, low maintenance, and reliability. The selected vendor is the only vendor in the area providing a package price, which reduces the overall initial expense. The package includes the boat, trailer, motor, and miscellaneous equipment that includes emergency and search lighting. The existing trailer and motor, which are beyond the manufacturer's recommended 20-year replacement, will be sold on a government auction website to offset the expense of the new purchase.

STAFF RECOMMENDATION:

Staff recommends the purchase of a new Zodiac boat, trailer, and accessories as listed below. The Fire Department has \$22,000 in its approved 2022 Capital Improvement Budget line item for replacement of the boat.

ITEM	QUOTE
Zodiak Milpro Mark 2 Grand Raid Boat	\$ 17,500
Electric start and power trim & tilt	\$ 1,050
Stainless steel light bar with running lights, work lights and horn:	\$ 2,695
LED remote control Go-Light	\$ 800
TOTAL	\$ 22,045

ATTACHMENT(S):

Boat and equipment quotation.

Zodiac MilPro cut sheet



280 West 84th Street
Bloomington, Minnesota 55420
952-888-2350 Fax 952-888-4316
jsnow@gamarine.com

Price Quote

To: **** Columbia Heights Fire** From: **John Snow**

Re: **Price Quote** Date: **December 20,2021,**

● **Greetings: Thanks for the opportunity!**

- 1) Zodiac Milpro Mark 2 Grand Raid
- 2) Mercury 25 hp manual start outboard
- 3) Propeller and 6 gallon fuel tank
- 4) Stainless steel tiller seat with fuel tank mounted underneath
- 5) Shorelander painted custom trailer with load guides
- 6) **PRICE: \$17,500**
- 7) **Upgrade to electric start and power trim & tilt: \$ 1050**
- 8) **Upgrade to stainless steel lightbar with running lights, work lights and horn: \$2695.00**
- 9) **Upgrade to LED remote control Go-Light: \$800.00**
- 10) **TOTAL with upgrades: \$22,045.00**

December 29, 2021



GRAND RAID

- ▶ WORK BOAT & MILITARY CRAFT
- ▶ SIMPLE
- ▶ STRONG
- ▶ RELIABLE



Models

MK 3 GR
MK 5 HD

MK6 HD

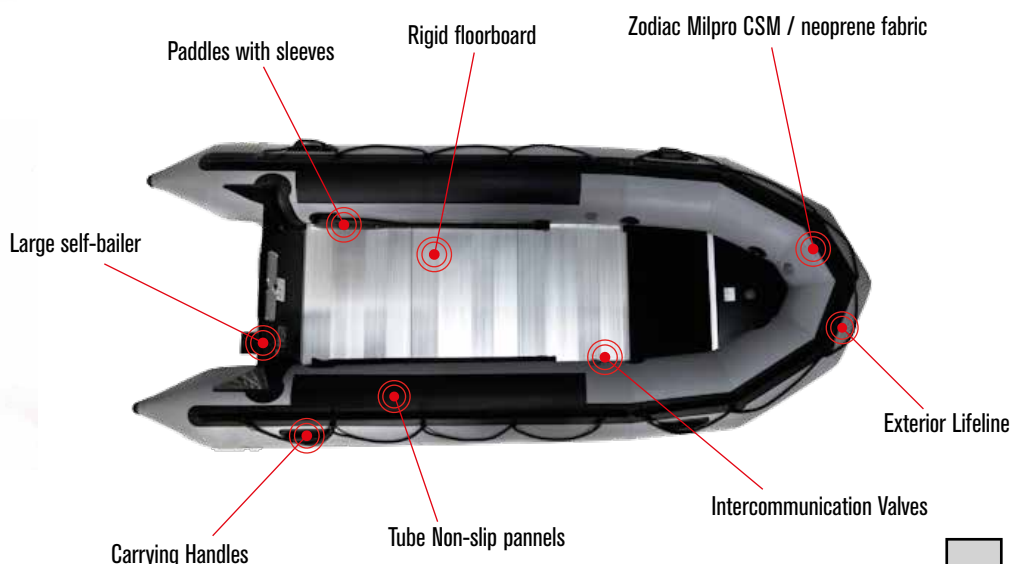
GRAND RAID RANGE

The Grand Raid™ name is almost as old as Zodiac Milpro™ itself and has gone through design and feature evolutions to still be very relevant in today's market.

Grand Raid™ boats form the backbone of many small boat fleets and are pretty much unique in its full equipment definition.

They continue to answer the needs of users worldwide.

Zodiac Milpro™ is proposing Grand Raid™ boats with a reinforced fabric, intercom valve system, a large flow self-bailer and a long shaft transom adapted to new generation engines.





TECHNICAL DATA

Zodiac Milpro International reserves the right to change the specifications of this technical data sheet without notice.

	MK 2 GR		MK 3 GR	
max. number of person	7		9	
max. payload	910 kg	2006 lb	1221 kg	2692 lb
overall length	4,20 m	13' 9"	4,70 m	15' 5"
overall width	1,75 m	5' 9"	1,90 m	6' 3"
weight empty	86 kg	190 lb	112 kg	247 lb
shaft length	long – 20"		long – 20"	
max. power	50 hp	38 kW	65 hp	49 kW
max. engine weight	110 kg	242 lb	115 kg	253 lb
fabric	1100 dtx, polyester, CSM / neoprene			
folded dimensions	bag 1	1,30 x 0,68 x 0,35 m ³ 4' 9" x 2' 6" x 1' 8"	bag 1	1,45 x 0,75 x 0,52 m ³ 4' 9" x 2' 6" x 1' 8"
	bag 2	1,05 x 0,67 x 0,14 m ³ 3' 5" x 2' 6" x 0' 7"	bag 2	1,05 x 0,77 x 0,18 m ³ 3' 5" x 2' 6" x 0' 7"
floorboard	- rigid		- rigid	

AGENDA SECTION	WORK SESSION
MEETING DATE	JANUARY 3, 2022

ITEM:	Updates to the Solid Waste Operating Policy (SWOP) (DISTRIBUTION ONLY)	
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen, Jesse Davies / December 13, 2021
CITY STRATEGY: (please indicate areas that apply by adding a bold "X" in front of the selected text below)		
<input type="checkbox"/> Safe Community		<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel
<input type="checkbox"/> Economic Strength		<input type="checkbox"/> Excellent Housing/Neighborhoods
<input type="checkbox"/> Equity and Affordability		<input checked="" type="checkbox"/> Strong Infrastructure/Public Services
<input type="checkbox"/> Opportunities for Play and Learning		<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population

BACKGROUND: The current refuse hauling contract ends December 31, 2022, although a two-year extension is provided in the contract, staff will notice our current hauler, Waste Management that a new RFP will be issued in 2022. The first step in this process is to review/update the Solid Waste Operating Policy, also known as the SWOP, as it is the primary document that provides policy guidance for creating service vendor RFPs to perform the work as directed. Staff will review the SWOP and the steps in the process with the Council at the February work session.

