



**CITY COUNCIL MEETING**  
**City Hall—Council Chambers, 3989 Central Ave NE**  
**Monday, February 12, 2024**  
**6:00 PM**

**Mayor**  
Amada Márquez Simula  
**Councilmembers**  
Connie Buesgens  
Kt Jacobs  
Rachel James  
Justice Spriggs  
**Interim City Manager**  
Kevin Hansen

---

**AMENDED AGENDA**

**PACKET AMENDED ON 2/12/24 TO ADD SUPPLEMENTAL  
DOCUMENT TO ITEM 18 AT PAGE 207**

**ATTENDANCE INFORMATION FOR THE PUBLIC**

*Members of the public who wish to attend may do so in-person, or by using Microsoft Teams Meeting ID 286 466 516 904, Passcode cjnZoS. For questions please call the Administration Department at 763-706-3610. 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.*

**WELCOME/CALL TO ORDER/ROLL CALL**

**MISSION STATEMENT**

*Columbia Heights is a vibrant, healthy and connected City. We are here to actively support the community, deliver equitable services, build and strengthen connections, improve upon our past, and uphold our successes. We strive to be better and ensure Columbia Heights is a great place for everyone, today and in the future.*

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag: "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

**APPROVAL OF AGENDA**

*(The Council, upon majority vote of its members, may make additions and deletions to the agenda. These may be items submitted after the agenda preparation deadline.)*

**PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS**

- A. Black History Month Proclamation.**  
Kiki Latham singing the Black National Anthem.  
Zelia Hoke accepting the Black History Month Proclamation.
- B. World Hijab Day Proclamation.**  
Mena Elbadawi and Naatii Ahmed accepting the World Hijab Day Proclamation.
- C. Maria Lourey-Bowen and Darcy Hokkanen from Anoka County Job Training Center.**
- D. Laura Palmer, School Board Member and Council Liaison.**
- E. Recognition of Building Official Ryan Smith.**

## CONSENT AGENDA

These items are considered to be routine by the City Council and will be enacted as part of the Consent Agenda by one motion. Items removed from consent agenda approval will be taken up as the next order of business. (The City Council will make motion to approve the Consent Agenda following the statement of all items.)

- 1. Approve the January 22, 2024 City Council Meeting Minutes.**  
MOTION: Move to approve the January 22, 2024 City Council Meeting minutes.
- 2. Approve the January 29, 2024 Joint City Council School Board Meeting Minutes.**  
MOTION: Move to approve the January 29, 2024 Joint City Council School Board Meeting minutes.
- 3. Approve the February 5, 2024 City Council Work Session Meeting Minutes.**  
MOTION: Move to approve the February 5, 2024 City Council School Board Meeting minutes.
- 4. Accept the October 19, 2023 Charter Commission Meeting Minutes.**  
MOTION: Move to accept the October 19, 2023 Charter Commission Meeting Minutes.
- 5. Accept the December 06, 2023 Park & Recreation Commission Meeting Minutes.**  
MOTION: Move to accept the December 6, 2023 Park & Recreation Commission Meeting minutes.
- 6. Accept the September 5, and October 23, 2023 Regular EDA Meeting Minutes.**  
MOTION: Move to accept the September 5, and October 23, 2023 Regular EDA Meeting Minutes.
- 7. Adopt Resolution 2024-16, Updating the Solid Waste Operating Policy (SWOP).**  
MOTION: Move to waive the reading of Resolution 2024-16, there being ample copies available for the public.  
MOTION: Move to adopt Resolution 2024-16, being a Resolution approving the updates for the Solid Waste Operating Policy (SWOP).
- 8. Adopt Resolution 2024-017 being a Resolution Ordering Preparation of a Report for 2024 Alley Reconstruction.**  
MOTION: Move to waive the reading of Resolution 2024-17, there being ample copies available for the public.  
MOTION: Move to adopt Resolution 2024-17, being a Resolution ordering preparation of a feasibility report for 2024 Alley Reconstruction, Project 2406.
- 9. Contract for Curbside Organics Collection Pilot Project.**  
MOTION: Move to approve a contract with Better Futures MN to conduct a pilot test for organics collection services; and authorize the Mayor and City Manager to enter into an agreement for the same.

**10. Capital Equipment Replacement of Unit #250: 4x4 7.3 Liter Cab and Chassis.**

MOTION: Move to approve the acquisition of a 2024 Ford F-350 XLT 4x4 pickup truck through alternative quotes from Midway Ford, along with necessary attachments from state-contracted vendors, for a total expenditure of \$85,000. Fund 431-5200-45150.

**11. Capital Equipment Replacement of Unit #250: 4x4 7.3 Liter Cab and Chassis Upfit and Accessories.**

MOTION: Move to authorize the purchase of one (1) Switch-n-go model 11-4016-15E-10T system, truck bodies, and related accessories from Stonebrooke Equipment off of the State of Minnesota Purchasing contract in the amount of \$137,578.33, to be installed on new 2024 Ford F-550 XLT 4x4 7.3 Liter cab and chassis.

**12. Rental Occupancy Licenses for Approval.**

MOTION: Move to approve the items listed for rental housing license applications for February 12, 2024, in that they have met the requirements of the Property Maintenance Code.

**13. License Agenda**

MOTION: Move to approve the items as listed on the business license agenda for February 12th 2024, as presented.

**14. Review of Bills.**

MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$2,651,461.38.

**PUBLIC HEARINGS**

This is the public's opportunity to speak regarding this matter. Speakers that are in-person are asked to complete a Speaker Form and submit it to the City Clerk. Speakers attending virtually should send a request to speak with this information to the moderator using the chat function and wait to be called on to speak. When speaking, virtual attendees should turn their camera on. Any comments made after the public hearing is closed will not be considered by the City Council and will not be included as part of the formal record for this matter as the item will have been voted on and the item formally closed by the Council.

**15. Consideration of Resolution 2024-011, Vacation of Existing Utility Easement Serving 1650 40th Avenue NE.**

MOTION: Move to close the hearing and waive the reading of draft Resolution No. 2024-011, there being ample copies available to the public.

MOTION: Move to recommend that the City Council approve Resolution No. 2024-011, vacating the sanitary sewer easement at 1650 40th Avenue NE as presented.

**ITEMS FOR CONSIDERATION**

**16. Consideration of Resolution 2024-012, a Variance for 1650 40th Avenue to allow an attached garage within the Front Yard Residential Setback.**

MOTION: Move to close the hearing and waive the reading of draft Resolution No. 2024-012, there being ample copies available to the public.

MOTION: Move to recommend that the City Council approve Resolution No. 2024-012, a residential variance for 1650 40th Avenue NE to allow a five (5) foot, five (5) inch encroachment of an attached garage into the front yard setback as presented.

**17. Approve Purchase of 675 37th Avenue NE.**

MOTION: Move to waive the reading of Resolution 2024-15, there being ample copies available to the public.

MOTION: Move to approve Resolution 2024-15, a resolution approving purchase agreement to acquire the property located at 675 37th Avenue, NE, Columbia Heights.

**Ordinances and Resolutions**

**18. Consideration of a Rental License Exemption for 3815 2 ½ Street NE.**

MOTION: Move to waive the reading of Resolution 2024-014, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2024-014, a resolution approving the single-family rental exemption request for the rental application at 3815 2nd ½ Street NE, Columbia Heights, MN 55421.

**Bid Considerations**

**New Business and Reports**

**CITY COUNCIL AND ADMINISTRATIVE REPORTS**

**Report of the City Council**

**Report of the City Manager**

**COMMUNITY FORUM**

*The Community Forum is the public's opportunity to address the Council regarding any matter that has not had a public hearing earlier in the meeting.*

*Speakers that are in-person are asked to complete a Speaker Form and submit it to the City Clerk.*

*Once called to the podium, the speaker should state their name and connection to Columbia Heights.*

*Speakers attending virtually should send a request to speak as well as their address and connection to Columbia Heights to the moderator using the chat function and wait to be called on to speak.*

*When speaking, virtual attendees should turn their camera on.*

*All speakers should limit their comments to five (5) minutes.*

*Personal attacks, threats, the use of profanity, and other disrespectful comments are prohibited.*

*The City Council will listen to the public comments, 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.*

**ADJOURNMENT**



## PROCLAMATION

Black History Month: February 2024

WHEREAS, the City of Columbia Heights is committed to recognizing and honoring the contributions of all members of our communities; and

WHEREAS, Negro History Week was established in 1926 by Dr. Carter Godwin Woodson as a way to neutralize the deliberate distortion of Black History. This movement grew over the years to Black History Month, to give an objective and scholarly balance in American and World History; and

WHEREAS, the Month of February was selected as Black History Month because it marks the Birth of Frederick Douglass, W.E.B. DuBois, Langston Hughes, and Abraham Lincoln, leaders whose actions greatly impacted the lives of the American Black population; and

WHEREAS, the contributions African Americans made and continue to make to our nation's economic strength as well as to our history, music, arts, national defense from the Revolutionary War to present-day military operations, written words and discoveries, and inventions are often overlooked; and

WHEREAS, on January 1, 1863, the Emancipation Proclamation set the United States on the path of ending slavery. On August 28, 1963, hundreds of thousands of Americans of all backgrounds joined the March on Washington in pursuit of jobs, justice and freedom to the Memorial of Abraham Lincoln, the author of the Emancipation Proclamation, in pursuit of freedom and equality for all; and

WHEREAS, despite all the progress, the legacy of slavery and segregation still persists in our nation in the forms of mass incarceration, the school to prison pipeline, racial profiling, educational inequalities, housing and employment discrimination, racism and bias; and

NOW, THEREFORE, be it resolved that I, Amáda Márquez Simula, Mayor of Columbia Heights, do hereby proclaim the month of February 2024 as Black History Month in the City of Columbia Heights, County of Anoka, State of Minnesota, U.S.A.

---

**Amáda Márquez Simula, Mayor**  
**February 12, 2024**



## PROCLAMATION

Recognizing February 1, 2024, as World Hijab Day

WHEREAS, the people of Columbia Heights, who come from a variety of backgrounds are united in certain foundational beliefs such as affirming the inherent dignity of all persons, the right of every person to be treated with respect, and the right of all citizens to practice their religion freely; and

WHEREAS, The Hijab, a traditional veil which covers a woman's hair, neck and chest, has been very important to the history of Islam; it is meant to promote dignity and respect for women while maintaining modesty and respect for religious faith; and

WHEREAS, World Hijab Day was started by Nazma Khan, a resident of NJ, as a day set aside for women of different cultures, who do not normally wear the Hijab, to experience wearing one for the day; its purpose is to encourage religious tolerance, cultural understanding and international solidarity; and

WHEREAS, on February 1, 2013, the world celebrated its first annual World Hijab Day in recognition of millions of Muslim women who choose to wear the Hijab and live a life of religious faith; and

WHEREAS, to combat prejudice, leaders in the American Muslim community are working tirelessly to show that the wearing of the Hijab is a choice, a freedom, and a blessing, as well as to educate their fellow citizens about Islam in ways which are relevant and meaningful; and

NOW, THEREFORE, be it resolved that I, Amáda Márquez Simula, Mayor of Columbia Heights, do hereby proclaim and recognize February 1, 2024 as World Hijab Day in the City of Columbia Heights, County of Anoka, State of Minnesota, U.S.A.

---

**Amáda Márquez Simula, Mayor**  
**February 12, 2024**



January 30, 2024

Ms. Amáda Márquez Simula, Mayor  
City of Columbia Heights  
590 40<sup>th</sup> Avenue NE  
Columbia Heights, MN 55421

Dear Ms. Márquez Simula,

I had the great pleasure of attending the 68<sup>th</sup> Annual Institute for Building Officials on January 23, 2024 where I participated in a day-long open discussion on building code field inspections facilitated by your very own building official, Ryan Smith. Ryan provided much more than a day's worth of highly relevant content and discussion through photos and personal stories, facilitating discussion among a group of well over 60 building officials from around the state. He demonstrated an outstanding capacity for grasping the complexities of balancing building safety and working with existing conditions to land on good solutions to tough problems over and over again. The entire room of individuals benefited from his leadership and insights as we all grappled and shared stories about complex and often vexing conditions that we have encountered while trying to maintain and uphold public safety.

You have an amazing treasure in Ryan Smith. I'm sure you know, but I just wanted to share that he is recognized and highly respected among his peers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gregory Metz'.

Gregory Metz, Minnesota State Building Official  
Assistant Director, Construction Codes and Licensing  
[Greg.Metz@State.MN.US](mailto:Greg.Metz@State.MN.US)

CC:

Kevin Hansen, City Manager  
Aaron Chirpich, Community Development Director



**CITY COUNCIL MEETING**  
**City Hall—Council Chambers, 3989 Central Ave NE**  
**Monday, January 22, 2024**  
**6:00 PM**

**Mayor**  
*Amada Márquez Simula*  
**Councilmembers**  
*Connie Buesgens*  
*Kt Jacobs*  
*Rachel James*  
*Justice Spriggs*  
**Interim City Manager**  
*Kevin Hansen*

## MINUTES

The following are the minutes for the Meeting of the City Council held at 6:00 pm on Monday, January 22, 2024, in the City Council Chambers, City Hall, 3989 Central Avenue NE, Columbia Heights, Minnesota

### WELCOME/CALL TO ORDER/ROLL CALL

Mayor Márquez Simula called the meeting to order at 6:00 pm and noted that Items A and B would be switched in the Agenda.

Present: Mayor Márquez Simula; Councilmember Buesgens; Councilmember Jacobs; Councilmember Spriggs; Councilmember James

Also Present: Lenny Austin, Chief of Police; Andrew Boucher, City Planner; Aaron Chirpich, Community Development Director/ Assistant City Manager; Kevin Hansen, Interim City Manager; Sara Ion, City Clerk; Erik Johnston, Police Captain; Scott Lepak, City Attorney; Dan O'Brien, Assistant Fire Chief; Clifford Rude, City resident; Dirk Schmitz, City resident; Wilson Zhina, City resident; Laureen St. Gabriel Dargay, City resident; Laurel Deneen, City resident

### MISSION STATEMENT

*Columbia Heights is a vibrant, healthy and connected City. We are here to actively support the community, deliver equitable services, build and strengthen connections, improve upon our past, and uphold our successes. We strive to be better and ensure Columbia Heights is a great place for everyone, today and in the future.*

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag: "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

### APPROVAL OF AGENDA

*Motion by Councilmember Jacobs, seconded by Councilmember Spriggs, to approve the Agenda as presented. All Ayes, Motion Carried 5-0.*

### PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS

Mayor Márquez Simula reordered the agenda to first consider Item B.

#### **B. Introduction of Police Department Staff.**

Captain Johnston introduced the four new Police Department staff. He introduced Joseph Boublanc who is from Louisiana and has a Master's Degree in Criminal Justice. He also recently completed the Pathways Program. Mr. Boublanc explained that it has been a long journey and he has a desire to be a positive asset to the community and bring about positive change. He added that he is hoping to continue to learn and grow and create solutions for the community.

Captain Johnston introduced Jennifer Cortez who was recently hired as a community service officer and has a Bachelor's Degree from Hamline University in Criminal Justice. She is currently enrolled at Rasmussen University where she is finishing up her law enforcement certification and degree program. She has served six years in the National Guard and was recently a correctional officer for Scott County. She accepted a conditional offer for police officer and will begin field training after she has completed her law enforcement degree and gets her certificate. Ms. Cortez expressed her appreciation to the Council.

Captain Johnston introduced Troy Vaughn who previously work for the City's Police Department, moved to Florida and has now returned to the department. He is taking over a new assignment as the Community Policing Coordinator. This position is one of the key organizers for outreach and community activity events. Mr. Vaughn stated that he is glad to be back in Columbia Heights. He has his Bachelor's Degree in Criminal Justice and his Master's Degree in Education. He expressed his excitement of the Community Policing role.

Captain Johnston introduced Manny Alvarez who has an Associate's Degree in Law Enforcement from Hennepin Tech and has recently completed the Pathways Program. Mr. Alarez stated that he is excited to give back to the community that he grew up in.

**A. Introduction of Elected Officials.**

Mayor Márquez Simula stated she was happy to introduce the elected officials.

**MN State Senator Mary Kunesh**

Senator Kunesh stated that she has been the City's State Senator for three years and the State Representative for four years before that. She provided the Staff and Council with a handout of legislative wins. She expressed her pride of all that was accomplished with the strong focus on community and getting resources to communities. She noted that Columbia Heights received \$9 million for repairs on Central Avenue and Highway 65 improvements. The City also received \$2.5 million for the Southern Anoka Community Assistance (SACA). The City's Public Safety Department received \$956,556, which goes towards the local public safety initiatives and \$14.1 million goes towards the Anoka County Public Safety. She added that they were able to allocate \$625 million to help hold down property taxes and provide quality tax services. Anoka County received \$5.8 million to help hold down taxes.

Senator Kunesh explained that she is the Chair of Education Finance in the Minnesota Senate. \$1.36 million was added to the general formula increase, \$3 million was added to ELL and the Special Education Cross Subsidy increase, and almost \$100,000 was allocated to student support

personnel and library aid. She noted if there are any questions or comments, people can reach out to her at the legislature and she would be happy to help.

### **MN State House of Representatives Sandra Feist and Erin Koegel**

Representative Feist expressed her excitement over the funding for SACA. She noted that she is the Vice Chair for the Public Safety Committee and worked specifically in the area of juvenile justice and youth justice. She is excited to partner with the City to make sure that the City receives funding for the new Public Works building. Last legislative session, she worked closely with nurses and will be coming back next session in order to protect nurses. As an immigration attorney, she is focused on supporting immigrants in the City. One of the bills that she is working on would insure that State dollars are being spent where most needed.

Representative Koegel noted that most of what has been accomplished last year has been covered already. She explained that she works with infrastructure and transportation. She expressed her excitement over the F-line for bus rapid transit, and the safety projects on University Avenue and Central Avenue. She is chairing a task force for the Resiliency Advisory Task Force Council for Minnesota. They work to coordinate different assets and cities are getting the resources they need. She encouraged people to reach out with any questions or concerns.

Councilmember Buesgens expressed her appreciation for all three women coming to the meeting, providing updates, and supporting the City.

### **B. Introduction of Police Department Staff.**

This item was considered prior to Item A.

### **CONSENT AGENDA**

*Motion by Councilmember James, seconded by Councilmember Jacobs, to approve the Consent Agenda as presented. All Ayes, Motion Carried 5-0.*

1. **Approve the January 2, 2024 City Council Work Session Meeting Minutes.**  
MOTION: Move to approve the January 2, 2024 City Council Work Session Meeting minutes.
2. **Approve the January 08, 2024 City Council Meeting Minutes.**  
MOTION: Move to approve the January 8, 2024 City Council Meeting minutes.
3. **Accept the January 19, 2023 Charter Commission Meeting Minutes.**  
MOTION: Move to accept the January 19, 2023 Charter Commission Meeting Minutes.
4. **Accept the April 20, 2023 Charter Commission Meeting Minutes.**  
MOTION: Move to accept the April 20, 2023 Charter Commission Meeting Minutes.
5. **Accept the December 13, 2023 Youth Commission Meeting Minutes.**  
MOTION: Move to accept the December 13, 2023 Youth Commission meeting minutes.

**6. Adopt Resolution 2024-08, Designating Election Judges and Election Judge Salaries for 2024 Elections.**

MOTION: Move to waive the reading of Resolution No. 2024-08, there being ample copies available to the public.

MOTION: Motion to adopt Resolution No. 2024-08, approving the designation of elections judges and election judge salaries for the 2024 Presidential Primary.

**7. Resolution 2024-09 to Amend the 2024 Fund 411 Budget to Authorize Conference Room and Sound Masking Updates for the Public Safety Building.**

MOTION: Move to waive the reading of Resolution 2024-09, there being ample copies available to the public.

MOTION: Move to the adopt Resolution No. 2024-09 amending the Fund 411 budget to authorize the technology updates at the Public Safety Building and approving the purchase of equipment and services through Bluum Technology.

**8. Authorization to Purchase and Outfit Police Vehicles.**

MOTION: Move to authorize the purchase of four 2024 Ford SUV patrol vehicles and one 2024 Chevrolet Traverse to be used as an unmarked squad car; all vehicles to be purchased under the State of MN Cooperative Purchasing Venture (CPV) at a total cost of \$212,477.

MOTION: Move to authorize an expenditure of up to \$167,547 to set up and outfit the police vehicles to be purchased, in addition to the two Dodge Chargers that were purchased in December 2023.

**9. Authorize Sergeant Jackie Urbaniak's attendance at Northwestern School of Police Staff and Command.**

MOTION: Move to authorize the attendance of Sergeant Jackie Urbaniak at the Northwestern School of Police Staff and Command being held in the City of Eagan from September 23 through December 6, 2024.

**10. Authorize the Acquisition of Miscellaneous Equipment for the New Aerial Apparatus.**

MOTION: Authorize the fire department to purchase loose equipment for the new Aerial with 2024 Capital funds, not to exceed the budgeted amount of \$74,000.

**11. Rental Occupancy Licenses for Approval.**

MOTION: Move to approve the items listed for rental housing license applications for January 22, 2024, in that they have met the requirements of the Property Maintenance Code.

**12. License Agenda.**

MOTION: Move to approve the items as listed on the business license agenda for January 22nd 2024, as presented.

**13. Review of Bills.**

MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$950,751.96.

## PUBLIC HEARINGS

**14. Consideration of Resolution 2024-07, Declaration of a Public Nuisance in the City of Columbia Heights is Requested Against the Property at 4411 3rd Street NE for Failure to Meet the Requirements of the Residential Maintenance Codes.**

Assistant Fire Chief O'Brien provided background and noted in July 2022, the City's seasonal inspector performed a complaint inspection and found several dead, diseased, hazardous tree violations. Compliance orders were sent and a follow-up inspection was conducted on September 6, 2022 where the inspectors found that one of the large dead tree branches had fallen onto the house. A seasonal extension was granted to allow the homeowner time to create and finance a mitigation plan. On June 1, 2023 a second notice of violations was sent as a reminder. After there was no response, the violations were sent to the City's forester on July 19, 2023 for an abatement by his contractor. He received bids for the abatement and removal of the trees and found that the bids exceeded his allowed spending limit. It was decided with the City Attorney that the matter should come before the Council for declaration as a public nuisance. A statement of cause and notice of the public hearing was sent to the property owners. A final pre-Council inspection was performed on January 11, 2024 and it was determined that progress towards the code violations listed in the initial compliance order had not taken place.

Mayor Márquez Simula opened the public hearing.

Councilmember James asked if there was a range that was given for the quotes. Fire Chief O'Brien replied that he did not have the bids since they went to the City's forester but knows that they were above \$3,000.

Clifford Rude, property owner, asked for an extension. He added that he was not aware of the initial grants of extension. He explained that from what he knows, he is expected to pay \$4,500 out of pocket and he is not be able to afford that. He stated that there was no mention of the disease tree removal program initially.

Mayor Márquez Simula provided an opportunity for the Council to ask questions

Councilmember Jacobs noted this started in July 2022 and asked if Mr. Rude was claiming that he had received no notices since that time. Mr. Rude replied that he has no recollection of receiving the notices from July 2022 and June 2023.

Councilmember Jacobs asked Assistant Fire Chief O'Brien who the notices would have been sent to. Assistant Fire Chief O'Brien replied that that initial notice of violation was sent on July 5, 2022. The copy was sent to Clifford Rude at 2638 Oakland Avenue South in Minneapolis which is the owner of record on County records. Another copy was sent to Clifford and Jennifer Rude at the property address and for Clifford A. and Jennifer Rude at the property address. There were three total notices that were sent on July 5, 2022 as well as three notices with the statement of cause that were sent in December.

Councilmember Jacobs asked if there were copies of the notices sent to all possible addresses. Assistant Fire Chief O'Brien replied that was correct. Mr. Rude asked if they were sent as certified mail. Assistant Fire Chief O'Brien replied that the City is not required to do that and added that they were not returned undeliverable.

Councilmember Jacobs pointed out that it establishes the City has used proper notification methods. Mr. Rude stated that the Minneapolis address would have been invalid. Councilmember Jacobs mentioned that other notices were sent and he should have received them. Mr. Rude replied that he has no recollection of receiving them.

Councilmember Jacobs stated that Mr. Rude has had ample time to reach out for an extension and to talk to the City about what needed to be done. She asked Mr. Rude if he has reached out to anyone in the City. Mr. Rude replied that he has not and he is looking for an explanation and not to get out of removing the trees.

Councilmember Buesgens asked Assistant Fire Chief O'Brien to explain how the abatement works. Assistant Fire Chief O'Brien replied that typically if the abatement is approved, the City can work with the homeowner to give them a little compliance timeline to work on and if it is still not completed within the timeline, then abate it. Declaring and abatement does not necessarily mean that the City will do the abatement immediately.

Mayor Márquez Simula asked for more of an explanation on what an abatement means. Assistant Fire Chief O'Brien replied that it means a correction. In this case, it would be removal of the trees and correction of any damage that they've caused to the structure. If the abatement is approved, the City hires a contractor to remove the tree. The City would be billed for the removal and then would bill the homeowner. If the fee is not paid, it gets assessed to the property taxes for the following year. He added that he believes it could be spread out over several years.

Councilmember Jacobs asked if the fallen tree branch had damaged the roof. Assistant Fire Chief O'Brien replied it appears that it damaged part of the eave.

Councilmember Spriggs asked Mr. Rude how long of an extension he was looking for. Mr. Rude replied a month or two for when the tax return comes in.

Mayor Márquez Simula asked if Mr. Rude was hoping to take down the tree himself. Mr. Rude replied that he was not. He added that there is an oak tree in the alley that was never removed and wanted to make sure that he was not on the hook for it since it was determined that it was on the easement.

Councilmember James stated that it makes sense to go ahead with the abatement process. She encouraged citizens to reach out if they have any issues and need help.

*Motion by Councilmember Buesgens, seconded by Councilmember Jacobs, to close the public hearing and waive the reading of Resolution 2024-07, there being ample copies available to the public. All Ayes, Motion Carried 5-0.*

Mayor Márquez Simula noted there is room to work with Assistant Fire Chief O'Brien on any other things that need to be cleared out so that Mr. Rude is not responsible financially. She added that the City has a desire to work with citizens.

*Motion by Councilmember Buesgens, seconded by Councilmember James, to adopt Resolution 2024-07, being a Resolution of the City Council of the city of Columbia Heights approving declaration of a public nuisance, pursuant to City Code, of the property listed. All Ayes, Motion Carried 5-0.*

## ITEMS FOR CONSIDERATION

### 15. **Approve Joint Powers Agreement with MN Bureau of Criminal Apprehension (BCA) for Columbia Heights' Participation in Violent Crime Reduction Unit**

Police Chief Austin mentioned in November 2023, BCA Deputy Superintendent Scott Mueller provided a presentation about the BCA's violent crime reduction unit and what it has been doing to combat some of the violent crime issues within the Twin Cities. Part of that plan is to expand it and offer additional positions with the BCA Violent Crime Unit. Agencies of first ring suburbs of Minneapolis and St. Paul will have the opportunity to assign officers to the Violent Crime Unit. In this case, one officer from Columbia Heights will be assigned to the BCA Violent Crime Reduction Unit. He noted that this would be reimbursed through State dollars back to the City. It is the Police Department's recommendation to enter into the JPA with the BCA and be part of the BCA Violent Crime Reduction Unit.

Councilmember James asked which violent crimes this would address. Police Chief Austin replied that the main focus would be on robberies and car jackings. The focus is on the Twin Cities metro but if there was a need in northern Minnesota, it is possible that the unit would assist agencies up there. By being a part of the BCA Violent Crime Reduction Unit, it would provide the City with additional support.

Mayor Márquez Simula stated this is a great opportunity for the Department to be a part of and a good move for the City. She asked how many officers were interested in joining the unit. Police Chief Austin replied five officers were interested.

*Motion by Councilmember Jacobs, seconded by Councilmember Spriggs, to Authorize the Mayor, Interim City Manager, and Police Chief to enter into a Joint Powers Agreement with the Minnesota Bureau of Criminal Apprehension to participate in its Violent Crime Reduction Unit. All Ayes, Motion Carried 5-0.*

## Ordinances and Resolutions

### 16. **Consideration of a Rental License Exemption for 4411 6th Street NE.**

City Planner Boucher stated on January 18, 2024, the owner of 4411 6<sup>th</sup> Street NE, reached out to the Community Development Department requesting an exemption from the single-family rental density cap. Section 1 of Ordinance 1685, which established the single-family rental density cap, states that: "If the number of detached single-family dwellings rental

properties meets or exceeds the permitted number of rental properties per defined block on the effective date of the ordinance from which this section is derived, a property owner may request a temporary license to allow an additional rental property for that block. The City Council may grant or deny a temporary license in its sole discretion. Persons requesting a temporary license must make an annual application to the City. No property owner shall hold a temporary rental license for the same property for more than two consecutive years.” As it is the homeowners’ right to appeal to the Council.

Assistant Fire Chief O’Brien provided additional information and history. The property owner purchased the property in November 2019. The City received a complaint about the property being illegally rented in August 2020. The City sent a notice of rental license required which contained instructions for licensing the property or if the property was occupied by the owner, an affidavit of non-rental for the owner to complete and returned to the City. The property owner did not attempt to begin the licensing process or return the affidavit to the City. Inspectors posted the property as unlawful to occupy for not having a rental license in January of 2021 and again in June 2021. The property passed an initial rental inspection by the Community Development Department and the Council approved a rental license for the property on August 23, 2021.

Assistant Fire Chief O’Brien added that the 2022 exterior license inspection found a simple storm door violation for a door closure on June 20, 2022 and it took the property owner until November 21, 2022 to correct the violation. There were eight inspections until it was completed. In May 2023, a notice was sent to the license holder to renew the rental license. The notice stated that the license holder had to complete an application, pay the licensing fees and call to schedule an interior inspection of the property prior the expiration of the license on June 30, 2023. The property owner failed to take any of the necessary steps to license the property prior to the deadline and was given notice of the public hearing for the revocation of the rental license on September 26, 2023. The statement of cause and notice of the public hearing stated that if he could complete the items prior to October 11, 2023, the license would not go to revocation. The property owner failed to take any of the necessary steps.

Assistant Fire Chief O’Brien explained that the Council voted to revoke the license in October 2023. Notice was sent to the property owner and tenants. The property was posted with a license revocation notice and on January 9, 2024 the property became unlawful to occupy for not having a rental license. The property owner emailed a request for exemption on January 18, 2024. Assistant Fire Chief O’Brien performed an occupancy check of the property on January 22, 2024 and found that the property was currently unoccupied.

City Planner Boucher explained that if approved, Resolution 2024-10 would grant a temporary rental license exemption to the homeowner with a few additional requirements. The homeowner is required to complete the license application process within three months from the passage of the resolution. This puts a limit on how long they can take to bring the house into rental compliance if needed. The temporary rental license

will be valid for one year from the date that the license is approved. This provides the homeowner and tenant the ability to rent the home for a full one-year lease. After the term of the temporary license, the persons requesting a temporary license must make an annual application to the City. No property owner shall hold a temporary rental license for the same property for more than two consecutive years. Staff recommends adopting Resolution 2024-10, a resolution approving the single-family rental exemption request for the rental application at 4411 6<sup>th</sup> Street NE, Columbia Heights, MN 55421.

Mayor Márquez Simula asked the Council if they had any questions.

Councilmember Buesgens expressed her concerns about the property owner not being in compliance since 2019 and that they did not follow through with the items needed to have a rental license. She noted if the property owner had done what was required, then they would have had a license at this time and there would not have been any issues.

Wilson Zhina, applicant, stated he understood Councilmember Buesgens' concerns.

Mayor Márquez Simula mentioned that it was Mr. Zhina's chance to share his point of view and if he would be able to handle having a rental license.

Mr. Zhina explained that there were issues with the home in the past. The home has been vacant in the last two to three months. He added that he is unable to occupy the home because he has a lease at a different place until December and is unsure what to do with the home since he cannot pay for the mortgage on the home and the rent where he is currently living.

Mayor Márquez Simula asked Mr. Zhina if he understood all of the items that would be needed to bring it into compliance. Mr. Zhina replied that during the exterior inspection they needed to fix a storm door, which has already been fixed. He noted they have made the interior of the house nicer but would need an interior inspection to understand what else would be required to fix.

Councilmember Jacobs asked Mr. Zhina to be specific on what he has done to upgrade or correct anything that needs to be corrected at this time. Mr. Zhina replied that he hired a dumpster due to overflowing trash and trash in the yard. He has replaced the flooring in the house because the carpet was destroyed. In addition, they have painted the upstairs and lower level of the house. He noted that he will still need to replace switches.

Councilmember Jacobs asked if there were major expenses in order to get the house rentable. Mr. Zhina replied that there was not because it was only minor items.

Councilmember Jacobs agreed with Councilmember Buesgens' concerns. She noted that there have been a lot of issues for many years and the Council has not heard from Mr. Zhina about how he will specifically change the pattern of issues. She asked Mr. Zhina what he would do specifically that would be different from the last three years. Mr. Zhina replied that he has been having his eyes opened and was not aware of all that was happening over

the last three years with the property. He added a lot of the notices were going to an old address and would take the responsibility of making sure he would receive notices in the future.

Councilmember Buesgens explained that being a landlord is a business and that Mr. Zhina has not been able to run this business well so far. She added that another option is to sell the property. Mr. Zhina asked the Council if it would give them more trust in him if he hired out a property management company to help assist with everything that needs to be completed. Mayor Márquez Simula replied that he could offer it and the Council would think about it.

Councilmember Jacobs asked if Mr. Zhina still had to execute the license since he was the homeowner. Assistant Fire Chief O'Brien replied that Mr. Zhina would be responsible for the license. Councilmember Jacobs noted that it would not be a workable option for Mr. Zhina since he would still be responsible for getting the rental license and added that she has concerns about issuing another license to him.

Mr. Zhina asked if there was anything he could do. Mayor Márquez Simula replied that he can offer additional ideas and the Council will listen and offer opinions. She added that she believes the Council has heard enough.

City Planner Boucher reviewed the exemption process and which properties have been approved or denied for a rental license. Mr. Zhina added that he is hoping to prove and show that he will follow all of the steps with the City.

Councilmember James asked Mr. Zhina if the goal is to ultimately live in the home or to live in it temporarily. Mr. Zhina replied that the goal was to live in it temporarily in order to make a decision for the future and get through this hardship.

Mayor Márquez Simula noted that the rental license would be for a year, then he would need to go through the rental license process again, after two years would not be able to rent the property again, and would then have to live on the property or sell it.

*Motion by Councilmember James, seconded by Councilmember Buesgens, to waive the reading of Resolution 2024-10, there being ample copies available to the public. All Ayes, Motion Carried 5-0.*

*Motion by Councilmember Jacobs, seconded by Councilmember Spriggs, to adopt Resolution 2024-10, a resolution approving the single-family rental exemption request for the rental application at 4411 6th Street NE, Columbia Heights, MN 55421.*

Councilmember Spriggs commented that he is in favor of giving the homeowner an opportunity to prove himself and bring this up to code. He added that vacant houses come with their own issues such as vandalism.

*3 Ayes, 2 Nays, Motion Carried 3-2. Ayes Spriggs, James, Márquez Simula. Nays: Buesgens, Jacobs.*

## **CITY COUNCIL AND ADMINISTRATIVE REPORTS**

### **Report of the City Council**

Councilmember Jacobs stated she attended the awards program for the Police Department, participated in the interview process for the search for the next city manager, observed the Charter Commission meeting, attended the ISD 13 community feedback meeting, and attended the annual Housing Redevelopment Authority meeting. She added that she attended the Medtronic meeting and facilitated eight resident reach outs.

Councilmember Spriggs mentioned that he attended the beginning of the Medtronic presentation, and is continuing to work with the residents at the Legends. He added that he did a couple of League of Minnesota Cities' trainings and met with a board member from the Bakken Museum.

Councilmember James noted that she attended the community feedback meeting for the Medtronic site, and taught a civics class for ninth graders at the high school about local government. She attended the Charter Commission as the Council liaison, and a training through the League of Minnesota Cities. She also attended a webinar put on by the Minnesota Department of Transportation. She mentioned that volunteers are needed for the upcoming SnowBLAST event. On February 19, 2024 there will be an event for the public called "What's Happening with the Equal Rights Amendment?" at 7 pm at the New Brighton Community Center and will be hosted by the League of Women Voters New Brighton area.

Councilmember Buesgens stated she attended the Mississippi Watershed Management Organization (MWMO) board meeting and announced Sarah Evanson's appointment to the citizen advisory who will be the representative for the City. She added that she attended the Medtronic open house, and the police awards ceremony. She suggested that the police awards ceremony be recorded in the future.

Mayor Márquez Simula explained that she attended the police awards ceremony and expressed her pride in the Police Department and the community. She attended the school district strategic planning meeting with Councilmember Jacobs and also attended the local rotary meeting. She met with the Anoka County Workforce Development and learned about their program and invited them to join the Youth Commission. She attended the Sister City meeting and discussed the World War II sculpture that will be coming to Columbia Heights this summer. She also attended the Medtronic open house, the Youth Commission meeting, the Joint Law Enforcement meeting, the Senior Consortium meeting for Anoka County, and the Development Committee meeting for Alexander House. She volunteered at Valley View School for the every meal program and met with residents from Park View Villa and the Legends. She observed the Charter Commission meeting and has been donating plasma.

### **Report of the City Manager**

Interim City Manager Hansen stated SnowBLAST is on February 3, 2024 from 4-7 pm. The list of activities can be found on the City's website.

## COMMUNITY FORUM

Dirk Schmitz, City resident, stated that at the February 2023 Planning Commission meeting, it was noted that a developer was interested in the Medtronic site. During the May 2, 2023 Planning Commission meeting, it was mentioned that the Medtronic site has a multifamily developer with a letter of intent and it was also mentioned that the Rainbow site is currently up to 700 units. In the June 5, 2023 work session minutes, it mentions a three-year business company named LS Black that gave a sales pitch about having a letter of intent and a potential agreement to build in three phases with tax increment financing for a 600-unit complex. He noted that in the minutes, the Interim City Manager said that the City needs to push the envelope and asked what that meant. During the August 28, 2023 Council meeting, it was approved to have HKGI Professional Service contract with Columbia Heights. He also found in a December meeting, that HKGI gave a presentation to the City Staff and the Council. He asked what the Councilmembers learned about rental and high density housing, commercial enterprise hiring opportunities, and tax allocations in the City during the moving upstream presentation. He also asked why the City was showing citizens the two 400-unit concept plans of HKGI and not the developers LS Black 600-unit plan. He asked what the timeline would be for a three-phase development. He asked if 53<sup>rd</sup> Avenue would be torn up during the development. He asked what recourse the City has if the young development company cannot finish the project. He asked why the City Staff are pushing to rezone this site for the first residential developer that makes an offer instead of giving time for a commercial developer to redesign the site. He asked what the tax cost difference was between the 600 units of low income housing compared to the 12 acres of job producing commercial buildings. He asked what is stopping a developer from putting residential units in the Fairview Clinic site. He noted he has other questions and concerns that he would like to discuss with City Staff at a later date. He asked the Council to listen to the citizens of the City and consider what is best for the future of the City. He ended by asking where the “ample copies” are.

Mayor Márquez Simula noted that the Interim City Manager will be writing down all of the questions and will address them for the resident.

Councilmember Buesgens stated that the Medtronic site currently brings in \$385,000 in taxes that are divided by the County, schools, and the City. Fridley built two brand new market rate and 180% AMI buildings that are similar to the units the City has in the City Hall building. Three buildings in Fridley bring in \$1.275 million in taxes. She noted that the commercial buildings that are going in around the area are shovel ready instead of cleanup sites.

Larene St. Gabriel-Dargay, City resident, stated she would like to bring forth a proposal for an art center to be established and entered into the plans for the City’s development. She suggested calling it “The Columbia Heights Center for the Arts.” The development would be to benefit all people of the community as well as surrounding cities. She believes that the Center for the Arts needs to be established as a fine arts center that would have the same kind of integrity as those that already exist in other cities. She added that an arts center would raise the bar in the City in developing the integrity culturally and promote growth and true awareness of the arts as an integral part of each individual’s lives. She mentioned an executive art director could be hired to manage the art center and fundraise while volunteers could help in areas that are fun and fulfilling. A board could be developed to help schedule exhibits and plan events. She explained that she grew up going to art centers and is also a member of the Minnesota Artist Association and sees a need for an art center. She stated the project

would begin with the proposal to add the plans into the scheme of what is happening in the City. She asked the Council to look at other art centers in the Twin Cities and see how Columbia Heights could make improvements to embracing the arts.

Interim City Manager Hansen noted that he would give the Council a copy of Ms. St. Gabriel-Dargay letter that she had read for the Council.

Councilmember Buesgens asked if Ms. St. Gabriel-Dargay knew how the other cities started their art centers. St. Gabriel-Dargay replied that she did not know if the other cities went through other organization or through their city, but noted that anything was possible.

Laurel Deneen, City resident, stated she would like to see the City create a community center where people could come together for events, such as having after school activities for youth. She is on the Planning Commission and would like the City to consider art throughout the parks, which she would like to see.

#### **ADJOURNMENT**

*Motion by Councilmember Buesgens, seconded by Councilmember Jacobs, to adjourn. All Ayes, Motion Carried 5-0.*

Meeting adjourned at 7:54 pm.

Respectfully Submitted,

---

Sara Ion, City Clerk/Council Secretary



# JOINT SCHOOL BOARD AND CITY COUNCIL WORK SESSION

City Hall—Shared Vision Room, 3989 Central Ave NE  
Monday, January 29, 2024  
6:00 PM



## MINUTES

### CALL TO ORDER/ROLL CALL

Mayor Amáda Márquez Simula called the Joint School Board and Council Work Session at 6:06pm.

School Board Members present: Ms. Granlund, Ms. Houle, Ms. Medearis, Ms. Mueller, Ms. Palmer, Ms. Pettway and Superintendent Stenvik

School Administration present: Bondo Nyembwe, Bryan Hennekens, Kristen Stuenkel, Sarah Godfrey, Stephanie Alvarez

City Council Members present: Mayor Marquez Simula, Councilmember Buesgens, Jacobs, James

City Councilmembers absent: Spriggs

City Staff present: Lenny Austin, Aaron Chirpich, Renee Dougherty, Kevin Hansen, Sara Ion, Keith Windschitl

### PLEDGE OF ALLEGIANCE

### INTRODUCTIONS / ICE BREAKER

All council and school board members introduced themselves, as well as school staff and city staff.

### CITY DEPARTMENT UPDATES

#### A. Police Department Updates and Collaborations.

Chief Austin gave information about the successes of the imbedded social worker program and the important impacts that the team has had. Currently there is an opening on the team as one of the social workers is going to assist the City of Fridley Police Department. He also discussed recent hires, and new additions to the PD Team, and stated that from a retention perspective the department is looking very good. Additionally Chief Austin expects that there will be an appointment at the end of February to the BCA program assisting with investigating violent crime reduction unit.

Chief Austin also thanked the school district for their partnership. Utilizing the Highlander Center has been instrumental in the success of continuing to connect with the students within the district. They have also started the basketball mentorship program, and overall, it has been successful in connecting with students.

Chief Austin let the group know that his retirement date is going to be April 26, 2024. He thanked the Council and School Board for their support. He is very thankful for the teachers in his life, and the impact that education makes.

**B. Transportation Projects / Updates on Safe Routes to School.**

Interim City Manager Hansen updated the Council and School Board on the upcoming transportation projects related to alley projects for the next two year, the conclusion of the Central Avenue and University Avenue PEL studies and funding the BRT Line.

Additionally, Hansen elaborated on the implementation of the Safe Route to School program that focuses on pedestrian safety and access. There is funding for the project to start in 2024. He highlighted the upcoming sidewalk and crosswalks that are going to be put into place.

**C. Economic Development / Updates on Pending Redevelopment Projects.**

Assistant City Manager / Community Development Director Aaron Chirpich gave an update on the pending redevelopment projects. He stated the City continues to work with the developer on the former Rainbow site. Chirpich also clarified that we are still trying to achieve a grocery store in the space. Chirpich also gave an overview of the current evaluation that is underway of the Medtronic site.

**D. Recreation and Library Upcoming Events and Collaborations.**

Recreation Director Keith Windschitl discussed the collaboration with the recreation department and physical education department at the school. The gym is shared in many ways. He also elaborated on the afterschool, day off and summer programs that are being offered. Recreation is looking forward to applying for grants and focusing on transportation needs.

Library Director Renee Dougherty gave an update on the collaborations that are currently occurring with the school. She thanked the district for partnering with the library for the ESL meetings. Currently the library is seeing these families return to the library to utilize library materials and enrichment programs. Dougherty also highlighted the upcoming spring break programing, and the collaboration with East Side Co op.

