



CITY COUNCIL WORK SESSION
Public Safety Bldg—Training Room, 825 41st Ave NE
Monday, May 02, 2022
7:00 PM

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 **passcode 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. Public Safety Fencing JPA.**
- 2. Police Department and General Staffing Ideas.**
- 3. City Hall Floorplan, Design, and Snow Melt Overview.**
- 4. Public Engagement at City Meetings.**
- 5. Filling Vacant Board and Commission Seats.**

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.



AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 2, 2022

ITEM:	Public Safety Fencing JPA.	
DEPARTMENT:	Police	BY/DATE: Lenny Austin
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>		
<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 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:

Over the last several years, the police and fire departments have made security upgrades to the public safety building such as upgrading and replacing security cameras and lighting. We have also recently discussed with the council exterior upgrades which include the replacement of the existing fencing and security gates. The bids on the exterior fencing should be ready to present to Council in late May.

Additionally, the police and fire departments have explored the opportunity to enter into a portable fencing consortium with approximately 40 other cities in the metro area. This portable fencing would not replace the proposed upgrade to the permanent exterior fencing, but instead would be deployed as a second layer of fencing in the event of a critical incident where, given the circumstances, it appeared that this additional layer of fencing would be needed.

This fencing consortium was started after the realization of the need for communities to have readily accessible anti-scalable fencing in the event of a critical incident. Fencing such as this are only produced by a few vendors, all of which are out of state. Further, this type of fencing is very expensive, and the delays involved in attempting to procure fencing on a short notice will be problematic and could lead to unnecessary risks to personnel and public property.

This consortium is designed to pool the resources of cities, to include training personnel in the deployment and installation of this fencing which will reduce the deployment time in the event of a critical incident.

This type of fencing, if needed in a critical incident, along with the proposed upgraded security fencing has been shown to be effective in supporting de-escalation measures as well as protecting facilities from damage.

The annual cost for the City of Columbia Heights to belong to this consortium will be approximately \$5,000-\$6,000 per year, depending on the final number of cities who will be in this consortium. Currently there is a bill in the legislature requesting \$5 million for this project. If this is approved, the costs of belonging to this consortium should be lower.

It should be noted that this annual cost does not include costs associated with deployment of the fencing. Once the fencing is in place, the approximate cost to the city, as of today would be approximately \$28,000/month. Additionally, part of this Joint Powers Agreement (JPA) will include a small number Columbia Heights Public Works employees to be trained annually in the set up of this temporary fencing.

It is the recommendation of myself, Chief Thompson, and the City Manager to enter into this JPA as part of the city's pre-planning for response to critical incidents.



AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 2, 2022

ITEM:	Police Department and General Staffing Ideas	
DEPARTMENT:	Administration / Police	BY/DATE: Lenny Austin / Kelli Bourgeois
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <p> <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 type="checkbox"/> Strong Infrastructure/Public Services <input type="checkbox"/> Opportunities for Play and Learning <input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population </p>		

BACKGROUND:

As you are aware, employee recruitment and retention has been and will continue to be a challenge for all departments, but especially police departments for the foreseeable future. The police department has done a very good job with recruitment of quality candidates, however the number of candidates applying for open positions has dwindled significantly. Additionally, the majority of police agencies in the metro area are currently, or soon will be recruiting officers for open positions. This means that even more agencies will be actively recruiting from an already small pool of applicants.

Another challenge that agencies are seeing are officers moving from one agency to another. This is occurring for reasons such as recruitment bonuses for officers with experience, different opportunities such as specialty assignments, just to name a few. The CHPD has seen this issue, and many agencies are dealing with this problem as well.

The police department is proposing different initiatives to incentivize the recruitment and retention of staff, two of which are unique, but have the possibility of being effective. Below is a brief description of these initiatives:

Reimbursement for the police officer "skills" program:

Currently, it costs approximately \$6,000 per student to complete the Minnesota skills training program. Over the years, many of our Community Service Officers (CSOs) have been either full time or part time students and have completed their skills program while working as a Columbia Heights Police CSO. Many of these CSOs go on to become police officers when they complete their skills program, and several have been hired by Columbia Heights as officers here. In fact, we have adjusted how we hire and work with our CSOs to use those positions as a type of "feeder program" for our police officer positions.