To provide background and basic framework for the City of Columbia Heights organized refuse collection:

➤ CITY CODE CHAPTER 4: MUNICIPAL SERVICES; ARTICLE VII: GARBAGE AND RECYCLING SERVICES
4.701 INTENT.

(A) It is the intent of the City Council to establish a system for the orderly and regular collection of garbage, recyclables, problem materials, source separated organic materials and yard wastes in the city; to insure that the disposal of the materials shall be accomplished in a sanitary manner; to ensure the protection of public health and safety and promote city cleanliness and livability; to minimize vehicle wear and tear on streets due to large truck traffic; to provide high quality solid waste and recycling services in the most cost-effective manner possible; and, to be consistent with the requirements of the state statutes, state rules and Anoka County ordinances, and with state and Anoka County solid waste plans.

(B) The City Manager or their designee shall have the authority to develop Solid Waste Management Operating Policy (SWMOP) concerning days of collection, use, type and location of waste containers and other matters as they deem necessary to provide for the safe, orderly and cost-efficient preparation, storage, collection and disposal of all waste materials covered in this ordinance. These Operating Policies shall not be contrary to this article. The City Council will approve the SWMOP and approve changes as required.

STAFF RECCOMENDATION: An updated SWOP is attached with recommended changes highlighted. All of the changes proposed at this time are located in Section 2: GOALS AND PLANS. This section is for the City Council to establish goals and future plans for how the city handles solid waste. The recommended changes are the product of ideas/experience from residents, property owners, council members, and staff. The summary of changes and explanations is listed below.

GOALS AND PLANS:

2.2.2 Establishes that the city intends to utilize locally owned / operated vendors as much as practical.

2.3 Goals: Clarifies the City's ultimate goal is to meet the MN State Legislature's goal to divert 75% of solid waste disposal to recycling and other reuse means. There are various Metro Solid Waste Plan BMPs we are integrating into the city goals and plans section to drive staff to continually look for opportunities to implement them. The ultimate goal of the BMPs is shift the service level to provide weekly recycling and organics pickup to encourage households utilize only the smallest trash cart – this may provide that it only needs to be emptied every-other-week.

2.4.1 Request for Proposals/Contracting (RFP): Add this section to provide more guidance for contracting services. Each refuse line of service is truly a separate operation as different material cannot be cross loaded onto the same truck and each type of material is delivered to separate processors. The proposed plan should also help and encourage local vendors compete in the RFP and bid process. Smaller contracts will be easier to enforce than one large contract (it would be nearly impossible to find a hauler to take over the entire operation at once if the contract were cancelled). In addition, staff recommends staggering the service contracts (lengths) to prevent all services from changing vendors at the same time.

The addition of the above paragraph changed the paragraph numbering from 2.4.1 (which is now 2.4.2) to 2.4.5 (which is now 2.4.6)

2.4.2 Trash: Added a line about utilizing alternate means to landfilling trash in the event a new process becomes available in the future. Unfortunately there is currently no room for our trash at an incinerator within feasible proximity, causing our trash to be landfilled.

2.4.3 Curbside Recycling: Added the BMPs to conduct weekly single-sort recycling collection and citywide organics collection (i.e. added to the suite of base services vs. optional).

2.4.4 Recycling Center: Reworded the intent to expand items collected at the City's recycle center.

2.4.5 Reuse: Reworded to provide clearer focus on the BMP for curbside collection of problem materials for reuse/recycling. Also provides guidance for subsidizing bulk collections for only those items that can be reused or recycled and proposing in the future items that must be trashed will be paid by properties as they throw (mainly affects rental properties).

2.4.6 Promotions: Added a sentence to clarify translation expectations.

Sections 3 through 10 are operating instructions for staff, contractors, and residents to execute the council goals and plans. The SWOP provides that the City Manager will update these sections before actual changes to service occur as authorized in section 3.2. For example, the single-sort recycling RFP will request a bid for current every-other-week collection, plus an alternate bid for weekly collection. If the council approves a weekly contract the City Manager will update Section 5: Recycling.

CITY OWNED CARTS

- Also note that staff recommends to include a separate RFP with refuse cart distributors instead of using various hauler provided carts. This will provide a consistent style (and lid color) of the carts and eliminate the need for labels as the city logo and dedicated refuse phone number will be printed on the carts. This was already directed in the SWOP paragraph 3.5. The plan would be to replace carts as the current ones wear out - estimating it will take 5 years to finish citywide.

ATTACHMENT(S):

SWM Operations Policy

City of Columbia Heights Solid Waste Operating Policies*

* As Authorized by the 2018 Amendments to the
City Solid Waste Management Ordinances
January, 2018



City of Columbia Heights
Department of Public Works
637 38th Avenue
Columbia Heights, MN 55421

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Appendix: Refuse Services Matrix

Introduction

The City of Columbia Heights has developed these standards as specific requirements for the storage, collection and transportation of residential solid waste. The goals of these standards are to:

- ◆ Establish a system for the orderly and regular collection of garbage, recyclables, problem materials, organics, and yard wastes in the city;
- ◆ Ensure that the disposal of the materials shall be accomplished in a sanitary manner;
- ◆ Ensure the protection of public health and safety and promote city cleanliness and livability;
- ◆ Minimize vehicle wear and tear on streets due to large truck traffic;
- ◆ Provide high quality solid waste and recycling services in the most cost-effective manner possible;
- ◆ Be consistent with the requirements of the state statutes, state rules and Anoka County ordinances, and with state and Anoka County solid waste plans; and,
- ◆ Implement the City's Garbage and Recycling Services Ordinance, Chapter 4 of the City's code of ordinances through detailed instructions.

To accomplish the above goals, it is important for the city to have specific and consistent instructions for residents to follow as part of the waste and recyclables collection system. These standards do not replace or supersede city ordinances. The City Manager's authority for adopting or amending these standards comes from Chapter 4: Municipal Services, Article VII: Refuse and Recycling Services.