**SCHOOL DISTRICT UPDATES**

**A. State of The School District Update.**

Superintendent Zena Stenvik gave a brief update on what is going on at the school, and the focus on Heads, Hearts, and Hands initiative. Stenvik also discussed the strategic planning updates that are occurring.

**GENERAL DISCUSSION OF SCHOOL DISTRICT AND CITY COLABORATIONS**

There was a brief discussion of the things the council and school board hope to work together on in the upcoming months and year. Mueller asked that there be a working group to access the need for the SRO Program returning to the schools.

**ADJOURNMENT**

Mayor Amáda Márquez Simula adjourned the meeting at 8:48pm.



**CITY COUNCIL WORK SESSION**  
**City Hall—Shared Vision Room, 3989 Central Ave NE**  
**Monday, February 05, 2024**  
**6:00 PM**

**Mayor**  
*Amada Márquez Simula*  
**Councilmembers**  
*Connie Buesgens*  
*Kt Jacobs*  
*Rachel James*  
*Justice Spriggs*  
**Interim City Manager**  
*Kevin Hansen*

## MINUTES

### CALL TO ORDER/ROLL CALL

The following are the minutes for the Work Session Meeting of the City Council held at 6:00 pm on Monday, February 5, 2024, in the Shared Vision Room, City Hall, 3989 Central Avenue NE, Columbia Heights, Minnesota.

### CALL TO ORDER/ROLL CALL

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

Present: Mayor Márquez Simula; Councilmember Buesgens; Councilmember Jacobs; Councilmember James, Councilmember Spriggs

Also Present: Lenny Austin, Chief of Police; Andrew Bouche, City Planner; Aaron Chirpich, Assistant City Manager / Community Development Director; Mitch Forney, Community Development Coordinator; Kevin Hansen, Interim City Manager; Joseph Kloiber, Finance Director; Sara Ion, City Clerk; Jerry Auge, Anoka County; Jack Forslund Anoka County; Brian Nemeth, Bolton and Menk; Dirk Schmitz, Resident; Laurel Deneen, Resident; Jeffrey Alvarez Berger, Resident; Antonia Alvarez, Resident; Jack Israelson, Resident (via Teams); Ed Higgins, Resident (via Teams).

### WORK SESSION ITEMS

**1. Updates From Anoka County on 40th Avenue: Central to Main.**

Goals of the project were reviewed by the Consultant from Bolton and Menk Brian Nemeth who was tasked with conducting the study. He reviewed the overall scope of the research project and the volume of vehicles traveling in the areas studied. Several concepts were presented related to feedback given during the first informational meeting. Four different concepts based on community feedback were reviewed with the council.

Overall the council was in support of presenting three concepts to the residents for review at the second feedback meeting in March

Councilmember Spriggs stated that he has a preference for accommodating pedestrians in the area, and feels that the destination should be developed to encourage people to walk to the businesses. Additionally, he would like to see the speed limit reduced.

Councilmember Jacobs stated that the City needs to think about parking for the business corridor and making this a destination.

Councilmember Buesgens would like to see a focus on making this a “main street” feel.

Mayor Márquez Simula stated that she likes that there is continuity of traffic calming all the way to Main Street where the community food garden is, and where SACA is located because people will need to walk from University Avenue to the location.

Interim City Manager Hansen highlighted that the lanes cannot be narrowed too far, because we hope that this project will be eligible for state funding. He additionally clarified that it would be best to do this project in the stages starting in 2025 and concluding in 2027. He asked that any additional feedback from the council is given to him promptly as the next public meeting is scheduled for March 7, 2024

**2. Liquor Store 3 Redesign Process as Impacted by Potential Cannabis Dispensary.**

Finance Director Kloiber stated that he wanted to advise the council of potential roadblocks related to having a municipal dispensary in the City. He advised that there will be some regulatory hurdles related to the updated State Statutes on this topic. The main point of concern is preference and priority being given to social equity applicants. A municipality does not qualify for many of the prerequisites. The cannabis management board does not want anything to undermine the ability for social equity applicants in their pursuit of a license.

Mayor Márquez Simula inquired if there could be a mix of municipal and private dispensaries located in the City.

Director Kloiber confirmed that this was the case.

Councilmember Buesgens also raised concerns related to the banking aspect, and who we would utilize for processing sales.

Director Kloiber reviewed options related to renting the renovated space to an equity licensed individual. He elaborated that a joint venture can be a very cloudy partnership between a municipality and a private venture. If needed there could be very favorable terms on the lease to recover the cost of the build out in the terms of the lease. He also discussed an alternate option that allows for a municipal dispensary alongside other dispensaries with zoning conditions that would be in line with tobacco, and other adult use items. These things would need to be discussed with the Community Development Department for further clarification.

Councilmember Jacobs stated that she attended the virtual presentation that was given by the State, and it helped her understand who has priority to have licensing. She stated that she is not in favor of a municipal dispensary. She does not want to impede the improvements to the liquor store but would be more in favor of having this space available to a priority applicant to lease.

Director Kloiber noted that a further layer of concern for a municipal dispensary is that that the Cities insurance provider LMC will not provide insurance coverage on a municipal dispensary due to the federal laws, and because there are concerns with the style of co op

insurance that is provided. He also reviewed that banking and credit card processing is an additional hurdle.

Assistant City Manager / Community Development Director Chirpich stated that new banking options are expected to develop.

Mayor Márquez Simula inquired about what direction Director Kloiber would like to have from the Council.

Director Kloiber stated that he wanted to discuss the current environment that we are in. He would like to know if there should be a fourth or fifth drawing from the architect regarding splitting the space into two uses.

Councilmember Buesgens wanted to know the safety of the areas with dispensaries. She is very concerned about safety and is concerned that there is bias in the requirements. She also inquired about how MN laws align with CO and CA. She further clarified that her concerns about the safety of nearby businesses and residents that are near the business are related to the high volume of cash transactions.

Councilmember James acknowledged that there will likely be two licenses in the City. She would like to move forward with the separate space being designed.

Mayor Márquez Simula requested that the space be left as a blank slate.

Overall, the council consensus was to move forward with an additional design from the architect.

### **3. Affordable Housing Sales Tax Discussion.**

Community Development Director / Assistant City Manager Chirpich gave an overview of the program and clarified that during the 2023 legislative session the Minnesota legislature passed an omnibus housing finance bill (HF2335/SF 2566). The bill earmarked millions of dollars for a variety of agencies and programs dedicated to promoting housing development and preservation. Article 5 of the bill established the metropolitan region sales and use tax. This tax required the Metropolitan Council to impose a metro wide sales tax of 0.25% on sales made in the metropolitan counties or to a destination in the metropolitan counties. Funds received from the tax are distributed in the following manner: 25% to the state's rental assistance program, 25% to the metropolitan city aid account, and 50% to the metropolitan county aid account. The metropolitan city account disburses local affordable housing aid to cities via distribution factors.

Calculations made as of June 30th, 2023, expect Columbia Heights to receive \$260,089 annually from the new tax. This estimate is preliminary, and the City will not know how much to expect until the funds are released in June or July. These funds must be used for affordable housing initiatives or projects and must qualify under the law. "Article 5, section 3, subd. 4 defines qualifying projects to include emergency rental assistance for households earning less than 80% of area median income, financial support to nonprofit housing

providers, construction, acquisition, rehabilitation, permanent financing, interest rate reduction, refinancing, and gap financing of housing. Homeownership projects are limited to units affordable to those at 115% of greater of state or area median income and 80% of greater area of greater of state or area median income for rental housing projects.” (LMC 2023 Legislative Session Summary)

State law also establishes that all funds must be spent on qualifying projects by December 31 of the third year after the aid was received. This requirement can be bypassed if the City can prove that by no fault of its own it could not expend all the funds, and the City places the received funds into a housing trust fund. Funds placed in trust can then be used on qualified projects after the three-year term limit.

In speaking with other cities and our public finance consultants at Ehlers, all agree that the first step in responding to the new law is to establish a housing trust fund.

The council consensus was to move forward with establishing a fund via ordinance.

Chirpich also clarified that Community Development Staff have been working with the staff from CEE to act as a default partner because staff is not prepared to administer grant programs. He would like the Council’s opinion on the type of loans that should be offered. A requirement for anything that the City does will have income restrictions. Chirpich would like recommendations on three programs that council would like staff to focus on.

Councilmember Buesgens would like a focus on fourplexes and duplexes to be grant eligible with restrictions. She would also like to see there be a land trust in addition to a program for Senior Citizen Co Op.

Community Development Coordinator Mitch Forney clarified that a land trust and Senior Citizen Co Op would be something that would not be managed at a City level. There are covenants that can be built in, and scheduled compliance checks. He clarified that there is a matching component from the State for money placed in this fund.

Councilmember James would not like to focus on down payment assistance, and for more of a focus on owner occupied rehabilitations.

Councilmember Jacobs would like to see the focus on owner occupied rehabilitations.

Mayor Márquez Simula would like to see a focus on grants available to repairs that are required due to inspections or emergency repairs for individual homeowners.

Chirpich stated that he will work on getting the fund established and come to the council with ideas for the grant programs.

#### **4. Updates On SS4A and SRTS.**

Interim City Manager Hansen led an overview of some of the updates to the SS4A program.

He would like to get feedback from the Council related to items that are of particular concern. He stated that in the effort of time management tonight, he will need to have follow-up priorities from the council by the end of the week. Staff is 95% complete with the RFP and want specific details from council to complete the document.

Councilmember Spriggs asked about the component of public feedback.

Hansen discussed that there will be community feedback that is mandated, and they will work on a full survey to engage the community not just at a single meeting.

**5. Update on 2023 Strategic Planning / Goal Setting Report.**

Interim City Manager Hansen reviewed the goals that were established in 2023, and how the goals are being communicated to residents. He would propose that we update the information on the Council section of the website to show the community how we are achieving our goals.

Mayor Márquez Simula stated that she would like to see the branding changed for the Liquor Store to reflect that it is a City Owned business. She wants to communicate that this is an important part of the city's tax base. Additionally, she would like an update on DEI.

Councilmember James inquired about the status of the Art Commission. She understands that there are many focuses at the moment.

Hansen stated that he would like to explore some overall funding opportunities. He also clarified that in August 2023 he and Chirpich gave an update on these goals that were focused on DEI.

Councilmember Spriggs is concerned that the council will not like the eventual outcome of the PEL Study.

Additionally there was an overall conversation about using the electronic newsletter to be a continued focus of communicating with residents. Overall, the Council was impressed with the achievements that staff has made, and that there is a lot of other achievements that are also not celebrated / reviewed in this recap.

**6. University Service Drive: ROW and Municipal Boundary.**

Director Hansen inquired about where the municipal line could / should be move to the related to university at 45<sup>th</sup>. Addressing these boundaries with Fridley would allow for the City to apply for grants to help update the service road.

Overall Councils preference was to update the boundary in the same way that the shared boundaries at 37<sup>th</sup> and 59<sup>th</sup> are addressed.

**7. 2024 Board and Commission Application Period and Interviews for Openings.**

The council confirmed that they would like to proceed with interviews for the Board and

Commission applicants on March 8<sup>th</sup> and 11<sup>th</sup>. Council also confirmed that they would like to utilize the application and questions that were analyzed in 2023 for the 2024 application cycle.

**8. Old Business.**

Interim City Manager Hansen updated the Council on items needing further resolution from the January Work Session: the parking area at City Hall has been cleaned and will be maintained accordingly and all the EV Chargers are in service. He also stated that he would ideally like to keep the Community Forum updates in the CM report. He would like to see department and staff achievements featured in the electronic newsletter.

Additionally, Hansen discussed that the current plan is for Scott Lepak of BGS to continue in the capacity of City Attorney.

**9. Council Corner.**

Councilmember Buesgens stated that she was concerned with a report from a resident about activity at McKenna Park. Additionally, she brought up concerns that recreation is not renting park pavilions to the public.

The interim City Manager Hansen clarified that overall he is glad that the parks are being used and it is hard to address specific issues that are occurring if they are not reported immediately to the police department.

Councilmember Buesgens stated that she would like explore an adopt a pavilion program to keep the park spaces clean.

Councilmember James stated that at the next meeting she would like the Council to discuss the home line information that was sent to Council in January. The council agreed to discuss the items at the next work session meeting.

Councilmember Spriggs gave a brief update on meetings for the Legends Residents.

Mayor Márquez Simula passed around the photo roll call of the police department members. She thanked Captain Austin for creating the document.

Mayor Márquez Simula proposed a resolution to the council along with draft resolution language that was given to the council members for review. Mayor Márquez Simula stated that she wanted to prepare the resolution for a cease fire for the upcoming February 12<sup>th</sup> meeting. She requested that the council prepare the resolution by meeting in small groups until it was refined enough for Monday, February 12<sup>th</sup>.

Councilmember Jacobs does not want to stand in favor of one side and be seen as not supporting the other. She feels that working with community groups is the best way to connect with residents. She stated her concern that the fallout related to this issue could be greater than what the Council is dealing with now.

Councilmember Buesgens stated that she was conflicted on the topic.

Councilmember Spriggs and James stated that they were in favor of the resolution.

Additionally, Mayor Márquez Simula mentioned that she is working with a consultant from Baker Tilly on the Police Chief search, as he has given his resignation. She stated that this will be an internal candidate focus. There will be outreach to council, members of the MAC and faith community related to the interview process. Additionally, there will be anonymity in the process so there is no preference given to any candidate. She stated that the cost for the contract will be approximately \$10,000 and the goal is to have the decision made one week prior to the announcement of the new Police Chief on April 29<sup>th</sup>.

## ADJOURNMENT

Mayor Márquez Simula adjourned the meeting at 9:37pm.

Respectfully Submitted,

---

Sara Ion, City Clerk/Council Secretary



**Anoka County**  
**MINNESOTA**



**BOLTON  
& MENK**

Real People. Real Solutions.



**COLUMBIA  
-HEIGHTS-**  
REDISCOVER THE HEIGHTS

# CSAH 2 Corridor Study

City Council Workshop  
Monday February 5, 2024  
6 PM

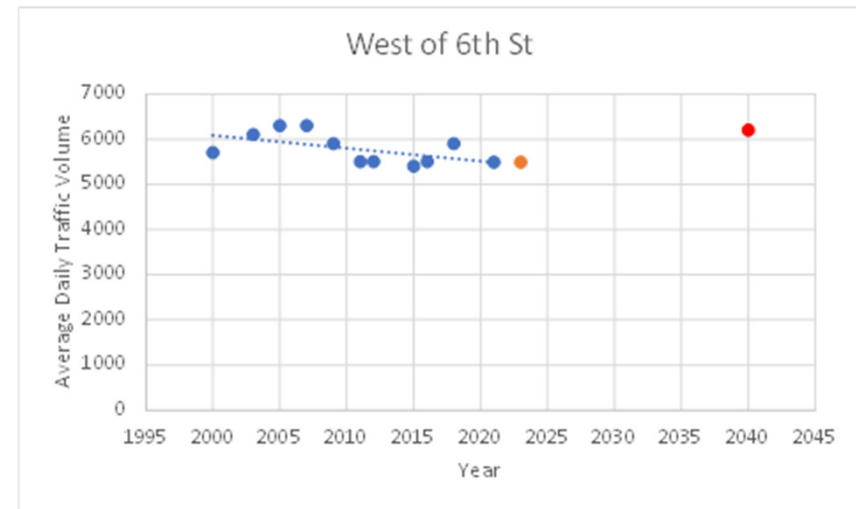
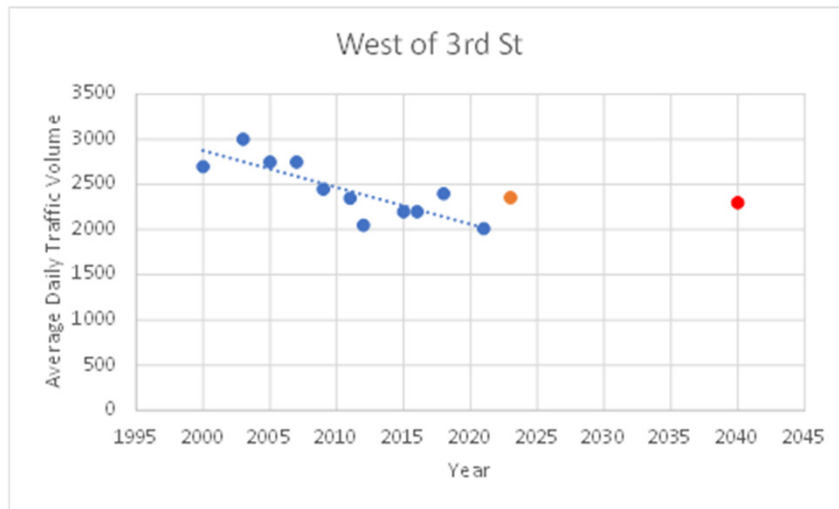
## Study Goals

- Understand traffic demands and capacity needs
- Identify transportation and safety improvements
- Develop a preferred concept for the corridor and intersections
- Leverage potential funding for implementation
- Review turnback potential
- Develop a plan for implementation



# Daily Traffic Volumes and Forecasts

- Reviewed historical counts and daily trends (blue dots)
- Collected counts in 2023 (orange dot)
- Developed forecast for 2040 (red dot)



## 40TH AVE NE – 50TH & 85TH PERCENTILE SPEEDS

Cross Street	Direction of Traffic	50th Percentile	85th Percentile
3rd Street NE	Westbound	28 MPH	35 MPH
	Eastbound	27 MPH	33 MPH
6th Street NE	Westbound	33 MPH	38 MPH
	Eastbound	31 MPH	36 MPH
Madison St NE	Westbound	32 MPH	36 MPH
	Eastbound	30 MPH	35 MPH
Van Buren St NE	Westbound	27 MPH	32 MPH
	Eastbound	25 MPH	30 MPH

### SPEED DATA FACTS:

- Corridor Speed Limit is 30 MPH
- Westbound traffic travels faster than eastbound traffic
- The segment between University Ave NE and Jefferson Street NE sees the highest speeds
- The segment between Central Avenue NE and Van Buren Street NE is the slowest
- The segment between Main Street NE and University Avenue NE has the lowest traffic volume



# COUNTY ROAD 2 (40TH AVE NE) CORRIDOR STUDY

## TRAVEL MODE OVERVIEW

### EXISTING CORRIDOR EVALUATION

#### VEHICLE

- Good traffic flow with minimal delays
- Opportunities to reduce number of travel lanes without reducing quality of traffic flow
- Elevated traffic speeds between University and Central (5 to 8 mph faster than 30 mph speed limit)
- Elevated crash rate between University and Central

GOOD

#### PEDESTRIAN

- Existing sidewalks on both sides of the roadway
- No space between sidewalk and roadway (however some space can be provided if cars are parked)
- Light poles obstruct sidewalk in some areas

FAIR

#### BUS

- Bus service along 40th Ave NE via Route 11
- Basic bus stops with no amenities

FAIR

### LEVEL OF SERVICE GRADING

	Automobile	Bicycle	Pedestrian	Bus
GOOD				
FAIR				
POOR				

#### BICYCLE

- No existing bicycle facilities
- Cyclists either must ride on street with vehicle traffic or on narrow sidewalks

POOR

### BIKE LEVEL OF TRAFFIC STRESS

1



Strong separation from all except low speed, low volume traffic. Simple crossings. Suitable for children.



2



Separate lane limits traffic interaction to crossings easy for adults to negotiate. Tolerated by "interested but concerned" bicyclists.



#### TRAIL STRESS LEVEL

3



Narrow bicycle lane. Interaction with moderate speed or multi-lane traffic and parked vehicles. Tolerated by "enthusiast & confident" bicyclists.



4



No bicycle lane on a busy street with higher speed traffic. Direct interaction with multi-lane traffic. Tolerated by "strong & fearless" bicyclists.



#### ON-STREET STRESS LEVEL



Visit [bit.ly/countyrad-2](http://bit.ly/countyrad-2) to learn more and provide input



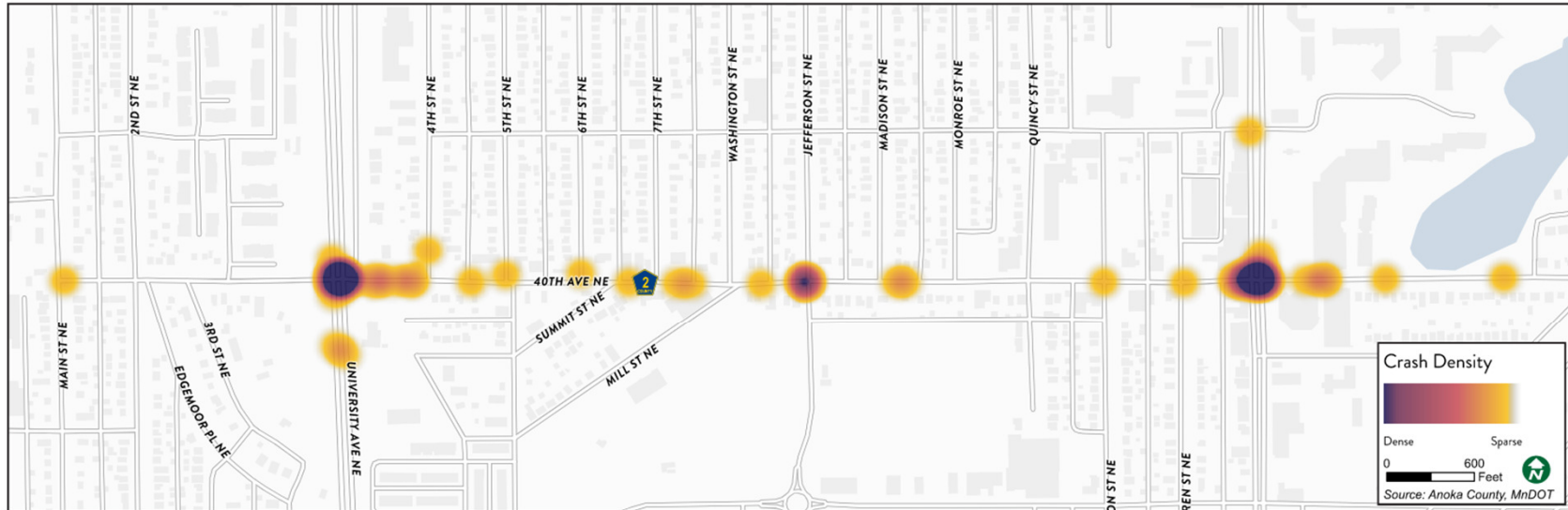
**COLUMBIA HEIGHTS**  
REDISCOVER THE HEIGHTS



**Anoka County**  
MINNESOTA



# Crash Summary



Intersection	Total Crashes 2018-2022	Severity						Crash Type										
		Fatal	Serious Injury	Minor Injury	Possible Injury	Property Damage Only	Unknown	Pedestrian	Bicycle	Run Off the Road	Other Single Vehicle	Side Swipe Same Direction	Side Swipe Opposite Direction	Rear End	Head On	Left Turn	Angle	Other
Main Street	1	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0
University Avenue	22	1	0	5	3	13	0	1	1	0	1	2	1	11	0	1	3	1
4th Street NE	2	0	0	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0
5th Street NE	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0
Jefferson Street	6	0	0	0	3	3	0	0	0	1	0	0	0	2	0	0	3	0
Jackson Street	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0
Van Buren Street	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Central Avenue	22	0	0	5	1	16	0	1	1	5	0	1	0	6	0	1	5	2

Segment	Total Crashes 2018-2022	Severity						Crash Type										
		Fatal	Serious Injury	Minor Injury	Possible Injury	Property Damage Only	Unknown	Pedestrian	Bicycle	Run Off the Road	Other Single Vehicle	Side Swipe Same Direction	Side Swipe Opposite Direction	Rear End	Head On	Left Turn	Angle	Other
Main Street to University Avenue	1	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0
University Avenue to Jefferson Street	18	0	0	2	4	12	0	0	0	1	0	0	0	7	0	0	5	5
Jefferson Street to Central Avenue	10	0	0	1	1	8	0	0	0	1	1	0	0	4	0	1	2	1



# Intersection Safety Analysis

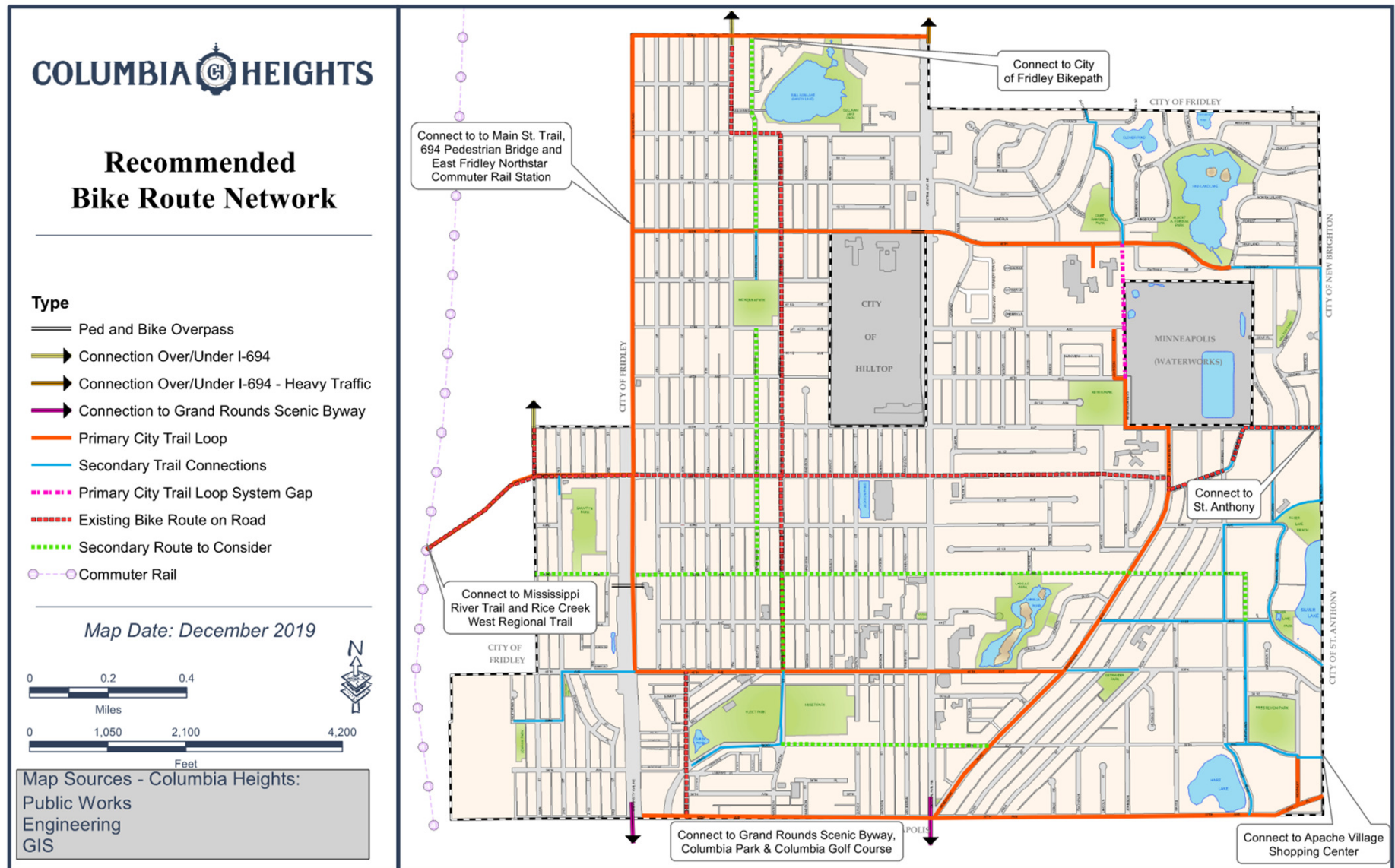
Intersection	Traffic Control	Total Crashes (5 Years)	Total Crash Rate			
			Observed	Statewide Average	Critical Rate	Critical Index
Main Street	AWSC	1	0.26	0.27	1.03	0.23
University Avenue	Signal	22	0.41	0.51	0.77	0.54
4th Street NE	TWSC	2	0.19	0.13	0.45	0.40
5th Street NE	TWSC	1	0.09	0.13	0.45	0.20
Jefferson Street	AWSC	6	0.53	0.27	0.71	0.75
Jackson Street	AWSC	1	0.10	0.27	0.74	0.14
Van Buren Street	TWSC	1	0.10	0.13	0.47	0.21
Central Avenue	Signal	22	0.40	0.51	0.77	0.52



# Segment Safety Analysis

Segment	Segment Length (Mi.)	Total Crashes (5 Years)	Total Crash Rate			
			Observed	Statewide Average	Critical Rate	Critical Index
Main Street to University Avenue	0.22	1	1.06	0.38	2.53	0.42
University Avenue to Jefferson Street	0.37	18	4.85	0.37	1.31	3.70
Jefferson Street to Central Avenue	0.36	10	2.57	0.37	1.29	1.99





# Purpose and Need

- Primary Needs
  - Vehicle Safety
    - Corridor operating outside of the normal range
  - Infrastructure Conditions
    - Bituminous surface deterioration
  - Walkability/Bikeability
    - Numerous destinations including parks, school, churches, daycare center, community center, businesses
    - 40<sup>th</sup> Street – part of the Primary City Loop Trail



# Purpose and Need

- Secondary Need
  - Vehicle Mobility
    - Corridor operations/capacity
      - Major collector (Main to University) – 2,400 vpd
        - Capacity (~11,000 vpd)
      - Minor arterial (University to Central) – 5,800 vpd
        - Capacity (~20,000 vpd)
    - Intersection operations
      - No issues or concerns on corridor



# Warrant Analysis

MnMUTCD warrant analysis – Existing All-way Stop Controlled (AWSC) intersections in the study area.

- CSAH 2/Main Street
- CSAH 2/Jefferson St
- CSAH 2/Jackson Street

**AWSC is not warranted at any of the above intersections.**

- Major and minor approach volumes are both too low at Main Street
- Minor approach volumes are too low at Jefferson St and at Jackson St



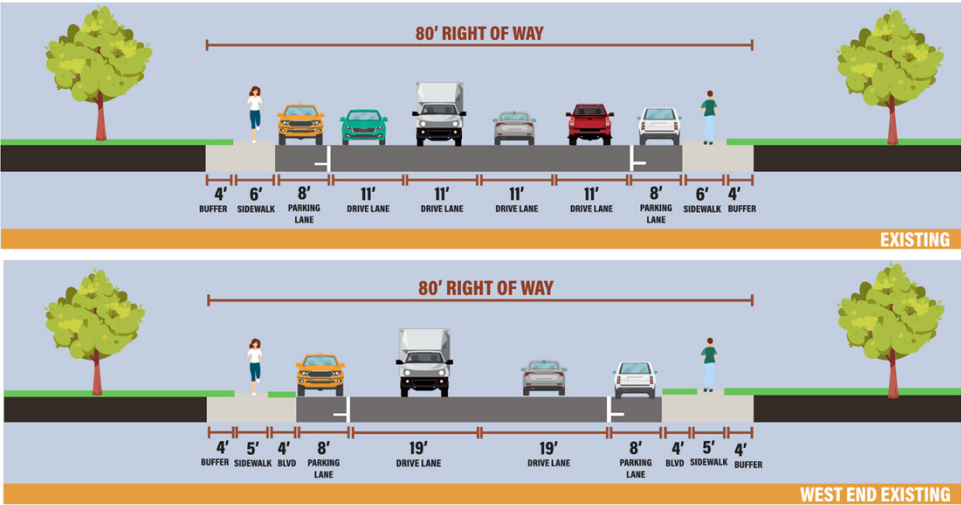
# Open House #1

- Held November 2, 2023
- Presentation
- Boards:
  - Goals
  - Existing data
  - Potential cross-sections
    - 2, 3, or 4 lane roadway section
      - 4 lane is existing, corridor stays as it is, no changes
    - All lane options include sidewalk on north side
    - 2 and 3 lane options consider trail or bikeway with sidewalk on south side, 4 lane keeps sidewalk only
    - 2 and 3 lane options consider bike lanes

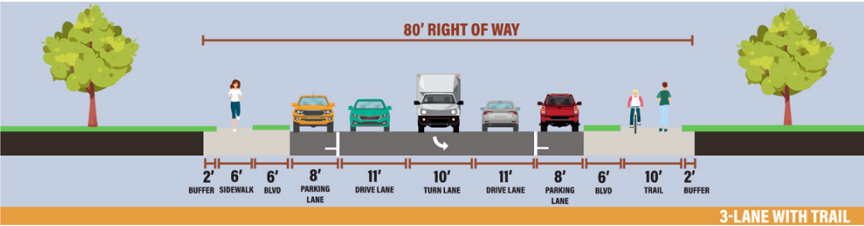


# Corridor Cross-Section Options

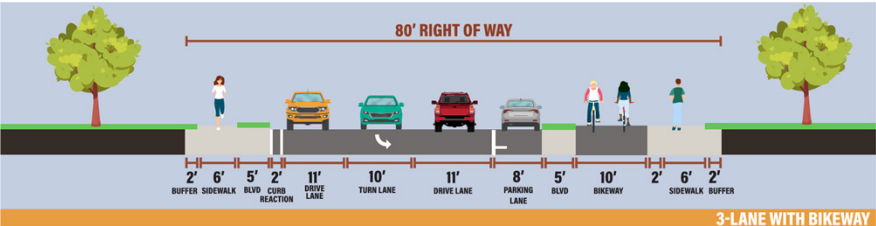
CROSS-SECTION: OPTION 1 (EXISTING, NO CHANGE)



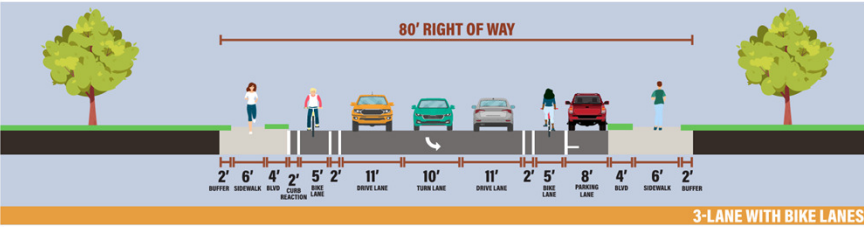
CROSS-SECTION: OPTION 2



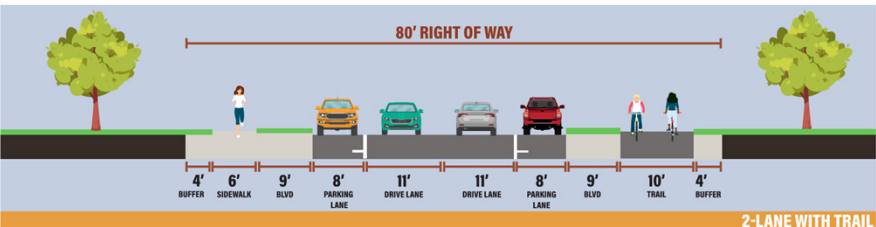
CROSS-SECTION: OPTION 4



CROSS-SECTION: OPTION 3

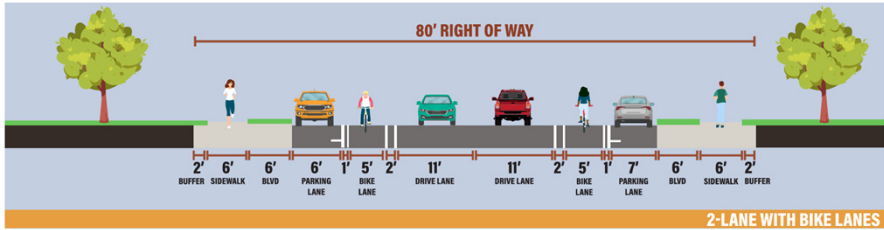


CROSS-SECTION: OPTION 5

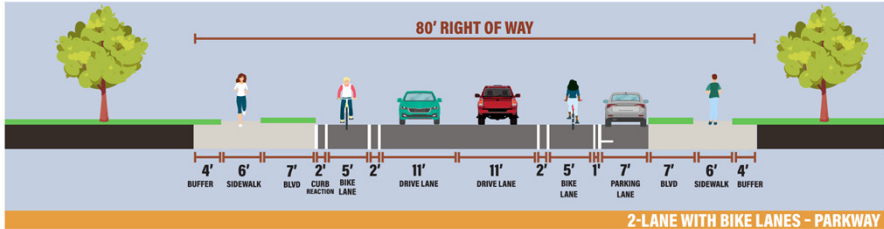


# Corridor Cross-Section Options

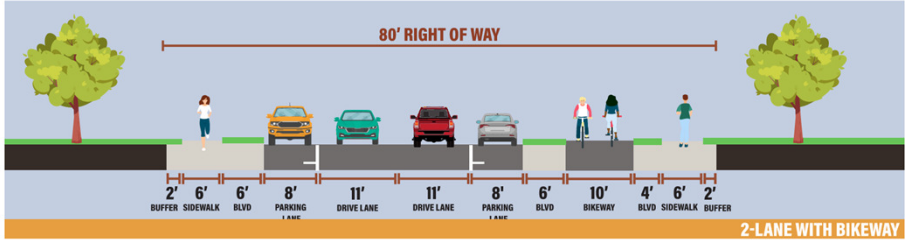
CROSS-SECTION: OPTION 6



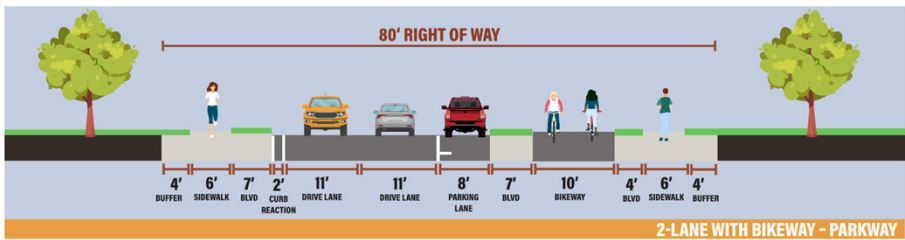
CROSS-SECTION: OPTION 7



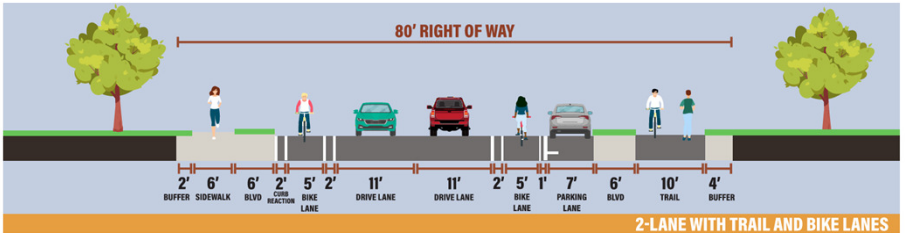
CROSS-SECTION: OPTION 8



CROSS-SECTION: OPTION 9



CROSS-SECTION: OPTION 10



# Engagement

## Engagement by the Numbers



57

Open House Attendees



62

Comments Received



117

Concept Votes



792

Website Views

## Comment Themes



### Bicycle/Pedestrian Amenities

- Split mentality towards the development of bicycle facilities
  - Do not want any facilities (x3)
  - Desire for bicycle/pedestrian facilities (x6)
- Split preference between having facilities on one/both sides, preference towards separating from traffic
- Concern for current safety of existing crossings – Consider flashing lights at crossings
- Crosswalks needed at Madison, Monroe & Quincy



### Parking Amenities

- High support of maintaining parking along 40th Ave (x14)



### Roadway Safety

- Stop signs disregarded along corridor, unsafe conditions especially at Jefferson & Washington (x7)
- Desire for traffic calming management that lowers speeds (x6)



### Maintenance/Utility Management

- General concern over snow plowing/storage in the winter if corridor is changed (trail/sidewalk, driveways)
- Concern for navigating around parked cars during the winter due to narrowed
- Question if water/sewer will be improved and cost to homeowners



### Configuration

- Like the 3-lane roadway option (x3)
- Desire to see a roundabout implemented (x6)
- Would like to maintain the current 4-lane roadway configuration (x8)



### Other

- Concern regarding tax increases due to roadwork project
- Supportive of improved aesthetic from increased greenspace. Would like to see native plantings. (x3)
- General support of corridor development (x3)
- Concern and dislike towards designs that would cause potential loss of parking adjacent to local businesses (x2)



# Response to Cross-Sections

Top Design Concepts – 117 Votes Received

**1<sup>st</sup>** – Concept 2 (29 votes)    **3<sup>rd</sup>** – Concept 1 (19 votes)  
**2<sup>nd</sup>** – Concept 4 (27 votes)    **3<sup>rd</sup>** – Concept 8 (19 votes)

Concept 9 (14 votes)  
 Concept 5 (5 votes)  
 Concept 6 (2 votes)

Concept 3 (1 vote)  
 Concept 10 (1 vote)  
 Concept 7 (0 votes)

Option	Tally	Lanes			Parking		Bikeway	Trail	Walk	Bike
		2	3	4	one-side	both sides			both sides	Lanes
1	19			19		19			19	
2	29		29			29		29		
3	1		1		1				1	1
4	27		27		27		27			
5	5	5				5		5		
6	2	2				2			2	2
7	0	0			0				0	0
8	19	19				19	19			
9	14	14			14		14			
10	1	1			1			1		1
Total	117	41	57	19	43	74	60	35	22	4
Primary			X			X	X			
Secondary		X			X			X		



# Roundabout Potential

- Mini-roundabouts most appropriate given:
  - Right-of-way constraints
  - Low daily and peak hour volume
  - Low turning truck volume
  - Safety potential
- LOS A expected with roundabouts where AWSC exists today



# Concept Layout Summary

## Main Street to University (Hwy 47)

Concept Layout	Lanes			Parking			Blvd Width	Bikeway	Trail	Bike Lanes
	2	3	4	none	one-side	both sides				
1	X			3rd to University	X		12.5 ft.		X	
2	X			3rd to University	X		11 ft., 17 ft.		X	
3	X			3rd to University	X		11 ft., 12 ft.	X		
4	X			X			10 ft.			X

## University (Hwy 47) to 6<sup>th</sup> Street

Concept Layout	Lanes			Parking			Blvd Width	Bikeway	Trail	Bike Lanes
	2	3	4	none	one-side	both sides				
1		X		University to 4th	X		7 ft.		X	
2	X			University to 4th		X	9 ft.		X	
3	X			University to 4th		X	8 ft.	X		
4	X			University to 4th	X		6 ft., 8 ft.		X	X



# Concept Layout Summary

## 6<sup>th</sup> Street to Monroe Street

Concept Layout	Lanes			Parking			Blvd Width	Bikeway	Trail	Bike Lanes
	2	3	4	none	one-side	both sides				
1		X			X		7 ft.		X	
2	X				X		12 ft.		X	
3	X				X		8 ft.	X		
4	X				X		6 ft.		X	X
Concept Layouts 1-4: Roundabout at Jefferson Street										

## Monroe Street to Central (Hwy 65)

Concept Layout	Lanes			Parking			Blvd Width	Bikeway	Trail	Bike Lanes
	2	3	4	none	one-side	both sides				
1		X		Van Buren to Hwy 65	X		7 ft.		X	
2	X	Jackson to 65		Van Buren to Hwy 65		X	9 ft.		X	
3	X			Van Buren to Hwy 65	Jackson to Van Buren	X	8 ft.	X		
4	X			Van Buren to Hwy 65		X	4 ft. paved		X	X
Concept Layout 2: Roundabout at Jackson Street										



# Upcoming Schedule

- Alternatives Evaluation – November/December 2023
- Concept Layout Development – December 2023
- Refine Concepts – January 2023
- Determine Final Concept – February 2024
- Open House #2 – March 2024
- Final Concept Refinement – March/April 2024
- Final Concept Approved – April 2024





**CHARTER COMMISSION**  
**Columbia Heights City Hall, 3989 Central Ave NE, Shared Vision**  
**Thursday, October 19, 2023**  
**7:00PM**

---

**MINUTES**

**CALL TO ORDER**

Charter Commission President Carolyn Laine called the meeting to order at 7:00pm.

**ROLL CALL**

Members present: Matt Abel, Ramona Anderson, Kathy Ahlers, Ben Harris, Cliff Johnson, Veronica Johnson, Carolyn Laine, Frost Simula, Gregory Sloat, Susan Wiseman, Wolid Ahmed.

Members Absent: Excused: Larry Betzold, Bill Hugo, Nick Zeimet

Also Present: Council Liaison Rachel James

**APPROVAL OF AGENDA**

Motion by Able, second by Anderson. Motion passed, unanimous.

**APPROVAL OF MINUTES**

Brief review of state law regarding minutes and a handout "Guidelines for Meeting Minutes in Local Government."