The police department is proposing the recruitment/retention option of paying for or reimbursing the cost of a skills program to CSOs who will be moving on to become a Columbia Heights Police Officer. CSOs who take advantage of this opportunity would sign an agreement with the City of Columbia Heights, stating that they agree to stay with the police department as a police officer for a period of three years. If the officer chooses to not stay with the police department for that length of time they would be responsible for reimbursing the city for the full amount.

Four month sabbatical for sworn staff:

A sabbatical is an extended period away from work which can be used to rest, recover, or take opportunities to do other things that, because of one's work schedule, they are unable to do. A sabbatical can also be viewed as a wellness opportunity, allowing the employee to be completely free of their work duties and responsibilities for an extended period, allowing that employee to recharge their batteries. The police department is proposing a four-month sabbatical, offering it to all sworn staff. This would be offered to employees every four years.

The general concept is as follows, with the nuanced details yet to be worked through. Officers who would like to participate would notify the police chief. Then, over the next three years, officers would have a total of four months' worth of pay removed from their payroll checks and placed in a type of city-held savings account to cover the four-month sabbatical. During the sabbatical, officers would not be subject to call, court, or any police department related activity, and would not lose seniority. They would be paid using the money that had been deducted the three years prior, and this would keep them eligible for city provided insurance and other benefits.

Employee initiated leave:

Recruitment and retention has also been an issue with all other city departments for very similar reasons. One of the issues we see is a shift in employee's work priorities. Now, many employees, due to generational shifts and changed priorities following COVID, value time off more than any other employer provided benefit. Thus, staff is proposing employee-initiated leave as a way to address this and use it as a recruitment tool for all city departments. Similar to unpaid furloughs which have been implemented in the past, employees would have the opportunity to voluntarily sign up for up to 40 to 80 hours of employee-initiated leave. That leave time would be banked by the employee which could then be used as additional time off during the year. The dollar amount for the unpaid leave would be spread out throughout all of the pay periods of the year in order to minimize the financial impact on the employee. This also ensures they remain eligible for city provided insurance benefits without a gap in coverage.

ATTACHMENT(S):



AGENDA SECTION	WORK SESSION
MEETING DATE	MAY 2, 2022

ITEM:	City Hall Floorplan, Design, and Snow Melt Overview.									
DEPARTMENT: Administration, Public Works, Community Development	BY/DATE: Kelli Bourgeois, Kevin Hansen, Aaron Chirpich 4/29/22									
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <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
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BACKGROUND:

At the Special City Council meeting of March 23, 2022, the City Council approved the final plans and specifications and authorized bidding for the buildout of the new City Hall. The bidding process is being administered by the Construction Manager, Doran Special Projects (DSP). Bids were obtained by two means – price quotes for cost items under \$175,000 and sealed bids for items over \$175,000. Bids were provided in 28 construction areas identified in the project specifications. The bid opening was conducted on Wednesday, April 27th.

The initial bid tabulation for the City Hall Buildout (only) provided a total project cost of \$6.4 million. DSP is still analyzing the bids received so the project costs may change. The 3/23/2022 budget and DSP pricing check prior to bidding established an estimate of cost (range) of \$5.3 – 5.7 million. While the project budget was updated to reflect anticipated price increases due to inflation, pandemic induced supply chain disruptions, and labor shortages, the bids received exceeded those estimates. Staff will work with DSP in a value engineering process to reduce the overall project costs. As bids were just opened Wednesday a full evaluation is not available at this time.

Architect Change Order

The project architect, Leo A Daly, has submitted a change order request for additional work items throughout the development and design of the project. Their request is detailed in 10 separate work tasks, attached. The request is a result of the complexity of the condo buildout, timing of design detail required by the developer for the shell, additional tasks not anticipated in the original service contract or items requested by staff.