These standards address:

- ◆ Garbage, problem material, recyclables, yard waste and other waste collection and disposal requirements;
- ◆ Recycling programs; and,
- ◆ Other collection system details that are part of the city's garbage collection system.

Section 1 Definitions

All terms used within these standards shall have the same definition as the Garbage and Recycling Services Ordinance 1646. For convenience, frequently used terms are listed and defined below:

- 1.1 **Appliances** include washers, dryers, refrigerators, freezers, air conditioners, dehumidifiers, humidifiers, stoves, ranges, hot water heaters, water softeners and other, similar large household items that require electricity and/or special processing under Minnesota laws, but do not include "electronic waste."
- 1.2 **Construction debris** means building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings.

- 1.3 **Electronic waste (electronic items)** has the meaning set forth in Minnesota Statutes, section 115A.1310, subdivision 7 as a “covered electronic device” and includes items such as television and computer monitors, computers, computer peripheral devices, fax machines, DVD players, video cassette recorders, other video display devices, cell phones and other small appliances with an electric cord.
- 1.4 **Food waste** means residential food waste and includes meal preparation and left over food scraps from households intentionally separated at the source by residents for the purpose of backyard composting or separate collection.
- 1.5 **Garbage/Trash** has the meaning set forth in Minnesota Statutes, section 115A.03, subdivision 21, mixed municipal solid waste, and means solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludge, tree and agricultural waste, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.
- 1.6 **Household hazardous waste** has the meaning set forth in Minnesota Statutes, section 115A.96, subdivision 1, paragraph (b), and/or Minnesota Pollution Control Agency regulations and means waste generated from household activities that exhibits the characteristics of or that is listed as hazardous waste under agency rules, but does not include waste from commercial activities that is generated, stored, or present in a household and includes items such as paint, fluorescent light bulbs, mercury thermometers, cleaning fluids, herbicides, pesticides, fertilizers and other waste as defined in Minnesota statutes or regulations in that paragraph.
- 1.7 **Premise, Premises** shall mean any dwelling unit, building and every other place where any person resides within the City, including properties with more than one dwelling unit and properties with premises attached to retail or commercial structures.
- 1.8 **Problem materials** means all large, bulky household materials which are too large for one person to pick up and/or do not fit within the garbage cart, and include (but are not limited to) carpeting and padding, mattresses, chairs, couches, tables, appliances and household electronic waste.
- 1.9 **Residential dwelling unit (dwelling unit)** is a separate dwelling place with a kitchen.
- 1.10 **Solid waste(s)** has the meaning set forth in Minnesota Statutes, section 116.06, subdivision 22(1)(9) but is further defined for purposes of this ordinance to include garbage, recyclables, appliances, problem materials, organics, yard waste, and household hazardous waste items.

Section 2 Goals and Plans

- 2.1 Background: The Minnesota Pollution Control Agency (MPCA) is mandated by the state legislature to recycle 75% of solid waste by 2030. The MPCA approved the latest version of the Metro Solid Waste Policy April 2017. In the document they specify numerous RBMPs (Recycling Best Management Practices) including organics recycling and bulk recycling. They are expecting and have been encouraging counties and cities in the metro area to begin implementing some of these RBMPs. The MPCA manages the SCORE (Select Committee On Recycling and the Environment) funds and distributes it to the counties.
- 2.2 Organized Collection:
- 2.2.1 It is the intent of the City Council to continue an organized collection system for the orderly and regular collection of garbage, recyclables, problem materials, source separated organic materials, yard waste, and other wastes in the city; to insure that the disposal of the materials shall be accomplished in a sanitary manner; to ensure the protection of public health and safety and promote city cleanliness and livability; to minimize vehicle wear and tear on streets due to large truck traffic; to provide high quality solid waste and recycling services in the most cost-effective manner possible; and, to be consistent with the requirements of the state statutes, state rules and Anoka County ordinances, and with state and Anoka County solid waste plans.
- 2.2.2 It is the intent of the City Council to utilize local owned/operated (NEED DEFINITION) vendors for collection and processing of solid waste as much as is feasible.
- 2.3 Goals: The main goal of Columbia Heights Solid Waste Management is to reduce trash disposal, especially since the City pays separately by the ton for disposal. The more the city recycles the fewer trash tons and lower costs. By implementing some of the RBMPs the City expects to ~~increase recycling tonnage 12% over the next two years~~ meet the MN State Legislators' goal of diverting 75% of solid waste from the trash stream.
- 2.4 Solid Waste Management Plan.
- 2.4.1 Request For Proposals/Contracting: The city will create a separate hauling contract for each curbside refuse service i.e. regular household trash, single-sort recycling, compost (yard waste/organics), and problem materials collection. The contract timelines will be staggered so contracts will not be renewed at the same time.
- 2.4.2 Trash: The City will follow county and state waste management plans and policies for disposal of solid wastes. Therefore, most of the trash collected by the City's organized system will be incinerated at a Refuse to Fuel facility to generate electricity or other alternate means to landfilling.
- 2.4.3 Curbside Recycling: The City of Columbia Heights will provide full service recycling programs with various city run curbside collections including: Migrating to weekly unlimited single-sort recycling, Citywide Organics comingled with yard waste recycling, Bulk (furniture, mattresses, carpet) reuse/recycling, Electronics recycling, Appliance recycling, Christmas tree recycling, Multi-dwellings included, plus City buildings and events recycling.

2.4.4 Recycling Center: The City, in partnership with a local volunteer service organization, will operate a weekly drop-off center which is very convenient for Southern Anoka County residents to keep hazardous materials out of the waste and for recycling of special items that are not acceptable in the single sort system. The city will also use the center as a "test site" to work with the MRF (Materials Recovery Facility) to increase the materials allowed in single sort recycling. The City will continue to expand materials collected at the center to include plastics beyond the single-sort cart, cell phones, and small appliances as becomes feasible to do so, considering available resources such as funding and site constraints. A local volunteer service organization will also conduct the MN Composting Council's "Plate to Garden Compost" fundraiser at the recycling center to promote organics recycling and to return fresh compost for participating households.