1. April 20, 2023 Meeting Minutes – Motion by Wiseman to accept. Second by Abel. Discussion. Ayes: 6, Nays: 4. Motion passed.
2. January 19, 2023 Meeting Minutes:
  - a. Motion to remove from table by Able. Second by Ahmed. Motion passed.
  - b. Corrections suggested by Laine, amended by Able.
  - c. Motion by Abel to accept as corrected. Second by Veronica Johnson. Motion passed.

**CORRESPONDENCE**

(None)

**OLD BUSINESS**

(None)

**NEW BUSINESS**

Handout "Parliamentary Procedure at a Glance"

**ADJOURNMENT**

Commissioner Harris made a motion to adjourn, seconded by Commissioner Sloat. Motion passed. The meeting was adjourned at 8:25pm.

**Submitted by:** Frost Simula, Commission Secretary  
(approved January 18, 2024)



**Park & Recreation Commission Minutes of the Meeting**  
**City Hall – 3989 Central Ave NE**  
**December 6, 2023**

---

**Call to Order/Roll Call**

Tom Greenhalgh called the meeting to order at 6:01 pm

Members present: Teresa Eisenbise, Tom Greenhalgh, Dayna Gulley, Taher Harzallah, Andrea Ostergaard, Nicole Peterson

Staff present: David Cullen, Public Works Interim Director; Keith Windschitl, Recreation Director; Deanna Saefke, Recreation Secretary; Amada Marquez Simula, Mayor Council Representative; Kevin Hansen, Interim City Manager

**Community Forum**

None at this time.

**Consent Agenda**

Eisenbise indicated the parks training and instructional supplies budget line item didn't have any expenditures in October and wonders if that is an opportunity that we are missing or is it not needed for the budget. Cullen replied there was a Phase One 49ers training that staff were sent to for equipment operations, and Parks staff attended the training. There is also a Green Expo event that is a huge training opportunity for Parks staff coming up. There are also upcoming verification processes that are coming up and will come out of that budget.

**Motion** by Eisenbise, second by Peterson, to approve the consent agenda. Upon vote: All ayes. **Motion Carried.**

**Letters and Requests**

None at this time.

**Old Business**

Kevin Hansen, Interim City Manager, indicated that he would discuss park development or redevelopment and what things the commission could be working on for future progress. He will touch base on what already has been accomplished and also thoughts for funding down the road. Hansen reported the park system had not been invested into since the early 1970's and in 2008 started to do that again. The method that was chosen was to work on each park as funds became available. Huset Park had a master plan completed in 2003. Sullivan Lake and Silver Lake Beach parks were done in 2008. Money is obtained largely from redevelopment within the city. When residential redevelopment occurs part of the approval process is to pay into park dedication fees. Park dedication fees are set up so that you can only use the funds for park-related items. The other funding source is to apply for grants. We have not been very successful with these because there are not a lot of grants available in the metro area for state and federal grants related to small scale park redevelopment. There are more opportunities for parks with regional significance. The City does qualify for other grant funding like with storm water treatment. When land area is disturbed in any of our parks you have to do storm water treatment. Hansen indicated we have been successful in partnering with the MWMO, the Mississippi Watershed

Management Organization, in acquiring grant money. The other thing the City has done is to put in general fund money but that kind of goes with the budget and that has been an average of \$50,000 per year for a few years but some years it was zero. We are limited in terms of our revenue resources. Right now, there is little money in the Park Dedication Fund. For all of the past projects, on average \$450,000-\$650,000 was spent on each park. In 2018-2019 the Park and Recreation Commission visited every park and did a quick analysis of what they felt was appropriate at each park. The reason that was done was to develop some cost estimates and then COVID hit, and everything came to a standstill. In 2022 the Park & Recreation Commission had the estimates prepared by staff, based on what the Commission input guided staff to look for and brought that to a consultant. The goal was to have the estimates updated after the COVID supply chain issues. Staff estimates were around 9 million and the consulting firm ended up around 15 million. Some other issues were looked into more closely, with soil conditions being one of them. Hansen reported this past summer in 2023 staff brought the information from the Commission to the City Council and showed how much it would cost to develop all of the remaining city parks. Staff provided different scenarios for the Council to look at. One possibility was to focus on the largest park, Huset and another was to try and get multiple parks done with a certain dollar amount. The Council elected to focus on Huset Park. Staff are in the process of submitting an application for state bond money. To redevelop both sides of Huset Park is approximately 8 million. State bond money likes to see a 50/50 match. The only other revenue source would be the Park Dedication. The redevelopment of the old Rainbow site or the old Medtronic site if that redevelops. The last remaining source would be bonding. Staff do not feel we are in a position to go and propose bonding for our remaining park improvements. Part of the reason for that is we need to do some more work and outreach to the community. Hansen indicated one of the things that the Commission could do is to get the word out to the community.

Hansen reviewed the 1996 Comprehensive System Park Plan that is about 100 pages and is a very detailed analysis of the park system, the park needs, and what the community demands were at that time. He believes the Commission could work on updating this document. The other part is getting community feedback through outreach. Hansen reported a community survey was conducted in 2022. The City hired a firm to conduct the survey with approximately 150 questions. To be statistically accurate, they had to receive feedback from over 450 residents. He indicated the results from the survey are available online. There were park questions in the survey that formed a general basis for support from the community to do investment within the park system. The results indicated that the City is around the right sizes for the parks that we have a what we offer. One item where people would like to see more offered is with the active recreation side, and sidewalks/trails. Hansen highlighted some of the results of the questions regarding city parks. One thing to look at is how we can draw more people in because the survey results indicate only a third of the people contacted said that they use the parks or City Recreation programs. He feels the results from the survey offer a good starting point for the Commission to begin updating the overall plan. Going back to the community at this time would not be beneficial until we have further development on the plan, but thinks this needs to happen. What the community wants right now is something for the Commission and the City Council to be asking. Not only for recreational offerings but what is within each park. Ballfields would be a question and what type of ballfield, athletic fields, soccer fields, pickleball, senior citizen related activities, types of playgrounds with accessibility. He feels these specific questions need to be asked but we are not ready yet to ask these types of questions.

Hansen added one of the primary issues the City Council needs to look at is the Murzyn Hall facility. A condition analysis was done on the Murzyn Hall building. At this point do we invest more money into the building and keep it as it is to use for another twenty years or so, or does it make more sense to explore something different. Then, what is that something different? This is a question for community feedback. When people think about a community center everyone will have different ideas and opinions. The last item once all of that is put together is what is the community willing to pay for. Hansen reported one of the questions on the community survey

asked if the city invested in the park system would the resident be willing to have their taxes increased. The community results were yes in an amount around \$9 per month. This dollar amount would get us close to the needed amount for the park system but not enough for a community center. Hansen indicated staff meet with the City Council every two to three years to discuss a goal and vision setting plan. Earlier in 2023 the top two priorities of the city council are to look at the Public Works building and a financing plan for the reconstruction of that building. The number two goal is to take the Parks Master Plan and develop a financing plan and establish interactive communication with interactions in the community to meet their needs. In the meantime, the Commission could start working on a park redevelopment by looking at Wargo Court and where the previous Commission left off in the process. For improvements in that that area any other projects along Central Avenue should be taken into consideration. The funding was recently approved by the Wargo Foundation, so that is available. Hansen indicated he would not have time to go through the park process step by step until February. He suggested looking at other metro cities who have updated park plans within the last ten years. The last thing to keep in mind is to stay in line with the City's Comprehensive Plan. He added the process of updated the master park plan is a lengthy process and should take all of 2024.

Ostergaard asked what exactly the Commission is supposed to do with these documents and what they should do moving forward. Hansen replied staff would take the reports by each section and throw some ideas out to the Commission to have an interactive discussion. The plan looked at each park to determine what is important and what is active or passive in each park. One item of feedback from the community is there is a lack of green space. Harzallah indicated the old Rainbow site is possibly going to have public space. Hansen replied there are multiple iterations of the plans, and nothing has been decided yet. Harzallah asked if they would be adding another park in the City. Hansen replied possibly but one of the last iterations did not indicate that. The changes indicated would be to replace Jackson Pond. He indicated the 1996 Comprehensive System Park Plan was completed by an intern and the Community Survey conducted in 2022 was statistically correct at 400 results for our size of a city. There were additional results with an online survey. The community has shown support for park improvements, but what are they. Hansen indicated there isn't a budget right now to hire a company to gather the information, but it could be done through direct mailing and online questions. He stated during the individual park master planning process staff and the commission met at the parks and invited the residents to attend. Sometimes there was a good turnout and other times not a lot of feedback. Gulley suggested Nation Night Out would be a good event to discuss the parks with residents. Ostergaard replied there are a lot of community events the Commission members could plan to attend. Marquez Simula replied the police are typically the ones who organize National Night Out and they could have some ice breaker questions ready. Cullen replied the Art & Info Fair has tables from various city and community groups, Truck or Treat, the Holiday Train, and many others. Ostergaard added there are many school events that have table opportunities. Eisenbise asked if the future meetings would be to make a plan and also come up with funding ideas. Hansen replied yes, it would be a good idea to discuss options within the Commission first, talk with staff regarding any concerns and feasibility of the ideas, prior to bringing the ideas to the community. Cullen added that it would give staff the opportunity to look over the ideas, fill in costs and go over operational processes. Harzallah asked if the total acreage for the parks is 121. Hansen replied 144 to 145 acres. Gulley asked if more informal meetings would be needed and even more than once a month. Hansen suggested that the next meeting would be to discuss the things that can be worked on and what the following steps will be. Once that is determined they can plan for the number of meetings. Ostergaard asked who is responsible for updating the park plan. Hansen replied that it is the Park and Recreation Commission and the city staff in attendance. Ultimately the suggestions from the Commission are brought forward to the City Council for approval.

Ostergaard asked where a trail system fits into the Community Survey. Hansen replied that staff completed a bikeway and pedestrian plan in 2008. This gets updated every two years.

Ostergaard asked if they need to form a task force to move forward, does the whole Commission need to be included, and are staff required to be present during discussions. Hansen replied it will be discussed in February. This will give staff some time for a broad layout and give the Commission some time to review what has been done in the past or what other cities have accomplished. Cullen replied this is a good opportunity for this group of individuals who are motivated to be involved. Marquez Simula reiterated Councilmember Buesgens suggestion to take field trips other than just have meetings. Individual Commission Members can go to our city parks on their own and intentionally look at them. Viewing the parks can give different perspectives in the summer compared to the winter. Cullen added that he and Windschitl can be used as resources, so the Commission is welcome to reach out to either one of them with questions or comments. Marquez Simula mentioned the current discussion about Silverwood Park, and that is a good thing to keep in mind what types of amenities are in our region. Harzallah indicated that makes sense to know what types of amenities are in our region so we can think of alternatives. Eisenbise replied that is a point to consider not all users of our facilities are from Columbia Heights, but those outside users potentially spend money within our community as well. Ostergaard asked how the potential rebuilding of the Medtronic site will affect Sullivan Lake Park. Hasen replied that will be a conversation with whomever buys the property and redevelops it. What is the correct thing that should be built there in regards to park development. Hansen added that Minnesota state law has become more restrictive on what you can do with land redevelopment. He indicated there is a public meeting coming up on the Medtronic site on January 9<sup>th</sup>. This will be hosted and moderated by the consultant. Marquez Simula invited members to attend any Planning Commission meeting.

Hansen stated that at the February meeting staff and commission members can start laying things out for the park planning process. Commission Members agreed.

#### **New Business**

None at this time.

#### **Reports**

##### **A. Recreation Director**

Windschitl reported the Murzyn Hall HVAC has a major leak in one of the units. Staff are waiting for estimates on repairs. During the last meeting there were good discussions on the situations regarding volleyball at the parks and would like to continue that discussion at the next meeting. He asked members to think about how they would suggest proceeding regarding park rentals.

Windschitl invited the Commission to attend the annual SnowBLAST on February 3<sup>rd</sup> from 4-7pm at Huset Park East. If anyone wants to be at a table during the event to let him, Saefke, or Will Rottler know. This is a very well attended event.

Eisenbise asked if the Garden Plots are all booked up. Windschitl replied the current season ended in October and the current renters will have the opportunity to get their same plot again beginning in January. A timeline of renewal time is sent to the current users. He indicated rentals for Murzyn Hall in 2025 will begin after the first business day in January.

##### **B. Public Works Director**

Cullen reported work within the parks is winding down for the year. Four end dumps of 22 cubic yards of compost and biochar down with aeration and over seed on all of the athletic fields, a lot of areas at Huset and some other parks. This will be the first year conducting that large of operation. He thanked Peterson for the

information and lead regarding biochar. Cullen indicated the holiday decorations are up along Central Avenue. He would like to continue the discussion on park rentals at the next meeting in regards to costs and staffing.

Greenhalgh asked what ice rinks will be filled this year. Hansen replied it may get to the point where we cannot make rinks when the ground isn't frozen and even tomorrow will be close to 50 degrees. Cullen replied with the very low frost level in the ground last year it was difficult to have good ice. Harzallah asked if the holiday décor is stored or if it is purchased every year. Cullen replied that in 2020 many items were updated, and new items were ordered. The items at Wargo Court are in need of replacement. He indicated holiday decorations are very expensive and did not want to replace those items without knowing the direction of the park redevelopment. Harzallah asked if there is a particular vendor the City works with. Cullen responded that he tries to go with high quality commercial providers but he does shop out the prices and watches for sales. Hansen replied Northern Lights is one vendor and they use vendors off of the state purchasing contract. Marquez Simula replied the decorations look great and they are fun to see. Cullen reported he was able to switch all decorations to LEDs. Eisenbise loves the purple hue of the lights on Central Avenue. Greenhalgh asked if people are able to rent the warming houses at the parks. Cullen responded yes. Saefke replied they are rented for skating and sledding parties. Eisenbise asked if staff are worried about the skating classes occurring. Windschitl replied if there is ice, they will happen or there will be a refund. Everyone is hoping for ice by SnowBLAST. Ostergaard asked what the Commission needs to do to fix the park rental issues. Windschitl responded at the first of the year we will continue renting one park per weekend. In regards to getting a key for some of the park rentals it is hard to say that we would never rent out the parks. Cullen indicated the two main questions from the last meeting were one, if we should be in the business of renting the parks if we can't do it to the best of our ability. Meaning staffing for the cleanup process prior to a rental. Second became the cost of staffing on the weekends. Ostergaard asked if those items we be included in the Comprehensive Plan thinking or are they items that need to be addressed now. Harzallah responded it could be both. A decision needs to be made now but could be readdressed during the Comprehensive Plan updates. Greenhalgh responded this will be discusses at the next meeting.

### **C. Commission Members**

None at this time.

Greenhalgh adjourned the meeting at 7:16 pm.

Deanna Saefke, Recreation Secretary



**ECONOMIC DEVELOPMENT AUTHORITY**  
**City Hall—Council Chambers, 3989 Central Avenue**  
**Monday, September 5, 2023**  
**5:00 PM**

---

## **MINUTES**

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

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

Members present: Connie Buesgens; Kt Jacobs (arrived at 5:32 pm); Rachel James; Amada Márquez-Simula; Justice Spriggs; Marlaine Szurek

Staff Present: Kevin Hansen, Interim City Manager; Aaron Chirpich, Community Development Director; Joe Kloiber, Finance Director; Sara Ion, City Clerk; Mitchell Forney, Community Development Coordinator; Alicia Howe, Administrative Assistant

### **PLEDGE OF ALLEGIANCE**

### **CONSENT AGENDA**

1. Approve the minutes of the regular EDA Meeting of August 7, 2023.
2. Approve financial reports and payment of bills for July 2023 – Resolution No. 2023-21.

Spriggs referenced the August 7, 2023 EDA meeting minutes and asked for clarification on item 4, page 9, that only says “All Ayes.”

Forney explained that the “All Ayes” was in reference to waiving the reading and the second motion referenced the 4-1 vote.

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

### **RESOLUTION NO. 2023-21**

#### **A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF JULY 2023 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF JULY 2023.**

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

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

**WHEREAS**, the financial statements for the month of July 2023 have been reviewed by the EDA

Commission; and

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

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

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

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

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

#### ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 5<sup>th</sup> day of September, 2023

Offered by: James

Seconded by: Spriggs

Roll Call: All ayes of present. *MOTION PASSED.*

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Secretary

#### BUSINESS ITEMS

##### 3. Adoption of the 2024 Budget and Authorization of the EDA and HRA Levies

Chirpich reported that the EDA needs to authorize two levies and budgets before it is brought before the City Council. The two fund budgets for fund 204 include EDA Administration and fund 408 EDA Redevelopment Projects. He highlighted the major change to the 204 fund would include an increase of \$8,700 or 3.5% for personnel services and include the increase for the community development director position and community development coordinator. He noted "other services and charges" would include an increase of \$3,300 that reflects training and education budgeted for the year. The 408 fund is the same proposed levy as last year's levy of \$310,000 and is divvied out with \$50,000 to the façade program, \$50,000 for fire suppression, \$210,000 for the property

acquisition efforts.

Questions/Comments from Members:

Márquez-Simula noted there were large increases from 2021 to 2022 and asked if it was specifically due to property purchases and grants. She clarified that she was looking at fund 204. Chirpich replied that there was a dip in 2021 because of a military leave during the budget year.

Márquez-Simula asked to clarify page 36, fund 408, the “contingencies and transfers” actual expenses and the capital outlay. Chirpich replied that 408 is a vehicle that is used for a lot of redevelopment projects and would need to look more into the \$816,000. He added he believes it has to do with the City Hall project. It usually used to secure large properties.

Márquez-Simula stated she would like more of an explanation on the contingencies and transfers. Chirpich agreed and stated there is an opportunity in October and November to do so.

*Motion by Buesgens, seconded by James, to waive the reading of Resolution No. 2023-22, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Buesgens, seconded by Spriggs, to approve Resolution No. 2023-22, a Resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2024 and setting the 2023 tax levy, payable in 2024. All ayes of present. MOTION PASSED.*

*Motion by Spriggs, seconded by Márquez-Simula, to waive the reading of Resolution No. 2023-23, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by Spriggs, seconded by Márquez-Simula, to approve Resolution No. 2023-22, a Resolution of the Columbia Heights Economic Development Authority, adopting a budget for the fiscal year of 2024 and authorizing a special benefit tax levy, payable in 2024. All ayes of present. MOTION PASSED.*

**RESOLUTION NO. 2023-22**

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, ADOPTING A BUDGET FOR THE FISCAL YEAR OF 2024 AND SETTING THE 2023 TAX LEVY, PAYABLE IN 2024.**

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

**WHEREAS**, the City of Columbia Heights (the “City”) established the EDA by an enabling resolution adopted on January 8, 1996, pursuant to Minnesota Statutes 469.090 to 469.1081 (the “EDA Act”); and **WHEREAS**, the City Council of the City has given to the EDA the responsibility for all development and redevelopment projects and programs; and

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

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Columbia Heights Economic Development Authority, that the EDA adopts and requests the City Council's approval of its budget in the amount of \$313,700 for 2024; and

**BE IT FURTHER RESOLVED**, that the EDA adopts and requests the City Council's approval of an EDA tax levy under Section 469.107 of the EDA Act, in the amount of \$313,700 for taxes payable in 2024; and

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

#### ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 5<sup>th</sup> day of September, 2023

Offered by: Buesgens  
Seconded by: Spriggs  
Roll Call: All ayes of present. *MOTION PASSED.*

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Secretary

#### RESOLUTION NO. 2023-23

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

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

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

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

**WHEREAS**, under Section 469.033 of the HRA Act, the EDA is authorized to levy a special benefit tax, in an amount not to exceed .0185 percent of the City's estimated market value (the "HRA Levy"); and  
**WHEREAS**, by separate resolution, the EDA has before it for consideration a copy of the EDA budget

the fiscal year of 2024, and the proposed amount of the HRA Levy, payable in 2024, is based on said budget;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Columbia Heights Economic Development Authority, that the EDA hereby adopts an HRA Levy payable in 2024 of \$310,000 under Section 469.033 of the HRA Act; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of the Columbia Heights Economic Development Authority hereby directs staff to take such actions necessary to file with the City and certify with the County of Anoka County, the HRA Levy in the amount of \$310,000 for taxes payable in 2024 under Section 469.033 of the HRA Act.

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 5<sup>th</sup> day of September, 2023

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

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Secretary

**4. Purchase of 3851 and 3853 Central Avenue NE**

Forney reported that 3851 and 3853 Central Avenue NE are on the corner of 39<sup>th</sup> Avenue and Central Avenue. Recently, the Community Development Department was contacted by the broker hired to sell the properties located 3853 and 3851 Central Ave NE. The initial inquiry was to determine about properties' zoning and historical background. Upon discovering that the owner intended to sell these properties, staff promptly intervened to explore the possibility of acquiring the properties for redevelopment. After conducting a tour of both buildings, staff engaged in preliminary negotiations and successfully formulated an acceptable deal, now presented before the EDA for consideration. As is customary with all purchase agreements, the acquisition of these properties is contingent upon approval from the EDA.

Forney stated the property at 3853 Central Avenue, once a single-family home, has been renovated into offices for a property management company. While the house remains in generally good condition, its usage has shifted almost entirely to office spaces. Similarly, the commercial property at 3851 Central Avenue, which previously featured a residential unit on the second floor and office space on the first floor, has undergone changes. The current owner attempted to create a three-unit apartment on the upper floor but encountered fire suppression challenges, resulting in the space remaining vacant and partially unfinished. The lower level is comprised of makeshift walled offices, and the commercial building and its garages are mainly utilized by the management company for storage.

Forney mentioned to complete the transaction, Staff recommend utilizing the Anoka County HRA (ACHRA) special levy fund to acquire the properties. The ACHRA levy, a county-imposed tax on behalf of the City, supports the activities of the Anoka County HRA and establishes a fund for redevelopment projects within Columbia Heights. Access to these funds necessitates approval from the ACHRA board. The current fund balance for the HRA levy is \$818,000. This amount is more than sufficient to cover the purchase and demolition costs of the two properties. The attached purchase agreement establishes the negotiated purchase price at \$700,000 for both properties. Staff estimates that expenses related to utility removal, abatement, demolition, and site grading will amount to approximately \$80,000, bringing the projected project cost to \$780,000. To make use of ACHRA funds, the EDA must initially cover the purchase and demolition expenses; reimbursement will follow once the City Council submits an ACHRA grant request. Resolution 2023-24 comprehensively addresses these steps, and anticipates that the Council will review the ACHRA grant request during their meeting on September 11th.

Forney added that Staff believes that acquiring these two properties represents a strategic 5–10-year investment in the commercial frontage of Central Avenue. This area, at the intersection of 39th and Central Avenue, is vastly underutilized and holds potential for walkability due to its proximity to the library and theater. This strategic acquisition serves as a catalyst for the redevelopment of the entire corner. The strategic significance of these properties aligns seamlessly with the comprehensive plan, which outlines opportunities for redevelopment along what is described as the backbone of our community. This acquisition provides the City with an opportunity to prepare for the revitalization of a pivotal site on the southern edge of the Central Business District.

Questions/Comments from Members:

Buesgens noted the parking lot behind the properties would be a factor in the future. She added that she's excited and thanked Staff for their work.

Chirpich explained that the funding strategy for the acquisition plays into the budget discussion regarding fund 408, which would be a bridge and pay for the acquisition for the EDA. Then the Council would be asked for the levy funds from the County and pass the funds back to fund 408. The resolution includes the budget amendment as well as authorizing the purchase agreement.

James agreed with Buesgens. She asked how long had the ACHRA fund balance been building up. Chirpich replied that each year the City receives two payments that are distributed and received by the County each year. He added he was not sure what the annual total is but believes it took about two to three years to build up.

Kloiber explained that the Council takes action about every five years to allow the County to levy upon property in the City.

Chair Szurek asked if it takes a while to build up a file. Kloiber replied that he would have to look but believes \$300,000 goes into the fund each year.

*Motion by James, seconded by Márquez-Simula, to waive the reading of Resolution No. 2023-24, there being ample copies available to the public. All ayes of present. MOTION PASSED.*

*Motion by James, seconded by Márquez-Simula, to approve Resolution 2023-24, a resolution approving the purchase agreement between the Economic Development Authority of Columbia Heights, Minnesota, And Mph Central LLC, and establishing funding procedures for the purchase and demolition of the properties. All ayes of present. MOTION PASSED.*

#### **RESOLUTION NO. 2023-24**

#### **A RESOLUTION APPROVING THE PURCHASE AGREEMENT BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, AND MPH CENTRAL LLC, AND ESTABLISHING FUNDING PROCEDURES FOR THE PURCHASE AND DEMOLITION OF THE PROPERTIES**

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

##### **SECTION 1. RECITALS.**

**1.01.** The Authority and Mph Central LLC ("Seller") desire to enter into a purchase agreement (the "Purchase Agreement") pursuant to which the Authority will acquire certain properties in the City located at 3853 Central Avenue NE and 3851 Central Avenue NE (the "Properties") from the Seller for economic redevelopment purposes. The Property is described in Exhibit A attached hereto.

**1.02.** Pursuant to the Purchase Agreement, the Authority will purchase the Properties from the Seller for a purchase price of \$700,000 plus related closing costs.

**1.03.** Pursuant to other project costs the Authority will budget \$80,000 for the demolition and grading of the properties.

**1.04.** In accordance with the city's ACHRA participation, the Authority will receive a reimbursement from the City of Columbia Heights via the Anoka County HRA, for the purchase and demolition of the properties.

**1.05.** The Authority finds that acquisition of the Properties is consistent with the City's Comprehensive Plan and will result in redevelopment of the substandard property located at 3853 Central Avenue NE and 3851 Central Avenue NE. Such acquisition of these Properties, for subsequent resale, best meets the community's needs and will facilitate the economic redevelopment and revitalization of this area of the City.

**1.06.** The Authority also finds that this redevelopment project is consistent with the purpose of the Economic Development Authority Redevelopment Fund 408. The current 2023 budget for Economic Development Authority Redevelopment Fund 408 does not include this redevelopment project and must be amended as the property was not available on September 26, 2022, when the

Authority adopted this budget. The available balance of the Economic Development Authority Redevelopment Fund 408, beyond that committed for the existing 2023 budget, is approximately \$2.4 million, which is more than sufficient to fund the redevelopment project.

**SECTION 2. PURCHASE AGREEMENT AND BUDGET AMENDMENT APPROVED.**

**2.01.** The Authority hereby ratifies and approves the actions of Authority staff and of Kennedy Graven ("Legal Counsel") in researching the Property and preparing and presenting the Purchase Agreement. The Authority approves the Purchase Agreement in the form presented to the Authority and on file at City Hall, subject to modifications that do not alter the substance of the transaction and that are approved by the President and Executive Director, provided that execution of the Purchase Agreement by those officials shall be conclusive evidence of their approval.

**2.02.** The Authority hereby amends the 2023 budget for Economic Development Authority Redevelopment Fund 408 to appropriate \$780,000 for the purchase of the Properties and additional estimated project costs.

**2.03.** The Authority hereby accepts all related transfers of Anoka County HRA grant funds from the City of Columbia Heights.

**2.04.** Authority staff and officials are authorized to take all actions necessary to perform the Authority's obligations under the Purchase Agreement as a whole, including without limitation execution of any documents to which the Authority is a party referenced in or attached to the Purchase Agreement, and any deed or other documents necessary to acquire the Property from the Seller, all as described in the Purchase Agreement

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 5<sup>th</sup> day of September, 2023

Offered by: James

Seconded by: Márquez-Simula

Roll Call: All ayes of present. *MOTION PASSED.*

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Secretary

**OTHER BUSINESS**

Chirpich and Forney provided the EDA with updates. Forney stated the Fire Department is expected to burn down the 841 property on October 7, 2023. He added they are hoping to demo 4243 and 841 together in order to have cheaper demolition costs. The Community Development Staff attended a

meeting with the League of Minnesota Cities about the NOAH funding coming down from the State and the sales tax that was attributed. The City can expect to receive an estimated amount of \$260,000 in funding on a yearly cycle for naturally occurring housing. The Community Development Staff will look into some ideas on how to implement that into housing. Payments will begin in 2024.

Buesgens noted in the past, most of the funds went to bigger cities and made it difficult to compete for the funds.

Chirpich stated they would need to figure out ways to leverage the money to the best of the City's ability by possibly partnering with some housing organizations that are already active.

Buesgens mentioned that by doing a grant, there can be key requirements included such as the landlord not increasing rent past a certain amount in a certain amount of time.

Jacobs asked if this would be something that could be used with the Legends situation. Chirpich replied that he did not know and would need to see what the eligible uses were. Forney added that it might be a City-wide voucher program that the Legends could take advantage of. Chirpich explained that Staff will need more time with Metropolitan Council and Metro Cities to figure out how the money can be used.

Chair Szurek noted that the project on 44<sup>th</sup> Avenue was moving along nicely.

Márquez-Simula asked if there was an update on grocery store names. Chirpich replied that there was no new news.

Chirpich stated the Mayor brought up a property (546 Summit Street NE) to Staff with the possibility of a strategic acquisition for the EDA. Staff have begun looking at the property and how much it would cost. The County has it valued at \$177,000 and could be a good partnership with Habitat for Humanity. He asked the EDA for input on the possibility of purchasing the property. He noted the adjacent commercial property would be difficult because they cannot support expansions easily. Forney added that it is zoned business.

Chair Szurek stated it would not hurt to look into it further. Márquez-Simula added that the house would need to be demolished. The Commissioners agreed. Buesgens noted that if the County decides to change the street, it could allow for expansion for the commercial property.

Chair Szurek asked what was going on with the old Aisia Chow Mein building. Chirpich replied that there is a restaurant under construction there.

Chirpich noted that there was exterior signage going up on the new City Hall building.

## ADJOURNMENT

*Motion by Buesgens, seconded by Márquez-Simula, to adjourn the meeting at 5:51 pm. All ayes.*  
**MOTION PASSED.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alicia Howe". The signature is written in a cursive, flowing style.

---

Alicia Howe, Recording Secretary



**ECONOMIC DEVELOPMENT AUTHORITY**  
**City Hall—Shared Vision Room, 3989 Central Ave NE**  
**Monday, October 23, 2023**  
**5:00 PM**

## **MINUTES**

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

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

Staff Present: Chirpich, Community Development Director / Acting City Manager; Joe Kloiber, Finance Director; Sara Ion, City Clerk; Mitchell Forney, Community Development Coordinator.

Others Present: Jonathan Tholen, City Resident; Steve McAlpin, City Business Owner.

### **PLEDGE OF ALLEGIANCE**

### **CONSENT AGENDA**

1. **Approve September 5, 2023, Regular EDA Meeting Minutes (pg. 3)**
2. **Approve Financial Reports and Payment of Bills of August and September 2023 (pg.13)**

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

### **RESOLUTION NO. 2023-25**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2023 AND THE PAYMENT OF THE BILLS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2023.**

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

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

**WHEREAS**, the financial statements for the months of August and September 2023 have been reviewed by the EDA Commission; and

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

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

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

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

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

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

**ORDER OF ECONOMIC DEVELOPMENT AUTHORITY**

Passed this 23<sup>rd</sup> day of October 2023

Offered by: Amada Márquez-Simula

Seconded by: Kt Jacobs

Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
Vice President

Attest:

\_\_\_\_\_  
Secretary

**BUSINESS ITEMS**

**3. 4300 Central Avenue – TIF Pledge for General Obligation TIF Revenue Bonds Amended (pg.48)**

Acting Executive Director of the EDA Aaron Chirpich began with a review of the property being discussed and stated that during the summer of 2021 the City received word that Hyvee was interested in selling the property located at 4300 Central Ave (also known as the "Rainbow Site"). The City moved to gain control over the site by working with Alatus in having the developer purchase the property. In order to support the developer, the city provided funding in the form of a loan for the purchase and predevelopment costs related to the project. Alatus requested a total loan of \$6,000,000 with which they would use the money for the items listed below. Rather than write a \$6,000,000 check the City decided to fund the loan using borrowed funds from general obligation tax increment financing (TIF) bonds. Under this scenario, the City issued the debt necessary for Alatus to purchase the property directly from Hy-Vee with the City acting as interim lender. Alatus is set to pay off the City's loan when

the project is ready to close with permanent financing. Alatus's current timeline will not afford the repayment of these bonds.

Chirpich stated that due to these concerns the City is bringing forth the issuance of a new set of bonds which will pay off the previous set of bonds and extend the bond timeline. The new bonds are temporary, just like the first set of bonds, and reissuing a new set of bonds will afford the City and Alatus more time to develop the project plans and close on financing for the first phase of development.

Chirpich stated that upon payment of the first set of bonds there will be \$441,944.58 left over from the first bond issuance. The City will keep these funds in escrow and allow Alatus to use them for eligible project costs. All the bond funds from both series will be repaid at the closing of the first phase of the project.

- Land Acquisition - \$4,500,000
- Closing Costs - \$105,200
- City Fees - \$50,000
- Demolition - \$671,686
- Environmental Testing and Reports - \$42,156
- Geotechnical Testing and Reports – 35,000

Chirpich further clarified that the City Council holds the authority to issue general obligation TIF bonds and will be taking up the issuance of these bonds at tonight's council meeting. The EDA administers TIF districts for the City, and therefore the County remits increment generated from TIF districts directly to the EDA. Because the general obligation bonds being issued are tax increment bonds, the City will be pledging tax increment for the payment of the bonds. Therefore, the EDA is being asked by the City to pledge increment to the City from the Alatus TIF district, so the City can use the increment to pay debt service on the bonds. The formal way to create this arrangement is through a TIF Pledge Agreement. On tonight's docket is the amendment of the previous TIF Pledge Agreement bringing it in line with the issuance of the new bonds. Kennedy and Graven have prepared the attached pledge agreement and resolution for review and approval by the EDA.

#### Questions/Comments from Members and Attendees:

Resident Tholen clarified what the interest rate would be on the bonds.

Finance Director Kloiber reviewed the current rate and indicated that because of changes in the financial market the new rates would be higher.

Commission President Szurek inquired when ground would be broken on the site, and if there was still a potentially confirmed grocer for the space.

Chirpich clarified that the site demolition has occurred, and that ground would be broken on the first phase likely in the late summer or fall of 2024. He further confirmed that there was a potential grocer that is being sought for the location. There was additional discussion from the commission if this was

confidential information.

*Motion by Jacobs, seconded by James, to waive the reading of Resolution No. 2023-26, there being ample copies available to the public. All ayes. MOTION PASSED.*

*Motion by Jacobs, Seconded by Buesgens, to adopt Resolution 2023-26, a resolution authorizing execution of an amended and restated tax increment pledge agreement with the City of Columbia Heights relating to taxable general obligation temporary tax increment refunding bonds, series 2023a, to be issued in the proposed aggregate principal amount of \$6,675,000. All Ayes. MOTION PASSED.*

## **COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY**

### **RESOLUTION NO. 2023-26**

#### **A RESOLUTION AUTHORIZING EXECUTION OF AN AMENDED AND RESTATED TAX INCREMENT PLEDGE AGREEMENT WITH THE CITY OF COLUMBIA HEIGHTS RELATING TO TAXABLE GENERAL OBLIGATION TEMPORARY TAX INCREMENT REFUNDING BONDS, SERIES 2023A, TO BE ISSUED IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$6,675,000**

BE IT RESOLVED by the Board of Commissioners (the “Board”) of the Columbia Heights Economic Development Authority (the “Authority”) as follows:

#### **Section 1. Recitals.**

1.01. The City of Columbia Heights, Minnesota (the “City”) has established, and the Authority administers, the Alatus TIF District (the “TIF District”), a redevelopment district within the Downtown Central Business Redevelopment Project (the “Redevelopment Project”) within the City, pursuant to Minnesota Statutes, Sections 469.174 through 469.1794, as amended (the “TIF Act”), and adopted a tax increment financing plan for the TIF District (the “TIF Plan”).

1.02. Pursuant to the authority conferred by Section 469.178, subdivision 5 of the TIF Act and Minnesota Statutes, Chapter 475, as amended (the “Municipal Debt Act”), including Section 475.61, subdivision 6, the City issued its Taxable General Obligation Temporary Tax Increment Bonds, Series 2021A (the “Series 2021A Bond”), dated July 29, 2021, in the original aggregate principal amount of \$5,935,000, to pay all or a portion of the public redevelopment costs incurred or to be incurred within the Redevelopment Project as identified in the TIF Plan, including but not limited to a bridge loan provided to Alatus Columbia Heights II LLC, a Delaware limited liability company (the “Developer”), for land acquisition, demolition, and related costs (the “Project Costs”), and the Developer agreed to pay the City’s financing and other related costs related to issuing the Series 2021A Bond.

1.03. The City and the Authority entered into a Tax Increment Pledge Agreement, dated July 29, 2021 (the “Original Pledge Agreement”), relating to the payment of principal of and interest on the Series 2021A Bond and providing for the pledge of tax increment revenues generated from the TIF District to secure the payment of principal of, premium, if any, and interest on the Series 2021A Bond.

1.04. The Series 2021A Bond matures on February 1, 2024 and is payable on such date from tax increments resulting in increases in the taxable value of real property in the TIF District and/or from proceeds of definitive bonds or additional temporary bonds to be issued by the City prior to such maturity.

1.05. The City has determined the need to issue an additional temporary bond to refinance the Series 2021A Bond. To that end, on the date hereof, the City Council of the City will consider a resolution providing preliminary approval to the issuance and sale of the City's Taxable General Obligation Tax Increment Refunding Bonds, Series 2023A (the "Bond"), in the proposed aggregate principal amount of \$6,675,000, pursuant to the TIF Act, including Section 469.178, subdivision 5, and the Municipal Debt Act, including Sections 475.61, subdivision 6 and 475.67, subdivision 3. The proceeds of the Bond will be used to refund the Series 2021A Bond prior to maturity and provide additional temporary financing for the Project Costs.

1.06. There has been presented to the Board an Amended and Restated Tax Increment Pledge Agreement (the "Pledge Agreement") between the Authority and the City, which amends and restates the Original Pledge Agreement, relating to the payment of principal and interest on the Bond and providing for the pledge of tax increment revenues generated from the TIF District to secure the payment of principal of, premium, if any, and interest on the Bond.

Section 2. Approval.

2.01. The Board hereby approves the pledge to the City of tax increment revenues attributable to the TIF District for the payment of principal of, premium, if any, and interest on the Bond.

2.02. The President and Executive Director of the Authority are hereby authorized to execute and deliver the Pledge Agreement substantially in the form on file with the Board, providing for the pledge of tax increment derived from property in the TIF District for the payment of the principal of, premium, if any, and interest on the Bond.

2.03. This resolution shall be effective as of the date hereof.

Approved this 23rd day of October, 2023, by the Board of Commissioners of the Columbia Heights Economic Development Authority.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

#### **4. Approval of Demolition Contract for 841 49th Ave and 4243 5th St (pg. 58)**

Community Development Coordinator Forney clarified for the commission that earlier this year the EDA purchased the properties located at 841 49<sup>th</sup> Ave and 4243 5<sup>th</sup> St in preparation to redevelop both sites. 4243 5<sup>th</sup> St is set to be sold to Habitat for Humanity which will look to redevelop a single-family home on the site in 2024. While 841 49<sup>th</sup>, was more of a strategic acquisition which will be redeveloped at a future date. Throughout the summer the Columbia Heights Fire Department was able to utilize both structures for a variety of training. Ultimately burning down 841 49<sup>th</sup> in a training burn on October 7<sup>th</sup>, 2023. The next step in the redevelopment of these properties is to demolish the remaining structures on the property.

Forney further informed the commission that Staff prepared bid sheets and submitted bid requests to a multitude of contractors, receiving 6 bids in return. To make the project easier to bid, the EDA had taken on the environmental testing and removal of all personal items and hazardous materials from the buildings. As part of the demolition bid the contractor is responsible for the removal of all outbuildings and site improvements on the properties. This also includes the removal of water and sewer lines to the property line in order to prepare the sites for redevelopment. Below is a chart outlining the bids and bid amounts received.

Forney indicated that Staff recommend awarding the project to Semple Excavating for the amount of \$47,275.00.

#### Questions/Comments from Members and Attendees:

Councilmember Jacobs inquired as to why Staff was proceeding with the lowest bid.

Commissioner Márquez-Simula clarified to Forney and Chirpich that this was the lowest responsible bid and both confirmed. Forney further clarified that there was only a slight amount of difference between the bids, and this was the best option.

*Motion by James, seconded by Spriggs, to accept the proposal from Semple Excavating, in the amount of \$47,275.00 for the demolition of all site improvements, water/sewer line removal, and the regrading of the lots located at 841 49th Ave and 4243 5th St; and furthermore, to authorize the President and Executive Director to enter into an agreement for the same. All Ayes. MOTION PASSED.*

#### **5. 3988 Central Ave Fire Suppression Grant Application, H-M Properties LLC (pg. 95)**

Coordinator Forney gave an overview of the history of the Fire Suppression Grant program. He stated that In 2022, the City of Columbia Heights Economic Development Authority (EDA) established the Fire Suppression Grant Program ("Program") to aid local businesses in addressing the financial challenges associated with installing fire suppression systems within commercial buildings. This initiative is particularly important, given that many commercial properties in Columbia Heights lack fire suppression systems, and the cost of retrofitting these systems can be a significant burden, especially for small businesses. Certain business activities and changes in use necessitate the installation of fire suppression systems to ensure public safety.

Forney indicated that Staff is excited to present an application from H-M Properties LLC, represented by Steve McAlpin, the owner of the property located at 3988 Central Ave NE. Currently, 3988 Central is

going through the process of being sold to a small business from NE Minneapolis called Klash Drums. Klash Drums is looking for a more permanent location after being forced out of their lease in NE Minneapolis. As part of the sale of the building the current owner has agreed to complete the fire suppression work as the sale is going through. The new business is required to sprinkle the building due to the change of use. MN state fire code outlines which change in use trigger the requirement for a fire suppression system to be added.

Forney further clarified that the location of the water main feeding 3988, the cost of installing a fire suppression system has increased dramatically. As we have seen in the past from the EDA's perspective, just disconnecting the water line for 3841 Central Ave cost the EDA a little over \$15,000. Any work that needs to be done within Central Ave significantly increases the price of the project due to MNDOT coordination, road safety measures, and permit costs. The lower of the two bids to run a separate main line and complete all interior fire suppression work came in at \$105,625. The EDA has recently considered applications ranging from \$83,360 for Ruff Love Dogs, and \$48,871 for Rail Works Brewing. Due to these exigent circumstances staff are recommending making an exception for H-M Properties by offering them a grant of 50% up to \$50,000.

Forney additionally clarified that Staff has confirmed with the City Attorney that the EDA can grant applicants whatever amount they see fit as long as it is covered in the approving resolution and meets the program's preset budget. While this may or may not be a onetime thing, future applicants along Central Ave could be given the same treatment depending on the work that they need to complete. Ultimately, 3988 Central is the posterchild of why the EDA created the fire suppression program. The city is trying to attract new businesses, especially ones that have found success in neighboring communities. To attract these new businesses, without sticking them with a \$100,000 buildout cost, the city sought to ease the burden of moving into an older space. The building at 3988 Central has been a cornerstone of the City's central business district, and while we are losing a few amazing small businesses, the EDA can directly contribute to filling that void.

Additionally, Forney clarified the funding availability. He stated that in 2022, the EDA allocated \$45,000 for the establishment of the Fire Suppression Grant Program and budgeted an additional \$60,000 for 2023, resulting in a total balance of \$105,000. With the approval of the application for Ruff Love Dogs', which was awarded \$30,000, and the application for Rail Works Brewing, which was awarded \$24,436, The EDA has \$50,564 remaining for 2023. Since there were no changes to next year's budget, the EDA will start 2024 with \$60,000 set aside for fire suppression applicants.

Chirpich also reviewed the status of the applications to the program and stated that while it has proven challenging to find businesses eligible to apply for the Fire Suppression Grant Program, Staff believes that the application from H-M Properties LLC aligns with the program's primary intent. By supporting this project, the EDA can facilitate the establishment of a desirable business in the City of Columbia Heights. The installation of a fire suppression system in 3988 Central Ave location not only enhances public safety but also contributes to the economic development and diversity of businesses within the city. He recommended that the Economic Development Authority consider approving the application from H-M Properties LLC and allocate the requested grant of 50% up to \$50,000.

Questions/Comments from Members and Attendees:

Commissioner James clarified that this was Klash Drums, currently located on Lowry that was planning on moving into the location.

Commissioner Spriggs inquired about the potential for these grants to be used for businesses on 40<sup>th</sup> Avenue.

Chirpich confirmed that these grants would be available for those businesses.