Snow melt system Change Order

As previously discussed with the Council, the City Hall project will include a snow melt system for the public sidewalks along Central Avenue from 40th Ave to Gould Ave, and along 40th Ave from Central Ave to the Public Garage entrance. The detail of how that system will be built is now defined, with the developer installing the loop system in the sidewalk along with additional grading for the walk, wall penetrations, connecting manifolds tying in the loops and bringing those heating lines into the City’s Mechanical room. The City will be providing the boiler and making the connections to the looped system. The developer has provided a price of

\$167,116 for their portion of the work. This work will be funded partially through the project escrow (\$12,000) and a grant obtained from the MWMO (\$131,000). Once the pricing is determined from the bids received on Wednesday, staff will be making a request to the MWMO for a grant amendment for the snow melt system.

RECOMMENDED MOTION(S):
MOTION: Bids - No Motion Needed, Review Only; LAD Change Order – approve change order no. 1 in the amount of \$108,380; Snow Melt Change Order – approve development contract amendment with Alatus in the amount of \$167,116.

ATTACHMENT(S): LAD Change Order Request No. 1



ADDITIONAL SERVICES AGREEMENT

In accordance with the **AGREEMENT** dated 24-Oct-19
 BETWEEN: **City of Columbia Heights**
 and **Leo A Daly**
 for the Project **Columbia Heights City Hall**

ASR Date 11-Apr-22
 Additional Service #: 1
 Project no: 023-10311-000

- authorization is REQUESTED
- to proceed with Additional Services on a Hourly Basis
- to proceed with revised scope of Basic Services for additional fee
- to incur additional fee for items/services performed as indicated below
- to incur Reimbursable Expenses

AS FOLLOWS:

The following itemized tasks pertain to work /services provided beyond what could have been understood or assumed during the development of the original contract. These tasks include systems/elements/Quality levels as directed by the client, while some pertain more specifically to design phase schedule extensions, downtime, and re-evaluation, not caused by the design team, which could not have been known by the design team in good faith at the time of the original contract proposal.

The following adjustments will be made to compensation:

Task Item #1	Total Task Hours	Total Task Fee
Addition of Exterior Snow Melt System (Design, Engineering, Developer Coordination)	132.00	\$21,300.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	32.00	\$4,960.00
Senior Architect	\$165.00	24.00	\$3,960.00
Mechanical Engineer	\$160.00	32.00	\$5,120.00
Senior Engineering Designer	\$165.00	44.00	\$7,260.00

Task Item #2	Total Task Hours	Total Task Fee
Ext. Design Elements - Garage Vestibule/Entrance	153.00	\$25,000.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	32.00	\$4,960.00
Senior Architect	\$165.00	60.00	\$9,900.00
Electrical Engineer	\$160.00	5.00	\$800.00
Pre-Professional	\$125.00	20.00	\$2,500.00
Senior Design Architect	\$190.00	36.00	\$6,840.00

Task Item #3	Total Task Hours	Total Task Fee
Ext. Design Elements - Central Ave Façade - Beyond Contract Scope (Add. Concepts/Corrdicaiton Req.)	124.00	\$20,580.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	32.00	\$4,960.00
Senior Design Architect	\$190.00	24.00	\$4,560.00
Senior Architect	\$165.00	64.00	\$10,560.00
Architect	\$125.00	4.00	\$500.00

Task Item #4	Total Task Hours	Total Task Fee
Bidding Change Coordination - from Design/Bid/Build (GC) to Construciton Manager Agency (CM)	30.00	\$4,750.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	28.00	\$4,340.00
Architectural technical Leader	\$205.00	2.00	\$410.00