2.4.5 Reuse: The City will also coordinate with local reuse vendors such as Southern Anoka Community Assistance for drop-off of clothing and other household goods. Plus we will coordinate with the DAV to partner with several multi-dwellings for collection of those items. The City will separate the collection of problem material (bulk, DIY demo) to its own hauling contract and require these items to be reused and/or recycled to the extent possible. The city will subsidize the recycling costs, but require properties to pay for trash disposal of bulky material. The City will also assist local volunteer service organizations with organizing reuse events such as Fix-it Clinic, and the Citywide Garage Sale program weekend. A local volunteer service organization and BRIDGING may also assist with the bulk collection and reuse/recycling program.

2.4.6 Promotions/Education: The City will conduct extensive promotions including two citywide flyers and direct outreach to multi and other rental properties (including tenant recycling kits). Plus we will produce localized publications for spring/fall cleaning and garage sale reuse and recycling information. The City will promote recycling through its own entire communication means monthly. The city will translate recycling information for the two most prevalent languages in the city. The City is offering a 30 gallon every-other-week trash service option in conjunction with organics recycling, plus there will be an educational requirement as well so the City may also help coordinate an Anoka County Master Recycler Course. The City may also require residential rental properties to add tenant recycling expectations to the lease agreement. The City will recognize those Recycling Champions who's properties increase recycling and/or utilize the organics recycling service.

Section 3 General Operations

3.1 Services Required: Every Residential Premise shall use the collection service provided by the City as directed in City Code CHAPTER 4: MUNICIPAL SERVICES. Multi-dwellings are considered residential properties for the purpose of refuse operations, but other split use properties with both dwelling units and commercial units can opt out of the City provided refuse services.

- 3.2 Policy Changes: The City manager has the authority to change portions of this policy for those operations that will have a financial effect under their limit of spending and remains within budget constraints. The Council can review and update at their discretion or for financial changes above the City Manager limits. The City will solicit bids for contracted services at the end of each agreement period.
- 3.3 Schedule Notification: Collection shall occur on days and in areas designated by the City. Schedule changes may be made for major holidays, or for adverse weather conditions. The City will post a news flash on the website and social media for unscheduled service delays. Collection days may only be permanently modified with the prior approval of the City Manager. The City shall notify each premise of any change in collection day four (4) weeks before the change and again one (1) week before the change.
- 3.4 Collection Points: Directed per City Code CHAPTER 8: PUBLIC HEALTH AND SAFETY, except as otherwise described in this policy. Properties must have their containers set out for collection prior to 6:00 a.m. on the collection day for service. Property owners shall ensure obstructions are removed and hazards (such as accumulation of snow and ice) are mitigated before collection. Where these conditions exist refuse may not be collected until resolved.
- 3.5 Containers: The City shall provide each residential dwelling property with a garbage cart (30, 60, 90 gallon) or dumpster (2, 4, 6, 8 yards) and a clearly distinguished single-sort recycling container. All containers shall be handled in accordance with City Code CHAPTER 4: MUNICIPAL SERVICES. Any markings that appear on the outside of the carts or dumpsters that are not placed there by the hauler or the City shall be promptly removed by the customer. The City shall own the carts; residents are granted exclusive use of the carts at their address only. If a resident moves, the carts shall remain at the assigned premise.
- 3.6 Service Changes: Official changes will be made through the City and the hauler will be notified. If temporary discontinuation of collection is desired by the premise due to vacancy of the property, the request shall be made to the City. Approval or denial of the request shall be at the sole discretion of the City.
- 3.7 Customer Service: The contract hauler and other refuse vendors will perform customer service operations as dictated in contracts and agreements as supervised by the City.

Section 4 Garbage Operations

- 4.1 Organized Collection: The City organizes collection of Solid Waste for all residential properties as directed by City Code CHAPTER 4: MUNICIPAL SERVICES. The City reserves the discretion to add other service locations (non-municipal) as agreed to by Council resolution.
- 4.2 Vendors: Contracted haulers and other refuse vendors will follow the duties and performance standards for garbage/trash operations as dictated in contracts and agreements as supervised by the City.

- 4.3 **Trash Requirements.** Each residence shall have its garbage and all other permissible disposable items collected a minimum of once each week, per City Code 8.301 STORAGE CONTAINERS, except as otherwise noted in this policy. Only household garbage shall be placed in the garbage containers. Items prohibited from disposal with garbage in the carts include, but may not be limited to: problem materials, tree and shrub waste, other yard waste, automotive parts or fluids, electronic waste, or hazardous waste. Garbage must be handled according to CHAPTER 8: PUBLIC HEALTH AND SAFETY. If the hauler determines a trash container is too contaminated with non-disposable materials, service will not be provided, nor will a refund be authorized. Collection of materials can be provided by the contracted hauler when issues are resolved.
- 4.4 **Service Levels:** There are also two classifications of household trash services which are “Full Service” and “Limited Service”. Households are considered triplex and below dwelling unit properties. Multi-dwellings are those properties with four or more dwelling units. City utility charges for trash service will be volume based following MN Statute CHAPTER 115A. WASTE MANAGEMENT.
- 4.4.1 **Full Service:** Full service households are those who pay for the 90 gallon trash cart service, plus senior service properties with any size cart. They are allowed up to 1.5 yards of additional amounts of solid waste such as stone, sod, earth, concrete, and building materials resulting from minor remodeling of the residence on the property at which these materials have been placed. Where practicable, such items will be bagged, boxed, or bundled. Premise will call the contracted hauler to schedule pick up before placing the material outside. See Refuse Service Matrix (attachment A) for other city refuse services provided to full service households.
- 4.4.2 **Limited Service:** Limited Service properties are not allowed extra material outside of the 60 or 30 gallon cart. See Refuse Service Matrix (attachment A) for other city refuse services provided to limited service households.
- 4.5 **Multiple Dwelling:** The contracted hauler shall provide each multiple dwelling (four and more units) premise with at least one standard dumpster (if not serviced by carts) and provide collection at a minimum of once/week. Multiple dwelling premises may not have extra garbage or waste outside of the provided cart or dumpster, except for problem materials. See Refuse Service Matrix (attachment A) for other city refuse services provided to multi-dwelling properties.

Section 5 General Recycling Operations

- 5.1 **Vendors:** Contracted haulers and other refuse vendors will follow the duties and performance standards for recycling operations as dictated in contracts and agreements as supervised by the City.