*Motion by Márquez-Simula, seconded by Jacobs to waive the reading of Resolution 2023-27, there being ample copies available to the public. All Ayes. MOTION PASSED.*

*Motion by Márquez-Simula, seconded by Buesgens to approve Resolution 2023-27, a resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the form and substance of the fire suppression grant agreement, and authorizing authority staff and officials to take all actions necessary to enter the authority into the fire suppression grant agreement with H – M Properties LLC.*

**RESOLUTION NO. 2023-27**

**RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FIRE SUPPRESSION GRANT AGREEMENT, AND AUTHORIZING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO THE FIRE SUPPRESSION GRANT AGREEMENT WITH H – M PROPERTIES LLC.**

**WHEREAS**, the City of Columbia Heights (the “City”) and the Columbia Heights Economic Development Authority (the “Authority”) have collaborated to create a certain fire Suppression Grant Program (the “Program”); and

**WHEREAS**, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing, rehabilitating, and restoring commercial buildings increasing business vitality, economic performance, and public safety; and

**WHEREAS**, The Authority has recognized exigent circumstances related to the execution of water main infrastructure activities along Central Avenue, resulting in a substantial increase in the cost associated with the installation of a fire suppression system for H-M Properties; and

**WHEREAS**, the Authority recognizes that the increase in cost puts undue burden on the property owner, and

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

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

1. approves the increased grant amount of 50% up to \$50,000 outside the terms of the original grant guidelines due to the exigent circumstances of the project.
2. approves the form and substance of the grant agreement and approves the Authority entering into the agreement with H-M Properties LLC.
3. establishes that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered and directed for and on behalf of the Authority to enter into the grant agreement.
4. establishes that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

#### ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Adopted this 23<sup>rd</sup> day of October, 2023

Offered by: Amada Márquez-Simula

Seconded by: Connie Buesgens

Roll Call: All ayes of present. MOTION PASSED.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

#### OTHER BUSINESS

The commission had a brief conversation about traffic control issues, and the MNDOT program that is currently being tested on Central Avenue.

#### ADJOURNMENT

*Motion by Buesgens, seconded by Jacobs, to adjourn the meeting at 5:49 pm. All ayes. MOTION PASSED.*

Respectfully submitted,

\_\_\_\_\_  
Mitchell Forney, Interim Recording Secretary

<b>AGENDA SECTION</b>	<b>CONSENT</b>
<b>MEETING DATE</b>	<b>FEBRUARY 12<sup>TH</sup>, 2024</b>

ITEM:	Adopt Resolution 2024-16, Updating the Solid Waste Operating Policy (SWOP).		
DEPARTMENT: Public Works		BY/DATE: Interim Public Works Director / Refuse Coordinator	
CITY STRATEGY: (please indicate areas that apply by adding a bold “X” in front of the selected text below)			
_Safe Community		_Diverse, Welcoming “Small-Town” Feel	
_Economic Strength		_Excellent Housing/Neighborhoods	
X_Equity and Affordability		X_Strong Infrastructure/Public Services	
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population	

**BACKGROUND:** Due to Specialized Environmental Technologies, the composter, cancelling our compost cart service (mixed food organics and yard waste) the city’s Solid Waste Operating Policy must be updated to reflect operational changes for collecting organics separate from the yard waste.

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 and alleys 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. No changes are proposed at this time for Section 2: GOALS AND PLANS. If you’ll remember this section is for the City Council to establish goals and future plans for how the city handles solid waste. The recommended changes are mostly located in section 8. Collection of Source Separated Organics, and 9. Fee and charges other than utility rates.

Changes to section 8 reflect the transition from using the compost cart for both organics and yard waste to a separate organics collection system.

Section 9 is our proposed charges for the organic pilot project and the new yard waste only cart, both of which are optional for households to order.

- a. We want to incentivize participation in the organics test pilot and so recommend charging only \$4/month. Grant money and the general recycling (utility) charge will subsidize the remaining costs.
- b. Yard waste “only” carts are not subsidized with SCORE (MN state recycling grants) and therefore properties will need to pay the full cost for the premium cart service.

**RECOMMENDED MOTION(S):**

MOTION: Move to waive the reading of Resolution 2024-16, there being ample copies available for the public.

MOTION: Move to adopt Resolution 2024-16, being a Resolution approving the updates for the Solid Waste Operating Policy (SWOP).

**ATTACHMENT(S):**

2024 SWOP

Resolution 2024-16

# City of Columbia Heights Solid Waste Operating Policies\*

\* As Authorized by the 2018 Amendments to the  
City Solid Waste Management Ordinances  
March 12, 2018

Updated by City Council:	February 14, 2022	Resolution 2018-13
Updated by City Manager:	January 12 <sup>th</sup> , 2023	
Updated by City Council:	February 12 <sup>th</sup> , 2024	Resolution 2024-16



City of Columbia Heights  
Department of Public Works  
637 38<sup>th</sup> Avenue  
Columbia Heights, MN 55421

## Contents

Introduction	1
Section 1	Definitions .....2
Section 2	Goals and Plans .....4
Section 3	General Operations .....5
Section 4	Garbage Operations .....6
Section 5	General Recycling Operations .....7
Section 6	Problem Materials (Bulk), Appliances, and Electronic Waste Services. ....9
Section 7	Collection of Yard and Shrub Waste. ....9
Section 8	Collection of Source Separated Organics , Every Other Week Garbage Collection.10
Section 9	Fees and Charges other than Utility Rates.....11
Section 10	Resolution of Disputes. ....11

## 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 [and alleys](#) 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, microwaves, 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 and alleys 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 and operated 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 the RBMPs the City expects to 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. Distinct contracts for each service is better to manage and enforce service standards and separating by time make transitions to new haulers smoother so all services are not changing at once.
- 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, credit swaps do not count toward this endeavor
- 2.4.3 Curbside Recycling: The City of Columbia Heights will provide ~~full-service~~full-service recycling programs with various city-run curbside collections including: Weekly unlimited single-sort recycling, citywide Organics ~~comingled with~~and yard waste ~~recycling curbside collection~~, Bulk (furniture, mattresses, carpet) reuse/recycling, Electronics recycling, Appliance recycling, Christmas tree recycling, ~~Multi-dwellings~~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 continue to expand materials collected at the center to include plastics beyond the single-sort cart, cell phones, and small appliances as it becomes feasible to do so. 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 separate problem material (bulk, DIY demo) collection to its own hauling contract and require these items to be reused and/or recycled to the extent possible. The City will subsidize recycling costs, but require properties to pay for trash disposal of bulky material as they throw. The City will also assist with organizing reuse events such as the Fix-it Clinic and Citywide Garage Sale program. The City will assist multi-family buildings with reuse of materials such as household goods and clothing.
- 2.4.6 Promotions/Education:
- 2.4.6.1 The City will conduct extensive promotions including two citywide flyers and direct outreach to multifamily and other rental properties (including tenant recycling kits). In addition, the City will produce localized publications for spring/fall cleaning and garage sale reuse and recycling information. The City will promote recycling through its own communication means monthly.
- 2.4.6.2 The City will translate recycling information for the top three languages in the city.
- 2.4.6.3 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.
- 2.4.6.4 The City may also require residential rental properties to add tenant recycling expectations to the lease agreement. The City may incentivize multifamily properties when they complete a recycling program.
- 2.4.6.5 The City will recognize those Recycling Champions whose 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. City organized bulk services are not required for properties.
- 3.2 Policy Changes: The City Manager has the authority to change portions of this policy for those operational changes that will meet the council goals and plans. The Council can review and update at their discretion or for financial changes above the City Manager spending limit. 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 its website and social media for unscheduled service delays. Collection days may only be permanently modified after consulting with all refuse contractors and must gain the approval of the City Manager. Each premise will be notified 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 three extra trash bags of household trash.
- 4.5 **Limited Service:** Limited service properties are not allowed extra material outside of the 60 or 30 gallon cart.
- 4.6 **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.

## **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.

- 5.2.1 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.
- 5.3 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.
- 5.4 Training/Recognition: The city will coordinate recycle classes/tours at least once a year for residents. The city will assist multifamily buildings with completing recycling education and technical assistance. The City will recognize those Recycling Champions whose properties increase recycling and/or utilize the organics recycling service on an annual basis.
- 5.5 ***City of Columbia Heights Recycling Center.***
- 5.5.1 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.
- 5.5.2 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.
- 5.5.3 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.
- 5.5.4 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.
- 5.5.5 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. This service is intended for DIY cleaning or remodeling projects only.
- 6.2 Bulk (furniture, mattresses, carpet): The City will provide a ~~convenient~~ curbside collection to properly dispose of problem materials (bulk). Premise will not place material outside until just prior to scheduled day. Where practicable, such items will be bagged, boxed, or bundled. The designated vendor must collect the items within four business days. Problem materials will be collected on the curb. All items must have come from the property where collected, i.e., no items from other premises. Properties will pay for items that cannot be reused or recycled and must be trashed.
- 6.3 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, mattresses, 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. The City will subsidize items that can be reused or recycled.
- 6.4 Appliances: The City will provide a ~~convenient~~ curbside collection to properly recycle appliances. 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.
- 6.5 Electronics: The City will provide a convenient curbside collection to properly recycle electronic waste. 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.
- 6.6 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 the Fix-It Clinic and 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 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 out of 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 Compostability: 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 ~~Compost Organics Collection (Yard Waste/Organic) Cart:~~ The City will provide a convenient curbside collection to properly recycle organics by utilizing a sufficiently sized pail ~~and a~~ purpose cart for both yard waste and for 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 tenants and condos can order also, plus townhomes will be offered small organic carts/pails as well. ~~Compost carts can be shared with neighbors.~~ An organics ~~cart~~ service fee will be charged. Collection will occur weekly on a city directed approved schedule, ~~during the yard waste season, and every other week in the winter. Yard waste comingled with~~ organics pails in City provided carts will be collected ~~in the same location as refuse service, i.e. alley for alley refuse service and off the~~ street curb for curbside refuse service.

- 8.3 Organics Standards: All food waste must be securely contained in a BPI-Certified compostable bag and disposed of in the city-provided ~~earths pails~~-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 materials~~ 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~~30-gallon limited service garbage carts with every-other-week (EOW) garbage service; ~~30-gallon~~30-gallon EOW garbage collection must be combined with organics collection. In addition, households must attend a city-approved 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: Bulk that must be trashed will be paid by properties as they throw per contract rates. The City will pay the service fee at the contracted rate.
- 9.2 City Bulk Recycling Subsidy: Properties will receive one free appliance recycling charge per year and pay for additional appliances, based on the designated hauler rates. All properties will pay a flat \$20 electronics (recycling) fee when service is scheduled, the City will pay the remaining hazardous waste and recycling expenses. The City will subsidize the full recycling cost for mattresses/box springs and scrap metal. Other household goods and DIY materials that can be recycled or reused (as determined by the City) will be paid by the City as well.
- 9.3 The City will incentivize multifamily buildings to complete recycling programs by offering one month of free recycling.
- ~~9.4 Compost Yard Waste Cart Removal Charges: Properties will pay for the optional yard cart at cost, plus delivery and removal fees at contracted rates (if properties do not hold on to the cart yearround). cost when requesting to discontinue the compost cart service. Supersedes Resolution 2023-14 City Service Rates.~~
- ~~9.4 Low Volume Trash Service as Defined in Section 8.4 of this Policy: 30 gallon limited service collected every other week collection charge is \$13.00 per month. Unless otherwise scheduled in utility rate resolutions.~~
- 9.5 Organics curbside collection charge: The city will charge \$4/month to those properties that request the service and annually increase the rate at the same percentage as the service cost:

## 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 the customer may 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. The Refuse Coordinator has authority to rebate up to 3 months of credit, the Public Works Director can authorize up to a year. The City Manager must approve any rebate timelines beyond one year.
- 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.

**RESOLUTION NO. 2024-16****A RESOLUTION APPROVING UPDATES TO THE SOLID WASTE OPERATIONS POLICY (SWOP)**

**BE IT RESOLVED BY** the City Council (the “Council”) of the City of Columbia Heights, Minnesota (the “City”) as follows:

**WHEREAS**, a Solid Waste Operations Policy (SWOP) has been developed and approved by the City Council; and

**WHEREAS**, the Solid Waste Operations Policy establishes goals, policy plans, and City procedures for garbage, single-sort recycling, recycling center, problem materials, reuse, yard waste and organics recycling operations in the City of Columbia Heights; and

**WHEREAS**, updates of said policy by the City of Columbia Heights are required to identify operational or contractual changes in the SWOP.

**NOW, THEREFORE, BE IT RESOLVED**, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

**FINDINGS OF FACT**

1. The City Council hereby approves the updated Solid Waste Operations Policy for the City of Columbia Heights, dated February 12<sup>th</sup>, 2024.

**ORDER OF COUNCIL**

Passed this 12<sup>th</sup> day of February 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
Amada Marquez-Simula, Mayor

Attest:

\_\_\_\_\_  
Sara Ion, City Clerk



## CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	FEBRUARY 12, 2024

ITEM:	Adopt Resolution 2024-017 being a Resolution Ordering Preparation of a Report for 2024 Alley Reconstruction.	
DEPARTMENT: Public Works		BY/DATE: Interim City Engineer / February 5, 2024
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>		
<input type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input checked="" type="checkbox"/> Strong Infrastructure and Public Services
<input type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable

**BACKGROUND**

To comply with Minnesota State Statutes involving an *assessed* improvement project, a resolution must be passed by the City Council calling for a report on the necessity, cost-effectiveness, and feasibility of the proposed improvement.

**SUMMARY OF CURRENT STATUS**

Staff is currently evaluating the feasibility of reconstructing various alleys throughout the City that are in a state of disrepair.

**STAFF RECOMMENDATION**

The attached resolution calls for the City Engineer to prepare the required report for 2024 Alley Reconstruction located in various locations throughout the City.

A public improvement hearing will need to be held for 2024 Alley Reconstruction following completion and acceptance of the feasibility report.

**RECOMMENDED MOTION(S):**

MOTION: Move to waive the reading of Resolution 2024-17, there being ample copies available for the public.

MOTION: Move to adopt Resolution 2024-17, being a Resolution ordering preparation of a feasibility report for 2024 Alley Reconstruction, Project 2406.

**ATTACHMENT(S):**

Resolution 2024-17

**RESOLUTION NO. 2024-017**

A resolution of the City Council for the City of Columbia Heights, Minnesota,

WHEREAS, the City Council of Columbia Heights is proposing to improve bituminous alleys in the city by complete reconstruction, and

WHEREAS, the City Council intends to assess the benefitted property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended), and Section 103B.201 to 103B.251, as follows:

**2406 ALLEY RECONSTRUCTION**

Now, therefore, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

**FINDINGS OF FACT**

That the proposed improvements be referred to Mr. Sulmaan Khan, Interim City Engineer, for study, and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvements are necessary, cost effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, the estimated cost of the improvement as recommended and a description of the methodology used to calculate individual assessments for affected parcels.

**ORDER OF COUNCIL**

Passed this 12th day of February 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
Amáda Márquez Simula, Mayor

Attest:

\_\_\_\_\_  
Sara Ion, City Clerk/Council Secretary

## CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	FEBRUARY 12 <sup>TH</sup> , 2024

<b>ITEM:</b>	<b>Contract for curbside organics collection pilot project</b>		
<b>DEPARTMENT:</b> Public Works		<b>BY/DATE:</b> Interim Public Works Director / Refuse Coordinator /	
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
<input type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input checked="" type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input checked="" type="checkbox"/> Strong Infrastructure and Public Services	
<input type="checkbox"/> Trusted and Engaged Leadership		<input checked="" type="checkbox"/> Sustainable	

### BACKGROUND

The City of Columbia Heights provides organized organics collection services to over 6,300 residential households as required by City Code Chapter 4: Municipal Services, Article VII: Garbage and Recycling Services, and further detailed in the City's Solid Waste Operating Policy.

The City currently offers a compost cart service. However, Specialized Environmental Technologies (the composter) has informed us that after March of 2024 they will no longer accept our compost cart materials (mixed food organics and yard waste). The city will be testing a new separated food organics curbside collection system by April 2024.

A survey was sent to those properties that currently have the compost cart asking several questions about organics and yard waste. We received about 400 responses and most of those who replied were interested in continuing curbside organics collection services. Collecting organics curbside is a best practice and has been proven to yield more participation in a community.

Organic materials can be transformed into nutrient-rich fertilizer, offering a sustainable solution for rejuvenating depleted soils. Discarding organics as waste overlooks their potential environmental benefits. By segregating organic matter from regular trash, we align with the MPCA's (Minnesota Pollution Control Agency) objective to divert 75% of solid waste from the waste stream. It's noteworthy that approximately 30% of what is currently classified as trash consists of organic substances in various forms.

### SUMMARY

The City has been planning with Better Futures Minnesota, a workforce development non-profit, to develop a pilot project to test the curbside collection of organics from homes who participate.

The city will purchase specially marked pails for households to store their food and food soiled paper organics for collection. According to the county recycling office a typical household will produce between 6 to 12 lbs./week.

Better Futures will empty the pails weekly and haul the material to our composter, Specialized Environmental Technologies. This project will last for two years to give us time to analyze if separated organics collection is a good option for our City.

Better Futures has proposed a monthly service charge of \$13.50 per pail in 2024 which is in line with other curbside refuse operations. A minimum 3% increase will be automatically applied for year two of the contract.

The updated Solid Waste Operating Policy (separate agenda item) has the recommended charges to households who participate in the pilot test.

### **STAFF RECOMMENDATION**

Staff recommends approving the pilot project for organics collection and contract with Better Futures MN.

<b>RECOMMENDED MOTION(S):</b>
MOTION: Move to approve a contract with Better Futures MN to conduct a pilot test for organics collection services; and authorize the Mayor and City Manager to enter into an agreement for the same.

**ATTACHMENT(S):** Organics Services Contract

## City of Columbia Heights Source Separated Organics Collection and Hauling Services two year pilot test project Agreement

Table of Contents:

- 1. OVERVIEW:**
- 2. DEFINITIONS:**
- 3. GENERAL REQUIREMENTS:**
- 4. OTHER REQUIREMENTS:**
- 5. FAILURE TO PERFORM/TERMINATION INFORMATION:**
- 6. LEGAL AND INSURANCE REQUIREMENTS:**
- 7. PRICE SHEET:**

**1. OVERVIEW:**

- 1.1. This Agreement is by and between the City of Columbia Heights, Minnesota (the “City) and Better Futures MN (the “contractor or hauler”) . As authorized by CITY OF COLUMBIA HEIGHTS, MINNESOTA CODE OF ORDINANCES CHAPTER 4: MUNICIPAL SERVICES, ARTICLE VII: GARBAGE AND RECYCLING SERVICES and further detailed in the SOLID WASTE OPERATING POLICY.
- 1.2. The length of this contract shall be from April 2024 through March 2026.
- 2. **DEFINITIONS:** Refer to: SWOP (Solid Waste Operating Policy)

**3. GENERAL REQUIREMENTS:**

**3.1. Primary tasks:**

- 3.1.1. Contractor shall empty city pails with organics off the street curb citywide from properties that request for the service. Other material such as soiled pizza boxes and extra bags of organic material outside of the pail will also be taken.
- 3.1.2. The contractor can schedule the routes as they see fit, but all pails will be emptied weekly.
- 3.1.3. Contractor shall only take organic material that is acceptable to the composter.
- 3.1.4. Material will be transported to Malcolm transfer station where the City has an account and will pay tipping fees directly to the composter. The city reserves the right to change disposal/processing site locations although must compensate hauler for any additional expenses they may incur.
- 3.1.5. Contractor shall also cleanup spot if material has fallen out of pails when handling them.

**3.2. Billing:**

- 3.2.1. City will guarantee a minimum payment for 400 pails.
- 3.2.2. Contractor will bill the city directly for the collection and hauling services at least monthly.
- 3.2.3. The City will only pay the service/disposal charges (as noted on price sheet) plus a fuel surcharge and any applicable taxes, but will not pay any other fees or charges.

3.2.4. Contractor must notify the City if collecting material from non-contracted properties on city loads and rebate the city for tipping fees for that material.

#### 4. **OTHER REQUIREMENTS:**

4.1.1. **Customer Service:** The city will provide information/notifications to the public, but the contractor must communicate with properties when directed by the City for escalated issues. Contractor will notify the city of any mass delays, and the City will in turn notify affected properties.

4.1.2. **Records:** Hauler will utilize the City's work order management software. Contractor will maintain service records. Haulers may be required to provide monthly tonnage and customer service reports, plus any other reports or information as requested by the City.

4.1.3. **Audits.** The City will conduct audits of service/billing records regularly. The City may also schedule a disposal audit, if it deems necessary, to track all materials and disposal location/processes etc. the contractor will pay for the audit if issues are noted.

4.1.4. **Subcontracting** is generally not allowed, and it must be approved by the City.

#### 5. **FAILURE TO PERFORM/TERMINATION INFORMATION:**

5.1. **Liquidated Damages/Failure to Perform:** A "liquidated damage" (financial penalty) process is included for poor performance issues that may arise and be assessed to the contractor.

5.1.1. Failure to respond to legitimate service complaints, or city requests for information required to be provided under this agreement within one business day in a reasonable and professional manner - fifty dollars (\$50) per incident.

5.1.2. Failure to empty pail(s) during a given week, contractor shall subtract the prorated service charge from the invoice including the minimum charge.

5.1.3. Failure to clean up spills during Collection operations - fifty dollars (\$50) per incident.

5.2. **Force Majeure** - Whenever a period of time is provided for in this Agreement for either the City or Contractors to do or perform any act or obligation, neither party shall be liable for any delays or inability to perform due to causes beyond the control of said party such as terrorist act, war, riot, unavoidable casualty or damage to personnel, materials or equipment, fire, flood, storm, earthquake, tornado or any act of God, strike or lockout other than their own strike or lockout. The time period for the performance in question shall be extended for only the actual amount of time said party is so delayed.

#### 5.3. **Termination.**

5.3.1. The City can terminate this Agreement if Contractor violates the terms of this Agreement, if such violation has occurred a second time (after a Failure to Perform notice was sent for the first offense). The City will notify contractor in writing of the repeating conditions leading to the termination actions. Contractor must continue to provide the services for one month after final notice is given.

5.3.2. The City may also terminate this Agreement if Contractor fails to maintain County permits and licenses required to collect and transport MSW and/or Recyclables.

#### 6. **LEGAL AND INSURANCE REQUIREMENTS:**

- 6.1. **Binding Effect.** The terms, covenants, and conditions of this Agreement shall apply to, and shall bind and inure to the benefit of the parties, their successors, and assigns.
- 6.2. **Waste Handling Responsibilities:** Upon collection of the refuse by the Contractor, the solid waste becomes the property and responsibility of the Contractor. Operations must comply with MN Statutes concerning solid waste handling regulations, plus the Anoka County Solid Waste Management Plan, and be acceptable to the City. Proposers must be licensed by Anoka County and the State of MN before award of contract.
- 6.3. **Insurance:** Contractor's insurance must indemnify the City from accidents or problems caused by contractor operations. Must provide proof of insurance.
- 6.4. **Bond:** Contractor may be required to file a performance bond with the City.
- 6.5. **Data Practices.** Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. Contractor must immediately report to the City any requests from third parties for information relating to this Agreement. Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from Contractor's unlawful disclosure or use of data protected under state and federal laws.

## 7. PRICE SHEET:

The city will pay contractor \$13.50/per pail/month for the first year, plus a fuel surcharge when applies see below.

**Fuel/Energy Surcharge Table** <https://www.eia.gov/petroleum/gasdiesel/>

Price of Diesel Fuel Per Gallon Exceeds	\$5.50	\$6.00	\$6.50	\$7.00	\$7.50
Surcharge % Applied to Invoice collection services	1%	2%	3%	4%	5%

Starting for the second year an annual 3% increase will be added to the charges year over year. Additional increases can be requested, but work must continue to meet contract standards during negotiations.

\*Does not apply to tipping/material processing fees. Will need notice from transfer station/composter for fee increases.

**8. Authorized Signatories: Owner and Contractor hereby agree to the Terms stipulated in this contract.**

Owner:

City of Columbia Heights, Minnesota

By:

Kevin Hansen, Interim City Manager

By:

Amáda Márquez Simula, Mayor

Attest:

Title:

Contractor:

Better Futures Minnesota

By:

(individual's signature)

Date:

(date signed)

Name:

PJ Hubbard

Title:

President & CEO

(If CONTRACTOR is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

(individual's signature)

Title:

(typed or printed)



## CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	FEBRUARY 12, 2024

ITEM:	Capital Equipment Replacement of Unit #250: 4x4 7.3 Liter Cab and Chassis.	
DEPARTMENT:	Public Works	BY/DATE: Interim Public Works Director / January 4, 2024
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>		
X Healthy and Safe Community		
_Thriving and Vibrant Destination Community		
_Equitable, Diverse, Inclusive, and Friendly		
X_Strong Infrastructure and Public Services		
_Trusted and Engaged Leadership		
_Sustainable		

**BACKGROUND:** The 2006 Ford F-350 4x4, designated as Unit #234, was purchased in 2006 for \$19,906.30 and has played a key role in the Park Department operations. Unit #234's responsibilities include transporting waste and recyclables from our parks to municipal disposal sites, assisting in snow removal within our community's streets, alleys, and park areas, and providing general support for various public works activities.

**SUMMARY OF CURRENT STATUS:** Unit #234, now 18 years old, has incurred \$20,404.55 in unscheduled repairs and labor. The Municipal Service shop supervisor has rated the condition of Unit #234 as "Poor," highlighting typical frame and body rust damage due to many years of service working in winter operations. After a detailed assessment of the Park Department's needs, staff planned to replace Unit #234 and its accessories in the 2024 budget.

The new vehicle will be a 2024 Ford F-350 XLT, along with the necessary attachments, such as a snowplow and hydraulic lift gate. Due to supply chain issues, Public Works will use an alternative quoting process to secure the vehicle from Midway Ford and the additional equipment from state-contracted awarded vendors, with the total cost estimated at \$85,000. Given the significant rust and low resale value, Public Works will retain Unit #234 as a reserve snow plowing vehicle. It will be used for training new staff and as additional transportation when other vehicles are unavailable due to maintenance.

**RECOMMENDED MOTION(S):**

MOTION: Move to approve the acquisition of a 2024 Ford F-350 XLT 4x4 pickup truck through alternative quotes from Midway Ford, along with necessary attachments from state-contracted vendors, for a total expenditure of \$85,000. Fund 431-5200-45150



## CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	FEBRUARY 12, 2024

ITEM:	Capital Equipment Replacement of Unit #250: 4x4 7.3 Liter Cab and Chassis Upfit and Accessories	
DEPARTMENT: Public Works		BY/DATE: Interim Public Works Director / January 31, 2024
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>		
X Healthy and Safe Community		_Thriving and Vibrant Destination Community
_Equitable, Diverse, Inclusive, and Friendly		X_Strong Infrastructure and Public Services
_Trusted and Engaged Leadership		X_Sustainable

**BACKGROUND:** Unit #250, a 2004 Ford F-450 6.0 Liter Powerstroke cab and chassis medium 4x4 truck, was purchased in 2003 for \$31,631.56 and has been a vital asset to the Park Department. This vehicle, primarily used for landscaping, street repair, snow plowing, and snow hauling operations, has served the city well over its operational lifespan. Council previously authorized the purchase of a replacement cab/chassis unit.

**SUMMARY OF CURRENT STATUS:** Unit #250, now 20 years old, has undergone non-scheduled repair work totaling \$51,820, with \$20,000 of that amount spent on engine repairs related to the 6.0 Liter Navistar Powerstroke engine. The Municipal Service shop supervisor has assessed the condition of Unit #250 as "fair." However, there is a growing concern regarding the potential for future, well-known, and documented costly engine repairs.

After careful consideration and evaluation of Public Works' needs the replacement was scheduled in the 2024 budget. The replacement is a 2024 Ford F-550 XLT 4x4 7.3 liter cab and chassis purchased off the State of Minnesota Cooperative Purchase Contract. This new vehicle was selected for its reliability, efficiency, and compatibility with future upgrades, specifically the installation of a highly versatile and efficient Switch and Go system. The Switch-n-go system will allow one truck to serve multiple purposes, improving efficiency and sustainability in Public Works operations.

**RECOMMENDED MOTION(S):**

MOTION: Move to authorize the purchase of one (1) Switch-n-go model 11-4016-15E-10T system, truck bodies, and related accessories from Stonebrooke Equipment off of the State of Minnesota Purchasing contract in the amount of \$137,578.33, to be installed on new 2024 Ford F-550 XLT 4x4 7.3 Liter cab and chassis.

**CITY COUNCIL MEETING**

<b>AGENDA SECTION</b>	<b>CONSENT</b>
<b>MEETING DATE</b>	<b>FEBRUARY 12, 2024</b>

<b>ITEM:</b>	<b>Rental Occupancy Licenses for Approval.</b>		
<b>DEPARTMENT:</b> Fire Department		<b>BY/DATE:</b> Assistant Fire Chief Dan O'Brien / February 12, 2024	
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
<input checked="" type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input checked="" type="checkbox"/> Strong Infrastructure and Public Services	
<input type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable	

**BACKGROUND**

Consideration of approval of attached list of rental housing license applications.

<b>RECOMMENDED MOTION:</b>
MOTION: Move to approve the items listed for rental housing license applications for February 12, 2024, in that they have met the requirements of the Property Maintenance Code.

**ATTACHMENT:**

Rental Occupancy Licenses for Approval – 2-12-24



# COLUMBIA HEIGHTS

## PROPERTY MAINTENANCE

REDISCOVER THE HEIGHTS

Item 12.

825 41<sup>st</sup> Avenue NE • Columbia Heights, MN 55421 • Ph: (763) 706-8156 • Email: fireinspections@columbiaheightsmn.gov • heightsfire.com

### ***Rental Occupancy Licenses for Approval 2/12/24***

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
<i>*New License</i>		
Carranza Sanchez, Oscar 2701 Parkhaven Ct N Brooklyn Park, MN 55444	1637 37th Ave NE	24-0007083 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
<i>*New License</i>		
Dumas, Robert 23880 Chestnut Dr. Loretto, MN 55357	4233 5th St NE	24-0007081 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Hellweg, Benjamin SFR Borrower 2022-1 LLC 6500 International Pkwy#1100 Plano, TX 75093	4157 Monroe St NE	23-0006891 Rental License [1 - 3 Units] Number of licensed units: 1 \$450.00
Loja, Segundo 2501 Lowry Ave NE Minneapolis, MN 55418	4144 Quincy St NE Up/Down	24-0007087 Rental License [1 - 3 Units] Number of licensed units: 2 \$50.00
<i>*New License</i>		
Sarmiento, Kleymer 21 High St Elizabeth, NJ 07202	4243 Van Buren St NE	24-0007086 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Wickstrom, Diana 5040 Madison St NE Columbia Heights, MN 55421	4336 6th St NE	24-0007088 Rental License [1 - 3 Units] Number of licensed units: 1 \$225.00

## CITY COUNCIL MEETING

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	02/12/2024

ITEM:	License Agenda		
DEPARTMENT: Community Development		BY/DATE: Mitchell Forney, 2/9/24	
<div>CORE CITY STRATEGIES:</div> <div><div><div><div><div><input checked="" type="checkbox"/>Healthy and Safe Community</div><div><input type="checkbox"/>Thriving and Vibrant Destination Community</div></div><div><div><input type="checkbox"/>Equitable, Diverse, Inclusive, and Friendly</div><div><input type="checkbox"/>Strong Infrastructure and Public Services</div></div><div><div><input type="checkbox"/>Trusted and Engaged Leadership</div><div><input type="checkbox"/>Sustainable</div></div></div></div></div>			

### BACKGROUND

Attached is the business license agenda for the February 12<sup>th</sup>, 2024, City Council meeting. This agenda consists of applications for 2024: contractor licenses, a food truck registration, tree service contractor's licenses, liquor/beer/wine licenses, and a games of skill license.

At the top of the license agenda there is a phrase stating "\*Signed Waiver Form accompanied application", noting that the data privacy form has been submitted as required. If not submitted, certain information cannot be released to the public.

<b>RECOMMENDED MOTION(S):</b>
MOTION: Move to approve the items as listed on the business license agenda for February 12 <sup>th</sup> 2024, as presented.

### ATTACHMENT(S):

1. License Agenda 02-12-2024

TO CITY COUNCIL FEBRUARY 12, 2024

\*Signed Waiver Form accompanied application

<b><u>Contractor Licenses – 2024</u></b>		
*LEROY SIGNS INC	6325 WELCOME AVE N, BROOKLYN PARK, MN	\$80
*PTF ENTERPRISES	3637 LOGAN AVE N, MINNEAPOLIS, MN	\$80
*OT HEATING AND COOLING LLC	10060 DOGWOOD ST NE APT 1, COON RAPIDS, MN	\$80
*METROPPOLITAN MECHANICAL CONTRACTORS	7450 FLYING CLOUD DR, EDEN PRAIRIE, MN	\$80
<b><u>Food Truck Registration - 2024</u></b>		
TACOS LOS 4 CARNALES MN	4545 CENTRAL AVE NE, COLUMBIA HEIGHTS, MN	\$0
<b><u>Tree Services Contractors License – 2024</u></b>		
*CENTRAL MN TREE SERVICE	480 RICE CREEK BLVD NE, FRIDLEY, MN	\$80
*A TREE SERVICE	761 1 <sup>ST</sup> ST SW, NEW BRIGHTON, MN	\$80
<b><u>Liquor/Wine/Beer License – 2024</u></b>		
*SPEEDWAY	5000 CENTRAL AVE NE, COLUMBIA HEIGHTS, MN	\$200
*FAMILY DOLLAR	4037 CENTRAL AVE NE, COLUMBIA HEIGHTS, MN	\$7,200
<b><u>Games of Skill License – 2024</u></b>		
*LIEBERMAN COMPANIES INC	9361 PENN AVE S, BLOOMINGTON, MN	\$60

**CITY COUNCIL MEETING**

<b>AGENDA SECTION</b>	CONSENT AGENDA
<b>MEETING DATE</b>	FEBRUARY 12, 2024

<b>ITEM:</b>	<b>Review of Bills.</b>		
<b>DEPARTMENT:</b> Finance Department		<b>BY/DATE:</b> February 12, 2024	
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
<input type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input type="checkbox"/> Strong Infrastructure and Public Services	
<input checked="" type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable	

**BACKGROUND**

The Finance Department prepares a list of all payments made for approval of the Council.

**STAFF RECOMMENDATION**

Approve payments since previous City Council Meeting.

<b>RECOMMENDED MOTION(S):</b>
MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$2,651,461.38.

**ATTACHMENT(S):**

List of Claims

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 12/01/2023 - 12/11/2023

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/08/2023	MAIN	997 (E)	111-7910304-569145	WELLS FARGO CREDIT CARD	5 - CEILING GRID ADAPTERS FOR AP	101.0000.20815	(4.49)
		997 (E)	112-9408794-010266		PRIVACY SCREENS,TEA SHELF,MARKER SE	101.1110.42171	14.99
		997 (E)	5		PIZZA-TRUCK OR TREAT	101.1110.42175	186.44
		997 (E)	8734		COFFEE,DONUTS-TRUCK OR TREAT	101.1110.42175	80.16
		997 (E)	068435		SNACKS-CNCL MTG/WRK SESSIONS & PROC	101.1110.42175	24.27
		997 (E)	13454574		TRUCK OR TREAT EVENT AD	101.1110.43430	7.00
		997 (E)	13478801		TRUCK OR TREAT EVENT AD	101.1110.43430	7.00
		997 (E)	112-0636440-910823		GLOVES-FOOD HANDLING	101.1110.44376	8.99
		997 (E)	112-2804133-362424		TRUCK OR TREAT GAME & WHITE BOARDS	101.1110.44376	17.95
		997 (E)	112-7230805-434744		PAINT SUPPLIES-TRUCK OR TREAT	101.1110.44376	141.97
		997 (E)	112-8395872-009304		TARP FOR PAINT	101.1110.44376	21.99
		997 (E)	000025		CIDER AND COFFEE-TRUCK OR TREAT	101.1110.44376	439.26
		997 (E)	00831Q		SNACKS-YOUTH COMMISSION	101.1110.44380	22.28
		997 (E)	357351854		BOOKS-YOUTH COMMISSION	101.1110.44380	113.00
		997 (E)	44453		ANNUAL MEMBERSHIP-ION	101.1410.44330	185.00
		997 (E)	MSP-QRR-T1-2055875		BS&A CONF AIRPORT PARKING 102123-10	101.1510.43320	83.00
		997 (E)	MNQBOA000193191		RENEW CPA CERTIFICATE- 2024 KLOIBER	101.1940.44390	102.00
		997 (E)	111-7602596-897703		5 PKGS PRINTABLE POSTCARDS	101.2100.42000	139.95
		997 (E)	111-1415740-745943		CERTIFICATE HOLDERS, PLIERS, NAPKIN	101.2100.42000	50.49
		997 (E)	111-4062982-704025		ZIPPERED PADFOLIO-OF CR M.FARAH	101.2100.42000	23.44
		997 (E)	111-1095515-780345		FOOD CONTAINERS FOR EVENTS	101.2100.42000	33.28
		997 (E)	111-3745586-882745		2 48-PK PENS, BOX SHEET PROTECTORS	101.2100.42000	48.00
		997 (E)	111-3818779-278263		5' USB EXTENSION CABLE	101.2100.42000	41.70
		997 (E)	111-8012950-566184		MINI USB FEMALE TO USB C MALE-SQUAD	101.2100.42000	5.99
		997 (E)	113-5221871-312183		MEMORY-POLE CAMERA COMPUTER	101.2100.42011	55.98
		997 (E)	0583969-IN		1000 QUALIFICATION TARGETS FOR RANG	101.2100.42070	330.00
		997 (E)	112-2495632-214340		TRAINING HANDCUFFS	101.2100.42070	41.57
		997 (E)	112-3944654-823383		25 COPIES OF THE ALCHEMIST-YOUTH ME	101.2100.42170	365.25
		997 (E)	2486		2 SETS CORNHOLE BOARDS-COMMUNITY EV	101.2100.42170	598.00
		997 (E)	111-1879518-119943		NAVY BLUE DRAWSTRING BAGS-TEEN ACAD	101.2100.42170	49.24
		997 (E)	111-5982109-346421		CUPS W/ LIDS-CWAC/DRUG TAKE BACK	101.2100.42170	19.79
		997 (E)	11348		DOWN PMT-TEEN ACADEMY SHIRTS	101.2100.42170	309.25
		997 (E)	15590		100 CHPD COINS	101.2100.42170	880.00
		997 (E)	111-6654565-540982		SLOAN TOILET MODULE	101.2100.42171	88.45
		997 (E)	112-8939569-772905		52" LONG REACH TOOL	101.2100.42171	54.99
		997 (E)	110223 HERFF JONES		REFUND SALES TAX	101.2100.42171	(5.34)
		997 (E)	38823		500 CHPD SHOULDER PATCHES	101.2100.42172	965.00
		997 (E)	18		DINNER-MAC MEETING	101.2100.42175	89.12
		997 (E)	01952Q		DONUTS-TEEN ACADEMY	101.2100.42175	51.75
		997 (E)	02070Q		DONUTS-TEEN ACADEMY	101.2100.42175	50.00
		997 (E)	02039Q		DONUTS-TEEN ACADEMY	101.2100.42175	
		997 (E)	02895Q		DONUTS-DRUG TAKE BACK/COFFEE WITH A	101.2100.42175	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 12/01/2023 - 12/11/2023

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		997 (E)	111-7816215-724741		2 BX DISPOSABLE PLASTIC UTENSILS	101.2100.42175	19.98
		997 (E)	111-2997423-297302		PAPER PLATES FOR EVENTS	101.2100.42175	18.00
		997 (E)	087255		SNACKS,SUPPLIES-TEEN ACADEMY	101.2100.42175	257.35
		997 (E)	62953		LUNCH-TEEN ACADEMY	101.2100.42175	386.21
		997 (E)	0299259		LUNCH-TEEN ACADEMY	101.2100.42175	702.75
		997 (E)	11348		BALANCE-TEEN ACADEMY SHIRTS	101.2100.42175	309.25
		997 (E)	N0F6ZYJ3		DRONE PILOT EXAM-GUZDKIEWICZ	101.2100.43105	175.00
		997 (E)	949		FIELD TEACHING OFFICERS COURSE-FARA	101.2100.43105	649.00
		997 (E)	31910		DMT-G REGISTRATION-URBANIAK	101.2100.43105	75.00
		997 (E)	776642		EQUITY CERTIFICATE-JOHNSTON	101.2100.43105	1,350.00
		997 (E)	840-55530383-1-412		RETURN PASSPORT TO OWNER-CERTIFIED	101.2100.43220	8.56
		997 (E)	042		CERTIFIED LETTERS	101.2100.43220	17.12
		997 (E)	840-55530383-1-417		CERTIFIED LETTERS-23260944/23197856	101.2100.43220	17.12
		997 (E)	298111954704		LUNCH-STAFF & CMMND GRAD LUNCHEON N	101.2100.43310	40.00
		997 (E)	102023 WMC		LUNCH-TRAINING IN ANDOVER	101.2100.43310	20.21
		997 (E)	300835445246		LUNCH CEREMONY JOHNSTON-SGT NOLL GR	101.2100.43310	40.00
		997 (E)	5995		COFFEE IACP CONF-AUSTIN	101.2100.43320	4.26
		997 (E)	5757		BREAKFAST-IACP CONF AUSTIN	101.2100.43320	18.27
		997 (E)	3064		BREAKFAST-IACP CONF AUSTIN	101.2100.43320	18.27
		997 (E)	4624		BREAKFAST-IACP CONF AUSTIN	101.2100.43320	25.13
		997 (E)	186976937792008120		LYFT-IACP CONF JOHNSTON,AUSTIN	101.2100.43320	19.37
		997 (E)	186847057125941600		LYFT-IACP CONF JOHNSTON,AUSTIN	101.2100.43320	20.37
		997 (E)	186844362322316165		LYFT-IACP CONF JOHNSTON,AUSTIN	101.2100.43320	21.17
		997 (E)	186798591497185913		LYFT-IACP CONF JOHNSTON,AUSTIN	101.2100.43320	25.61
		997 (E)	45500296		LUNCH-IACP CONF JOHNSTON	101.2100.43320	21.55
		997 (E)	4539		BREAKFAST-IACP CONF JOHNSTON & AUST	101.2100.43320	30.56
		997 (E)	36500256		LUNCH-IACP CONF JOHNSTON	101.2100.43320	18.32
		997 (E)	192052446		LUNCH-IACP CONF JOHNSTON	101.2100.43320	16.16
		997 (E)	09498179		LUNCH-IACP CONF AUSTIN & JOHNSTON	101.2100.43320	48.78
		997 (E)	244		DINNER-IACP CONF JOHNSTON & AUSTIN	101.2100.43320	62.57
		997 (E)	238		DINNER-IACP CONF AUSTIN & JOHNSTON	101.2100.43320	60.87
		997 (E)	4816837701		LODGING-IACP CONFERENCE AUSTIN	101.2100.43320	2,050.75
		997 (E)	5550165601		LODGING-IACP CONFERENCE JOHNSTON	101.2100.43320	2,050.75
		997 (E)	3742		BREAKFAST-IACP CONF JOHNSTON	101.2100.43320	19.99
		997 (E)	5183		BREAKFAST-IACP CONF JOHNSTON	101.2100.43320	17.13
		997 (E)	5539		BREAKFAST-IACP CONF JOHNSTON	101.2100.43320	22.27
		997 (E)	4146		BREAKFAST-IACP CONF JOHNSTON	101.2100.43320	19.42
		997 (E)	101823		LUNCH-IACP CONF JOHNSTON	101.2100.43320	16.23
		997 (E)	30024		DINNER-IACP CONF AUSTIN & JOHNSTON	101.2100.43320	74.75
		997 (E)	130018		DINNER-IACP CONF AUSTIN & JOHNSTON	101.2100.43320	173.71
		997 (E)	20231106-000723		TIME IQ SUBSC 1106-120523	101.2100.44030	
		997 (E)	48992		2024 MEMBER DUES	101.2100.44330	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 12/01/2023 - 12/11/2023