Task Item #5	Total Task Hours	Total Task Fee
Additional MEP Coordinaiton (Condensing Units, Stub-ins from Developer - More than loads provided)	76.00	\$11,740.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	24.00	\$3,720.00
Architect	\$125.00	16.00	\$2,000.00
Senior Engineer	\$190.00	16.00	\$3,040.00

Pre-Professional	\$125.00	8.00	\$1,000.00
Senior Engineering Designer	\$165.00	12.00	\$1,980.00

Task Item #6	Total Task Hours	Total Task Fee
Detailed Support of Buyer/Seller Work Letter (Between Owner/Developer) - Non-Typical Service	48.00	\$7,510.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	22.00	\$3,410.00
Senior Architect	\$165.00	16.00	\$2,640.00
Mechanical Engineer	\$160.00	4.00	\$640.00
Pre-Professional	\$125.00	4.00	\$500.00
Fire Protection Engineer	\$160.00	2.00	\$320.00

Task Item #7	Total Task Hours	Total Task Fee
PT Slab/Sleeving Coordinaiton Prior to Desing Completion - Out of Sequence	52.00	\$8,120.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	12.00	\$1,860.00
Senior Architect	\$165.00	24.00	\$3,960.00
Senior Engineering Designer	\$165.00	4.00	\$660.00
Electrical Engineer	\$160.00	4.00	\$640.00
Pre-Professional	\$125.00	8.00	\$1,000.00

Task Item #8	Total Task Hours	Total Task Fee
Attendance to Doran Design/Construction Meetings	26.00	\$3,930.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	12.00	\$1,860.00
Architect	\$125.00	6.00	\$750.00
Senior Architect	\$165.00	8.00	\$1,320.00

Task Item #9	Total Task Hours	Total Task Fee
Furniture Purchasing Assistance (Multiple Furniture Selection Meetings - 1-2 Typical, 4 Conducted)	10.00	\$1,950.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	2.00	\$310.00
Architectural Technical Leader	\$205.00	8.00	\$1,640.00

Task Item #10	Total Task Hours	Total Task Fee
Generator Design Revision - Size/Scope Increase/Re-Evaluation After Stoppage	24.00	\$3,500.00

Staff/Role	Rate	Hours	Total Fee
Senior Architectural Designer	\$155.00	8.00	\$1,240.00
Architect	\$125.00	4.00	\$500.00
Pre-Professional	\$125.00	8.00	\$1,000.00
Senior Engineer	\$190.00	4.00	\$760.00

Total Hours	675.00
Total Additional Expenses	\$0.00
Total Labor Cost	\$108,380.00
Subtotal Professional Fee and Reimbursable	\$108,380.00
Original Contract Amount	\$335,500.00
Revised Contract Amount	\$443,880.00

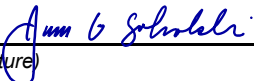
SCHEDULE IMPACT:

The following adjustments will be made to the schedule:	Additional Calendar Days	0
Work performed within this Additional Service has been performed and will not affect current schedule dates		

Approval for this additional service is requested for services provided. A Change Order to the contract will follow once LAD receives a signed copy of this document by the Owner Representative

SUBMITTED BY:

AUTHORIZATION IS GIVEN BY:



(Signature)

James G. Sokolowski, PE, Vice President
11-Apr-22

(Signature)

NAME:
Date



AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 2, 2022

ITEM:	Public Engagement at City Meetings									
DEPARTMENT:	Administration	BY/DATE: Kelli Bourgeois								
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BACKGROUND:

There was recent Council discussion regarding the agenda direction for the Community Forum so this agenda item is included to have consensus on whether or not that language should be amended. The current agenda language is:

"At this time, individuals may address the City Council about any item not included on the regular agenda. Speakers that are in-person are requested to come to the podium. All speakers need to state their name and connection to Columbia Heights, and limit their comments to five (5) minutes. All speakers are also asked to fill out this information as well as their address on a form for the Council Secretary's record. Those in attendance virtually should send this information in the chat function to the moderator. The City Council will listen to brief remarks, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda. Generally, the City Council will not take official action on items raised at the Community Forum at the meeting on which they are raised."