- 5.2 Requirement to Recycle: The City is required to provide all residents the ability to recycle a basic set of materials as set out in MN Statute 115A.552 OPPORTUNITY TO RECYCLE; therefore the City's basic refuse service package includes single-sort recycling. Single sort recyclable materials generated from premises will be collected a minimum of once every-other-week, except for multi-dwellings which will have weekly collection. All properties can order larger or additional containers, plus households can place additional recyclable materials outside of the cart when bagged (paper bags only NO plastic bags) or boxed in a manner that meets the contracted hauler specified procedures. General recycling utility rate will be flat based on living quarter units and not charged on volume or weight.
- 5.3 Recycling Standards: Recyclable materials included as part of the city's single-sort recycling system will be consistent with the designated MRF (i.e. sorting plant) requirements, except items by agreement with the City and the MRF to study methods for increasing the materials allowed. Recyclable materials are to be clean, and kept as dry as practicable. If the hauler determines a recycling cart is too contaminated with non-recyclable materials, service will not be provided, nor will a refund be authorized. Collection of recycling materials can be provided by the contracted hauler when issues are resolved.
- 5.4 Rental Properties: The City will require residential rental properties to add tenant recycling expectations to the lease agreement. The City will provide rental properties with tenant recycling kits and advise upon request.
- 5.5 Recognition: The City will recognize those Recycling Champions whose properties increase recycling and/or utilize the organics recycling service on an annual basis.
- 5.6 ***City of Columbia Heights Recycling Center.***
- 5.6.1 Operations: The Recycling Center will operate according to City Code CHAPTER 4: MUNICIPAL SERVICES. The center will be open on Saturdays except for major holiday weekends.
- 5.6.2 Materials: The City's recycling drop-off center will be used to provide convenience for disposal of certain hazardous wastes, but also recyclable items not accepted in the single sort system. All items collected curbside will also be collected at the Recycling Center with the addition of scrap metal, used oil, oil filters, fluorescent bulbs, string lights, household batteries, and rimless tires.
- 5.6.3 Illegal Activities: Residents must leave only acceptable items or will be considered illegal dumping subject to penalties described in city ordinances and laws. No one may remove items dropped off for the Recycling Center as it becomes the property of the City, unless authorized by City staff. If persons do not leave the Recycling Center, when asked by the monitor, they will be reported for trespassing on City property.
- 5.6.4 Volunteers: The City will work with a non-profit service organization to monitor the Recycling Center and provide assistance to residents at the center. The organization shall be paid \$3,000/year plus rebates for material value collected at the Recycling Center. The non-profit organization must provide their own insurance for members performing this activity and indemnify the City of their operations.

- 5.6.5 Other Activities: The Recycling Center will also be used by a local service organization to package and distribute fresh compost to the community, plus to promote organics recycling. The non-profit organization must provide their own insurance for members performing this activity and indemnify the City of their operations.

Section 6 Problem Materials (Bulk), Appliances, and Electronic Waste services.

- 6.1 Vendors: Contracted haulers and other refuse vendors will follow the duties and performance standards for special material handling as dictated in contracts and agreements as supervised by the City.
- 6.2 Bulk (furniture, mattresses, carpet): The City will provide a convenient curbside collection to properly dispose of problem materials (bulk). See the Refuse Service Matrix for service level information. The designated vendor must collect the items within three business days. Problem materials will be collected where determined by the property owner. All items must have come from the property where collected i.e. no items from other premises.
- 6.2.1 Recycling: The City will arrange for reuse or recycling of items before disposing with the trash. Premises must keep problem materials inside, or otherwise protected from rain/snow until collection. In addition, furniture, mattress, and bed springs that are known to be contaminated by bedbugs or other vermin must be securely bagged or wrapped to prevent infestation of other persons or property. If materials are wet or infested items are not sealed, the property will pay for disposal of the items. Premises must call the designated vendor to schedule the special service.
- 6.2.2 Service Organization: The City may utilize a volunteer service organization as a subcontractor to the contracted hauler for collection and recycling of bulk materials. The non-profit organization must provide their own insurance for members performing this activity and indemnify the City of their operations.
- 6.3 Appliances: The City will provide a convenient curbside collection to properly recycle appliances. See the Refuse Service Matrix for service level information. Premises must call the designated vendor to schedule the special service and follow City Code 5A.205 to limit hazards to children. All items must have come from the property where collected i.e. no items from other premises.
- 6.4 Electronics: The City will provide a convenient curbside collection to properly recycle electronic waste. See the Refuse Service Matrix for service level information. Premises must call the designated vendor to schedule the special service. All items must have come from the property where collected i.e. no items from other premises.
- 6.5 Other Reuse: Reduction of trash through reuse operations and events: The City will sponsor or partner with local service organizations for reuse events such as Fix-It Clinic and the Citywide Garage Sale day. The City will also produce packets of local reuse vendors and options for residents to utilize when conducting spring and fall cleaning to reuse or recycle household goods and clothing. The City will also organize collection of those items from multi-dwelling buildings. The non-profit organizations must provide their own insurance for members performing this activity and indemnify the City of their operations.

Section 7 Collection of Yard and Shrub Waste.

- 7.1 Vendors: Contracted haulers and other refuse vendors will follow the duties and performance standards for yard waste handling as dictated in contracts and agreements as supervised by the City.
- 7.2 Requirement to Collect: The City will provide a convenient curbside collection to properly recycle yard waste to assist property lawn care, plus to keep yard waste off the street and down the storm drain which causes problems with street flooding and pollution of lakes and rivers. Therefore the City's basic refuse service package includes yard waste collection.
- 7.3 Container Standards: Must follow City Code CHAPTER 4: MUNICIPAL SERVICES. Those who choose to use the City provided cart will not need to bag or bundle the yard waste. Household owned reusable containers will not be used to contain yard waste for collection by the designated hauler due to worker safety concerns and liability of handling private containers.
- 7.4 Composability: Yard waste materials included as part of the City's yard waste program will be consistent with the designated Yard Waste/Organics Recycling Facility (i.e. the composter) requirements. Brush must be bundled in manageable 3-foot lengths not to exceed an 18" roll. Woody yard waste not collected by the hauler i.e. tree limbs, stumps, and roots greater than four (4) inches in diameter must be transported to a properly permitted and licensed tree waste transfer or handling facility, such as the Anoka County Bunker Hills site, by the property owner. Christmas trees will be collected when the property schedules it after the holiday season. If the hauler determines yard waste is too contaminated with non-compostable materials, service will not be provided, nor will a refund be authorized. Collection of yard waste can be provided by the contracted hauler after issues are resolved.