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		997 (E)	101323		ANNUAL MEMBERSHIP	101.2100.44330	50.00
		997 (E)	114-3745411-818743		PRINTER PAPER	101.2200.42000	89.98
		997 (E)	114-0663391-249546		HIGHLIGHTERS, PENS, DUCT TAPE	101.2200.42000	32.87
		997 (E)	20286686		OXYGEN CYLINDER	101.2200.42161	82.93
		997 (E)	111-6654565-540982		SLOAN TOILET MODULE	101.2200.42171	88.45
		997 (E)	114-7074055-255383		GLUCOSE TEST STRIPS	101.2200.42171	17.70
		997 (E)	114-7069346-188104		BIC RAZORS	101.2200.42171	3.48
		997 (E)	114-5089895-374022		7 X COMBO WRENCH	101.2200.42171	76.93
		997 (E)	00710Q		TURKEY-PS LUNCHEON	101.2200.42175	69.98
		997 (E)	00877Q		COOKIES, BROTH,APPLES-PS LUNCHEON	101.2200.42175	121.46
		997 (E)	37926869		LODGING-2023 MSFCA CONFERENCE PETER	101.2200.43320	560.73
		997 (E)	37926866		LODGING-2023 MSFCA CONFERENCE OBRIE	101.2200.43320	560.73
		997 (E)	35981451		LODGING-2023 MSFCA CONFERENCE THOMP	101.2200.43320	560.73
		997 (E)	37926876		LODGING-MSFCA 2023 CONFERENCE MATTS	101.2200.43320	646.53
		997 (E)	37926877		LODGING 2023-MSFCA CONFERENCE ALDRI	101.2200.43320	862.04
		997 (E)	102123 CASEYS		GASOLINE	101.2200.43320	40.05
		997 (E)	2503448442		EXPLORER POST RNWL 2023	101.2200.44330	940.00
		997 (E)	2009554918564		DELL CURVED MONITOR-PW DIRECTOR	101.3100.42011	319.99
		997 (E)	1536-1874		ADMIN ASST II PUBLIC WORKS #2023-00	101.3100.43050	20.85
		997 (E)	1038-6322		ADMIN ASST II PUBLIC WORKS #2023-00	101.3100.43050	16.40
		997 (E)	1370-7320		ADMIN ASST II PUBLIC WORKS #2023-00	101.3100.43050	28.17
		997 (E)	2023PWWNFLLCNREA0C		2023 FALL CONFERENCE-KHAN, LETSCHE	101.3100.43105	350.00
		997 (E)	2024CMNNLCNFRIZA0C		2024 CEAM ANNUAL MTG/MEMBERSHIP-HAN	101.3100.43105	420.00
		997 (E)	2023PWWNFLLCNREA0C		2023 FALL CONFERENCE-KHAN, LETSCHE	101.3100.44300	16.90
		997 (E)	2024CMNNLCNFRIZA0C		2024 CEAM ANNUAL MTG/MEMBERSHIP-HAN	101.3100.44330	100.00
		997 (E)	114-6568105-322586		LEADERSHIP STRATEGY & TACTICS FIELD	101.3121.42171	55.74
		997 (E)	M17123		2-1/2" KINETIC RECOVERY ROPE, ROLL	101.3121.42171	1,973.91
		997 (E)	1536-1874		ADMIN ASST II PUBLIC WORKS #2023-00	101.3121.43050	20.83
		997 (E)	1038-6322		ADMIN ASST II PUBLIC WORKS #2023-00	101.3121.43050	16.40
		997 (E)	1370-7320		ADMIN ASST II PUBLIC WORKS #2023-00	101.3121.43050	28.17
		997 (E)	87A891F4-0003		CHATGPT SUBSC 110723-120723	101.3121.44330	20.00
		997 (E)	03949-64121550		CANVA PRO SUBSC-REC AND ADMIN	101.5000.44030	150.00
		997 (E)	00204Q		SUPPLIES/SNACKS-SOCCER PARTIES	101.5001.42170	10.78
		997 (E)	00204Q		SUPPLIES/SNACKS-SOCCER PARTIES	101.5001.42175	12.18
		997 (E)	112-0675430-771702		PRIZES-TRUCK OR TREAT GAMES	101.5004.42170	112.93
		997 (E)	01735Q		SNACKS-YOUTH MOVIE NIGHT, SNACK CRAF	101.5004.42175	82.87
		997 (E)	01906Q		PRETZEL RODS-HALLOWEEN MOVIE NIGHT	101.5004.42175	11.67
		997 (E)	02153Q		PARKING-YOUTH TRIP	101.5004.44200	25.00
		997 (E)	02184Q		PARKING-YOUTH TRIP	101.5004.44200	25.00
		997 (E)	112-7869682-406342		MONTHLY PLANNER	101.5040.42000	20.26
		997 (E)	113-1060723-30674C		PUZZLE SAVER MAT	101.5040.42000	
		997 (E)	112-5165532-111141		DESK CALENDAR	101.5040.42000	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 12/01/2023 - 12/11/2023

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		997 (E)	112-5165532-111141		REFUND DESK CALENDAR	101.5040.42000	(10.37)
		997 (E)	113-1060723-306740		REFUND PUZZLE SAVER MAT	101.5040.42000	(10.79)
		997 (E)	04274		SENIOR PROGRAMS SUPPLIES/SNACKS	101.5040.42175	62.76
		997 (E)	01206Q		HARVEST DINNER-BUTTER,PICKLES,ONION	101.5040.42175	24.08
		997 (E)	113-4488885-116181		PUZZLE ACTIVITY SUPPLY	101.5040.44200	12.37
		997 (E)	24288		FLOWER ARRANGING CLASS	101.5040.44200	41.95
		997 (E)	132		LUNCH-SENIOR OUTING	101.5040.44200	24.05
		997 (E)	04274		SENIOR PROGRAMS SUPPLIES/SNACKS	101.5040.44200	42.90
		997 (E)	110423		ACTIVITY SUPPLIES-HARVEST DINNER	101.5040.44200	47.00
		997 (E)	CB0191		LUNCH-SENIOR OUTING	101.5040.44200	15.51
		997 (E)	70011		LUNCH-SENIOR OUTING	101.5040.44200	12.94
		997 (E)	680118		LUNCH-SENIOR OUTING	101.5040.44200	12.32
		997 (E)	000000052		LUNCH-SENIOR OUTING	101.5040.44200	13.85
		997 (E)	1536-1874		ADMIN ASST II PUBLIC WORKS #2023-00	101.5200.43050	20.83
		997 (E)	1038-6322		ADMIN ASST II PUBLIC WORKS #2023-00	101.5200.43050	16.40
		997 (E)	1370-7320		ADMIN ASST II PUBLIC WORKS #2023-00	101.5200.43050	28.17
		997 (E)	112-9687249-451222		GO PRO CASE	225.9844.42171	15.00
		997 (E)	112-7078390-059620		GOPRO CASE/LATCH	225.9844.42171	16.98
		997 (E)	112-1133935-044422		CAMERA BATTERY	225.9844.42171	56.95
		997 (E)	03949-64121550		CANVA PRO SUBSC-REC AND ADMIN	225.9844.44030	150.00
		997 (E)	MC18269393		MAILCHIMP SUBSC 10/23	225.9844.44030	26.50
		997 (E)	111-6616145-602900		ACRYLIC PAINT PEN & PAINT MARKER SE	240.5500.42170	75.66
		997 (E)	02356Q		HYDE & EEK! PROGRAM SUPPLIES	240.5500.42170	42.00
		997 (E)	2601590927		ADOBE CREATIVE CLOUD 1YR RENEWAL	240.5500.44030	419.88
		997 (E)	53691		ACCENT CHAIR RE-UPHOSTERY	240.5500.45180	425.38
		997 (E)	143SC2017807		TICKETS-YOUTH TRIP	261.5029.44200	849.80
		997 (E)	143SC2018086		TICKET-YOUTH TRIP	261.5029.44200	30.35
		997 (E)	112-9408794-010266		PRIVACY SCREENS,TEA SHELF,MARKER SE	411.9999.42000.1911	150.85
		997 (E)	112-6292559-474025		DESK LAMPS,MARKER & HOLDERS,TEA BAG	411.9999.42000.1911	119.14
		997 (E)	112-1617960-445062		PICTURE HOOKS,REMOTE-CENTRAL PLACE	411.9999.42171.1911	20.98
		997 (E)	112-6748983-513145		PICTURE HANGING RACKS-CITY HALL	411.9999.42171.1911	221.02
		997 (E)	112-2804133-362424		TRUCK OR TREAT GAME & WHITE BOARDS	411.9999.42171.1911	104.80
		997 (E)	112-9592724-679305		EXTENSION CORDS	411.9999.42171.1911	25.99
		997 (E)	112-9181791-128504		WALL FABRIC PINS, TEA BAGS	411.9999.42171.1911	7.99
		997 (E)	112-6292559-474025		DESK LAMPS,MARKER & HOLDERS,TEA BAG	411.9999.42171.1911	4.19
		997 (E)	112-9181791-128504		WALL FABRIC PINS, TEA BAGS	411.9999.42175.1911	6.55
		997 (E)	112-6292559-474025		DESK LAMPS,MARKER & HOLDERS,TEA BAG	411.9999.42175.1911	16.38
		997 (E)	1536-1874		ADMIN ASST II PUBLIC WORKS #2023-00	601.9600.43050	20.83
		997 (E)	1038-6322		ADMIN ASST II PUBLIC WORKS #2023-00	601.9600.43050	16.40
		997 (E)	1370-7320		ADMIN ASST II PUBLIC WORKS #2023-00	601.9600.43050	28.17
		997 (E)	365220		WORD INTRODUCTION TRNG-HOPKINS	601.9600.43105	
		997 (E)	1536-1874		ADMIN ASST II PUBLIC WORKS #2023-00	602.9600.43050	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 12/01/2023 - 12/11/2023

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		997 (E)	1038-6322		ADMIN ASST II PUBLIC WORKS #2023-00	602.9600.43050	16.40
		997 (E)	1370-7320		ADMIN ASST II PUBLIC WORKS #2023-00	602.9600.43050	28.17
		997 (E)	365220		WORD INTRODUCTION TRNG-HOPKINS	602.9600.43105	147.50
		997 (E)	2023PWMNFLLCNREA0C		2023 FALL CONFERENCE-KHAN, LETSCHE	604.9600.43105	350.00
		997 (E)	2023PWMNFLLCNREA0C		2023 FALL CONFERENCE-KHAN, LETSCHE	604.9600.44300	16.90
		997 (E)	WS-4959		RITUAL ZERO PROOF ALTERNATIVES-TV1	609.0000.14500	808.50
		997 (E)	111-7910304-569145		5 - CEILING GRID ADAPTERS FOR AP	609.9791.42011	24.60
		997 (E)	111-7910304-569145		5 - CEILING GRID ADAPTERS FOR AP	609.9792.42011	24.60
		997 (E)	22117768		TWO WHEELER-TV3	609.9793.42010	696.91
		997 (E)	111-7910304-569145		5 - CEILING GRID ADAPTERS FOR AP	609.9793.42011	12.29
		997 (E)	60049537		RAM HANDSTRAP FOR TABLET	609.9793.42011	37.49
		997 (E)	111-0342066-041544		AUTO-FILL TIRE INFLATOR	701.9950.42010	106.45
		997 (E)	1536-1874		ADMIN ASST II PUBLIC WORKS #2023-00	701.9950.43050	20.83
		997 (E)	1038-6322		ADMIN ASST II PUBLIC WORKS #2023-00	701.9950.43050	16.39
		997 (E)	1370-7320		ADMIN ASST II PUBLIC WORKS #2023-00	701.9950.43050	28.15
		997 (E)	113-6561564-081222		VELCRO CABLE WRAP,FIBER OPTIC TESTE	720.9980.42010	124.30
		997 (E)	113-6561564-081222		VELCRO CABLE WRAP,FIBER OPTIC TESTE	720.9980.42171	17.41
		997 (E)	4NCD1-079733909		KEEPER SUBSCRIPTION-2 USERS PRORATE	720.9980.44030	118.68
		997 (E)	00976Q		HARVEST DINNER THANKSGIVING MEALS-2	881.5040.42175	305.00
							29,822.98
				TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS	29,822.98	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/19/2024	MAIN	1021 (E)	112-7746667-537381	WELLS FARGO CREDIT CARD	2 - RACK PDU FOR TV3	101.0000.20815	(11.50)
		1021 (E)	00650Q		BAKE OFF INGREDIENTS, WINTER TRAYS-S	101.0000.20815	(0.42)
		1021 (E)	00549Q		BAKE OFF SUPPLIES, PRIZES	101.0000.20815	(1.08)
		1021 (E)	886437935820541618		SNACKS-COUNCIL, YOUTH COMMISSION	101.1110.42175	44.44
		1021 (E)	6507230979387431		TRUCK OR TREAT FACEBOOK AD	101.1110.43430	6.00
		1021 (E)	179566-3		HEATER-SNOWBLAST 2024	101.1110.44376	224.00
		1021 (E)	886437935820541618		SNACKS-COUNCIL, YOUTH COMMISSION	101.1110.44380	27.34
		1021 (E)	02954Q		STORAGE CONTAINERS-EVENTS & CITY GI	101.1320.42171	44.00
		1021 (E)	114-5645177-954505		STAFF LUNCHEON PRIZES	101.1320.44374	59.99
		1021 (E)	114-6505391-844745		STAFF LUNCHEON PRIZES	101.1320.44374	59.46
		1021 (E)	114-1830643-137620		STAFF LUNCHEON SUPPLIES	101.1320.44374	174.08
		1021 (E)	33313991035719544		STAFF LUNCHEON PRIZES	101.1320.44374	52.68
		1021 (E)	33333991020295365		STAFF LUNCHEON PRIZES	101.1320.44374	75.28
		1021 (E)	01200Q		COOKIES FOR STAFF LUNCHEON	101.1320.44374	79.92
		1021 (E)	005710		STAFF LUNCHEON MEAL	101.1320.44374	2,562.83
		1021 (E)	00750Q		YEARS OF SERVICE GIFT CARDS	101.1320.44374	360.00
		1021 (E)	T0380006169		YEARS OF SERVICE GIFT CARDS	101.1320.44374	150.00
		1021 (E)	231207-14-7		YEARS OF SERVICE GIFT CARDS	101.1320.44374	150.00
		1021 (E)	112-7434596-971782		TOWEL HOOKS	101.1940.42171	15.98
		1021 (E)	113-5903088-743465		RECEIPT PAPER-FLASH VALET	101.1940.42171	26.74
		1021 (E)	111-2963398-756664		BUSINESS CARD HOLDER FOR-INV WOOD	101.2100.42000	8.89
		1021 (E)	111-7375701-609300		2 REAMS BROCHURE PAPER, 1 BX PENCIL	101.2100.42000	68.79
		1021 (E)	111-7850533-724026		2 SETS OF VIDEO LIGHTS FOR CHPD VID	101.2100.42010	428.00
		1021 (E)	1CCVXZ3		BROTHER POCKETJET 8 THERMAL PRINTER	101.2100.42011	1,743.55
		1021 (E)	36261825		CHPD HOLIDAY CARDS	101.2100.42030	105.40
		1021 (E)	H4ZMTC5J		DRONE TEST-NIGHTINGALE	101.2100.42070	175.00
		1021 (E)	111523 CFS		50 COPIES EMOTIONAL SURVIVAL FOR LA	101.2100.42070	885.66
		1021 (E)	2083		TICKETS-CHHS BB GAME/YOUTH MENTORIN	101.2100.42170	14.73
		1021 (E)	111-4024201-538021		URINE-AWAY SPRAY-SQUADS	101.2100.42171	48.04
		1021 (E)	111-3526245-094740		4 HEAVY DUTY STAPLERS-RANGE	101.2100.42171	106.00
		1021 (E)	111-0396776-599940		BATTERIES, DL1/3N, CR2430, CR123A	101.2100.42171	161.38
		1021 (E)	17161		2023 PD AWARDS	101.2100.42171	273.66
		1021 (E)	154534		500 MOUTHPIECES-DMT BREATH TEST MAC	101.2100.42171	289.00
		1021 (E)	00000044		SNACKS-MEDIATION & RESTORATIVE SVCS	101.2100.42175	25.00
		1021 (E)	00000048		DONUTS-STRATEGIC PLANNING SESSION	101.2100.42175	34.50
		1021 (E)	070288		SNACKS-STRATEGIC PLANNING SESSION	101.2100.42175	10.48
		1021 (E)	1409		PIZZA-HS BASKETBALL MENTORING PROGR	101.2100.42175	99.40
		1021 (E)	00377Q		SNACKS-BOLA WRAP INSTRUCTOR TRNG	101.2100.42175	34.29
		1021 (E)	1410		PIZZA-STRATEGIC PLANNING SESSION	101.2100.42175	206.61
		1021 (E)	117827		DESTRUCTION-CONFISCATED NARCOTICS	101.2100.43050	100.00
		1021 (E)	998		FIELD TEACHING OFFICERS COURSE-NORL	101.2100.43105	1,
		1021 (E)	007623		CREDIT-CANCELED TRAINING	101.2100.43105	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1021 (E)	AAAF2LVNAEAX		LUNCH-BONESTEEL & SAID,WIS NARC DES	101.2100.43310	23.48
		1021 (E)	004407		FOOD-CHIEF AUSTIN,CO ATTY JOHNSON	101.2100.43310	31.00
		1021 (E)	20231206-000723		TIME IQ SUBSC 1206-010524	101.2100.44030	80.00
		1021 (E)	14759		CAPT JOHNSTON DUES RENEWAL 2024	101.2100.44330	212.00
		1021 (E)	02771Q		MPPOA 2024 DUES-JOHNSTON	101.2100.44330	72.40
		1021 (E)	02769Q		MPPA LEGAL DEFENSE FUND 2024 DUES-J	101.2100.44330	206.28
		1021 (E)	01186		TEAM MEMBERSHIP-SOCIAL WORKER PROGR	101.2100.44330	250.00
		1021 (E)	MN8OSS003276218		NOTARY COMMISSION-ROMANIK	101.2100.44390	120.00
		1021 (E)	EMZ2JDWX		UNMANNED AIRCRAFT DRONE PILOT TEST-	101.2100.44390	175.00
		1021 (E)	114-6099102-574105		GREEN PRINTER PAPER	101.2200.42000	52.60
		1021 (E)	AB-18938		FIRE HOSE BUNDLE STRAPS	101.2200.42010	51.90
		1021 (E)	114-3085552-726422		CARABINER CLIPS	101.2200.42171	7.99
		1021 (E)	114-0659791-008901		HEAVY DUTY WALL HOOKS, GLUCOSE TEST	101.2200.42171	27.39
		1021 (E)	978		STAFF MEAL FOR DRILL	101.2200.42175	281.18
		1021 (E)	802571		EMT RECERTIFICATION FEE X 11	101.2200.44330	275.00
		1021 (E)	113-1830643-878184		SALT AND PEPPER SHAKERS	101.3100.42171	6.99
		1021 (E)	113-6760861-690985		BLACK PEPPER	101.3100.42175	2.99
		1021 (E)	03174201		LICENSE TABS #8172	101.3100.44310	1.02
		1021 (E)	2024CMNNLCNFRIZA00		2024 CEAM MEMBERSHIP RENEWAL KHAN	101.3100.44330	100.00
		1021 (E)	03174201		LICENSE TABS #8172	101.3100.44390	47.25
		1021 (E)	114-0398657-351064		ERASABLE GEL PENS	101.3121.42171	12.97
		1021 (E)	112-0006648-037225		BYPASS PRUNERS, T-POST CAPS, LAPTOP	101.3121.42171	17.99
		1021 (E)	114-6494592-059145		COVER FOR SURFACE PRO	101.3121.42171	89.99
		1021 (E)	114-6342915-192985		APPLE AIR TAGS AND ADHESIVE MOUNTS	101.3121.42171	242.84
		1021 (E)	M17123		RETURN BAG, KINETIC RECOVERY ROPE	101.3121.42171	(1,524.98)
		1021 (E)	87A891F4-0004		CHATGPT PLUS 120723-010724	101.3121.44330	20.00
		1021 (E)	01708Q		WREATH DECORATIONS-WREATH MAKING CL	101.5004.42170	43.43
		1021 (E)	00687Q		BAKEOFF SUPPLIES	101.5004.42170	77.19
		1021 (E)	01567Q		CHRISTMAS WREATH PICKS AND DECORATI	101.5004.42170	114.05
		1021 (E)	01645Q		1 WREATH AND WREATH PICKS	101.5004.42170	17.65
		1021 (E)	066621		RETURN-UNUSED WREATH PICKS	101.5004.42170	(37.78)
		1021 (E)	00650Q		BAKE OFF INGREDIENTS,WINTER TRAYS-S	101.5004.42171	20.00
		1021 (E)	00549Q		BAKE OFF SUPPLIES,PRIZES	101.5004.42171	87.33
		1021 (E)	01798Q		SNACKS-WREATH MAKING CLASS	101.5004.42175	52.71
		1021 (E)	00650Q		BAKE OFF INGREDIENTS,WINTER TRAYS-S	101.5004.42175	84.81
		1021 (E)	00617Q		BAKEOFF INGREDIENTS,HOT COCOA BAR T	101.5004.42175	52.34
		1021 (E)	00687Q		BAKEOFF SUPPLIES	101.5004.42175	108.54
		1021 (E)	00549Q		BAKE OFF SUPPLIES,PRIZES	101.5004.42175	35.00
		1021 (E)	112-0324281-872507		SUPPLIES-SANTA EVENT	101.5004.44378	65.97
		1021 (E)	113-0046093-212664		ART SUPPLIES, DECOR-BINGO,EXERCISE	101.5040.42170	56.48
		1021 (E)	091951Q		NAPKINS AND COFFEE/SNACKS-IN HOUSE	101.5040.42170	
		1021 (E)	03053Q		CHRISTMAS DECOR-IN HOUSE EVENTS	101.5040.42170	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1021 (E)	091951Q		NAPKINS AND COFFEE/SNACKS-IN HOUSE	101.5040.42175	45.56
		1021 (E)	00217Q		ART CLASS BRUNCH	101.5040.42175	10.87
		1021 (E)	01769Q		TREATS-INHOUSE ACTIVITIES	101.5040.42175	23.94
		1021 (E)	52		LUNCH-SENIOR OUTING	101.5040.44200	27.54
		1021 (E)	CB0191		LUNCH-SENIOR OUTING	101.5040.44200	18.14
		1021 (E)	00699Q		LUNCH-SENIOR OUTING	101.5040.44200	46.79
		1021 (E)	1142737		DEPOSIT FOR EVENT-LOVE LETTERS	101.5040.44200	100.00
		1021 (E)	3216437		HONEYWELL ACTUATOR -JPM HVAC	101.5129.42010	644.00
		1021 (E)	112-8506723-02330C		FUSES FOR WATER FOUNTAINS	101.5129.42171	11.78
		1021 (E)	2--070515		ICE CHISELS, ICE SAW	101.5200.42010	309.96
		1021 (E)	80175469249		2024 EXPO LUND, NORDLUND, SANDQUIST	101.5200.43105	1,094.00
		1021 (E)	112-1081046-510662		ABORIST BULL ROPE	101.6102.42171	224.95
		1021 (E)	112-0006648-037225		BYPASS PRUNERS, T-POST CAPS, LAPTOP	101.6102.42171	427.60
		1021 (E)	80175469249		2024 EXPO LUND, NORDLUND, SANDQUIST	101.6102.43105	50.00
		1021 (E)	1268380		MN CHAPTER DUES, MEMBERSHIP RENEWAL	101.6102.44330	175.00
		1021 (E)	902872844		CAMERA SSD AND HDMI CABLE	225.9844.42010	461.40
		1021 (E)	8T0G00YD		ROTTLER DRONE TEST	225.9844.43105	175.00
		1021 (E)	MC18453845		MAILCHIMP SUBSC 111823	225.9844.44030	26.50
		1021 (E)	114-3095694-982584		HEADPHONES (PATRON LOANERS)	240.5500.42170	39.96
		1021 (E)	727986875-01		FOAM CANDY, WOOD GINGERBREAD, POP-P	240.5500.42170	143.85
		1021 (E)	114-0917376-532663		BOOK ORDER	240.5500.42180	82.00
		1021 (E)	259819		YOUTH TRIP STAGES THEATRE TICKETS	261.5029.44200	298.00
		1021 (E)	114-9803746-94442C		LIGHTS FOR CITY HALL DISPLAY CASE	411.9999.42171.1911	29.99
		1021 (E)	114-6029829-004662		WHITEBOARD-ROTTLER	411.9999.42171.1911	32.50
		1021 (E)	114-6941657-52226C		WHITEBOARD-COLSCH	411.9999.42171.1911	52.90
		1021 (E)	112-4844781-085625		2 FT IPHONE CHARGER CABLES	601.9600.42171	8.98
		1021 (E)	112-4844781-085625		2 FT IPHONE CHARGER CABLES	602.9600.42171	8.98
		1021 (E)	99055298-0002		ANNUAL DATA PLAN NOV 2023-2024	603.9530.43250	216.00
		1021 (E)	113474627		121323 INV 700297736	609.0000.14500	81.00
		1021 (E)	1083330195		RENEW ATM LICENSE	609.9791.44390	51.25
		1021 (E)	1083330195		RENEW ATM LICENSE	609.9792.44390	51.25
		1021 (E)	112-7746667-537381		2 - RACK PDU FOR TV3	609.9793.42011	157.48
		1021 (E)	111723 MCDONALDS		MCDONALDS	701.9950.43310	12.83
		1021 (E)	111-7969601-780342		3 - 7FT 10 PK CAT6A CABLES FOR IT	720.9980.42012	(68.37)
		1021 (E)	080660430974		UPGRADE UNIMUS LICENSE FROM 25 TO 3	720.9980.44030	28.45
		1021 (E)	566162033876		UNIMUS LICENSE FOR 25 DEVICES, 1 YE	720.9980.44030	147.50
		1021 (E)	30JHBL2Y		3 X YEARLY DEVICE LICENSE	720.9980.44030	81.00
		1021 (E)	30JHA02Y		3 X MONTHLY DEVICE LICENSE	720.9980.44030	9.00
		1021 (E)	T9011111271-120423		PROJECT MANAGEMENT SOFTWARE	720.9980.44030	420.00
							17,641.76
01/22/2024	MAIN	1022 (E)	1-412-372-832	MINNESOTA DEPARTMENT OF REVI	DECEMBER LIQUOR SALES TAX	609.0000.20810	90, 117

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 4/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/22/2024	MAIN	1023 (E)	1-305-917-792	MINNESOTA DEPARTMENT OF REVE	DECEMBER SALES/USE TAX	101.0000.20810	758.00
		1023 (E)	1-305-917-792		DECEMBER SALES/USE TAX	101.0000.20815	3.00
							761.00
01/22/2024	MAIN	1024 (E)	1-098-119-520	MINNESOTA DEPARTMENT OF REVE	DECEMBER UB SALES TAX 2023	601.0000.20810	19,640.00
01/22/2024	MAIN	1025 (E)	112-6347904-076024	WELLS FARGO CREDIT CARD	REFLECTIVE TAPE	411.9999.42171.1911	8.09
01/22/2024	MAIN	1026 (E)	112-6028090-900900	WELLS FARGO CREDIT CARD	MOBILE FILE CABINET	411.9999.42171.1911	79.95
01/22/2024	MAIN	1027 (E)	VP_91KHR912	WELLS FARGO CREDIT CARD	LAPTOP BACKPACKS	101.2100.42010	524.14
		1027 (E)	VP_91KHR912		LAPTOP BACKPACKS	272.9791.42010	174.72
		1027 (E)	VP_91KHR912		LAPTOP BACKPACKS	411.9999.42010.1911	611.48
		1027 (E)	VP_91KHR912		LAPTOP BACKPACKS	602.9600.42010	174.72
		1027 (E)	VP_91KHR912		LAPTOP BACKPACKS	720.0000.14100	436.80
		1027 (E)	VP_91KHR912		LAPTOP BACKPACKS	720.9980.42010	262.08
							2,183.94
01/25/2024	MAIN	1028 (A)	480989	ABDO FINANCIAL SOLUTIONS, L	PAYROLL PREPARATION 1223	101.1510.43050	6,300.00
01/25/2024	MAIN	1029 (A)	3652383	ARTISAN BEER COMPANY	010924 INV	609.0000.14500	275.40
		1029 (A)	3653441		011224 INV	609.0000.14500	1,152.00
		1029 (A)	3653440		011224 INV	609.0000.14500	1,062.00
		1029 (A)	382037		011624 INV	609.0000.14500	(107.75)
		1029 (A)	382035		011624 INV	609.0000.14500	(107.75)
		1029 (A)	382036		011624 INV	609.0000.14500	(107.75)
							2,166.15
01/25/2024	MAIN	1030 (A)	0107872400	BELLBOY BAR SUPPLY	011124 INV	101.0000.20815	(3.71)
		1030 (A)	0107872400		011124 INV	609.0000.14500	173.02
		1030 (A)	0107872400		011124 INV	609.9791.42171	189.61
		1030 (A)	0107872100		011124 INV	609.9792.42171	569.66
		1030 (A)	01077835100		010324 INV	609.9793.42171	234.45
		1030 (A)	0107873500		011124 INV	609.9793.42171	57.71
							1,220.74
01/25/2024	MAIN	1031 (A)	0202246300	BELLBOY CORPORATION	011124 INV	609.0000.14500	2,299.05
		1031 (A)	0202245900		011124 INV	609.0000.14500	5,192.55
		1031 (A)	0202246400		011124 INV	609.0000.14500	289.80
		1031 (A)	0202245900		011124 INV	609.9791.42199	84.50
		1031 (A)	0202246300		011124 INV	609.9792.42199	40.00
		1031 (A)	0202246400		011124 INV	609.9793.42199	4.00
							7,
01/25/2024	MAIN	1032 (A)	101092209	BLUE CLOUD DISTRIBUTION OF	1010924 INV	609.0000.14500	225.50

118

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/25/2024	MAIN	1033 (A)	113121686	BREAKTHRU BEVERAGE MN BEER	1111723 INV 700297782	609.0000.14500	0.00
		1033 (A)	113865837		010924 INV 700297717	609.0000.14500	440.95
		1033 (A)	113865981		010924 INV 700297717	609.0000.14500	294.00
		1033 (A)	113888830		011024 INV 700297736	609.0000.14500	14,085.87
		1033 (A)	113888829		011024 INV 700297736	609.0000.14500	221.75
		1033 (A)	113939453		011224 INV 700297782	609.0000.14500	124.00
		1033 (A)	113865838		010924 INV 700297717	609.0000.14500	22,405.05
		1033 (A)	113957552		011624 INV 700297717	609.0000.14500	180.60
		1033 (A)	411810203		010224 INV 700297736	609.0000.14500	(12.80)
		1033 (A)	411807403		010224 INV 700297717	609.0000.14500	(2.82)
		1033 (A)	411807279		010224 INV 700297717	609.0000.14500	(12.30)
		1033 (A)	411799563		010224 INV 700297717	609.0000.14500	(19.25)
		1033 (A)	411807401		010224 INV 700297717	609.0000.14500	(25.35)
		1033 (A)	411859321		011624 INV 700297717	609.0000.14500	(5.40)
		1033 (A)	411859319		011624 INV 700297717	609.0000.14500	(6.93)
		1033 (A)	411859320		011624 INV 700297717	609.0000.14500	(7.69)
		1033 (A)	411859318		011624 INV 700297717	609.0000.14500	(6.80)
		1033 (A)	411859316		011624 INV 700297717	609.0000.14500	(65.70)
		1033 (A)	411865715		011824 INV 700297717	609.0000.14500	(30.00)
							37,557.18
01/25/2024	MAIN	1034 (A)	113936769	BREAKTHRU BEVERAGE MN W&S LI	011224 INV 700297736	609.0000.14500	409.14
		1034 (A)	113936774		011224 INV 700297736	609.0000.14500	584.98
		1034 (A)	113936775		011224 INV 700297736	609.0000.14500	336.10
		1034 (A)	113936773		011224 INV 700297736	609.0000.14500	444.00
		1034 (A)	113936770		011224 INV 700297736	609.0000.14500	142.50
		1034 (A)	113936772		011224 INV 700297736	609.0000.14500	44.00
		1034 (A)	113936771		011224 INV 700297736	609.0000.14500	112.00
		1034 (A)	113936768		011224 INV 700297736	609.0000.14500	405.90
		1034 (A)	113936764		011224 INV 700297717	609.0000.14500	747.94
		1034 (A)	113936763		011224 INV 700297717	609.0000.14500	148.02
		1034 (A)	113936767		011224 INV 700297717	609.0000.14500	414.82
		1034 (A)	113936762		011224 INV 700297717	609.0000.14500	602.43
		1034 (A)	113936766		011224 INV 700297717	609.0000.14500	44.00
		1034 (A)	113936765		011224 INV 700297717	609.0000.14500	532.00
		1034 (A)	113936764		011224 INV 700297717	609.9791.42199	4.60
		1034 (A)	113936763		011224 INV 700297717	609.9791.42199	5.75
		1034 (A)	113936767		011224 INV 700297717	609.9791.42199	6.90
		1034 (A)	113936762		011224 INV 700297717	609.9791.42199	11.50
		1034 (A)	113936766		011224 INV 700297717	609.9791.42199	1.15
		1034 (A)	113936765		011224 INV 700297717	609.9791.42199	
		1034 (A)	113936769		011224 INV 700297736	609.9792.42199	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1034 (A)	113936774		011224 INV 700297736	609.9792.42199	11.50
		1034 (A)	113936775		011224 INV 700297736	609.9792.42199	8.05
		1034 (A)	113936773		011224 INV 700297736	609.9792.42199	3.45
		1034 (A)	113936770		011224 INV 700297736	609.9792.42199	2.30
		1034 (A)	113936772		011224 INV 700297736	609.9792.42199	1.15
		1034 (A)	113936771		011224 INV 700297736	609.9792.42199	2.30
		1034 (A)	113936768		011224 INV 700297736	609.9792.42199	6.90
							5,058.68
01/25/2024	MAIN	1035 (A)	2933840	CAPITOL BEVERAGE SALES LP	011024 INV	609.0000.14500	8,013.45
		1035 (A)	2934293		011124 INV	609.0000.14500	2,518.75
		1035 (A)	2932553		010824 INV	609.0000.14500	2,609.60
		1035 (A)	2935316		011524 INV	609.0000.14500	957.10
		1035 (A)	2934292		011124 INV	609.0000.14500	(13.20)
		1035 (A)	2937003		011824 INV	609.0000.14500	(7.73)
							14,077.97
01/25/2024	MAIN	1036 (A)	22-556-00018	DORAN SPECIAL PROJECTS, LLC	CONSTRUCTION MANAGEMENT SERVICES FO411.0000.20610		(18.47)
		1036 (A)	22-556-00018		CONSTRUCTION MANAGEMENT SERVICES FO411.9999.43050.1911		443.84
							425.37
01/25/2024	MAIN	1037 (A)	177240	GRANICUS LLC	BROADCASTING 1123-1224 & CAPTIONING	225.9844.43050	33,961.80
01/25/2024	MAIN	1038 (A)	2461857	JOHNSON BROTHERS LIQUOR CO.	010924 INV	609.0000.14500	540.27
		1038 (A)	2462811		011124 INV	609.0000.14500	784.00
		1038 (A)	2462814		011124 INV	609.0000.14500	36.00
		1038 (A)	2461856		010924 INV	609.0000.14500	620.00
		1038 (A)	2462812		011124 INV	609.0000.14500	200.04
		1038 (A)	2462810		011124 INV	609.0000.14500	405.30
		1038 (A)	2462813		011124 INV	609.0000.14500	434.40
		1038 (A)	2461839		010924 INV	609.0000.14500	2,736.49
		1038 (A)	2461855		010924 INV	609.0000.14500	632.05
		1038 (A)	2461842		010924 INV	609.0000.14500	1,796.57
		1038 (A)	2458476		010424 INV	609.0000.14500	1,125.00
		1038 (A)	2461849		010924 INV	609.0000.14500	224.54
		1038 (A)	2461848		010924 INV	609.0000.14500	824.00
		1038 (A)	2461847		010924 INV	609.0000.14500	54.00
		1038 (A)	2461846		010924 INV	609.0000.14500	110.50
		1038 (A)	2461845		010924 INV	609.0000.14500	40.00
		1038 (A)	2461844		010924 INV	609.0000.14500	92.00
		1038 (A)	2461843		010924 INV	609.0000.14500	568.00
		1038 (A)	2461840		010924 INV	609.0000.14500	1,
		1038 (A)	2463749		011224 INV	609.0000.14500	120

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1038 (A)	2463752		011224 INV	609.0000.14500	537.00
		1038 (A)	2463748		011224 INV	609.0000.14500	132.20
		1038 (A)	2463747		011224 INV	609.0000.14500	356.00
		1038 (A)	2461841		010924 INV	609.0000.14500	1,059.60
		1038 (A)	2461850		010924 INV	609.0000.14500	108.00
		1038 (A)	2461852		010924 INV	609.0000.14500	580.50
		1038 (A)	2463751		011224 INV	609.0000.14500	612.00
		1038 (A)	2461851		010924 INV	609.0000.14500	485.02
		1038 (A)	2461853		010924 INV	609.0000.14500	110.00
		1038 (A)	2461854		010924 INV	609.0000.14500	852.76
		1038 (A)	2461857		010924 INV	609.9791.42199	16.80
		1038 (A)	2462811		011124 INV	609.9791.42199	15.40
		1038 (A)	2462814		011124 INV	609.9791.42199	1.40
		1038 (A)	2461856		010924 INV	609.9791.42199	8.40
		1038 (A)	2462812		011124 INV	609.9791.42199	1.40
		1038 (A)	2462810		011124 INV	609.9791.42199	4.20
		1038 (A)	2462813		011124 INV	609.9791.42199	4.20
		1038 (A)	2461839		010924 INV	609.9791.42199	25.22
		1038 (A)	2461855		010924 INV	609.9791.42199	15.40
		1038 (A)	2461842		010924 INV	609.9791.42199	1.87
		1038 (A)	2458476		010424 INV	609.9791.42199	4.50
		1038 (A)	2463749		011224 INV	609.9791.42199	12.60
		1038 (A)	2463747		011224 INV	609.9791.42199	7.00
		1038 (A)	2463752		011224 INV	609.9792.42199	11.20
		1038 (A)	2461850		010924 INV	609.9792.42199	1.40
		1038 (A)	2461852		010924 INV	609.9792.42199	4.20
		1038 (A)	2463751		011224 INV	609.9792.42199	14.00
		1038 (A)	2461851		010924 INV	609.9792.42199	14.00
		1038 (A)	2461853		010924 INV	609.9792.42199	1.40
		1038 (A)	2461854		010924 INV	609.9792.42199	21.00
		1038 (A)	2461849		010924 INV	609.9793.42199	7.00
		1038 (A)	2461848		010924 INV	609.9793.42199	12.60
		1038 (A)	2461847		010924 INV	609.9793.42199	1.40
		1038 (A)	2461846		010924 INV	609.9793.42199	2.80
		1038 (A)	2461845		010924 INV	609.9793.42199	1.40
		1038 (A)	2461844		010924 INV	609.9793.42199	2.80
		1038 (A)	2461843		010924 INV	609.9793.42199	7.00
		1038 (A)	2461840		010924 INV	609.9793.42199	25.24
							18,662.57
01/25/2024	MAIN	1039 (A)	0001166767	METROPOLITAN COUNCIL WASTEW	FEBRUARY 2024 WASTEWATER	602.9480.42900	122,
01/25/2024	MAIN	1040 (A)	504866364	MIDWEST TAPE	DVD ORDER	240.5500.42189	121

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/25/2024	MAIN	1041 (A)	6722825	PHILLIPS WINE & SPIRITS INC	011224 INV	609.0000.14500	276.84
		1041 (A)	6722824		011224 INV	609.0000.14500	276.84
		1041 (A)	6722729		011224 INV	609.0000.14500	306.80
		1041 (A)	6722725		011224 INV	609.0000.14500	1,349.70
		1041 (A)	6722724		011224 INV	609.0000.14500	282.00
		1041 (A)	6722723		011224 INV	609.0000.14500	90.00
		1041 (A)	6722722		011224 INV	609.0000.14500	1,077.92
		1041 (A)	6722721		011224 INV	609.0000.14500	740.00
		1041 (A)	6722720		011224 INV	609.0000.14500	179.00
		1041 (A)	6722719		011224 INV	609.0000.14500	653.80
		1041 (A)	6722730		011224 INV	609.0000.14500	76.70
		1041 (A)	516134		122923 INV	609.0000.14500	(175.55)
		1041 (A)	6722824		011224 INV	609.9791.42199	4.20
		1041 (A)	6722729		011224 INV	609.9791.42199	5.60
		1041 (A)	6722725		011224 INV	609.9791.42199	7.00
		1041 (A)	6722724		011224 INV	609.9791.42199	5.60
		1041 (A)	6722723		011224 INV	609.9791.42199	1.40
		1041 (A)	6722722		011224 INV	609.9791.42199	12.60
		1041 (A)	6722721		011224 INV	609.9791.42199	23.80
		1041 (A)	6722720		011224 INV	609.9791.42199	7.00
		1041 (A)	6722719		011224 INV	609.9791.42199	7.70
		1041 (A)	6722825		011224 INV	609.9792.42199	4.20
		1041 (A)	6722730		011224 INV	609.9792.42199	1.40
							5,214.55
01/25/2024	MAIN	1042 (A)	2433004	SOUTHERN GLAZER'S	011124 INV	609.0000.14500	624.00
		1042 (A)	2433005		011124 INV	609.0000.14500	596.00
		1042 (A)	2433006		011124 INV	609.0000.14500	390.00
		1042 (A)	2433007		011124 INV	609.0000.14500	1,479.70
		1042 (A)	2433008		011124 INV	609.0000.14500	621.15
		1042 (A)	2433010		011124 INV	609.0000.14500	194.00
		1042 (A)	2433011		011124 INV	609.0000.14500	188.85
		1042 (A)	2433012		011124 INV	609.0000.14500	154.35
		1042 (A)	2433013		011124 INV	609.0000.14500	545.00
		1042 (A)	2433152		011124 INV	609.0000.14500	146.95
		1042 (A)	2433153		011124 INV	609.0000.14500	554.40
		1042 (A)	2433154		011124 INV	609.0000.14500	645.35
		1042 (A)	2433155		011124 INV	609.0000.14500	545.00
		1042 (A)	2433014		011124 INV	609.0000.14500	1,136.00
		1042 (A)	2433016		011124 INV	609.0000.14500	117.00
		1042 (A)	2433017		011124 INV	609.0000.14500	
		1042 (A)	2433019		011124 INV	609.0000.14500	

DB: Columbia Heights

## CHECK DATE FROM 01/19/2024 - 02/08/2024

*Item 14.*

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1042 (A)	2433020		011124 INV	609.0000.14500	188.85
		1042 (A)	9560333		011224 INV	609.0000.14500	(80.00)
		1042 (A)	9560368		011224 INV	609.0000.14500	(450.00)
		1042 (A)	2433002		011124 DEL	609.9791.42199	0.64
		1042 (A)	2433004		011124 INV	609.9791.42199	7.04
		1042 (A)	2433005		011124 INV	609.9791.42199	14.08
		1042 (A)	2433006		011124 INV	609.9791.42199	7.68
		1042 (A)	2433007		011124 INV	609.9791.42199	12.80
		1042 (A)	2433008		011124 INV	609.9791.42199	7.68
		1042 (A)	2433010		011124 INV	609.9791.42199	1.39
		1042 (A)	2433011		011124 INV	609.9791.42199	4.05
		1042 (A)	2433012		011124 INV	609.9791.42199	5.12
		1042 (A)	2433013		011124 INV	609.9791.42199	7.68
		1042 (A)	2433014		011124 INV	609.9792.42199	14.72
		1042 (A)	2433016		011124 INV	609.9792.42199	2.56
		1042 (A)	2433017		011124 INV	609.9792.42199	4.05
		1042 (A)	2433019		011124 INV	609.9792.42199	7.68
		1042 (A)	2433020		011124 INV	609.9792.42199	4.05
		1042 (A)	2433152		011124 INV	609.9793.42199	2.56
		1042 (A)	2433153		011124 INV	609.9793.42199	10.24
		1042 (A)	2433154		011124 INV	609.9793.42199	7.68
		1042 (A)	2433155		011124 INV	609.9793.42199	7.68
							8,573.75
01/25/2024	MAIN	1043 (A)	0007582205	WALTERS RECYCLING & REFUSE	REFUSE & RECYCLING 1223	603.9510.42910	160,592.56
		1043 (A)	0007582205		REFUSE & RECYCLING 1223	603.9510.42920	48,335.84
		1043 (A)	0007582205		REFUSE & RECYCLING 1223	603.9510.42930	20,761.60
							229,690.00
01/25/2024	MAIN	1044 (A)	7458323	WINE MERCHANTS	011224 INV	609.0000.14500	88.00
		1044 (A)	7458323		011224 INV	609.9791.42199	1.40
							89.40
01/25/2024	MAIN	197742	29	1-800-GOT-JUNK?	OUTSIDE STORAGE REMOVAL 121823 - 12	415.6450.44000	1,696.48
		197742	28		OUTSIDE STORAGE REMOVAL 120123 - 12	415.6450.44000	2,636.09
							4,332.57
01/25/2024	MAIN	197743	5625027	56 BREWING LLC	010824 INV	609.0000.14500	144.00
01/25/2024	MAIN	197744	144082-1	ACTION TARGET INC	TOUCH PLUS POWER PICKUP REPLACEMENT	101.2100.42171	263.34
		197744	143720-1		PD RANGE MAINTENANCE & REPAIR	101.2100.44000	2,200.00
							2,123