In addition, with the implementation of O365, we are preparing to change our online meeting format from Zoom to Teams. With that changeover, staff would appreciate Council discussion and direction on changes to the online meeting participation standards for members and the public.

ATTACHMENT(S):



AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 2, 2022

ITEM:	Filling Vacant Board and Commission Seats	
DEPARTMENT:	Administration	BY/DATE: Kelli Bourgeois / Sara Ion
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BACKGROUND:

As we encounter vacancies throughout the appointment terms of Boards and Commissions, staff would like to have Council direction on how to go about filling a vacancy that occurs after appointments have been made for the year. There is currently one vacancy on the Library Board as of 5/1/2022.

The information below is from Article III of the City Code:

§ 3.301 BOARDS AND COMMISSIONS GENERALLY.

(A) Except as otherwise provided with respect to a board or commission, the provisions of this section shall apply to all boards and commissions except the Economic Development Authority and the Housing and Redevelopment Authority.

(B) *Membership.* Members shall be appointed by the City Council and shall serve at the pleasure of the Council. Members shall be residents of the city. No member of the Council shall serve as a member of a board or commission.

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

(1) The terms of members of boards and commissions shall be for a period of three years each. Terms of membership shall be staggered so that no more than one-half of the terms on a board or commission expire in any particular year.

(2) The time period for each three year term will be April 1 to March 31. Upon the expiration of their terms of office members shall continue to serve until their successor has been appointed.

(3) Members are only eligible to serve two consecutive full terms on a board or commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a board or commission, except by unanimous vote of the City Council. Upon completion of service on one board or commission, residents can be eligible for appointment to another board or commission, or after a period of at least one year, for appointment to the same board or commission on which they have previously served.

(D) Vacancies.

(1) The Council may, but need not, appoint a person for the unexpired portion of the term of a member whose membership has become vacant.

(2) Membership shall become vacant upon the occurrence of any of the following:

- (a) The death of a member.**
- (b) The member's resignation in writing.**
- (c) Termination of a member's residence in the city.**

(E) *Attendance.* If a member is absent from two or more regular meetings during the board and commission calendar year (April through March), the Staff Liaison or board or commission Chairperson will forward the information to the City Council for consideration of removal. For members whose term begins during a board and commission calendar year, the number of meetings missed will only include those following the beginning of the member's term.

(1) If considered for removal due to absenteeism, a member may submit a letter of explanation to the City Council.

(2) A member may apply for a leave of absence because a serious illness, accident, or family emergency is preventing them from attending meetings. A member who has applied for and obtained a leave of absence granted by the City Council shall be exempt from the attendance requirements during the leave of absence that shall not exceed six months.

(F) *Removal from office.* The Council shall have the authority, in its discretion, to remove any member. A member's removal shall be by majority vote of the City Council.

(G) *Officers.* Each board or commission annually at its first meeting of the board and commission calendar year (April through March) shall elect from its members a Chairperson and Vice-chairperson. The Chairperson shall preside at all meetings. In the absence of the Chairperson, the Vice-chairperson shall preside. In the absence of a Chairperson and Vice-chairperson, members of a board or commission shall appoint an Acting Chairperson to preside during the absence.

(H) *Oath of office.* Every member shall take an oath that they will faithfully discharge the duties of the board or commission to which they were appointed.

(I) *Compensation.* Board and commission members shall serve without compensation.

(J) *Meetings.* All boards and commissions shall hold public meetings regularly as determined by the membership. The public shall be notified of all meetings in accordance with state laws governing open meetings. Members shall be notified of any special meeting or meeting cancellation at least three calendar days in advance, by any means including via telephone, e-mail, home delivery, in person or U.S. Mail.

Staff is specifically looking for direction on *how* the vacancies are filled. Does Council wish to go back to the most recent applicant pool to make a selection; repost and interview to fill the term; leave the term vacant; or some other option?

Thank you!

ATTACHMENT(S):