Section 8 Collection of Source Separated Organics Comingled with Yard Waste, Every Other Week Garbage Collection

- 8.1 Vendors: Contracted haulers and other refuse vendors will follow the duties and performance standards for organics handling and composting as dictated in contracts and agreements as supervised by the City.
- 8.2 Yard Waste/Organic Cart: The City will provide a convenient curbside collection to properly recycle organics by utilizing a dual purpose cart for both yard waste and organics (food scraps and food soiled paper). Premises can request the cart plus will receive a free kitchen starter kit and the required bags for disposal from the City. Apartment buildings and condos can order also, townhomes will be offered small organic carts as well. Duplexes can share one yard waste/organics cart. An organics cart service fee will be charged. Collection will occur weekly on the same day as garbage during the yard waste season, and every-other-week in the winter. Yard waste comingled with organics in City provided carts will be collected on the curb during the season, except properties where it is physically challenging due to the landscape of the front yard, then it will be collected in the alley. Organics will be collected in the alley during the winter for all properties with alleys; otherwise organics is collected at the curb.

- 8.3 Organics Standards: All food waste must be securely contained in a BPI-Certified compostable bag and disposed of in the City provided carts only. Organics materials included as part of the City's organics recycling program will be consistent with the designated Organics Recycling Facility (i.e. the composter) requirements. Paper plates, bowls, cups, dinnerware must have the BPI-Certificate on the packaging in order to compost it. Comingled yard waste must meet the standards stated in Section 7 of this policy. If the hauler determines a yard waste/organics cart is too contaminated with non-compostable materials, service will not be provided, nor will a refund be authorized. Collection of organic materials can be provided by the contracted hauler when issues are resolved.
- 8.4 Low Volume Trash: The City will authorize 30 gallon limited service garbage carts with every-other-week (EOW) garbage service; 30 gallon, EOW garbage collection must be combined with organics collection. In addition, households must attend a City-provided recycling class for information on how to reduce trash and maximize recycling. Approval or denial of the request shall be at the sole discretion of the City.

Section 9 Fees and Charges other than Utility Rates.

- 9.1 Bulk collection and disposal. Limited service properties pay per item fees based on the designated hauler rates.
- 9.2 Unacceptable Bulk. Bulk that is wet or infested, and not properly sealed, will pay per item fees based on the designated hauler rates.
- 9.3 Properties will pay for additional appliances, over the one free per year, based on the designated hauler rates.
- 9.4 All properties will pay a flat \$20 electronics pickup fee when service is scheduled.
- 9.5 Yard Waste/Organic cart service fee is \$2.50 per month for households that sign up for the service. Multi-dwellings will pay \$2.50 for the cart plus \$2.00 for a yard waste fee, which they are not currently charged.
- 9.6 Low volume trash service as defined in section 8.4 of this Policy: 30 gallon limited service collected every-other-week collection charge is \$10.00 per month.

Section 10 Resolution of Disputes

- 10.1 Contractor: If there is a dispute between the customer and the Contractor regarding expenses related to poor service or damages caused by the Contractor's actions, resident and/or property owner shall file a claim with the Contractor as the City is indemnified by contract from their operations.
- 10.2 City: If there is a dispute between the customer and the City regarding poor service and the City's utility charge for refuse they can file a claim including any and all evidence related to the dispute (photographs, neighbor's statements, etc.). The City may only deduct from the next utility bill the affected time period of the poor service.
- 10.3 Fines: Administrative fines imposed by the City can be appealed to the City Council and further in District Court if the property owner and/or resident seek additional remedy.

CH Refuse Services Matrix

SERVICE	Household Full Service	Household Limited Service	Multiple Unit
Trash	Per 90 gal cart or Senior servic	Per 60 or 30 gal cart	Per container x frequency
Extra bags/ C & D rubbish	1.5 yards included	Not included	No bags/rubbish outside of containers
Problem material Bulk Items Recycling	Included	Per item fees	Included
Single Sort Recycling	EOW Unlimited	EOW Unlimited	Weekly Unlimited
Appliances	1 included /year	1 included /year	1 Included/unit/year
Electronics	Pay pick-up fee City subsidized	Pay pick-up fee City subsidized	Pay pick-up fee City subsidized
Yard Waste	Unlimited bags	Unlimited bags	NA
YW/Organic carts	Subscription	Subscription	Subscription
Christmas tree	1 included/year	1 included/year	1 included/unit/year
Recycling Center	Free	Free	Free ⁶

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	JANUARY 3, 2022

ITEM:	Discuss Potential Acquisition of 5229 University Ave NE		
DEPARTMENT: Finance/Liquor		BY/DATE: Joe Kloiber, Finance Director/Dec 29, 2021	
CITY STRATEGY: (please indicate areas that apply by adding a bold “X” in front of the selected text below)			
_ Safe Community		<u>X</u> Diverse, Welcoming “Small-Town” Feel	
<u>X</u> Economic Strength		_ Excellent Housing/Neighborhoods	
_ Equity and Affordability		<u>X</u> Strong Infrastructure/Public Services	
_ Opportunities for Play and Learning		_ Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

Heartland Tire Company is interested in selling the land and building of its Columbia Heights' location, 5229 University Avenue NE. This property adjoins the City's municipal liquor store #3 located at 5225 University Avenue NE. These two businesses also currently share sign space on a single pylon.

On November 2, 2021, Heartland offered to sell their parcel to the City, before they consider offering it to other potential buyers. City staff have made a site visit and arranged for both an appraisal and a phase 1 environmental report on this property. Those external reports are expected to be completed within one to two weeks. In addition, the roofing contractor that recently replaced the roof on store 3# has inspected the roof of 5229 and provided their evaluation.

Heartland also happens to own the next parcel to the north, 5239 University Avenue NE, which is a laundromat. Heartland is in the process of selling that parcel to the laundromat operator.

Staff notes that purchasing the land and building that adjoin store #3 would serve the following purposes:

1. Immediately provide a much needed expansion of the available parking at store #3.
2. Allow for the store #3 landscaping planned along University Service Drive to be extended north along 5229, providing a uniform streetscape to these two adjoining properties.
3. Avoid having a problematic owner, or a business with an incompatible use, potentially occupy 5229 to the detriment of sales or customer service at store #3.
4. Allow for future expansion of store #3 including:
 - a. Relocation of inventory storage from a basement with no elevator to a one-level operation.
 - b. Replacing the existing walk-in cooler in 2025 or 2026 without an extended closure for construction.
 - c. Increase retail floor space within the existing store #3 foot print by relocating the cooler to the 5229 side of the property.
5. Free up storage in the basement of store #3 for general city purposes, not limited to the liquor operation.