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/25/2024	MAIN	197745	122023	ALFERNES/DONNA M	TOTAL BODY CONDITIONING 110823-1220101.5001.43050		729.00
01/25/2024	MAIN	197746	17473	ALTA	DEPT CEREMONY AWARDS 101.2100.42171		708.87
01/25/2024	MAIN	197747	2024EJ	ANOKA COUNTY CHIEFS OF POLI	(2024 DUES, MEETING EXPENSES ERIK JO101.2100.44330		177.00
		197747	2024LA		2024 DUES, MEETING EXPENSES LENNY A101.2100.44330		177.00
		197747	2024MM		2024 DUES, MEETING EXPENSES MATT MA101.2100.44330		177.00
							531.00
01/25/2024	MAIN	197748	S240103D	ANOKA COUNTY TREASURER	2024 DTF GRANT MATCH FUND 101.2100.44300		10,000.00
01/25/2024	MAIN	197749	2500380001	ARAMARK UNIFORM & CAREER API	01010224 MOPS,MATS,TOWELS 609.9791.44020		102.96
		197749	2500383868		010924 MOPS,MATS,TOWELS 609.9791.44020		102.96
		197749	2500387804		011624 MOPS,MATS,TOWELS 609.9791.44020		102.96
		197749	2500385507		011124 MOPS,MATS,TOWELS 609.9792.44020		109.56
		197749	2500381644		010424 MOPS,MATS,TOWELS 609.9792.44020		109.56
		197749	2500381576		010424 MOPS,MATS,TOWELS 609.9793.44020		97.50
		197749	2500385452		011124 MOPS,MATS,TOWELS 609.9793.44020		97.50
							723.00
01/25/2024	MAIN	197750	326606	ASPEN MILLS, INC.	WINTER SHIRT, UNDER VEST SHIRTS, PA101.2100.42172		297.88
		197750	326596		PANTS, UNDER VEST SHIRTS, PATCHES 101.2200.42172		284.75
							582.63
01/25/2024	MAIN	197751	28730785700101032C	AT&T MOBILITY II, LLC	122523 287307857001 601.9600.43211		11.34
		197751	28730785700101032C		122523 287307857001 602.9600.43211		11.34
		197751	28730785700101032C		122523 287307857001 604.9600.43211		11.33
							34.01
01/25/2024	MAIN	197752	2038014968	BAKER & TAYLOR	BOOK ORDER 240.5500.42180		3.97
		197752	2038021291		BOOK ORDER 240.5500.42180		45.20
		197752	2038030423		BOOK ORDER 240.5500.42180		343.79
							392.96
01/25/2024	MAIN	197753	BT2630374	BAKER TILLY COLLABORATIVE, I	EXECUTIVE SEARCH SERVICES - CITY MA101.1110.43050		8,085.00
01/25/2024	MAIN	197754	273302	BARNA GUZY & STEFFEN LTD	COUNCIL MATTERS 1123 101.1610.43045		3,259.00
01/25/2024	MAIN	197755	02-067	BETWEEN THE LINES	SOFTBALL UMPIRES 0421223-102023 101.5001.43050		2,030.00
01/25/2024	MAIN	197756	84887	BOND TRUST SERVICES CORP	PAYING AGENT FEE EDA BOND 2016 372.7000.46200		575.00
01/25/2024	MAIN	197757	51432298	BROADCAST MUSIC INC	MUSIC LICENSE 2024 101.5000.44390		435.00
01/25/2024	MAIN	197758	8378	BROKEN CLOCK BREWING COOP	011124 INV 609.0000.14500		
		197758	8379		011124 INV 609.0000.14500		

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							527.01
01/25/2024	MAIN	197759	7637894821851	CENTURYLINK	010424 763 789-4821 851	101.2100.43210	163.34
		197759	7637894821851		010424 763 789-4821 851	101.2200.43210	163.35
							326.69
01/25/2024	MAIN	197760	4179722591	CINTAS INC	TOWELS, AIR FRESH, MATS 011024	101.2100.44020	52.49
		197760	4179722591		TOWELS, AIR FRESH, MATS 011024	101.2200.44020	25.00
		197760	4179561156		MOPS JPM 010924	101.5129.44020	38.29
		197760	4180276822		LINENS, MOPS JPM 011624	101.5129.44020	188.58
		197760	4173843380		MOPS JPM 111423	101.5129.44020	38.29
							342.65
01/25/2024	MAIN	197761	4624	CITY OF EDEN PRAIRIE	2024 ANNUAL FENCING CONSORTIUM FEE	101.2100.44100	6,335.00
01/25/2024	MAIN	197762	728963	CITY WIDE WINDOW SERVICE INC	WINDOW CLEANING 1223	240.5500.44020	128.00
01/25/2024	MAIN	197763	24-HALL-1	CLEAN BEVERAGE LINE	BEER LINE CLEANING 0124	101.5129.44020	63.00
01/25/2024	MAIN	197764	U092502	CORE & MAIN LP	OMNI METER, FITTINGS	601.9600.42990	1,585.77
01/25/2024	MAIN	197765	IN-2402	DANGEROUS MAN BREWING CO LLC	011024 INV	609.0000.14500	256.00
		197765	IN-2399		010924 INV	609.0000.14500	195.00
							451.00
01/25/2024	MAIN	197766	011324	DOUGHERTY/RENEE	REIMBURSEMENT (STRATEGIC PLANNING S	240.5500.42175	13.97
01/25/2024	MAIN	197767	INV03120	FRIDLEY/CITY OF	53RD AVE ROUNDABOUT SAFETY PROJECT	415.6400.43050.2305	547,394.64
01/25/2024	MAIN	197768	231387	GENERAL BOOK COVERS	BOOK COVERS (1-1/2; 3; 3XL33)	240.5500.42171	389.00
01/25/2024	MAIN	197769	4342-949067	GENUINE PARTS/NAPA AUTO	AIR FILTER	701.0000.14120	20.18
01/25/2024	MAIN	197770	1110326-00	GOODIN CO INC	GALVANIZED MALL COUPLINGS	101.3121.42010	15.05
01/25/2024	MAIN	197771	9335349655	GRAYBAR ELECTRIC INC	OTDR FIBER INSPECTION TOOL	720.9980.42010	12,062.22
01/25/2024	MAIN	197772	023-045-4	HKGI	MEDTRONIC COMP PLAN AMMENDMENT 1223	201.2400.43050	2,981.25
01/25/2024	MAIN	197773	680337	HOHENSTEINS INC	011224 INV	609.0000.14500	2,199.35
		197773	680352		011224 INV	609.0000.14500	517.50
		197773	680410		011224 INV	609.0000.14500	516.00
		197773	680400		011224 INV	609.0000.14500	1,574.15
							4,807.00
01/25/2024	MAIN	197774	IN4421561	INNOVATIVE OFFICE SOLUTIONS	CALENDARS, PENS	101.3100.42000	10.16
		197774	IN4420154		PAPER, BATTERIES, MARKERS, CALENDAR	101.3100.42000	
		197774	IN4421561		CALENDARS, PENS	101.3121.42000	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		197774	IN4420154		PAPER, BATTERIES, MARKERS, CALENDAR	101.3121.42000	24.81
		197774	IN4420154		PAPER, BATTERIES, MARKERS, CALENDAR	101.5200.42000	12.24
		197774	IN4420154		PAPER, BATTERIES, MARKERS, CALENDAR	601.9600.42000	12.24
		197774	IN4420154		PAPER, BATTERIES, MARKERS, CALENDAR	602.9600.42000	12.24
		197774	IN4420154		PAPER, BATTERIES, MARKERS, CALENDAR	701.9950.42000	12.24
							211.13
01/25/2024	MAIN	197775	10639	INSIGHT BREWING COMPANY, LL	011124 INV	609.0000.14500	805.35
01/25/2024	MAIN	197776	S103080568.001	J H LARSON ELECTRIC COMPANY	LIGHT BULBS	101.3170.42171	128.09
01/25/2024	MAIN	197777	2313081-F	J. BECHER & ASSOC INC	REPAIR CLOCK TOWER LIGHTS 120223	212.3190.44000	992.95
01/25/2024	MAIN	197778	11188406	LANGUAGELINE SOLUTIONS	LANGUAGE LINE 1223	101.2100.43250	305.91
01/25/2024	MAIN	197779	397392	LEAGUE OF MINNESOTA CITIES	2024 PEACE OFFICER ACCREDITED TRAIN	101.2100.43105	3,060.00
01/25/2024	MAIN	197780	GLOI23112602	LIONBRIDGE TECHNOLOGIES, LL	DOCUMENT TRANSLATION	101.2100.43050	679.49
01/25/2024	MAIN	197781	131210	LVC COMPANIES INC	REPAIR DUCT ALARM-CH	101.1940.44020	280.00
01/25/2024	MAIN	197782	375566	M AMUNDSON CIGAR & CANDY CO	011224 INV	609.0000.14500	3,429.45
01/25/2024	MAIN	197783	24773808	MANSFIELD OIL COMPANY	600 GAL DYED DIESEL FUEL	701.0000.14110	2,133.57
01/25/2024	MAIN	197784	727479	MCDONALD DISTRIBUTING CO	011224 INV	609.0000.14500	538.40
		197784	727948		011224 INV	609.0000.14500	1,281.00
							1,819.40
01/25/2024	MAIN	197785	2329	MENARDS CASHWAY LUMBER-FRIDI	WOOD HNDL, OIL DRI	101.2200.42171	77.90
		197785	2519		BATTERIES, WOOD FLOOR SEALER	101.5129.42171	50.89
		197785	1356		DOOR HANDLES & LOCKS	601.9600.42010	181.67
		197785	1407		WING NUTS, WASHERS, TRIM KNIFE	602.9600.42171	24.78
		197785	2513		PEG HOOKS	701.9950.42171	20.17
							355.41
01/25/2024	MAIN	197786	1669	METRO-INET	IT SUPPORT 0124	101.2100.44030	321.00
01/25/2024	MAIN	197787	0003798-IN	MID STATES ORGANIZED CRIME	2024 ANNUAL MEMBERSHIP	101.2100.44330	200.00
01/25/2024	MAIN	197788	163396	MINNEAPOLIS SAW CO INC	GRASS CUTTING BLADE	701.0000.14120	11.95
01/25/2024	MAIN	197789	E-47498	MODIST BREWING CO LLC	011124 INV	609.0000.14500	281.00
01/25/2024	MAIN	197790	0031487S	NFPA INTERNATIONAL	FIRE CODES 0324 - 0225	101.2200.44330	1,725.00
01/25/2024	MAIN	197791	347906406001	OFFICE DEPOT	PAPER, PENS, FOLDERS, ENVELOPES	101.2100.42000	185.67
01/25/2024	MAIN	197792	020324	OLSON/JOANNA	SNOWBLAST PONY RIDES 020324	101.1110.44376	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/25/2024	MAIN	197793	0001654521	ON SITE SANITATION INC	SATELLITE RENT-HUSET	101.5200.44100	146.00
		197793	0001654522		SATELLITE RENT-MCKENNA	101.5200.44100	68.00
		197793	0001654523		SATELLITE RENT-SULLIVAN	101.5200.44100	146.00
		197793	0001654524		SATELLITE RENT-KEYES	101.5200.44100	68.00
		197793	0001654525		SATELLITE RENT-LABELLE	101.5200.44100	68.00
		197793	0001654526		SATELLITE RENT-HUSET	101.5200.44100	68.00
		197793	0001654527		SATELLITE RENT-OSTRANDER	101.5200.44100	68.00
							632.00
01/25/2024	MAIN	197794	225493	PAUSTIS & SONS WINE COMPANY	011124 INV	609.0000.14500	716.00
		197794	225493		011124 INV	609.9792.42199	10.50
							726.50
01/25/2024	MAIN	197795	319846932	PREMIUM WATERS INC	123123 COOLER RENTAL	101.0000.20815	(0.34)
		197795	319846931		123123 COOLER RENTAL	101.0000.20815	(0.34)
		197795	319846930		123123 COLLER RENTALS	101.0000.20815	(0.68)
		197795	319840638		122823 WATER	609.9791.42171	19.44
		197795	319846930		123123 COLLER RENTALS	609.9791.42171	9.32
		197795	319873883		011224 WATER	609.9791.42171	14.58
		197795	319839181		122723 WATER	609.9792.42171	19.44
		197795	319846931		123123 COOLER RENTAL	609.9792.42171	4.66
		197795	319870514		011124 WATER	609.9792.42171	14.58
		197795	319846932		123123 COOLER RENTAL	609.9793.42171	4.66
		197795	319873886		011224 WATER	609.9793.42171	15.72
							101.04
01/25/2024	MAIN	197796	2671	RAPID GRAPHICS & MAILING	BUSINESS CARDS BONESTEEL, VICTIM NO	101.2100.42030	400.00
01/25/2024	MAIN	197797	2006966184	RED BULL DISTRIBUTION CO INC	010924 INV	609.0000.14500	84.00
01/25/2024	MAIN	197798	0015599	ROHN INDUSTRIES INC	SHREDDING 010224	101.2100.44000	34.09
		197798	0015599		SHREDDING 010224	101.2200.44000	8.18
							42.27
01/25/2024	MAIN	197799	020124	ROSS NESBIT AGENCIES, INC	INSURANCE SERVICE 0224	884.0000.15510	1,000.00
01/25/2024	MAIN	197800	01172024	RYSHAVY/CHRISTOPHER EDWARD	MUSIC @ BINGO 022624	101.5040.43050	75.00
01/25/2024	MAIN	197801	8106426396	SCHINDLER ELEVATOR CORP INC	PREVENT MAINT-CH 590 40TH AVE 1223	101.1940.44020	77.27
01/25/2024	MAIN	197802	2979075	SHAMROCK GROUP-ACE ICE	POP JPM 011224	101.5129.42990	248.00
01/25/2024	MAIN	197803	24002249	SHARIF-ISAACK/MOHAMED RASHI	IREAR TIRE REPAIR #24002249	101.2100.44300	60.00
01/25/2024	MAIN	197804	010524	SHOREVIEW HUNKS LLC	BULK, APPLIANCES, CHIRSTMAS TREES,	603.9510.42910	1, <div>127</div>
		197804	010524		BULK, APPLIANCES, CHIRSTMAS TREES,	603.9510.42920	

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 14/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		197804	010524		BULK, APPLIANCES, CHIRSTMAS TREES,	603.9510.42930	260.00
		197804	010524		BULK, APPLIANCES, CHIRSTMAS TREES,	603.9540.43050	120.00
							3,110.00
01/25/2024	MAIN	197805	MN73314	SMALL LOT MN	011224 INV	609.0000.14500	657.12
		197805	MN73314		011224 INV	609.9791.42199	9.00
							666.12
01/25/2024	MAIN	197806	W-215567	SP3 LLC	011024 INV	609.0000.14500	198.50
01/25/2024	MAIN	197807	H0318950M	SPOK INC	010124 0318950-3	601.9600.43250	23.60
		197807	H0318950M		010124 0318950-3	602.9600.43250	23.60
							47.20
01/25/2024	MAIN	197808	53486	STEEL TOE BREWING LLC	011124 INV	609.0000.14500	202.00
01/25/2024	MAIN	197809	I1675151	STREICHER'S GUN'S INC/DON	IRRITANT INERT TRAINER	101.2100.42070	341.25
01/25/2024	MAIN	197810	INV21000216	TECH LOGIC INC	SYSTEM SUPPORT AGREEMENT (010124-12	240.5500.44000	9,741.00
01/25/2024	MAIN	197811	151619	THE MCDOWELL AGENCY, INC.	BACKGROUND CHECKS 1223	101.1320.43050	265.00
01/25/2024	MAIN	197812	38565	TRADITION WINE & SPIRITS LL	011124 INV	609.0000.14500	2,491.00
		197812	38565		011124 INV	609.9791.42199	45.00
							2,536.00
01/25/2024	MAIN	197813	886962	TRIO SUPPLY COMPANY INC	CREDIT FROM ORDER BEING SHORT I CAS	101.5129.42171	(18.05)
		197813	888899		HAND SOAP, TOWELS, TP	240.5500.42171	396.14
		197813	888418		PEROXIDE CLEANER	240.5500.42171	82.70
		197813	889217		TP, TOWELS, CLEANERS	701.9950.42171	345.70
							806.49
01/25/2024	MAIN	197814	7161406	U.S. BANK	2013A BOND PAYING AGENT FEE	345.7000.46200	71.50
		197814	7161701		2018A BOND PAYING AGENT FEE	348.7000.46200	550.00
		197814	7161406		2013A BOND PAYING AGENT FEE	631.7000.46200	198.00
		197814	7161406		2013A BOND PAYING AGENT FEE	632.7000.46200	137.50
		197814	7161406		2013A BOND PAYING AGENT FEE	634.7000.46200	143.00
							1,100.00
01/25/2024	MAIN	197815	6120871	UNIQUE MANAGEMENT SERVICES	:1223 PLACEMENTS	240.5500.43050	69.90
01/25/2024	MAIN	197816	9953064474	VERIZON WIRELESS	010124 342019817-00001	101.1940.43211	41.24
		197816	9953064474		010124 342019817-00001	101.3100.43211	119.70
		197816	9953064474		010124 342019817-00001	101.3121.43211	
		197816	9953064474		010124 342019817-00001	101.5200.43211	
		197816	9953064474		010124 342019817-00001	101.6102.43211	41.24

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		197816	9953064474		010124 342019817-00001	601.9600.43211	1,565.53
		197816	9953064474		010124 342019817-00001	602.9600.43211	200.63
		197816	9953064474		010124 342019817-00001	603.9520.43211	20.62
		197816	9953064474		010124 342019817-00001	603.9530.43211	20.62
		197816	9953064474		010124 342019817-00001	604.9600.43211	48.45
		197816	9953064474		010124 342019817-00001	701.9950.43211	43.45
		197816	9953064474		010124 342019817-00001	705.9970.43211	41.24
							2,451.87
01/25/2024	MAIN	197817	9953101372	VERIZON WIRELESS	010124 542000689-00001	101.2100.43211	1,807.27
		197817	9953101372		010124 542000689-00001	101.2200.43211	252.44
		197817	9953101372		010124 542000689-00001	101.5000.43211	41.23
							2,100.94
01/25/2024	MAIN	197818	0344267-IN	VINOCOPIA INC	011124 INV	609.0000.14500	120.00
		197818	0344267-IN		011124 INV	609.9791.42199	9.00
							129.00
01/25/2024	MAIN	197819	13743	WATER CONSERVATION SRVCS INC	LEAK LOCATE 44TH & QUINCY	601.9600.43050	347.69
01/25/2024	MAIN	197820	585	WILD MOUNTAIN	FAMILY TUBING TRIP 011324	261.5029.44200	365.07
01/25/2024	MAIN	197821	23-929	WINCO LANDSCAPES INC	BOULEVARD TERRA SEEDING ZONE 4	430.6323.45185	14,950.00
01/25/2024	MAIN	197822	9925184401	WW GRAINGER, INC	MILWAUKEE CORDLESS TRIPODLIGHT & BA	601.9699.42010	3,296.41
01/25/2024	MAIN	197823	1084531576	XCEL ENERGY (N S P)	011224 51-5950185-0	101.5200.43810	99.48
		197823	1083896981		011024 51-4436024-5	609.9793.43810	529.05
							628.53
01/25/2024	MAIN	22 (S)	2403322	EBSCO PUBLISHING	0124 FINE WOODWORKING RATE ADJUSTME	240.5500.42181	5.50
		22 (S)	2402839		1223 WEEK JUNIOR-UK CREDIT	240.5500.42181	(5.50)
							0.00
02/01/2024	MAIN	1045 (A)	15245406	ALLIED UNIVERSAL SECURITY SISECURITY JPM	011324	101.5129.43050	160.00
02/01/2024	MAIN	1046 (A)	17-000620	ARES NEE HOLDINGS, LLC	012324 SOLAR POWER	609.9791.43810	45.13
		1046 (A)	17-000612		012324 SOLAR POWER	609.9791.43810	404.28
		1046 (A)	17-000620		012324 SOLAR POWER	609.9792.43810	549.37
		1046 (A)	17-000612		012324 SOLAR POWER	609.9792.43810	275.74
							1,274.52
02/01/2024	MAIN	1047 (A)	3654945	ARTISAN BEER COMPANY	011924 INV	609.0000.14500	556.80
		1047 (A)	3654947		011924 INV	609.0000.14500	
		1047 (A)	3654946		011924 INV	609.0000.14500	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							1,038.50
02/01/2024	MAIN	1048 (A)	0107889700	BELLBOY BAR SUPPLY	011724 INV	609.0000.14500	247.88
02/01/2024	MAIN	1049 (A)	0202282600	BELLBOY CORPORATION	011724 INV	609.0000.14500	1,925.20
		1049 (A)	0202282600		011724 INV	609.9791.42199	28.00
							1,953.20
02/01/2024	MAIN	1050 (A)	2937004	CAPITOL BEVERAGE SALES LP	011824 INV	609.0000.14500	2,833.45
		1050 (A)	2936455		011724 INV	609.0000.14500	2,678.65
		1050 (A)	2936454		011724 INV	609.0000.14500	(54.80)
		1050 (A)	2939145		012424 INV	609.0000.14500	(177.30)
							5,280.00
02/01/2024	MAIN	1051 (A)	685080000231	CITY OF MINNEAPOLIS	TOW FEE STOLEN VEHICLE #0407 LMCIT	884.9791.42280	174.00
02/01/2024	MAIN	1052 (A)	014892	FIRST CHOICE COFFEE SERVICE	COFFEE SUPPLIES, FILTERS 012524	101.1940.42175	858.46
02/01/2024	MAIN	1053 (A)	2466657	JOHNSON BROTHERS LIQUOR CO.	011824 INV	609.0000.14500	57.30
		1053 (A)	2466660		011824 INV	609.0000.14500	332.75
		1053 (A)	2466668		011824 INV	609.0000.14500	220.00
		1053 (A)	2466669		011824 INV	609.0000.14500	736.50
		1053 (A)	2467898		011924 INV	609.0000.14500	412.00
		1053 (A)	2466655		011824 INV	609.0000.14500	2,442.50
		1053 (A)	2466670		011824 INV	609.0000.14500	168.00
		1053 (A)	2466654		011824 INV	609.0000.14500	180.00
		1053 (A)	2467894		011924 INV	609.0000.14500	405.00
		1053 (A)	2467895		011924 INV	609.0000.14500	120.00
		1053 (A)	2467896		011924 INV	609.0000.14500	53.00
		1053 (A)	2466657		011824 INV	609.9791.42199	0.82
		1053 (A)	2466660		011824 INV	609.9791.42199	11.20
		1053 (A)	2466668		011824 INV	609.9791.42199	2.80
		1053 (A)	2466669		011824 INV	609.9791.42199	18.20
		1053 (A)	2467898		011924 INV	609.9791.42199	11.20
		1053 (A)	2466655		011824 INV	609.9791.42199	30.83
		1053 (A)	2466670		011824 INV	609.9791.42199	5.60
		1053 (A)	2466654		011824 INV	609.9791.42199	1.64
		1053 (A)	2467894		011924 INV	609.9791.42199	7.47
		1053 (A)	2467895		011924 INV	609.9791.42199	4.20
		1053 (A)	2467896		011924 INV	609.9791.42199	1.40
							5,222.41
02/01/2024	MAIN	1054 (A)	SP-150-000142	MADISON ENERGY INVESTMENTS	011624 SOLAR POWER	101.2100.43810	
		1054 (A)	SP-151-000142		011624 SOLAR POWER	101.2100.43810	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1054 (A)	SP-150-000142		011624 SOLAR POWER	101.2200.43810	35.07
		1054 (A)	SP-151-000142		011624 SOLAR POWER	101.2200.43810	49.91
							169.97
02/01/2024	MAIN	1055 (A)	SP-001-000283	MADISON ENERGY INVESTMENTS	011624 SOLAR POWER	101.1940.43810	25.36
		1055 (A)	SP-035-000218		011624 SOLAR POWER	101.2100.43810	60.15
		1055 (A)	SP-035-000218		011624 SOLAR POWER	101.2200.43810	60.16
							145.67
02/01/2024	MAIN	1056 (A)	6724944	PHILLIPS WINE & SPIRITS INC	011824 INV	609.0000.14500	1,540.00
		1056 (A)	6724945		011824 INV	609.0000.14500	360.00
		1056 (A)	6724948		011824 INV	609.0000.14500	290.00
		1056 (A)	6724947		011824 INV	609.0000.14500	37.80
		1056 (A)	6724944		011824 INV	609.9791.42199	49.00
		1056 (A)	6724945		011824 INV	609.9791.42199	4.20
		1056 (A)	6724948		011824 INV	609.9791.42199	8.40
		1056 (A)	6724947		011824 INV	609.9791.42199	1.40
							2,290.80
02/01/2024	MAIN	1057 (A)	B17680737	SHI INC	NINJA REMOTE MANAGEMENT AND MONITOR	720.9980.44030	6,000.00
02/01/2024	MAIN	1058 (A)	5107445	SOUTHERN GLAZER'S	011624 INV	609.0000.14500	349.00
		1058 (A)	5107445		011624 INV	609.9791.42199	1.70
							350.70
02/01/2024	MAIN	1059 (A)	7458841	WINE MERCHANTS	011824 INV	609.0000.14500	152.00
		1059 (A)	7458841		011824 INV	609.9791.42199	2.80
							154.80
02/01/2024	MAIN	197824	5625081	56 BREWING LLC	011824 INV	609.0000.14500	122.33
02/01/2024	MAIN	197825	10024012024	AI TECHNOLOGIES, LLC.	BSWIFT 0124	101.1320.43050	770.88
02/01/2024	MAIN	197826	01/23/2024	ANGEL T RIERA	UB refund for account: 106-0465-00-432.0000.20120		4.70
		197826	01/23/2024		UB refund for account: 106-0465-00-433.0000.20120		4.69
		197826	01/23/2024		UB refund for account: 106-0465-00-601.0000.20120		124.75
		197826	01/23/2024		UB refund for account: 106-0465-00-602.0000.20120		97.20
		197826	01/23/2024		UB refund for account: 106-0465-00-603.0000.20120		79.43
		197826	01/23/2024		UB refund for account: 106-0465-00-604.0000.20120		54.59
							365.36
02/01/2024	MAIN	197827	B240106G	ANOKA COUNTY	BROADBAND CONN 1223	101.2100.43250	37.50
		197827	B240116G		BROADBAND CONN 0124	101.2100.43250	
		197827	B240106G		BROADBAND CONN 1223	101.2200.43250	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		197827	B240116G		BROADBAND CONN 0124	101.2200.43250	37.50
		197827	B240106G		BROADBAND CONN 1223	101.3100.43250	18.75
		197827	B240116G		BROADBAND CONN 0124	101.3100.43250	18.75
		197827	B240106G		BROADBAND CONN 1223	101.3121.43250	3.75
		197827	B240116G		BROADBAND CONN 0124	101.3121.43250	3.75
		197827	B240106G		BROADBAND CONN 1223	101.5200.43250	3.75
		197827	B240116G		BROADBAND CONN 0124	101.5200.43250	3.75
		197827	B240106G		BROADBAND CONN 1223	601.9600.43250	3.75
		197827	B240116G		BROADBAND CONN 0124	601.9600.43250	3.75
		197827	B240106G		BROADBAND CONN 1223	602.9600.43250	3.75
		197827	B240116G		BROADBAND CONN 0124	602.9600.43250	3.75
		197827	B240106G		BROADBAND CONN 1223	701.9950.43250	3.75
		197827	B240116G		BROADBAND CONN 0124	701.9950.43250	3.75
							225.00
02/01/2024	MAIN	197828	01/23/2024	ARGENIS SOJOS BUNAY	UB refund for account: 305-0255-00-432.0000.20120		0.69
		197828	01/23/2024		UB refund for account: 305-0255-00-433.0000.20120		0.69
		197828	01/23/2024		UB refund for account: 305-0255-00-601.0000.20120		26.23
		197828	01/23/2024		UB refund for account: 305-0255-00-602.0000.20120		19.00
		197828	01/23/2024		UB refund for account: 305-0255-00-603.0000.20120		51.71
		197828	01/23/2024		UB refund for account: 305-0255-00-604.0000.20120		7.99
							106.31
02/01/2024	MAIN	197829	1714	ASSOC OF METRO MUNICIPALITII	2024 MEMBERSHIP	101.1110.44330	7,677.00
02/01/2024	MAIN	197830	232163	ASSURED SECURITY INC	REPAIR LOBBY DOOR-LIB 122123	240.5500.44020	772.00
02/01/2024	MAIN	197831	01P108690	ASTLEFORD INTERNATIONAL	DOT MALE ELBO, ADAPTER FEMALE	701.0000.14120	42.37
02/01/2024	MAIN	197832	274990	BARNA GUZY & STEFFEN LTD	CIVIL CHARGES 1223	101.1610.43041	4,209.00
		197832	274995		PROSECUTION 1223	101.1610.43042	9,318.00
		197832	274996		IN CUSTODY 1223	101.1610.43042	1,742.50
		197832	274991		PERSONNEL MATTERS 1223	101.1610.43045	316.44
		197832	274994		PERSONNEL MATTERS 1223	101.1610.43045	360.00
							15,945.94
02/01/2024	MAIN	197833	3827	BARREL THEORY BEER COMPANY	011624 INV	609.0000.14500	159.00
02/01/2024	MAIN	197834	1510	BEER EXPRESS LLC	011824 INV	609.0000.14500	464.00
02/01/2024	MAIN	197835	119638	BENEFIT EXTRAS, INC.	RETIREE BILLING 1223; RENEWAL FEES	101.1320.43050	1,301.50
		197835	119638		RETIREE BILLING 1223; RENEWAL FEES	887.9250.43050	43.65
							1,345.15
02/01/2024	MAIN	197836	67-132054	BMJ CORPORATION	COPPER PLUG	701.0000.14120	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/01/2024	MAIN	197837	202144	BOURGET IMPORTS LLC	112923 INV	609.0000.14500	120.00
		197837	200927		101823 INV	609.0000.14500	736.00
		197837	200927		101823 INV	609.9791.42199	14.00
		197837	202144		112923 INV	609.9792.42199	7.00
							877.00
02/01/2024	MAIN	197838	01/23/2024	CAG NATIONAL FUND II LLC	UB refund for account: 108-0300-00-101.0000.20120		2.20
		197838	01/23/2024		UB refund for account: 108-0300-00-432.0000.20120		1.10
		197838	01/23/2024		UB refund for account: 108-0300-00-433.0000.20120		1.09
		197838	01/23/2024		UB refund for account: 108-0300-00-601.0000.20120		41.15
		197838	01/23/2024		UB refund for account: 108-0300-00-602.0000.20120		22.63
		197838	01/23/2024		UB refund for account: 108-0300-00-604.0000.20120		12.71
							80.88
02/01/2024	MAIN	197839	4014408-00	CARLIN SALES CORP	FERTILIZER	101.6102.42171	611.92
02/01/2024	MAIN	197840	8000014661-5	CENTERPOINT ENERGY	011624 8000014661-5	101.1940.43830	1,290.79
		197840	8000014661-5		011624 8000014661-5	101.5129.43830	1,410.07
		197840	8000014661-5		011624 8000014661-5	101.5200.43830	713.85
		197840	8000014661-5		011624 8000014661-5	601.9600.43830	325.22
		197840	8000014661-5		011624 8000014661-5	609.9791.43830	995.90
		197840	8000014661-5		011624 8000014661-5	609.9792.43830	1,027.94
		197840	8000014661-5		011624 8000014661-5	609.9793.43830	140.56
		197840	8000014661-5		011624 8000014661-5	701.9950.43830	2,161.29
							8,065.62
02/01/2024	MAIN	197841	2024-00019	CENTERPOINT ENERGY RESOURCE 80% PERMIT REFUND 4224 JEFFERSON ST	201.0000.32194		80.00
02/01/2024	MAIN	197842	35188	CENTRAL ROOFING CO INC	ROOF MAINTENANCE 121923 - PSB	101.2100.44020	975.00
		197842	35188		ROOF MAINTENANCE 121923 - PSB	101.2200.44020	975.00
							1,950.00
02/01/2024	MAIN	197843	459612-00	CHAMBERLAIN OIL COMPANY INC	SHELL COMPRESSOR OIL	701.0000.14120	204.23
		197843	459613-00		BRAKE CLEANER, GLASS CLEANER	701.9950.42171	80.37
							284.60
02/01/2024	MAIN	197844	01/23/2024	CHRISTINE WINGER	UB refund for account: 314-0465-00-601.0000.20120		169.65
02/01/2024	MAIN	197845	4181010430	CINTAS INC	MOPS, MATS JPM 012324	101.5129.44020	120.77
		197845	4179968866		SHOP TOWELS, MATS, UNIFORMS 011124	701.9950.42172	23.79
		197845	4179968866		SHOP TOWELS, MATS, UNIFORMS 011124	701.9950.44020	45.40
02/01/2024	MAIN	197846	02012024	COLLIERS FUNDING LLC	2ND HALF 2023 TIF PAYMENT	392.7000.44600	112,061.36

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/01/2024	MAIN	197847	2023	COLSCH/KENNEDY	MILEAGE 2023	720.9980.43310	79.39
02/01/2024	MAIN	197848	02012024	COLUMBIA HEIGHTS LEASED	2ND HALF 2023 TIF PAYMENT	375.7000.44600	76,062.12
02/01/2024	MAIN	197849	192439964	COMCAST	011524 934571297	101.1110.43250	24.30
		197849	192439964		011524 934571297	101.1320.43250	34.02
		197849	192439964		011524 934571297	101.1510.43250	53.46
		197849	192439964		011524 934571297	101.1940.43250	4.86
		197849	192439964		011524 934571297	101.2100.43250	131.23
		197849	192439964		011524 934571297	101.2200.43250	121.50
		197849	192439964		011524 934571297	101.3100.43250	58.32
		197849	192439964		011524 934571297	101.3121.43250	19.44
		197849	192439964		011524 934571297	101.5000.43250	9.72
		197849	192439964		011524 934571297	101.5129.43250	34.02
		197849	192439964		011524 934571297	101.5200.43250	9.72
		197849	192439964		011524 934571297	201.2400.43250	9.72
		197849	192439964		011524 934571297	204.6314.43250	24.30
		197849	192439964		011524 934571297	225.9844.43250	9.72
		197849	192439964		011524 934571297	240.5500.43250	199.27
		197849	192439964		011524 934571297	601.9600.43250	9.72
		197849	192439964		011524 934571297	602.9600.43250	9.72
		197849	192439964		011524 934571297	609.9791.43250	641.31
		197849	192439964		011524 934571297	609.9792.43250	617.01
		197849	192439964		011524 934571297	609.9793.43250	602.43
		197849	192439964		011524 934571297	701.9950.43250	9.72
		197849	192439964		011524 934571297	720.9980.43250	131.24
							2,764.75
02/01/2024	MAIN	197850	011624	COMCAST	011624 8772105050412606	101.1110.43250	22.68
02/01/2024	MAIN	197851	0044546	CONTINENTAL RESEARCH CORP	SLIK ANTI-STICK CHEMICAL	101.3121.42161	320.00
02/01/2024	MAIN	197852	U304998	CORE & MAIN LP	VXU RENTAL 0123-1223	601.9690.44100	2,400.00
		197852	U304998		VXU RENTAL 0123-1223	602.9690.44100	2,400.00
							4,800.00
02/01/2024	MAIN	197853	503157	CRYSTAL SPRINGS ICE LLC	011724 INV	609.0000.14500	376.48
		197853	503157		011724 INV	609.9791.42199	4.00
							380.48
02/01/2024	MAIN	197854	209296	CUSHMAN MOTOR CO INC	VENTRAC HYDRAULIC OIL	701.0000.14120	251.90
02/01/2024	MAIN	197855	01/23/2024	DALE GUSTAFSON	UB refund for account: 317-0610-00-432.0000.20120		
		197855	01/23/2024		UB refund for account: 317-0610-00-433.0000.20120		

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 21/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		197855	01/23/2024		UB refund for account: 317-0610-00-601.0000.20120		95.27
		197855	01/23/2024		UB refund for account: 317-0610-00-602.0000.20120		74.22
		197855	01/23/2024		UB refund for account: 317-0610-00-603.0000.20120		60.64
		197855	01/23/2024		UB refund for account: 317-0610-00-604.0000.20120		41.68
							279.00
02/01/2024	MAIN	197856	IN-2514	DANGEROUS MAN BREWING CO LL	012324 INV	609.0000.14500	298.00
		197856	IN-2455		011724 INV	609.0000.14500	184.00
							482.00
02/01/2024	MAIN	197857	0135196-IN	EARL F ANDERSEN INC	SHEETED LOGO STREET NAME SIGNS	101.3170.42171	977.75
02/01/2024	MAIN	197858	980922	ECM PUBLISHERS INC	PHN PUBLIC ACCURACY TEST 011224	101.1110.43500	28.75
		197858	980924		PHN EASMENT VACATION 011224	201.2400.43050	86.25
		197858	980923		PHN AMENDMENT TO 2040 COMP PLAN 011201	201.2400.44300	51.75
							166.75
02/01/2024	MAIN	197859	96391	EHLERS & ASSOCIATES INC	NE BUSINESS CENTER REDEVELOPMENT	392.7000.43050	525.00
		197859	96392		ALATUS HYVEE SITE REDEVELOPMENT	393.7000.43050	975.00
		197859	95644		TIF ADMIN RUETER WALTON	394.7000.43050	662.50
							2,162.50
02/01/2024	MAIN	197860	30057	ENTIRE EXTERIORS	100% REFUND CONTRACTORS LICENSE	201.0000.32161	80.00
02/01/2024	MAIN	197861	01/23/2024	EXECUTIVE TITLE	UB refund for account: 301-0230-00-601.0000.20120		68.07
		197861	01/23/2024		UB refund for account: 301-0230-00-602.0000.20120		40.85
							108.92
02/01/2024	MAIN	197862	01/23/2024	EXECUTIVE TITLE SERVICES	UB refund for account: 208-0495-00-601.0000.20120		95.48
02/01/2024	MAIN	197863	2505252312	FIRST ADVANTAGE LNS SCREEN	ANNUAL ENROLLMENTS, DRUG TESTS 1223101	101.3121.43050	76.18
		197863	2505252312		ANNUAL ENROLLMENTS, DRUG TESTS 1223602	101.9600.43050	36.71
							112.89
02/01/2024	MAIN	197864	113814640	FLEETPRIDE INC	FILTER	701.0000.14120	32.49
		197864	113734387		FILTERS	701.0000.14120	86.35
		197864	113710708		FILTERS	701.0000.14120	245.63
		197864	113734429		FILTERS	701.0000.14120	46.48
		197864	113710751		FILTERS	701.0000.14120	74.58
		197864	113772407		FILTER	701.0000.14120	10.94
		197864	114005290		NYLON PUSH-ON MALE BRANCH TEE	701.0000.14120	7.47
							503.94
02/01/2024	MAIN	197865	214596/12	GERTENS GREENHOUSE	TREEGATOR TREE WATERING BAGS	101.6102.42160.2013	4,

135

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 22/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		197865	214597/12		TREE-AGE R10 PINT, ARBOR PLUGS	101.6102.42161.2013	6,230.25
		197865	214601/12		HAND TOOLS, FERTILIZER, CLEANING SO	101.6102.42171	497.36
							10,917.61
02/01/2024	MAIN	197866	73905-00	HANCO CORP.	TIRE MOUNTING PASTE	701.9950.42171	16.34
02/01/2024	MAIN	197867	2023	HANSON/JEFFREY	CELL PHONE REIMBURSEMENT 2023	720.9980.43211	720.00
02/01/2024	MAIN	197868	2023	HANSON/JEFFREY	2023 MILEAGE	720.9980.43310	141.15
02/01/2024	MAIN	197869	2023	HAUF/JESSE	CELL PHONE REIMBURSEMENT 2023	720.9980.43211	532.80
02/01/2024	MAIN	197870	E-5582	HEADFLYER BREWING	011824 INV	609.0000.14500	543.00
02/01/2024	MAIN	197871	682235	HOHENSTEINS INC	011924 INV	609.0000.14500	351.60
		197871	682262		011924 INV	609.0000.14500	2,133.20
							2,484.80
02/01/2024	MAIN	197872	5431413	HOME DEPOT #2802	HOSE CAPS	601.9600.42171	4.48
		197872	4020936		PINE LUMBER BOARDS	701.9950.42171	18.19
		197872	7615381		MIRROR, PAINT PAIL LINERS	705.9970.42171	104.75
							127.42
02/01/2024	MAIN	197873	IN4438504	INNOVATIVE OFFICE SOLUTIONS	WALL CLIPS, DISH WAND REFILLS, DISH	101.1940.42000	10.36
		197873	IN4438504		WALL CLIPS, DISH WAND REFILLS, DISH	101.1940.42171	17.58
		197873	IN4420131		EXPO MARKERS, CLEANER, ERASERS, LAB	411.9999.42000.1911	61.99
		197873	IN4427913		COPY PAPER, BATTERIES	602.9600.42000	120.53
							210.46
02/01/2024	MAIN	197874	01/23/2024	JAMES WEBB	UB refund for account: 308-0229-00-432.0000.20120		1.92
		197874	01/23/2024		UB refund for account: 308-0229-00-433.0000.20120		1.91
		197874	01/23/2024		UB refund for account: 308-0229-00-601.0000.20120		77.23
		197874	01/23/2024		UB refund for account: 308-0229-00-602.0000.20120		55.38
		197874	01/23/2024		UB refund for account: 308-0229-00-603.0000.20120		32.19
		197874	01/23/2024		UB refund for account: 308-0229-00-604.0000.20120		22.13
							190.76
02/01/2024	MAIN	197875	012524	KIWANIS COLUMBIA HTS-FRIDLE	PROCEED SHARE SLIPSTREAM, STAFFING	603.9530.44200	1,571.55
02/01/2024	MAIN	197876	01/23/2024	KRISTIE MCCURDY	UB refund for account: 311-0330-00-432.0000.20120		0.85
		197876	01/23/2024		UB refund for account: 311-0330-00-433.0000.20120		0.84
		197876	01/23/2024		UB refund for account: 311-0330-00-601.0000.20120		65.31
		197876	01/23/2024		UB refund for account: 311-0330-00-602.0000.20120		43.17
		197876	01/23/2024		UB refund for account: 311-0330-00-603.0000.20120		
		197876	01/23/2024		UB refund for account: 311-0330-00-604.0000.20120		

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 23/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							134.17
02/01/2024	MAIN	197877	62-9	LACK/CANDY	SENIOR LUNCH OUTING 120823	101.5040.44200	18.66
02/01/2024	MAIN	197878	389303	LEAGUE OF MINNESOTA CITIES	ANNUAL DUES 0923-0824	101.1110.44330	19,971.00
02/01/2024	MAIN	197879	GLO124003408	LIONBRIDGE TECHNOLOGIES, LLC	DOCUMENT TRANSLATION TO SOMALI	101.2100.43050	270.20
02/01/2024	MAIN	197880	370087	LITTLE FALLS MACHINE INC	PLOW PARTS	701.0000.14120	2,110.93
02/01/2024	MAIN	197881	01/23/2024	LUCILLE DZUIK	UB refund for account: 106-0005-00-432.0000.20120		1.96
		197881	01/23/2024		UB refund for account: 106-0005-00-433.0000.20120		1.95
		197881	01/23/2024		UB refund for account: 106-0005-00-601.0000.20120		40.83
		197881	01/23/2024		UB refund for account: 106-0005-00-602.0000.20120		29.58
		197881	01/23/2024		UB refund for account: 106-0005-00-603.0000.20120		32.86
		197881	01/23/2024		UB refund for account: 106-0005-00-604.0000.20120		22.59
							129.77
02/01/2024	MAIN	197882	72IA305650	MAGNACHARGE BATTERY USA	12 VOLT AUTOMOTIVE BATTERY	701.0000.14120	286.41
		197882	72IA305722		12 VOLT AUTOMOTIVE BATTERY	701.0000.14120	190.94
		197882	72IA010510		WARRANTY CREDIT AUTO BATTERY INV#72	701.0000.14120	(190.94)
							286.41
02/01/2024	MAIN	197883	INV11812755	MARCO, INC	2024 MARCO AND MITEL SERVICE ASSURA	101.0000.20815	(116.71)
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.1110.43210	147.71
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.1320.43210	257.63
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.1510.43210	759.04
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.1940.43210	62.92
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.2100.43210	1,376.10
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.2200.43210	565.35
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.3100.43210	1,271.12
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.3121.43210	20.55
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.5000.43210	725.42
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.5129.43210	13.86
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	101.5200.43210	81.12
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	201.2400.43210	297.47
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	204.6314.43210	297.41
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	240.5500.43210	496.23
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	601.9600.43210	58.40
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	609.9791.43210	850.36
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	609.9792.43210	521.69
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	609.9793.43210	181.02
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	701.9950.43210	58.88
		197883	INV11812755		2024 MARCO AND MITEL SERVICE ASSURA	720.9980.43210	58.88
							8,062.80

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 24/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/01/2024	MAIN	197884	01/23/2024	MATT PERSONS	UB refund for account: 204-0100-00-432.0000.20120		0.22
		197884	01/23/2024		UB refund for account: 204-0100-00-433.0000.20120		0.22
		197884	01/23/2024		UB refund for account: 204-0100-00-601.0000.20120		32.73
		197884	01/23/2024		UB refund for account: 204-0100-00-602.0000.20120		13.06
		197884	01/23/2024		UB refund for account: 204-0100-00-603.0000.20120		5.35
		197884	01/23/2024		UB refund for account: 204-0100-00-604.0000.20120		2.55
							54.13
02/01/2024	MAIN	197885	018162	MCCLELLAN SALES INC	PW WINTER OUTERWEAR	101.3100.42173	77.68
		197885	018162		PW WINTER OUTERWEAR	101.3121.42173	543.76
		197885	018162		PW WINTER OUTERWEAR	101.5200.42173	466.08
		197885	018162		PW WINTER OUTERWEAR	101.6102.42173	77.68
		197885	018162		PW WINTER OUTERWEAR	601.9600.42173	349.56
		197885	018162		PW WINTER OUTERWEAR	602.9600.42173	349.56
		197885	018162		PW WINTER OUTERWEAR	701.9950.42173	77.68
							1,942.00
02/01/2024	MAIN	197886	728979	MCDONALD DISTRIBUTING CO	011924 INV	609.0000.14500	764.78
		197886	728975		011924 INV	609.0000.14500	503.75
							1,268.53
02/01/2024	MAIN	197887	1550	MENARDS CASHWAY LUMBER-FRIDILIGHT BULBS		101.3121.42171	14.93
		197887	2790		POLYURETHANE, MASKS, T HINGE	101.3121.42171	60.39
		197887	2847		BELL HANGER	101.3121.42171	9.59
		197887	2805		SCREWS, LOCK WASHERS	101.3121.42171	7.68
		197887	2740		CLOTHESLINE	101.3121.42171	4.50
		197887	2439		OIL DRY	101.3170.42171	15.98
		197887	2759		SNOW BRUSH	101.5040.42171	10.99
		197887	2788		PLUGS	101.5200.42171	17.97
		197887	3230		MILKHOUSE UTILITY HEATER	601.9600.42171	23.99
		197887	2499		PEG HOOKS, CLEANER, DISTILLED WATER	701.9950.42171	36.96
		197887	1754		FLOOR CLEANING COMPOUND	701.9950.42171	19.99
		197887	2389		EXTENSION CORD	705.9970.42171	1.99
		197887	2388		SPACKLING, TAPING KNIFE, SPONGE	705.9970.42171	12.29
		197887	2695		RESTROOM FIXTURES, ACCESSORIES	705.9970.42171	375.96
		197887	2729		VANITY TOP, SILICONE, ANCHORS, PUTT	705.9970.42171	85.66
		197887	2571		FAUCET, TP HOLDER, WALL PLATE	705.9970.42171	104.10
		197887	2814		FAUCET SUPPLY LINE, SLIP JOINT NUT	705.9970.42171	13.55
		197887	2437		HOOK, FRIDGE FRESH, WIPES, TAPE, FE	705.9970.42171	27.92
		197887	2749		RETURN VANITY TOP, FAUCET, TP HOLDE	705.9970.42171	(117.43)
02/01/2024	MAIN	197888	01/23/2024	MIDWAY EXCHANGE TRS 1, LLC	UB refund for account: 107-0140-00-432.0000.20120		5.78

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 25/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		197888	01/23/2024		UB refund for account: 107-0140-00-433.0000.20120		5.78
		197888	01/23/2024		UB refund for account: 107-0140-00-601.0000.20120		152.89
		197888	01/23/2024		UB refund for account: 107-0140-00-602.0000.20120		119.05
		197888	01/23/2024		UB refund for account: 107-0140-00-603.0000.20120		97.25
		197888	01/23/2024		UB refund for account: 107-0140-00-604.0000.20120		66.87
							447.62
02/01/2024	MAIN	197889	134667	MIDWAY FORD	2024 FORD F550 4X4 XLT CHASSIS #025431.5200.45150		67,421.67
		197889	614010		INSPECT ENGINE AND DRIVELINE	701.0000.14120	326.45
		197889	811505		SPARK PLUGS	701.0000.14120	63.72
		197889	811360		SCREEN	701.0000.14120	45.98
		197889	810940		SPARK PLUGS	701.0000.14120	19.96
		197889	811102		SPARK PLUGS	701.0000.14120	9.98
		197889	810917		LAMP ASSEMBLY	701.0000.14120	25.30
							67,913.06
02/01/2024	MAIN	197890	175196	MINNEAPOLIS SAW CO INC	CUTTING BLADES	701.0000.14120	45.98
		197890	175197		GUARD BAR	701.0000.14120	11.69
							57.67
02/01/2024	MAIN	197891	E-47632	MODIST BREWING CO LLC	011824 INV	609.0000.14500	283.51
		197891	E-47631		011824 INV	609.0000.14500	662.00
							945.51
02/01/2024	MAIN	197892	7920	NATIONAL PELRA	2024 MEMBERSHIP WICK	101.1320.44330	175.00
02/01/2024	MAIN	197893	01/23/2024	NETWORK TITLE, INC	UB refund for account: 107-0630-00-432.0000.20120		0.78
		197893	01/23/2024		UB refund for account: 107-0630-00-433.0000.20120		0.77
		197893	01/23/2024		UB refund for account: 107-0630-00-601.0000.20120		64.64
		197893	01/23/2024		UB refund for account: 107-0630-00-602.0000.20120		16.09
		197893	01/23/2024		UB refund for account: 107-0630-00-603.0000.20120		12.78
		197893	01/23/2024		UB refund for account: 107-0630-00-604.0000.20120		9.02
							104.08
02/01/2024	MAIN	197894	348156050001	OFFICE DEPOT	COPY PAPER, HANGING FILE FOLDERS	101.1940.42000	116.02
		197894	349947215001		COPY PAPER, PLATES, NAPKINS, FORKS,	101.2100.42000	39.89
		197894	349947215001		COPY PAPER, PLATES, NAPKINS, FORKS,	101.2100.42171	35.98
		197894	339480141001		TOWELS, TONER, BAGS, PENS	609.9791.42000	94.33
		197894	339480141001		TOWELS, TONER, BAGS, PENS	609.9791.42171	86.73
		197894	339480141001		TOWELS, TONER, BAGS, PENS	609.9792.42000	96.20
		197894	339480141001		TOWELS, TONER, BAGS, PENS	609.9793.42000	9.46

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/01/2024	MAIN	197895	0001651283	ON SITE SANITATION INC	SATELLITE RENT-HOLIDAY TRAIN	101.5200.44100	68.00
		197895	0001651284		SATELLITE RENT-HOLIDAY TRAIN 37TH P	101.5200.44100	214.00
							282.00
02/01/2024	MAIN	197896	240104002	PIONEER ENGINEERING, PA	EASEMENT VACATION DOCUMENTS 1650 40	201.2400.43050	2,100.00
02/01/2024	MAIN	197897	8364285	PLUNKETT'S, INC	PEST CONTROL 0124-1224 TV2	609.9792.44020	461.52
02/01/2024	MAIN	197898	W-68236	PRYES BREWING COMPANY LLC	011724 INV	609.0000.14500	176.00
02/01/2024	MAIN	197899	01232024	RE/MAX SYNERGY	EARNEST MONEY 675 37TH AVE	408.6314.45110	15,000.00
02/01/2024	MAIN	197900	INV-0124-001	RESPEC INC	GIS COMPUTER SOFTWARE 0124-0324	101.3121.44030	183.75
		197900	INV-0124-001		GIS COMPUTER SOFTWARE 0124-0324	101.5200.44030	183.75
		197900	INV-0124-001		GIS COMPUTER SOFTWARE 0124-0324	101.6102.44030	621.25
		197900	INV-0124-001		GIS COMPUTER SOFTWARE 0124-0324	601.9600.44030	437.50
		197900	INV-0124-001		GIS COMPUTER SOFTWARE 0124-0324	602.9600.44030	437.50
		197900	INV-0124-001		GIS COMPUTER SOFTWARE 0124-0324	604.9600.44030	621.25
							2,485.00
02/01/2024	MAIN	197901	17561	REVIZE LLC	LIBRARY MICROSITE	883.5500.43050	6,000.00
02/01/2024	MAIN	197902	0015865	ROHN INDUSTRIES INC	SHREDDING 010824	101.1410.44000	17.73
02/01/2024	MAIN	197903	072024	RUIZ/IDA	REFUND DAMAGE DEP CX DATE	101.0000.20810	30.06
		197903	072024		REFUND DAMAGE DEP CX DATE	101.0000.34781	369.94
							400.00
02/01/2024	MAIN	197904	00484664	SCHAAF FLORAL	FLORAL ARRANGEMENT FUNERAL B.MARKHAM	101.1110.48200	75.00
02/01/2024	MAIN	197905	4267-8	SHERWIN WILLIAMS	PAINT	705.9970.42171	47.93
02/01/2024	MAIN	197906	BP 002	SHOREVIEW HUNKS LLC	BULK, APPLIANCES, CHIRSTMAS TREES,	603.9510.42910	3,445.00
		197906	BP 002		BULK, APPLIANCES, CHIRSTMAS TREES,	603.9510.42920	1,975.00
		197906	BP 002		BULK, APPLIANCES, CHIRSTMAS TREES,	603.9510.42930	6,110.00
		197906	BP 002		BULK, APPLIANCES, CHIRSTMAS TREES,	603.9540.43050	100.00
							11,630.00
02/01/2024	MAIN	197907	2023	SLATER/NATHEN	CELLPHONE REIMBURSEMENT 2023	720.9980.43211	387.00
02/01/2024	MAIN	197908	2023	SLATER/NATHEN	2023 MILEAGE	720.9980.43310	62.95
02/01/2024	MAIN	197909	W-214519	SP3 LLC	122023 INV	609.0000.14500	854.20
		197909	W-209526		110123 INV	609.0000.14500	438.95
		197909	W-217337		122023 INV	609.0000.14500	(97.83)

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 27/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/01/2024	MAIN	197910	17109.00-3	SRF CONSULTING GROUP, INC.	ENGINEERING SCHOOL SAFE ROUTES	1223 430.6323.43050.1807	14,718.31
02/01/2024	MAIN	197911	3557002752	STAPLES ADVANTAGE	NAPKINS, FEBREZE, SPOONS, TEA	101.1940.42171	73.13
		197911	3557002752		NAPKINS, FEBREZE, SPOONS, TEA	101.1940.42175	3.59
							76.72
02/01/2024	MAIN	197912	53596	STEEL TOE BREWING LLC	011624 INV	609.0000.14500	187.00
02/01/2024	MAIN	197913	2403CCH	TANGLETOWN POST, INC	SNOWBLAST MUSIC & SOUND 020324	101.1110.44376	600.00
02/01/2024	MAIN	197914	181645	THELEN INC	THERMAL PAPER FOR ATM	609.9791.42171	34.20
		197914	181645		THERMAL PAPER FOR ATM	609.9792.42171	34.20
		197914	181645		THERMAL PAPER FOR ATM	609.9793.42171	17.09
							85.49
02/01/2024	MAIN	197915	M28845	TIMESAVER OFF SITE SECRETR	COUNCIL MINUTES 010824	101.1410.43050	289.75
02/01/2024	MAIN	197916	01/23/2024	TITLE SPECIALISTS INC	UB refund for account: 315-0425-00-433.0000.20120		3.32
		197916	01/23/2024		UB refund for account: 315-0425-00-601.0000.20120		2.73
		197916	01/23/2024		UB refund for account: 315-0425-00-603.0000.20120		98.71
							104.76
02/01/2024	MAIN	197917	01/23/2024	TITLE SPECIALISTS INC	UB refund for account: 314-0580-00-101.0000.20120		4.92
		197917	01/23/2024		UB refund for account: 314-0580-00-432.0000.20120		2.46
		197917	01/23/2024		UB refund for account: 314-0580-00-433.0000.20120		2.45
		197917	01/23/2024		UB refund for account: 314-0580-00-601.0000.20120		65.22
		197917	01/23/2024		UB refund for account: 314-0580-00-602.0000.20120		50.79
		197917	01/23/2024		UB refund for account: 314-0580-00-603.0000.20120		41.49
		197917	01/23/2024		UB refund for account: 314-0580-00-604.0000.20120		28.54
							195.87
02/01/2024	MAIN	197918	5002280451	TK ELEVATOR CORPORATION	RESET SMOKE DETECTORS - VAN BUREN R	228.6317.44000	479.00
		197918	6000694819		ELEVATOR CAMERA INSTALATION	228.6317.44000	1,769.94
							2,248.94
02/01/2024	MAIN	197919	891606	TRIO SUPPLY COMPANY INC	CAN LINERS, BOWL CLEANER	101.1320.42171	331.89
02/01/2024	MAIN	197920	20087	TWIN CITY WATER CLINIC INC	COLIFORM TESTING 1223	601.9600.43050	220.00
02/01/2024	MAIN	197921	5612	VENN BREWING COMPANY	011824 INV	609.0000.14500	379.00
02/01/2024	MAIN	197922	9953306293	VERIZON WIRELESS	010324 442044911-00002	609.9791.43250	56.84
		197922	9953306293		010324 442044911-00002	609.9792.43250	56.83
		197922	9953306293		010324 442044911-00002	609.9793.43250	56.83

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/01/2024	MAIN	197923	2692	VERTEX UNMANNED SOLUTIONS,	DRONETAG	101.1320.42171	125.00
		197923	2692		DRONETAG	101.3100.45180	125.00
							250.00
02/01/2024	MAIN	197924	51-4159573-1	XCEL ENERGY (N S P)	011624 51-4159573-1	101.3121.43810	54.50
		197924	1078448352		120823 51-0014632950-5	101.3160.43810	257.48
		197924	51-4159573-1		011624 51-4159573-1	101.3160.43810	13,334.13
		197924	1085210397		011724 51-7654903-4	101.5200.43810	246.08
		197924	51-4159573-1		011624 51-4159573-1	101.5200.43810	707.80
		197924	51-4159573-1		011624 51-4159573-1	212.3190.43810	557.69
		197924	51-4159573-1		011624 51-4159573-1	601.9600.43810	1,130.93
		197924	51-4159573-1		011624 51-4159573-1	602.9600.43810	894.73
		197924	51-4159573-1		011624 51-4159573-1	603.9530.43810	135.98
		197924	51-4159573-1		011624 51-4159573-1	604.9600.43810	38.96
		197924	1085216764		011724 51-8335213-4	609.9791.43810	1,488.77
							18,847.05
02/08/2024	MAIN	1060 (A)	482767	ABDO FINANCIAL SOLUTIONS,	LIPAYROLL PREPARATION 0124	101.1510.43050	1,620.00
02/08/2024	MAIN	1061 (A)	3656016	ARTISAN BEER COMPANY	012524 INV	609.0000.14500	864.00
		1061 (A)	3656015		012524 INV	609.0000.14500	1,186.30
							2,050.30
02/08/2024	MAIN	1062 (A)	0107916500	BELLBOY BAR SUPPLY	012424 INV	609.0000.14500	149.49
		1062 (A)	0107916500		012424 INV	609.9793.42171	473.05
							622.54
02/08/2024	MAIN	1063 (A)	0202282400	BELLBOY CORPORATION	011724 INV	609.0000.14500	2,247.18
		1063 (A)	0202282400		011724 INV	609.9792.42199	24.00
							2,271.18
02/08/2024	MAIN	1064 (A)	113957551	BREAKTHRU BEVERAGE MN BEER	1011624 INV 700297717	609.0000.14500	4,414.42
		1064 (A)	114046409		012324 INV 700297717	609.0000.14500	88.90
		1064 (A)	113939452		011224 INV 700297782	609.0000.14500	8,137.15
		1064 (A)	113957553		011624 INV 700297736	609.0000.14500	153.90
		1064 (A)	411872120		012224 INV 700297717	609.0000.14500	(13.20)
		1064 (A)	411872119		012224 INV 700297717	609.0000.14500	(2.25)
		1064 (A)	411872121		012224 INV 700297717	609.0000.14500	(5.20)
		1064 (A)	411882402		012424 INV 700297717	609.0000.14500	(6.93)
		1064 (A)	411882401		012424 INV 700297717	609.0000.14500	(12.58)
		1064 (A)	411882403		012424 INV 700297717	609.0000.14500	(6.75)
		1064 (A)	411882400		012424 INV 700297717	609.0000.14500	
		1064 (A)	411871019		011924 INV 700297782	609.0000.14500	

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 29/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1064 (A)	411871020		011924 INV 700297782	609.0000.14500	(12.30)
		1064 (A)	411871017		011924 INV 700297782	609.0000.14500	(150.13)
		1064 (A)	411871018		011924 INV 700297782	609.0000.14500	(72.90)
		1064 (A)	411859317		011624 INV 700297717	609.0000.14500	(198.40)
							12,217.33
02/08/2024	MAIN	1065 (A)	114021671	BREAKTHRU BEVERAGE MN W&S LI	011924 INV 700297782	609.0000.14500	227.30
		1065 (A)	114021674		011924 INV 700297782	609.0000.14500	96.00
		1065 (A)	114021673		011924 INV 700297782	609.0000.14500	248.46
		1065 (A)	114021672		011924 INV 700297782	609.0000.14500	595.44
		1065 (A)	114021666		011924 INV 700297736	609.0000.14500	800.00
		1065 (A)	114021664		011924 INV 700297717	609.0000.14500	151.50
		1065 (A)	114021665		011924 INV 700297717	609.0000.14500	2,799.65
		1065 (A)	114021663		011924 INV 700297717	609.0000.14500	227.30
		1065 (A)	113936776		011224 INV 700297782	609.0000.14500	800.00
		1065 (A)	113936777		011224 INV 700297782	609.0000.14500	394.00
		1065 (A)	113936778		011224 INV 700297782	609.0000.14500	405.00
		1065 (A)	113936780		011224 INV 700297782	609.0000.14500	540.00
		1065 (A)	113936779		011224 INV 700297782	609.0000.14500	318.22
		1065 (A)	114021664		011924 INV 700297717	609.9791.42199	4.60
		1065 (A)	114021665		011924 INV 700297717	609.9791.42199	3.45
		1065 (A)	114021663		011924 INV 700297717	609.9791.42199	11.50
		1065 (A)	114021666		011924 INV 700297736	609.9792.42199	12.65
		1065 (A)	114021671		011924 INV 700297782	609.9793.42199	11.50
		1065 (A)	114021674		011924 INV 700297782	609.9793.42199	1.15
		1065 (A)	114021673		011924 INV 700297782	609.9793.42199	2.30
		1065 (A)	114021672		011924 INV 700297782	609.9793.42199	11.50
		1065 (A)	113936776		011224 INV 700297782	609.9793.42199	12.65
		1065 (A)	113936777		011224 INV 700297782	609.9793.42199	3.45
		1065 (A)	113936778		011224 INV 700297782	609.9793.42199	5.75
		1065 (A)	113936780		011224 INV 700297782	609.9793.42199	5.75
		1065 (A)	113936779		011224 INV 700297782	609.9793.42199	16.10
							7,705.22
02/08/2024	MAIN	1066 (A)	2939146	CAPITOL BEVERAGE SALES LP	012424 INV	609.0000.14500	4,516.80
		1066 (A)	2938086		012224 INV	609.0000.14500	2,049.00
							6,565.80
02/08/2024	MAIN	1067 (A)	83324498	CENGAGE LEARNING INC	LARGEPRINT BOOK ORDER	240.5500.42180	28.49
		1067 (A)	83184475		LARGEPRINT BOOK ORDER	240.5500.42180	111.71
02/08/2024	MAIN	1068 (A)	DRAW #17	FIRST AMERICAN TITLE INS CO	CITY HALL BUILDOUT	411.0000.20610	57,825.88

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 30/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1068 (A)	DRAW #17		CITY HALL BUILDOUT	411.9999.45120.1911	9,095.51
							66,921.39
02/08/2024	MAIN	1069 (A)	014893	FIRST CHOICE COFFEE SERVICE	COFFEE SUPPLIES, FILTERS 012524	101.2100.42175	189.00
		1069 (A)	014893		COFFEE SUPPLIES, FILTERS 012524	101.2200.42175	189.00
							378.00
02/08/2024	MAIN	1070 (A)	87539	FLUID INTERIORS	INSTALL OUTLET-CITY HALL	411.9999.45180.1911	165.68
02/08/2024	MAIN	1071 (A)	2467892	JOHNSON BROTHERS LIQUOR CO.	011924 INV	609.0000.14500	240.00
		1071 (A)	2471053		012524 INV	609.0000.14500	414.00
		1071 (A)	2471056		012524 INV	609.0000.14500	52.00
		1071 (A)	2471049		012524 INV	609.0000.14500	50.50
		1071 (A)	2466666		011824 INV	609.0000.14500	380.65
		1071 (A)	2466665		011824 INV	609.0000.14500	159.00
		1071 (A)	2466662		011824 INV	609.0000.14500	280.54
		1071 (A)	2471051		012524 INV	609.0000.14500	60.90
		1071 (A)	2463750		011224 INV	609.0000.14500	53.00
		1071 (A)	2466661		011824 INV	609.0000.14500	108.00
		1071 (A)	2466653		011824 INV	609.0000.14500	408.00
		1071 (A)	2466658		011824 INV	609.0000.14500	57.30
		1071 (A)	2466664		011824 INV	609.0000.14500	370.67
		1071 (A)	2466667		011824 INV	609.0000.14500	421.50
		1071 (A)	2466672		011824 INV	609.0000.14500	120.00
		1071 (A)	2466656		011824 INV	609.0000.14500	1,322.00
		1071 (A)	2466663		011824 INV	609.0000.14500	395.00
		1071 (A)	2466671		011824 INV	609.0000.14500	120.00
		1071 (A)	2466673		011824 INV	609.0000.14500	53.00
		1071 (A)	2470062		012424 INV	609.0000.14500	1,170.00
		1071 (A)	2472103		012624 INV	609.0000.14500	48.00
		1071 (A)	2472105		012624 INV	609.0000.14500	105.00
		1071 (A)	2471055		012524 INV	609.0000.14500	544.75
		1071 (A)	2470060		012424 INV	609.0000.14500	54.00
		1071 (A)	2470067		012424 INV	609.0000.14500	334.20
		1071 (A)	2472102		012624 INV	609.0000.14500	560.00
		1071 (A)	2472104		012624 INV	609.0000.14500	152.00
		1071 (A)	2471050		012524 INV	609.0000.14500	414.00
		1071 (A)	2471054		012524 INV	609.0000.14500	1,981.50
		1071 (A)	2471060		012524 INV	609.0000.14500	1,410.00
		1071 (A)	2471064		012524 INV	609.0000.14500	2,569.50
		1071 (A)	2470063		012424 INV	609.0000.14500	60.90
		1071 (A)	2470061		012424 INV	609.0000.14500	1,
		1071 (A)	2470062		012424 INV	609.9791.42199	144

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1071 (A)	2472103		012624 INV	609.9791.42199	1.40
		1071 (A)	2472105		012624 INV	609.9791.42199	2.80
		1071 (A)	2471055		012524 INV	609.9791.42199	8.40
		1071 (A)	2470060		012424 INV	609.9791.42199	1.40
		1071 (A)	2470067		012424 INV	609.9791.42199	8.40
		1071 (A)	2472102		012624 INV	609.9791.42199	7.00
		1071 (A)	2472104		012624 INV	609.9791.42199	5.60
		1071 (A)	2471050		012524 INV	609.9791.42199	5.60
		1071 (A)	2471054		012524 INV	609.9791.42199	26.60
		1071 (A)	2471060		012524 INV	609.9791.42199	36.40
		1071 (A)	2471064		012524 INV	609.9791.42199	19.60
		1071 (A)	2470063		012424 INV	609.9791.42199	0.72
		1071 (A)	2470061		012424 INV	609.9791.42199	7.00
		1071 (A)	2466653		011824 INV	609.9792.42199	5.60
		1071 (A)	2466658		011824 INV	609.9792.42199	0.82
		1071 (A)	2466664		011824 INV	609.9792.42199	11.20
		1071 (A)	2466667		011824 INV	609.9792.42199	11.20
		1071 (A)	2466672		011824 INV	609.9792.42199	4.20
		1071 (A)	2466656		011824 INV	609.9792.42199	11.20
		1071 (A)	2466663		011824 INV	609.9792.42199	5.60
		1071 (A)	2466671		011824 INV	609.9792.42199	1.40
		1071 (A)	2466673		011824 INV	609.9792.42199	1.40
		1071 (A)	2467892		011924 INV	609.9793.42199	4.21
		1071 (A)	2471053		012524 INV	609.9793.42199	6.46
		1071 (A)	2471056		012524 INV	609.9793.42199	1.62
		1071 (A)	2471049		012524 INV	609.9793.42199	1.62
		1071 (A)	2466666		011824 INV	609.9793.42199	2.80
		1071 (A)	2466665		011824 INV	609.9793.42199	4.20
		1071 (A)	2466662		011824 INV	609.9793.42199	7.00
		1071 (A)	2471051		012524 INV	609.9793.42199	0.76
		1071 (A)	2463750		011224 INV	609.9793.42199	1.40
		1071 (A)	2466661		011824 INV	609.9793.42199	1.40
							15,892.51
02/08/2024	MAIN	1072 (A)	0001167845	METROPOLITAN COUNCIL WASTEWATER	MARCH 2024 WASTEWATER	602.9480.42900	122,362.06
02/08/2024	MAIN	1073 (A)	504924401	MIDWEST TAPE	DVD ORDER	240.5500.42189	7.49
02/08/2024	MAIN	1074 (A)	6725886	PHILLIPS WINE & SPIRITS INC	011924 INV	609.0000.14500	220.00
		1074 (A)	6725887		011924 INV	609.0000.14500	95.00
		1074 (A)	6722731		011224 INV	609.0000.14500	153.40
		1074 (A)	6722728		011224 INV	609.0000.14500	
		1074 (A)	6722727		011224 INV	609.0000.14500	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1074 (A)	6722726		011224 INV	609.0000.14500	319.55
		1074 (A)	6728465		012524 INV	609.0000.14500	660.00
		1074 (A)	6727576		012424 INV	609.0000.14500	89.50
		1074 (A)	6728466		012524 INV	609.0000.14500	456.00
		1074 (A)	6728467		012524 INV	609.0000.14500	675.85
		1074 (A)	6728468		012524 INV	609.0000.14500	146.25
		1074 (A)	6728465		012524 INV	609.9791.42199	21.00
		1074 (A)	6727576		012424 INV	609.9791.42199	2.80
		1074 (A)	6728466		012524 INV	609.9791.42199	4.20
		1074 (A)	6728467		012524 INV	609.9791.42199	12.60
		1074 (A)	6728468		012524 INV	609.9791.42199	4.20
		1074 (A)	6725886		011924 INV	609.9793.42199	7.00
		1074 (A)	6725887		011924 INV	609.9793.42199	1.40
		1074 (A)	6722731		011224 INV	609.9793.42199	2.80
		1074 (A)	6722728		011224 INV	609.9793.42199	4.20
		1074 (A)	6722727		011224 INV	609.9793.42199	5.60
		1074 (A)	6722726		011224 INV	609.9793.42199	7.00
							3,198.60
02/08/2024	MAIN	1075 (A)	2433015	SOUTHERN GLAZER'S	011124 INV	609.0000.14500	3,366.60
		1075 (A)	2433018		011124 INV	609.0000.14500	3,961.20
		1075 (A)	2435453		011824 INV	609.0000.14500	931.73
		1075 (A)	2435454		011824 INV	609.0000.14500	1,103.82
		1075 (A)	2435455		011824 INV	609.0000.14500	51.00
		1075 (A)	2435456		011824 INV	609.0000.14500	279.92
		1075 (A)	2435457		011824 INV	609.0000.14500	457.50
		1075 (A)	2435461		011824 INV	609.0000.14500	64.65
		1075 (A)	2435590		011824 INV	609.0000.14500	64.65
		1075 (A)	2433003		011124 INV	609.0000.14500	12,763.37
		1075 (A)	2433009		011124 INV	609.0000.14500	3,041.37
		1075 (A)	2435441		011824 INV	609.0000.14500	1,456.00
		1075 (A)	2435442		011824 INV	609.0000.14500	479.50
		1075 (A)	2435443		011824 INV	609.0000.14500	2,337.00
		1075 (A)	2435444		011824 INV	609.0000.14500	448.00
		1075 (A)	2435446		011824 INV	609.0000.14500	452.60
		1075 (A)	2435451		011824 INV	609.0000.14500	840.00
		1075 (A)	2435450		011824 INV	609.0000.14500	274.00
		1075 (A)	2433003		011124 INV	609.9791.42199	69.55
		1075 (A)	2435439		011824 DEL	609.9791.42199	2.56
		1075 (A)	2433009		011124 INV	609.9791.42199	8.96
		1075 (A)	2435441		011824 INV	609.9791.42199	
		1075 (A)	2435442		011824 INV	609.9791.42199	

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1075 (A)	2435443		011824 INV	609.9791.42199	11.52
		1075 (A)	2435444		011824 INV	609.9791.42199	3.20
		1075 (A)	2435446		011824 INV	609.9791.42199	7.68
		1075 (A)	2435451		011824 INV	609.9791.42199	23.04
		1075 (A)	2435450		011824 INV	609.9791.42199	6.40
		1075 (A)	2433015		011124 INV	609.9792.42199	34.56
		1075 (A)	2435452		011824 DEL	609.9792.42199	2.56
		1075 (A)	2433018		011124 INV	609.9792.42199	15.36
		1075 (A)	2435453		011824 INV	609.9792.42199	2.56
		1075 (A)	2435454		011824 INV	609.9792.42199	4.48
		1075 (A)	2435455		011824 INV	609.9792.42199	0.64
		1075 (A)	2435456		011824 INV	609.9792.42199	1.28
		1075 (A)	2435457		011824 INV	609.9792.42199	3.20
		1075 (A)	2435461		011824 INV	609.9792.42199	1.28
		1075 (A)	2435590		011824 INV	609.9793.42199	1.28
							32,597.77
02/08/2024	MAIN	1076 (A)	7459615	WINE MERCHANTS	012524 INV	609.0000.14500	240.00
		1076 (A)	7459615		012524 INV	609.9791.42199	3.28
							243.28
02/08/2024	MAIN	197925	3759830	ADAM'S PEST CONTROL, INC	PEST CONTROL LIB 122123	240.5500.44020	90.00
02/08/2024	MAIN	197926	7761	ALEX AIR APPARATUS INC	COMPRESSOR SVC. AIR TEST	101.2200.44000	1,030.52
02/08/2024	MAIN	197927	012424	ALFERNESS/DONNA M	TOTAL BODY CONDITIONING 010324-0124	101.5001.43050	432.00
02/08/2024	MAIN	197928	3562841100	AMERICAN BOTTLING COMPANY	011824 INV	609.0000.14500	406.75
02/08/2024	MAIN	197929	2500391721	ARAMARK UNIFORM & CAREER API	012324 MOPS,MATS,TOWELS	609.9791.44020	102.96
		197929	2500395665		013024 MOPS,MATS,TOWELS	609.9791.44020	102.96
		197929	2500393351		012524 MOPS,MATS,TOWELS	609.9792.44020	109.56
		197929	2500389441		011824 MOPS,MATS,TOWELS	609.9792.44020	109.56
		197929	2500393295		012524 MOPS,MATS,TOWELS	609.9793.44020	97.50
		197929	2500389384		011824 MOPS,MATS,TOWELS	609.9793.44020	97.50
							620.04
02/08/2024	MAIN	197930	2038053141	BAKER & TAYLOR	BOOK ORDER	240.5500.42180	5.29
		197930	2038048762		BOOK ORDER	240.5500.42180	62.59
		197930	2038032180		BOOK ORDER	240.5500.42180	16.41
		197930	2038043890		BOOK ORDER	240.5500.42180	158.40
		197930	2038041937		BOOK ORDER	240.5500.42180	832.39
		197930	2038035951		BOOK ORDER	240.5500.42180	
		197930	2038049254		BOOK ORDER	240.5500.42180	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							2,592.12
02/08/2024	MAIN	197931	E-13033	BERGMAN LEDGE LLC	012424 INV	609.0000.14500	338.00
02/08/2024	MAIN	197932	203350	BOURGET IMPORTS LLC	011024 INV	609.0000.14500	544.00
		197932	203350		011024 INV	609.9792.42199	10.00
							554.00
02/08/2024	MAIN	197933	1201145	CENTURY COLLEGE	HAZARDOUS MATERIALS TECH C.STRUZYK	101.2200.43105	750.00
		197933	1201147		HAZARDOUS MATERIAL OPERATIONS G.DOW	101.2200.43105	545.00
							1,295.00
02/08/2024	MAIN	197934	7635722695528	CENTURYLINK	012824 763 572-2695 528	609.9791.43210	59.81
02/08/2024	MAIN	197935	4181715951	CINTAS INC	MOPS JPM 013024	101.5129.44020	38.29
02/08/2024	MAIN	197936	773496	CROCK'S PLUMBING INC	COPPER WATER LINE REPAIR - PSB	101.2100.44000	235.00
		197936	773495		LIBRARY MENS BATHROOM FAUCET REPAIR	240.5500.44020	185.00
							420.00
02/08/2024	MAIN	197937	503158	CRYSTAL SPRINGS ICE LLC	011724 INV	609.0000.14500	73.60
		197937	503158		011724 INV	609.9792.42199	4.00
							77.60
02/08/2024	MAIN	197938	2024	DRIVER AND VEHICLE SERVICES 2024	LICENSE TABS	101.1320.44390	21.25
		197938	2024		2024 LICENSE TABS	101.3100.44390	85.00
		197938	2024		2024 LICENSE TABS	101.3121.44390	297.50
		197938	2024		2024 LICENSE TABS	101.3170.44390	42.50
		197938	2024		2024 LICENSE TABS	101.5050.44390	21.25
		197938	2024		2024 LICENSE TABS	101.5129.44390	85.00
		197938	2024		2024 LICENSE TABS	101.5200.44390	233.75
		197938	2024		2024 LICENSE TABS	101.6102.44390	63.75
		197938	2024		2024 LICENSE TABS	201.2400.44390	21.25
		197938	2024		2024 LICENSE TABS	601.9600.44390	180.62
		197938	2024		2024 LICENSE TABS	601.9690.44390	21.25
		197938	2024		2024 LICENSE TABS	602.9600.44390	138.13
		197938	2024		2024 LICENSE TABS	603.9530.44390	21.25
		197938	2024		2024 LICENSE TABS	701.9950.44390	21.25
		197938	2024		2024 LICENSE TABS	705.9970.44390	21.25
							1,275.00
02/08/2024	MAIN	197939	4595	FIRST DUE	RECORDS MANAGEMENT SYSTEM 2024	101.2200.44030	6,800.00
02/08/2024	MAIN	197940	39549961015	GREAT LAKES COCA-COLA DISTRI	012224 INV	609.0000.14500	
		197940	39472392010		011624 INV	609.0000.14500	

02/07/2024 03:45 PM  
User: heathers  
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Page 35/37

Item 14.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							1,699.44
02/08/2024	MAIN	197941	682237	HOHENSTEINS INC	011924 INV	609.0000.14500	3,388.35
		197941	684258		012624 INV	609.0000.14500	2,985.50
							6,373.85
02/08/2024	MAIN	197942	S500012097	HORWITZ INC	HEATER REPAIR - HEARTLAND TIRE BLDG	609.9793.44000	228.20
02/08/2024	MAIN	197943	020524	LEAGUE OF MN CITIES INS TRU	COMMERCIAL INSURANCE 2023-2024	884.0000.15510	90,333.00
02/08/2024	MAIN	197944	132110	LVC COMPANIES INC	ANNUAL FIRE ALARM MONITORING - CH	0101.1320.44000	275.00
		197944	132143		ANNUAL FIRE ALARM MONITORING - JPM	101.5129.44000	275.00
		197944	132120		ANNUAL CELLULAR MONITORING - FIRE	A240.5500.44020	295.00
		197944	132157		ANNUAL FIRE ALARM MONITORING - TV1	609.9791.44000	540.00
		197944	132159		ANNUAL FIRE ALARM MONITORING - TV2	609.9792.44000	640.00
							2,025.00
02/08/2024	MAIN	197945	INV12078654	MARCO, INC	MICROCALL LIC AND SUPPORT	031024-03101.1110.43210	29.22
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.1320.43210	50.96
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.1510.43210	150.15
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.1940.43210	12.45
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.2100.43210	272.21
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.2200.43210	111.83
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.3100.43210	251.44
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.3121.43210	4.07
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.5000.43210	143.50
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.5129.43210	2.74
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03101.5200.43210	16.05
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03201.2400.43210	58.84
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03204.6314.43210	58.84
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03240.5500.43210	98.16
		197945	INV12057973		COPY MAINT 011524-021424	240.5500.44000	195.48
		197945	INV11617483		COPY OVERAGE 071523-081423	240.5500.44000	33.73
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03601.9600.43210	11.55
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03609.9791.43210	155.57
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03609.9792.43210	95.44
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03609.9793.43210	33.12
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03701.9950.43210	11.65
		197945	INV12078654		MICROCALL LIC AND SUPPORT	031024-03720.9980.43210	31.10
							1,828.10
02/08/2024	MAIN	197946	730101	MCDONALD DISTRIBUTING CO	012624 INV	609.0000.14500	
02/08/2024	MAIN	197947	IN-7750	MEGA BEER LLC	012424 INV	609.0000.14500	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS  
CHECK DATE FROM 01/19/2024 - 02/08/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/08/2024	MAIN	197948	3400	MENARDS CASHWAY LUMBER-FRID	BRASS LOCK, TRAVEL LOCK	101.2100.42171	14.96
		197948	3185		BOTTLED WATER	101.2100.42175	27.84
							42.80
02/08/2024	MAIN	197949	ALR0153557X	MN DEPT OF LABOR & INDUSTRY	ELEVATOR PERMIT-590 40TH AVE	101.1940.44390	100.00
		197949	ALR0154897X		ELEVATOR PERMIT-VAN BUREN RAMP	228.6317.44390	100.00
							200.00
02/08/2024	MAIN	197950	5317	MN DEPT OF PUBLIC SAFETY	CONSUMPTION PERMIT 2024 JPM	101.5129.44390	250.00
02/08/2024	MAIN	197951	E-47794	MODIST BREWING CO LLC	012524 INV	609.0000.14500	347.00
02/08/2024	MAIN	197952	347112674001	OFFICE DEPOT	1096 FORMS, 1099 ENVELOPES	101.1510.42000	52.40
02/08/2024	MAIN	197953	221886	PAUSTIS & SONS WINE COMPANY	011224 INV	609.0000.14500	304.00
		197953	221886		011224 INV	609.9792.42199	4.00
							308.00
02/08/2024	MAIN	197954	524329236	POPE/ELIZA	LAKESHORE LEARNING (REIMBURSEMENT)	883.5500.42010	211.93
02/08/2024	MAIN	197955	319903220	PREMIUM WATERS INC	013124 COOLER RENTALS	101.0000.20815	(0.68)
		197955	319903221		013124 COOLER RENTAL	101.0000.20815	(0.34)
		197955	319903222		013124 COOLER RENTAL	101.0000.20815	(0.34)
		197955	319895716		012924 WATER	609.9791.42171	14.58
		197955	319903220		013124 COOLER RENTALS	609.9791.42171	9.32
		197955	319903221		013124 COOLER RENTAL	609.9792.42171	4.66
		197955	319903222		013124 COOLER RENTAL	609.9793.42171	4.66
							31.86
02/08/2024	MAIN	197956	0014367	ROHN INDUSTRIES INC	SHREDDING 121823	101.1410.44000	17.73
02/08/2024	MAIN	197957	013124	SCHAFFER/PATRICIA ANNETTE	ACTIVE AGERS 010324-0113124	101.5040.43050	160.00
02/08/2024	MAIN	197958	56953	SECURITY CONTROL SYSTEMS INC	SECURITY MONITORING-VAN BUREN RAMP	228.6317.44000	432.00
02/08/2024	MAIN	197959	2023	SMITH/RYAN	CELL PHONE REIMBURSEMENT 022723-112	201.2400.43211	495.00
02/08/2024	MAIN	197960	W-217339	SP3 LLC	012424 INV	609.0000.14500	732.00
02/08/2024	MAIN	197961	53724	STEEL TOE BREWING LLC	012524 INV	609.0000.14500	261.00
02/08/2024	MAIN	197962	5199130400	US TOY CO INC CONSTRUCTIVE	PLAYSPACE REFRESH	883.5500.42010	650.81
02/08/2024	MAIN	197963	5660	VENN BREWING COMPANY	012424 INV	609.0000.14500	257.00
02/08/2024	MAIN	197964	9953935468	VERIZON WIRELESS	011024 742128747-00001	101.2100.43250	886.14
02/08/2024	MAIN	197965	S007713852.001	VIKING ELECTRIC SUPPLY	EMERGENCY LIGHTS JPM	101.5129.42010	150

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/08/2024	MAIN	197966	0344268-IN	VINOCOPIA INC	011124 INV	609.0000.14500	583.50
		197966	0344944-IN		012524 INV	609.0000.14500	855.25
		197966	0344944-IN		012524 INV	609.9791.42199	20.00
		197966	0344268-IN		011124 INV	609.9792.42199	12.00
02/08/2024	MAIN	197967	1086024111	XCEL ENERGY (N S P)	012224 51-7085831-0	101.1940.43810	1,033.27
		197967	1087148210		012924 51-00135622395-2	101.3160.43810	10.91
		197967	1085985214		012224 51-4350334-8	101.5129.43810	1,136.36
TOTAL - ALL FUNDS					TOTAL OF 283 CHECKS		2,173,510.09

Check Register Report For City Of Columbia Heights  
For Check Dates 01/13/2024 to 01/26/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/26/2024	PR	100247	UNION 49	630.00	630.00	0.00	Open
01/26/2024	PR	100248	MN CHILD SUPPORT PAYMENT CENTE	298.50	298.50	0.00	Open
01/26/2024	PR	100249	SUN LIFE FINANCIAL - DENTAL INSURANCE	16,688.54	16,688.54	0.00	Open
01/26/2024	PR	100250	MEDICA HEALTH PLANS	2,303.00	2,303.00	0.00	Open
01/26/2024	PR	100251	MEDICA	151,413.99	151,413.99	0.00	Open
01/26/2024	PR	100252	MEDICA	329.00	329.00	0.00	Open
01/26/2024	PR	100253	NCPERS GROUP LIFE INS MBR BEN	656.00	656.00	0.00	Open
01/26/2024	PR	100254	SUN LIFE FINANCIAL - LONG TERM DISABILIT	2,216.65	2,216.65	0.00	Open
01/26/2024	PR	100255	SUN LIFE FINANCIAL - LIFE INSURANCE	1,755.70	1,755.70	0.00	Open
01/26/2024	PR	100256	SUN LIFE FINANCIAL - SHORT TERM DISABILI	1,485.90	1,485.90	0.00	Open
01/26/2024	PR	100257	FIDELITY SECURITY LIFE INSURANCE COMPANY	511.64	511.64	0.00	Open
01/26/2024	PR	EFT1127	COL HTS LOCAL 1216	200.00	200.00	0.00	Cleared
01/26/2024	PR	EFT1128	AFSCME COUNCIL 5	489.78	489.78	0.00	Cleared
01/26/2024	PR	EFT1129	MSRS MNDGP PLAN 650251	4,176.43	4,176.43	0.00	Cleared
01/26/2024	PR	EFT1130	HSA BANK	10,630.61	10,630.61	0.00	Cleared
01/26/2024	PR	EFT1131	COL HGTS POLICE ASSN	175.50	175.50	0.00	Cleared
01/26/2024	PR	EFT1132	IRS	94,523.14	94,523.14	0.00	Cleared
01/26/2024	PR	EFT1133	MISSION SQUARE 401 (ROTH)	2,542.59	2,542.59	0.00	Open
01/26/2024	PR	EFT1134	MISSION SQUARE 457(B)	24,425.81	24,425.81	0.00	Open
01/26/2024	PR	EFT1135	MISSION SQUARE RHS	7,499.37	7,499.37	0.00	Open
01/26/2024	PR	EFT1136	PERA 397400	94,704.61	94,704.61	0.00	Cleared
01/26/2024	PR	EFT1137	STATE OF MN TAX	19,647.77	19,647.77	0.00	Open
01/26/2024	PR	EFT1138	PROXIMAL	1,566.84	1,566.84	0.00	Cleared
01/26/2024	PR	EFT1139	IRS	456.87	456.87	0.00	Open
01/26/2024	PR	EFT1140	MISSION SQUARE RHS	7,024.90	7,024.90	0.00	Open
01/26/2024	PR	EFT1141	STATE OF MN TAX	110.52	110.52	0.00	Open
01/19/2024	PR	EFT1121	IRS	145.84	145.84	0.00	Cleared
01/19/2024	PR	EFT1122	PERA 397400	649.77	649.77	0.00	Cleared
01/19/2024	PR	EFT1123	STATE OF MN TAX	43.95	43.95	0.00	Cleared
01/19/2024	PR	EFT1124	IRS	208.69	208.69	0.00	Cleared

Check Register Report For City Of Columbia Heights  
For Check Dates 01/13/2024 to 01/26/2024

Item 14.