Of course, staff acknowledges these advantages must be weighed against the cost of this potential acquisition.

PENDING ATTACHMENTS (not yet available):

Certified Appraisal Report, by Minnesota Real Estate Appraisal Services LLC
Phase 1 Environmental Assessment, by Carlson McCain Consulting

AGENDA SECTION	WORK SESSION
MEETING DATE	JANUARY 3, 2022

ITEM:	Designation of Legal News Paper for 2022.		
DEPARTMENT: Administration		BY/DATE: Sara Ion / December 28, 2021	
CITY STRATEGY:			
_ Safe Community		_Diverse, Welcoming “Small-Town” Feel	
_Economic Strength		_Excellent Housing/Neighborhoods	
_Equity and Affordability		<u>X</u> Strong Infrastructure/Public Services	
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

Annually the City Council designates an official newspaper for publishing of legal notices and other required publications. The City Charter Chapter 12, Section 10 and State Statute 331A addresses the requirements of a legal newspaper, some of the requirements include that the newspaper:

- Be published at least twice a month.
- Be registered with the Secretary of State’s office.
- Be circulated in the political subdivision which it purports to serve.
- Have its known office of issue established in either the county in which it lies, or the political subdivision which the newspaper purports to serve.
- File a copy of each issue immediately with the State Historical Society.
- Submit to the secretary of state by December 31 a filing containing the newspaper’s name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section and paid the fee.
- It shall annually designate a newspaper of general circulation in the city as the official paper in which shall be published such measures and matters as are by the constitution and laws of this state required to be so published, and such other matters as the council may deem it wise to have published in this matter, or in lieu thereof it may establish a municipal publication, which shall then be the official newspaper.

STAFF RECOMMENDATION:

City staff recommends moving forward with designating Life as the official newspaper for 2022. The bid from Life indicates that the prices for publication and service details have not changed since a more intensive analysis was completed for Council review and approval of the 2021 official newspaper.

ATTACHMENT:

Life Newspaper Bid



December 1, 2021

City of Columbia Heights
City Council
590 - 40th Avenue NE
Columbia Heights, MN 55421

Dear City Council Members:

Please accept the following bid from the **Blaine/Spring Lake Park/Columbia Heights/Fridley Life** for legal newspaper designation for the City of Columbia Heights. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2022:

First insertion:	\$11.00 per column inch
Subsequent insertions:	\$7.00 per column inch
Characters per inch:	320
Lines per inch:	9

A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing. All published legal notices are posted on the abcnewspapers.com website at no additional charge.

The **Life** is published weekly on Fridays. The deadline is 10:00 a.m. on Tuesday for publication on Friday of the same week. Please email legal notices to publicnotice@apgecm.com

Thank you for considering the **Life** as the official newspaper for the City of Columbia Heights for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in black ink that reads "Tonya Orbeck". The signature is written in a cursive, flowing style.

Tonya Orbeck
Legal Notice Department Manager
763-691-6001

AGENDA SECTION	WORK SESSION
MEETING DATE	JANUARY 3, 2022

ITEM:	Select Date for 2022 Local Board of Appeal & Equalization Meeting.		
DEPARTMENT: Administration		BY/DATE: Sara Ion / December 28, 2021	
CITY STRATEGY:			
<input type="checkbox"/> Safe Community		<input type="checkbox"/> Diverse, Welcoming “Small-Town” Feel	
<input type="checkbox"/> Economic Strength		<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input type="checkbox"/> Equity and Affordability		<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	
<input type="checkbox"/> Opportunities for Play and Learning		<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

Anoka County has requested that Columbia Heights select a first and second choice for dates for a Board of Appeal and Equalization meeting to be held between April 1st and May 11th 2022. Traditionally the hearing is held on a Monday evening at 6pm prior to a City Council meeting. At minimum one of the three members of the Council who are trained to complete these meetings will need to be available to attend. Currently Mayor Márquez Simula, Councilmember Buesgens and Jacobs are trained through 7/1/2024.

STAFF RECOMMENDATION:

The following dates are available according to the scheduled 2022 Council meetings: April 11th, 25th and May 9th. It would be best to offer the first two dates in April and use the date in May as a backup option if the first two dates are already spoken for.

ATTACHMENT:

Correspondence from Anoka County

Hello-

Attached you will find the 2022 Local Board of Appeal and Equalization Meeting Date Request Form. Please enter your 1st and 2nd choices for the date of your opening meeting of your Board of Appeal and Equalization. Both of your choices must fall between the dates of Friday April 1, 2022 and Monday May 11, 2022. Any weeknight within that date range is available **except** for April 28, 2022 due to a scheduled system outage. Please include the proposed location name and address where your meeting will be held.

Every effort will be made to accommodate your choice of dates. Dates are entered in a first come first serve basis. In rare instances we may not be able to accommodate your requests; If this should happen, we will contact you directly to determine the next best alternative date.

To complete this form, please fill out the necessary fields of the date, time and location for your city. Please reply to this email and attach your completed copy.

Please return this form no later than Monday, January 24th. If you would please send confirmation of the reception of this email as soon as possible to ensure your form has been received it would be greatly appreciated. If I have not heard from you by Friday, January 28th, I will follow up with an additional email and/or phone call at that time.

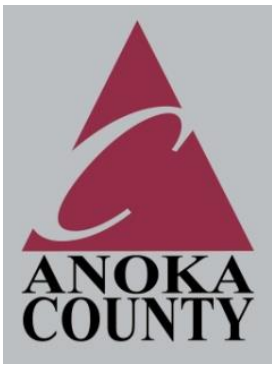
If you are anticipating reconvening, all reconvene meetings must adjourn by May 31st, per statute.

If you should have any questions at all, please give me a call and I will assist you in any way that I can.

Thank you -

Theodore Anderson
Assessment Support Manager
Anoka County Assessors Office
Theodore.Anderson@Co.Anoka.MN.US
(763) 324-1129
2100 3rd Avenue, Suite 160
Anoka, MN 55303





2022

Item 6.

Board of Appeal and Equalization

Date Request Form

City or Town:

Columbia Heights

Proposed Date, Time, and Location of Local Board of Appeals and Equalization Meeting:

Date:	
Time:	
Location: (Please provide name and address)	

Proposed Date, Time, and Location of Local Board of Appeals and Equalization Meeting:

Date:	
Time:	
Location: (Please provide name and address)	

Name of person completing this form:

Title:

Phone Number:

Email:

PLEASE SEND COMPLETED FORMS BY EMAIL TO:

Theodore.Anderson@co.anoka.mn.us

BY MONDAY, JANUARY 24, 2022

AGENDA SECTION	WORK SESSION
MEETING DATE	JANUARY 3, 2022

ITEM:	City Council Liaison and Council President Appointments for 2022.										
DEPARTMENT: Administration		BY/DATE: Sara Ion / December 28, 2021									
CITY STRATEGY: <table border="0"> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming “Small-Town” Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input checked="" type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>				<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming “Small-Town” Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming “Small-Town” Feel										
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods										
<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services										
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population										

BACKGROUND:

Annually the Council appoints liaisons to City Boards & Commissions as well as assigning delegates to External Boards. City Boards and Commissions include: Library Board, Park & Recreation Commission, Planning Commission, Charter Commission, and the Traffic Commission. Additionally, a Council President is chosen.

External Boards include; The League of Minnesota Cities, Metro Cities, Mississippi Water Management Organization, Rice Creek Watershed Advisory Board, Columbia Heights School District, The Anoka County Joint Law Enforcement Council and Anoka County Fire Protection Council.

For reference, the attached resolution lists the 2021 assignments for City Boards and Commission and External Boards. Councilmember Murzyn, Jr. served as the Council President in 2021.

Councilmembers have been asked to indicate their preferences.

City Boards & Commissions:

	1st Preference	2nd Preference	3rd Preference
Buesgens			
Jacobs			
Márquez Simula			
Murzyn, Jr.			
Novitsky			

External Boards:

	1st Preference	2nd Preference	3rd Preference
Buesgens			
Jacobs			
Márquez Simula			
Murzyn, Jr.			
Novitsky			

City Staff is asking City Council for feedback regarding appointment assignments in order to bring this to the January 10, 2022 City Council Meeting.

ATTACHMENTS:

Resolution No. 2021-03

**A RESOLUTION APPROVING COUNCIL LIAISONS AND STAFF ASSIGNMENTS TO
CITY BOARDS & COMMISSIONS AND EXTERNAL BOARDS**

WHEREAS: Annually the Council appoints liaisons to City Boards & Commissions as well as assigning delegates to External Boards, and

WHEREAS: the City council met in a work session to discuss the appointments,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Columbia Heights, to approve the following appointments:

City Boards and Commissions:

Library Board	Councilmember Novitsky
Park & Recreation Commission	Councilmember Buesgens
Planning Commission	Councilmember Murzyn, Jr.
Traffic Commission	Mayor Márquez Simula
Charter Commission	Councilmember Jacobs
100 th Anniversary Committee	Councilmember Novitsky

External Boards:

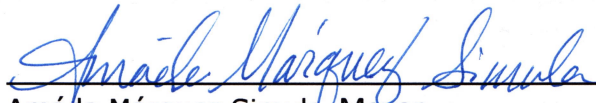
Columbia Heights School Board	Delegate Alternate	Councilmember Buesgens Councilmember Jacobs
The League of Minnesota Cities	Delegate Alternate	Mayor Márquez Simula Councilmember Buesgens
Metro Cities	Delegate Alternate	Councilmember Jacobs Councilmember Novitsky
Mississippi Water Management Organization	Delegate Alternate	Councilmember Novitsky Betty Risdahl (Hilltop)
Rice Creek Watershed Advisory Board	Delegate Alternate	Councilmember Murzyn, Jr. Kevin Hansen
The Anoka County Joint Law Enforcement Council	Delegate Alternate	Mayor Márquez Simula Lenny Austin
Anoka County Fire Protection Council	Delegate Alternate	Councilmember Murzyn, Jr. Kelli Bourgeois

Passed this 11th day of January, 2021

Offered by: Murzyn, Jr.

Seconded by: Jacobs

Roll Call: All Ayes


Amada Márquez Simula, Mayor

Attest:



Nicole Tingley, City Clerk/Council Secretary

**CITY COUNCIL MEETING***Item 8.*

AGENDA SECTION	WORK SESSION
MEETING DATE	JANUARY 3, 2022

ITEM:	Appointments to Fire Relief Association Board of Trustees.		
DEPARTMENT: Administration		BY/DATE: Sara Ion / December 28, 2021	
CITY STRATEGY:			
<input checked="" type="checkbox"/> Safe Community		<input type="checkbox"/> Diverse, Welcoming “Small-Town” Feel	
<input type="checkbox"/> Economic Strength		<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input type="checkbox"/> Equity and Affordability		<input type="checkbox"/> Strong Infrastructure/Public Services	
<input type="checkbox"/> Opportunities for Play and Learning		<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

State Statute 424a.04 mandates that the City Council annually appoint two trustees to the Columbia Heights Volunteer Firefighters Relief Association Board of Trustees. Under the Statute one of the trustees must be an elected official and the other can be an elected or appointed official.

In recent years, the following appointments were made:

2021- Councilmember John Murzyn Jr. and Kelli Bourgeois

2020- Councilmember John Murzyn Jr. and Kelli Bourgeois

2019- Councilmember John Murzyn Jr. and Kelli Bourgeois

2018- Councilmember John Murzyn Jr. and Kelli Bourgeois

City Staff is asking City Council for feedback regarding appointment assignments in order to bring this to the January 10, 2022 City Council Meeting.

Hometown Hero Banners

This proposal stemmed from a community member, having witnessed the impact and success in her hometown. It seemed a perfect fit between the city and VFW and with Councilmember Murzyn's and City Manager Bourgeois help.

The Hometown Hero banner project and pricing would be similar to what we incorporated for our Centennial Celebration. City Staff would hang banners for Memorial Day, and they would remain in place through Veteran's Day. Currently, the manufacturing cost is estimated to be approximately \$70 for each banner. The banners would be retailed to community members for \$125-150 each.

Each banner would feature a photograph, name, and service information for a family member, or current or past resident of Columbia Heights'. The subscribing family would be responsible for retrieving and storing the banner at the end of the display period. Future display of pre-purchased banners would be at a reduced price and display would be on a first-come, first-served basis.

VFW will contribute financially and estimates approximately \$3000. The VFW contribution and the difference between banner cost and retail would offset the city's costs to place and remove banners from Central Avenue. Hometown Hero Applications would be processed by volunteers to alleviate any city staffing burdens. The City would assist in marketing the program.