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/19/2024	PR	EFT1125	PERA 397400	536.67	536.67	0.00	Cleared
01/19/2024	PR	EFT1126	STATE OF MN TAX	79.73	79.73	0.00	Cleared
Totals:			Number of Checks: 032	448,128.31	448,128.31	0.00	
Total Physical Checks:			11				
Total Check Stubs:			21				

## CITY COUNCIL MEETING

AGENDA SECTION	PUBLIC HEARING
MEETING DATE	FEBRUARY 12, 2024

<b>ITEM:</b>	<b>Consideration of Resolution 2024-011, Vacation of Existing Utility Easement Serving 1650 40<sup>th</sup> Avenue NE.</b>		
<b>DEPARTMENT:</b> Community Development		<b>BY/DATE:</b> Andrew Boucher, City Planner	
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
_Healthy and Safe Community		_Thriving and Vibrant Destination Community	
_Equitable, Diverse, Inclusive, and Friendly		X Strong Infrastructure and Public Services	
_Trusted and Engaged Leadership		_Sustainable	

### BACKGROUND

At the beginning of 2023, the property owner of 1650 40<sup>th</sup> Avenue NE approached staff regarding the replacement of an existing attached garage with a larger garage which would abut or encroach upon an area of the site which lies within an existing utility easement. The property owner informally requested an easement/partial easement vacation in April 2023, but the City required additional review.

Upon further review, staff determined that the City would be the applicant and responsible for hiring a firm to conduct the survey work. A contract for surveying services was executed with Pioneer Engineering to conduct a survey, prepare an existing (Exhibit A) and proposed condition (Exhibits B and C), and provide descriptions for the proposed vacation as well as the new easements. Exhibit A shows the 30-foot sanitary sewer easement per Document No. 177165 that is the subject of this easement vacation; Exhibit B depicts the sanitary easement vacation.

Attached are the legal descriptions of these easements to be vacated and the descriptions of the new easements to be recorded per Exhibits A, B, and C. Once approved, the City is responsible for filing the vacations and recording the new easements with Anoka County.

### STAFF REVIEW

Staff has coordinated with the City Engineer who has been provided copies of the application materials and had no concerns with the easement vacation and proposed easements ensuring that the City will maintain the appropriate access to service the sanitary sewer.

### FINDINGS OF FACT

Section 9.104 (J) of the Zoning Ordinance outlines certain findings of fact that must be met in order for the City Council to grant approval for an easement vacation. The findings are as follows:

The City Council shall make each of the following findings before vacating a street, alley, or other public right-

of-way:

- a) No private rights will be injured or endangered as a result of the vacation.

*This is correct.*

- b) The public will not suffer loss or inconvenience as a result of the vacation.

*This is correct.*

#### **RECOMMENDATION**

Staff recommends approval of the utility easement vacation for the property located 1650 40<sup>th</sup> Avenue NE to the City Council:

**Motion:** Move to close the hearing and waive the reading of Resolution No. 2024-011, there being ample copies available to the public.

**Motion:** Move to recommend that the City Council approve Resolution No. 2024-011, vacating the sanitary sewer easement at 1650 40<sup>th</sup> Avenue NE subject to the following conditions:

1. The City shall be responsible for providing legal descriptions of all easements that are subject to be created. Said descriptions are subject to review by the City Attorney.
2. The City shall be responsible for filing the easements vacations and proposed easements with the Anoka County Recorder's Office.

#### **RECOMMENDED MOTION(S):**

**MOTION:** Move to close the hearing and waive the reading of draft Resolution No. 2024-011, there being ample copies available to the public.

**MOTION:** Move to recommend that the City Council approve Resolution No. 2024-011, vacating the sanitary sewer easement at 1650 40<sup>th</sup> Avenue NE as presented.

#### **ATTACHMENT(S):**

Draft Resolution No. 2024-011

[Applicant Narrative](#)

[Application](#)

[Easement Vacation Legal Descriptions](#)

Exhibit A (Existing Conditions)

Exhibit B (Proposed Easement and Road Vacation)

Exhibit C (Proposed Easement)

**RESOLUTION NO. 2024-011**

A resolution of recommending the City Council of Columbia Heights, Minnesota approve an easement vacation for property located at 1650 40<sup>th</sup> Avenue NE, legally described as:

Sanitary Sewer Easement per Document No. 177165, as graphically depicted in Exhibits A and B, attached Pioneer Engineering Land Title Survey.

**WHEREAS**, a proposal (Planning Case #2024-01) has been submitted by the City of Columbia Heights to the City Council requesting an easement vacation at the following site:

ADDRESS:                   1650 40<sup>th</sup> Avenue NE  
Columbia Heights, MN 55421

THE CITY SEEKS THE FOLLOWING: Easement vacation per Code Section 9.104.-(J), of the above legally described easement.

**WHEREAS**, the Planning and Zoning Commission held an informal public hearing as required by the City Zoning Code on February 6, 2024;

**WHEREAS**, the City Council held a formal public hearing as required by the City Zoning Code on February 12, 2024;

**WHEREAS**, the City Council has considered the advice and recommendations of staff regarding the effect of the proposed easement vacation upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

**NOW, THEREFORE**, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

**FINDINGS OF FACT**

1. No private rights will be injured or endangered as a result of the vacation.
2. The public will not suffer loss or inconvenience as a result of the vacation.

**FURTHER, BE IT RESOLVED**, that the attached plans, maps, and other information shall become part of this easement vacation; and in granting approval the City and the property owner agree that the easement vacation shall become null and void if the resolution is not recorded with Anoka County within one (1) calendar year after the approval date, subject to petition for renewal.

**CONDITIONS OF APPROVAL**

1. The City shall be responsible for providing legal descriptions of all easements that are subject to be created or amended as a result of the easement vacation. Said descriptions are subject to review by the City Attorney. Once approved, the City shall be responsible for recording the newly created or amended

easements with the Anoka County Recorder's Office.

2. The City shall be responsible for recording the easement vacations and proposed easements with the Anoka County Recorder's Office.

**ORDER OF COUNCIL**

Passed this 12<sup>th</sup> day of February, 2024

Offered by:

Seconded by:

Roll Call:

Attest:

\_\_\_\_\_  
Amáda Márquez Simula, Mayor

\_\_\_\_\_  
Andrew Boucher, City Planner

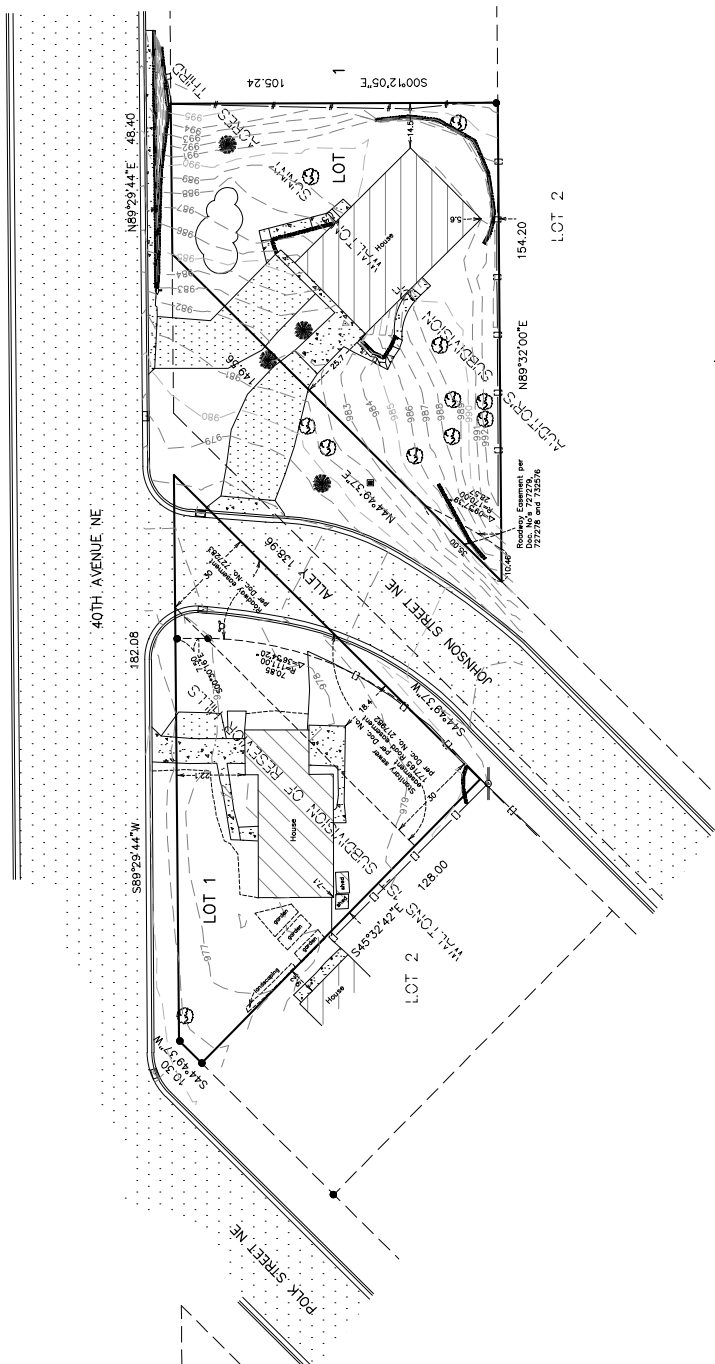
SECTION 36, TWP. 30, RGE. 24  
 ANOKA COUNTY, MINNESOTA  
 LOCATION MAP - --  
 NO SCALE

# EXHIBIT A

SHEET INDEX:

- SHEET 1: EXISTING CONDITIONS  
SHEET 2: PROPOSED CONDITIONS  
SHEET 3: PROPOSED EASEMENT AND ROAD VACATION EXHIBIT  
SHEET 4: PROPOSED ROAD EASEMENT EXHIBIT

AUDITOR'S SUBDIVISION OF WALTON'S SECOND SUBDIVISION
















Property description per Commitment for Title Insurance commitment no. DC231432 dated May 15th, 2023 at 8:00 a.m. issued by Old Republic National Title Insurance Company:

Parcel 1:  
Lot 1, Block 1, Walton's First Subdivision of Reservoir Hills, Anoka County, Minnesota.

Parcel 2:  
Lot 1, Block 12, Auditor's Subdivision of Walton's Sunny Acres Third Addition, except the East 150 feet thereof and except the West 36 feet measured at right angle to Southwesterly line of platted alley lying adjacent and Northwesterly of said lot, Anoka County, Minnesota.

Only easements which were supplied by client and appear in Schedule B of the Commitment for Title Insurance issued by Old Republic National Title Insurance Company file no. DC23432 dated May, 15th, 2023 at 8:00 a.m. are shown. No other search for recorded or unrecorded easements was made by the surveyor as part of this survey.

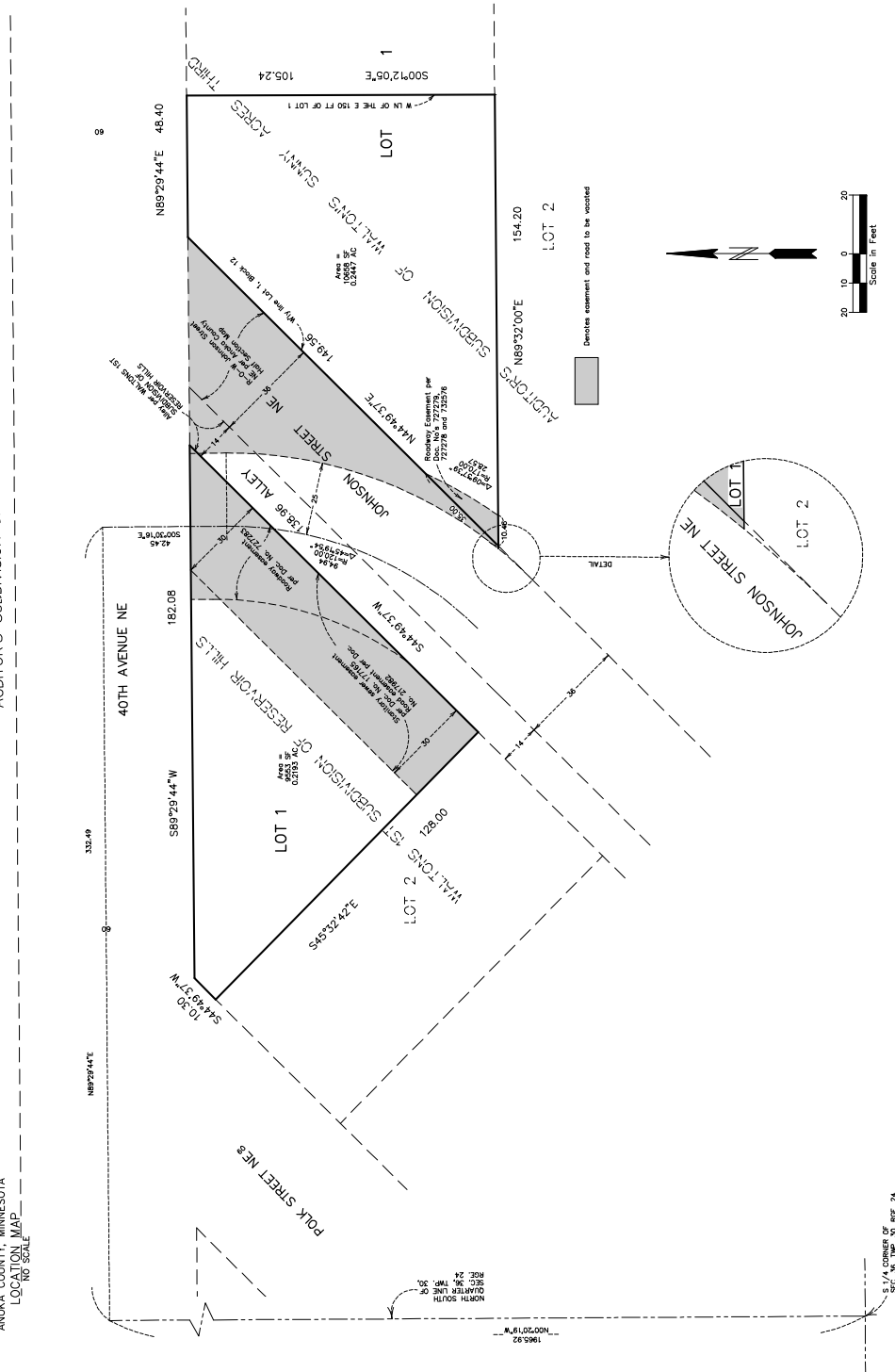
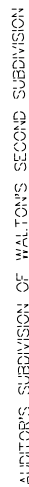
### LEGEND

- |   |   |
|---|---|
|  | Decorative trim pipe  |
|  | Decorative fountain   |
|  | Decorative water feature                                      |
|  | Decorative waterfall  |
|  | Decorative electric line                                      |
|  | Decorative landscape lighting                                 |
|  | Decorative landscape lighting with design and built by others |
|  | Decorative walling tree C                                     |
|  | Decorative walling tree D                                     |
|  | Decorative fence (column 10x3)                                |
|  | Decorative fence (wood)                                       |
|  | Decorative concrete   |
|  | Decorative stonehouse   |

VICINITY MAP  
NO SCALE

40TH AVENUE NE  
15TH STREET NE  
SITE

SECTION 36, TWP. 30, RGE. 24  
ANOKA COUNTY, MINNESOTA  
LOCATION MAP



**Proposed Descriptions for Fesement and Read Vacations:**

All of the roadway easement as described in document numbers 727279, 727278 and 732576

All of the Alley as delineated and dedicated on WALTONS 1ST SUBDIVISION OF RESERVOIR HILLS, Anoka County contiguous with the southeasterly line of Lot 1, Block 1, said WALTONS 1ST SUBDIVISION OF RESERVOIR HILLS, that lies easterly of a line parallel with and 25 feet easterly of the following described line:

Commencing at the south quarter corner of Section 36, Township 30, Range 24, said Anoka County, thence North 00 degrees 20 minutes 19 seconds West assumed bearing along the north south quarter line of said Section 36, 1963.92 feet; thence North 89 degrees 29 minutes 44 seconds East, 332.49 feet to the point of beginning; thence South 00 degrees 30 minutes 10 seconds East, 42.45 feet; thence southeasterly along a tangential curve concave to the west, 94.94 feet, with a central angle 45 degrees 19 minutes 54 seconds and a radius of 120.00 feet.

All of the sanitary sewer easement as described in document number 177165, Anoka County, Minnesota

All of the roadway easement as described in document number 727283, Andag County, Minnesota

All of Johnson Street Northeast lying westerly and northwesterly of the westerly line of Lot 1, Block 12, AUDITOR'S SUBDIVISION OF WALTON'S SUNNY ACRES THIRD, Anoka County, Minnesota, lying north of the westerly extension of the south line of lot 1, and lying easterly of the line parallel with and 25 feet westerly of the following described line: Commencing at the south quarter corner of Section 36, Township 38 North, Range 24 East, Anoka County, thence North 09 degrees 20 minutes West assumed bearing along the north south quarter line of said Section 36, 1963.92 feet; thence North 89 degrees 20 minutes West assumed bearing along a logarithmic curve concave to the west, 94.34 feet, with a central angle 45 degrees 19 minutes 54 seconds and a radius of 120.00 feet.



# COLUMBIA HEIGHTS

Community Development Department  
590 40<sup>th</sup> Ave. NE, Columbia Heights, MN 55421

## STREET, ALLEY OR EASEMENT VACATION APPLICATION ORDINANCE NO. 9.104 (J)

This application is subject to review and acceptance by the City. Applications will be processed only if all required items are submitted.

### PROPERTY INFORMATION

Project Address/Location: 1650 40<sup>th</sup> Ave NE Columbia Hts  
Anoka County Property Identification Number (PIN#): \_\_\_\_\_  
Legal Description of Street, Alley, or Easement to be vacated: The city has easment on 30 ft of property - Making Easement for 20 city 1650 10  
Type of Vacation (street, alley and/or public easement): Side Lane

### PROPERTY OWNER (As it appears on property title):

Name (please print): April Lebeck  
Mailing Address: 1650 40<sup>th</sup> Ave NE  
City: Columbia Hts State: MN Zip: 55421  
Daytime Phone: 612 232 0087 Cell Phone: Same  
E-mail Address: hotnot62@hotmail.com  
Signature/Date: [Signature]

### APPLICANT:

Company Name (please print): City of Columbia Heights  
Contact Person (please print): Andrew Boucher  
Mailing Address: 3989 Central Ave NE  
City: Columbia Heights State: MN Zip: 55421  
Daytime Phone: 763-706-3673 Cell Phone: \_\_\_\_\_  
Email Address: aboucher@cityofcolumbiheights.mn.gov  
Signature/Date: [Signature] 1-2-2024

# COLUMBIA HEIGHTS

Community Development Department  
590 40<sup>th</sup> Ave. NE, Columbia Heights, MN 55421

## STREET, ALLEY OR EASEMENT VACATION APPLICATION ORDINANCE NO. 9.104 (J)

This application is subject to review and acceptance by the City. Applications will be processed only if all required items are submitted.

### PROPERTY INFORMATION

Project Address/Location: 3987 Johnson St NE  
Anoka County Property Identification Number (PIN#): 36-30-24-42-0085  
Legal Description of Street, Alley, or Easement to be vacated: All of the roadway easement as described in document nos 727279, 727278, + 732576, all of alley as delineated + dedicated on Waymons 1<sup>st</sup> Subdivision of Hennepin Hills  
Type of Vacation (street, alley and/or public easement): Alley/Street

### PROPERTY OWNER (As it appears on property title):

Name (please print): Samiha Rifai  
Mailing Address: 608 37th Ave NE  
City: Minneapolis State: MN Zip: 55421  
Daytime Phone: 612-805-4724 Cell Phone: 612-805-4724  
E-mail Address: rifa0003@yahoo.com

Signature/Date: Samiha Rifai 11/3/2023

### APPLICANT:

Company Name (please print): City of Columbia Heights  
Contact Person (please print): Andrew Boucher  
Mailing Address: 3989 Central Avenue NE  
City: Columbia Heights State: MN Zip: 55421  
Daytime Phone: 763-706-3673 Cell Phone: \_\_\_\_\_  
Email Address: aboucher@cityofcolumbiheights.mn.gov

Signature/Date: Andrew Boucher 1-2-24

The city had a 30 ft easement prior to the construction of Johnson Street. They used part of the property for Johnson the other 30 ft has been maintained as our property. The city has agreed to give us 20 ft in order for us to build a garage on our side. Lawn 10 ft will remain w/ the city for use for maintenance of road & such. This is formal application for the vacation.

Proposed Descriptions for Easement and Road Vacations:

All of the roadway easement as described in document numbers 727279, 727278 and 732576

All of the Alley as delineated and dedicated on WALTONS 1ST SUBDIVISION OF RESERVOIR HILLS, Anoka County contiguous with the southeasterly line of Lot 1, Block 1, said WALTONS 1ST SUBDIVISION OF RESERVOIR HILLS, that lies easterly of a line parallel with and 25 feet easterly of the following described line:

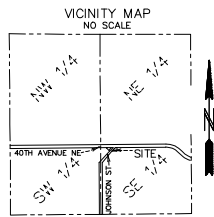
Commencing at the south quarter corner of Section. 36, Township 30, Range. 24, said Anoka County, thence North 00 degrees 20 minutes 19 degrees West assumed bearing along the north south quarter line of said Section. 36, 1965.92 feet; thence North 89 degrees 29 minutes 44 seconds East, 332.49 feet to the point of beginning; thence South 00 degrees 30 minutes 16 seconds East, 42.45 feet; thence southwesterly along a tangential curve concave to the west, 94.94 feet, with a central angle 45 degrees 19 minutes 54 seconds and a radius of 120.00 feet.

All of the sanitary sewer easement as described in document number 177165, Anoka County, Minnesota

All of the roadway easement as described in document number 727283, Anoka County, Minnesota

All of Johnson Street Northeast lying westerly and northwesterly of the westerly line of Lot 1, Block 12, AUDITOR'S SUBDIVISION OF WALTON'S SUNNY ACRES THIRD, Anoka County, Minnesota, lying north of the westerly extension of the south line of said Lot 1, and lying easterly of a line parallel with and 25 feet easterly of the following described line: Commencing at the south quarter corner of Section. 36, Township 30, Range. 24, said Anoka County, thence North 00 degrees 20 minutes 19 degrees West assumed bearing along the north south quarter line of said Section. 36, 1965.92 feet; thence North 89 degrees 29 minutes 44 seconds East, 332.49 feet to the point of beginning; thence South 00 degrees 30 minutes 16 seconds East, 42.45 feet; thence southwesterly along a tangential curve concave to the west, 94.94 feet, with a central angle 45 degrees 19 minutes 54 seconds and a radius of 120.00 feet.

# EXHIBIT A

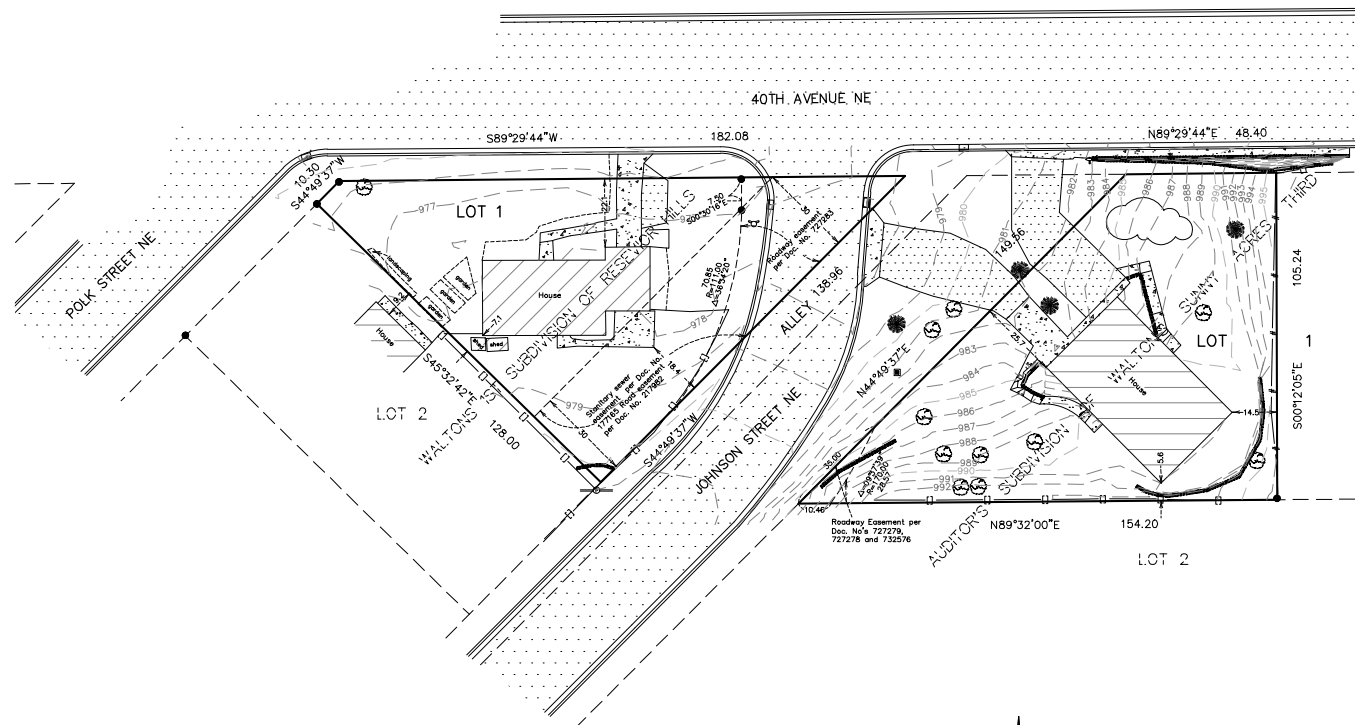


SECTION 36, TWP. 30, RGE. 24  
ANOKA COUNTY, MINNESOTA  
LOCATION MAP - — —  
NO SCALE

AUDITOR'S SUBDIVISION OF WALTON'S SECOND SUBDIVISION

SHEET INDEX:

SHEET 1: EXISTING CONDITIONS  
SHEET 2: PROPOSED CONDITIONS  
SHEET 3: PROPOSED EASEMENT AND ROAD VACATION EXHIBIT  
SHEET 4: PROPOSED ROAD EASEMENT EXHIBIT

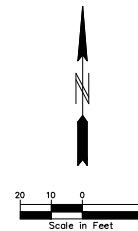


Property description per Commitment for Title Insurance commitment no. DC231432 dated May 15th, 2023 at 8:00 a.m. issued by Old Republic National Title Insurance Company:

Parcel 1:  
Lot 1, Block 1, Walton's First Subdivision of Reservoir Hills, Anoka County, Minnesota.

Parcel 2:  
Lot 1, Block 12, Auditor's Subdivision of Walton's Sunny Acres Third Addition, except the East 150 feet thereof and except the West 36 feet measured at right angle to Southeasterly line of platted alley lying adjacent and Northwesterly of said lot, Anoka County, Minnesota.

\* Only easements which were supplied by client and appear in Schedule B of the Commitment for Title Insurance issued by Old Republic National Title Insurance Company file no. DC231432 dated May, 15th, 2023 at 8:00 a.m. are shown. No other search for recorded or unrecorded easements was made by the surveyor as part of this survey.



LEGEND














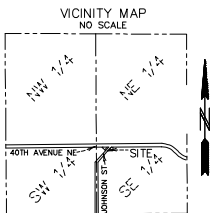
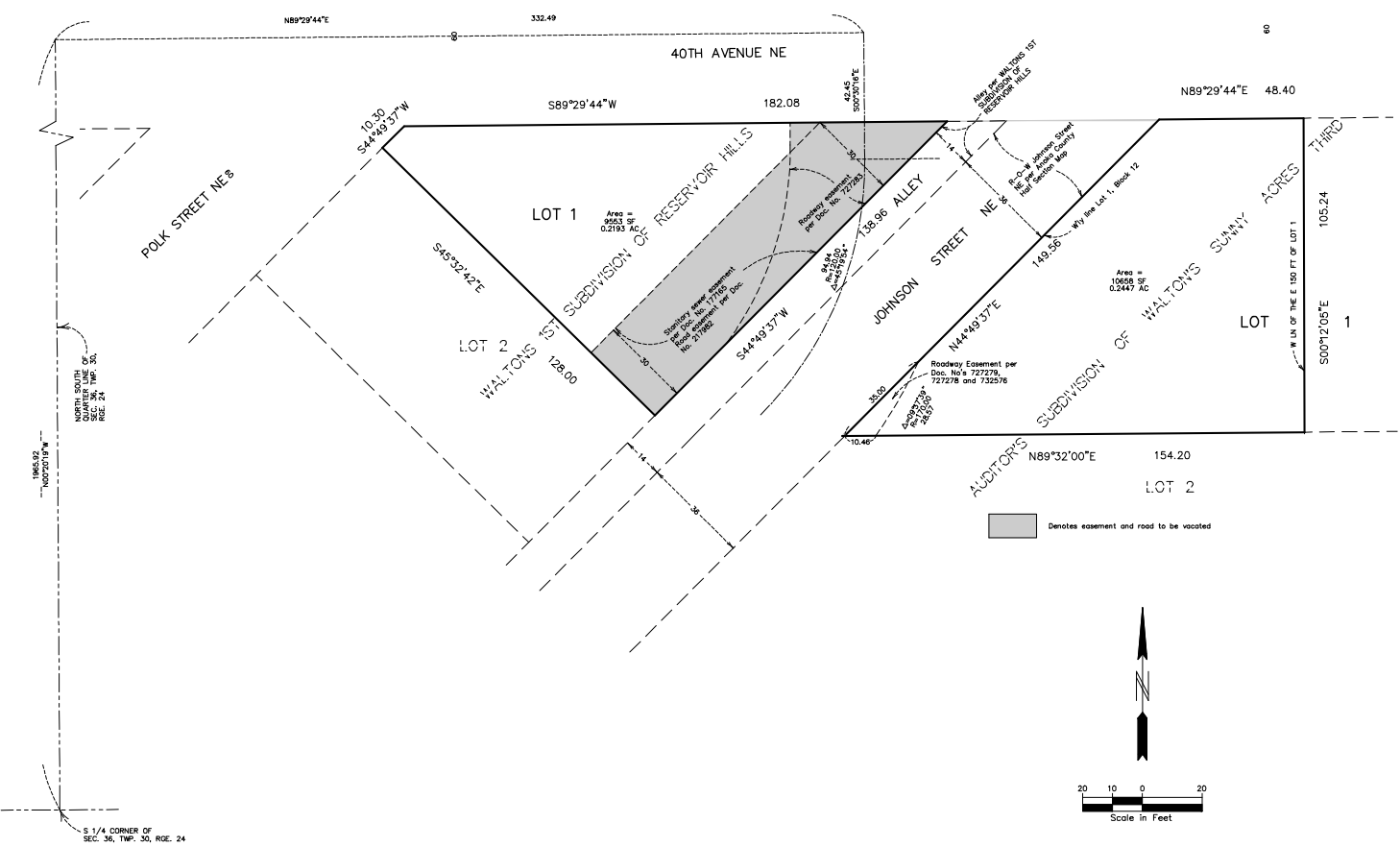
-  Denotes iron pipe  
 Denotes hydrant  
 Denotes service  
 Denotes television box  
 Denotes electric box  
 Denotes telephone box  
 Denotes retaining wall destroyed and built by others.  
 Denotes existing tree C  
 Denotes existing tree D  
 Denotes fence (chain link)  
 Denotes fence (wood)  
 Denotes concrete  
 Denotes stucco house

EXHIBIT B



SECTION 36, TWP. 30, RGE. 24  
ANOKA COUNTY, MINNESOTA  
LOCATION MAP  
NO SCALE

AUDITOR'S SUBDIVISION OF WALTON'S SECOND SUBDIVISION



Proposed Descriptions for Easement and Road Vacations:

All of the Alley as delineated and dedicated on WALTON'S 1ST SUBDIVISION OF RESERVOIR HILLS, Anoka County contiguous with the southeasterly line of Lot 1, Block 1, said WALTON'S 1ST SUBDIVISION OF RESERVOIR HILLS, that lies easterly of a line parallel with and 25 feet easterly of the following described line:

Commencing at the south quarter corner of Section 36, Township 30, Range 24, said Anoka County, thence North 00 degrees 20 minutes 19 degrees West assumed bearing along the north south quarter line of said Section 36, 1965.92 feet; thence North 89 degrees 29 minutes 44 seconds East, 332.49 feet to the point of beginning; thence South 00 degrees 30 minutes 16 seconds East, 42.45 feet; thence southwesterly along a tangential curve concave to the west, 94.94 feet, with a central angle 45 degrees 19 minutes 54 seconds and a radius of 120.00 feet.

All of the sanitary sewer easement as described in document number 177165, Anoka County, Minnesota

All of the roadway easement as described in document number 727283, Anoka County, Minnesota

PROPOSED EASEMENT AND ROAD VACATION EXHIBIT  
for: The City of Columbia Heights

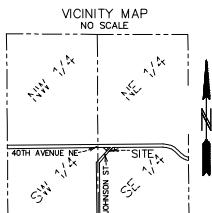
Case File: 12005-LANDMARK AND  
ROAD VACATION EXHIBIT  
Folder #: 8837  
Created by: J. J. JENSEN  
Date: 12-21-23

2422 Enterprise Drive  
St. Paul, MN 55120  
(651) 681-4344  
www.pioneer-engineering.com

**PIONEER** engineering  
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

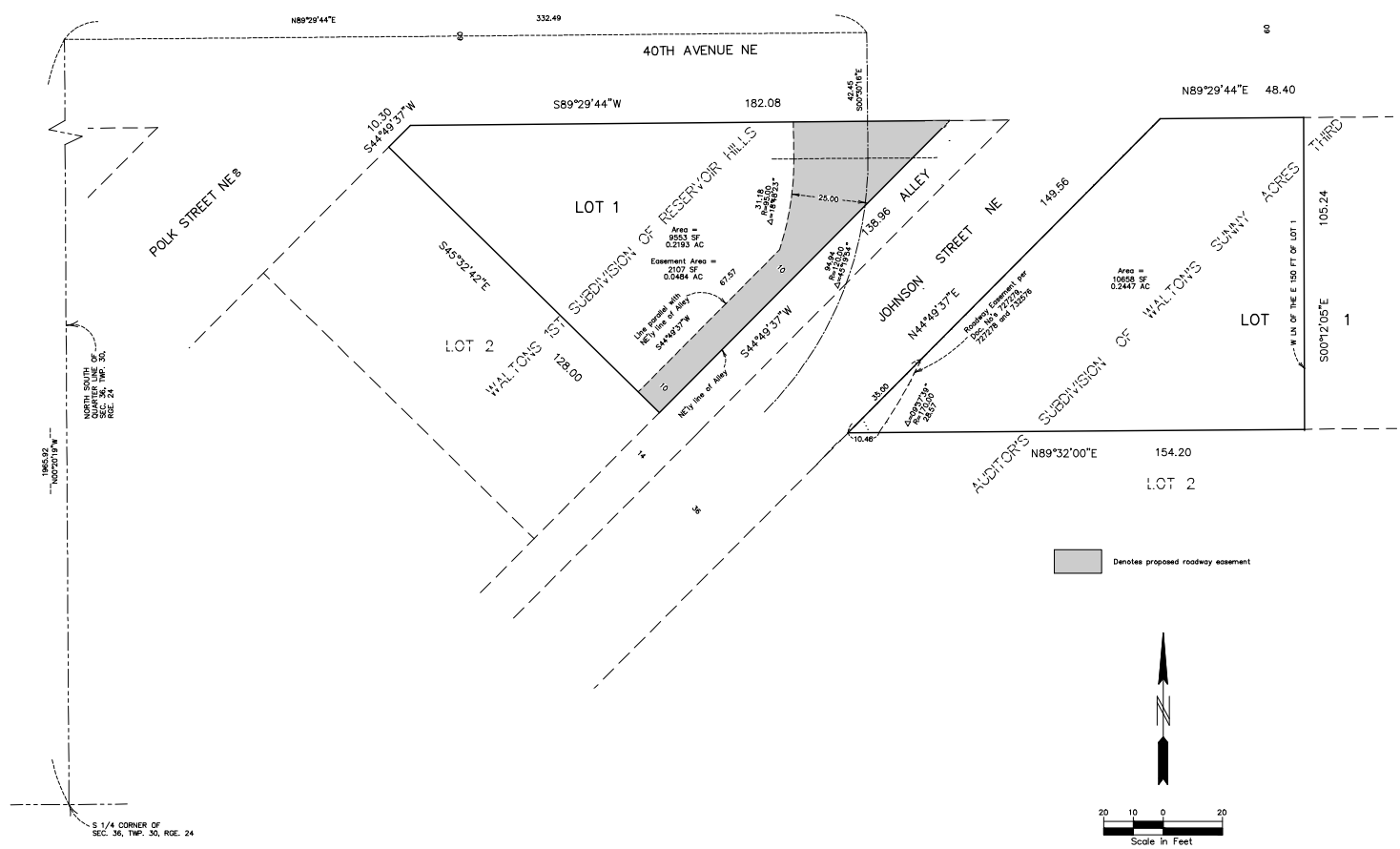
Sheet  
5 of 4

EXHIBIT C



SECTION 36, TWP. 30, RGE. 24  
ANOCA COUNTY, MINNESOTA  
LOCATION MAP  
NO SCALE

AUDITOR'S SUBDIVISION OF WALTON'S SECOND SUBDIVISION



Proposed Description for Roadway Easement:

An easement for roadway purposes lying over and under and across all that part of Lot 1, Block 1, WALTON'S 1ST SUBDIVISION OF RESERVOIR HILLS, according to the recorded plat thereof, Anoka County, Minnesota that lies within a 50 foot strip, its centerline described as follows:

Commencing at the south quarter corner of Section, 36, Township 30, Range, 24, said Anoka County, thence North 00 degrees 20 minutes 19 degrees West assumed bearing along the north south quarter line of said Section, 36, 1965.92 feet; thence North 89 degrees 29 minutes 44 seconds East, 332.49 feet to the point of beginning; thence South 00 degrees 30 minutes 16 seconds East, 42.45 feet; thence southwesterly along a tangential curve concave to the west, 94.94 feet, with a central angle 45 degrees 19 minutes 54 seconds and a radius of 120.00 feet.

Together with all that part of said Lot 1 except the previously described 50 foot strip that lies southeasterly of a line 10 feet northwesterly of and parallel with the northeasterly line of the Alley adjacent to said Lot 1 as delineated and dedicated on said WALTON'S 1ST SUBDIVISION OF RESERVOIR HILLS.

PROPOSED ROAD EASEMENT EXHIBIT  
for: The City of Columbia Heights

Carl Eric  
12515-1 PROPOSED ROAD  
EASEMENT EXHIBIT  
Folder #: 8837  
Drawn by: KSO  
Date: 12-21-23

2422 Enterprise Drive  
St. Paul, MN 55120  
(651) 681-4314  
www.pioneereng.com

**PIONEER** engineering  
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

Sheet  
4 of 4

## CITY COUNCIL MEETING

AGENDA SECTION	ITEMS FOR CONSIDERATION
MEETING DATE	FEBRUARY 12, 2024

ITEM:	Consideration of Resolution 2024-012, a Variance for 1650 40 <sup>th</sup> Avenue to allow an attached garage within the Front Yard Residential Setback.		
DEPARTMENT: Community Development		BY/DATE: Andrew Boucher-City Planner, 2/8/2024	
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an “X” in front of the selected text below)</i>			
<input type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input checked="" type="checkbox"/> Strong Infrastructure and Public Services	
<input type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable	

### BACKGROUND

At the beginning of 2023, the property owner of 1650 40<sup>th</sup> Avenue NE approached staff regarding the replacement of an existing attached garage with a larger garage which would abut or encroach within the front yard setback and upon an area of the site which lies within an existing utility easement. Upon further review, staff determined that the applicant would require a Variance to accommodate the potential building addition.

April Leaveck and Karen Thompson are requesting a Variance for a proposed attached garage to be located at 1650 40<sup>th</sup> Avenue NE. The applicant is proposing to construct an addition to the standard garage which measures out to 567 square feet in size on the east side of the home. The applicant seeks a variance for the following:

1. Variance to allow the attached garage to be constructed and located with a front yard setback less than 25 feet. City Code Section 9.109 (C) stipulates a 25-foot front yard setback for residential buildings.

The property is a corner lot abutting a diagonal street with unique setback requirements that apply to the subject property in relation to neighboring lots as the subject property does not have a rear lot line. In consideration of corner lots, the City Code states that the lot line having shortest dimension of street frontage is considered the front lot line. However, at the time of construction in 1985, the street frontage along 40<sup>th</sup> Avenue NE was considered the front lot line.

Thus, the site's north lot line, along 40<sup>th</sup> Avenue NE is considered the front and subject to a minimum required building setback of 25 feet. The west lot line is subsequently considered a side lot line, from which a minimum 5-foot building setback is required. The required setback from Johnson Street NE is subject to a 10-foot setback along the same street. The attached garage is proposed to be located 20.4 feet from the north front property line, the same distance as the existing principal structure encroaches upon the front yard setback. The structure and proposed addition are within the principal structure building line in the front yard and does

not increase the encroachment towards the setback beyond what the original structure does.

### STAFF REVIEW

Staff has coordinated with the City Engineer who has been provided copies of the application materials and had no concerns with the easement vacation and proposed easements ensuring that the City will maintain the appropriate access to service the sanitary sewer.

### ZONING ORDINANCE

The Zoning Ordinance requires the City Council to make the final decision regarding an application for a variance. The subject property is zoned R-2A (One/Two Family Residential) and the surrounding area is zoned residential, with Parks and Open Space to the west of the subject properties. The use of the property as a residential home complies with the Zoning Code and is otherwise code compliant.

### FINDINGS OF FACT

Section 9.104 (J) of the Zoning Ordinance outlines certain findings of fact that must be met in order for the City Council to grant approval for an easement vacation. The findings are as follows:

The City Council shall make each of the following findings before vacating a street, alley, or other public right-of-way:

- a) No private rights will be injured or endangered as a result of the vacation.

*This is correct.*

- b) The public will not suffer loss or inconvenience as a result of the vacation.

*This is correct.*

### RECOMMENDATION

Staff recommends approval of the residential variance to allow a five (5) foot, five (5) inch encroachment of an attached garage into the front yard setback for the property located 1650 40<sup>th</sup> Avenue NE to the City Council:

**Motion:** Move to waive the reading of Resolution No. 2024-012, there being ample copies available to the public.

**Motion:** Move to recommend that the City Council approve Resolution No. 2024-012, a residential variance for 1650 40<sup>th</sup> Avenue NE to allow a five (5) foot, five (5) inch encroachment of an attached garage into the front yard setback subject to the following conditions:

1. All construction shall comply with the Minnesota State Residential Code.
2. All construction shall comply with the Minnesota State Energy Code.
3. All construction shall comply with the Minnesota State Plumbing Code.
4. All construction shall comply with the Minnesota State Mechanical and Fuel Gas Code.
5. Storm water runoff from the new construction shall be directed to the street. Runoff cannot pass onto adjacent properties.
6. The existing single stall garage located on the site shall be removed.
7. All construction shall comply with applicable local and state codes.

8. Stormwater runoff from the new construction shall be directed to the street. Runoff cannot pass onto adjacent properties.
9. The new attached garage shall be set back a minimum of 20.4 feet from the northern property line and meet all other applicable setback requirements.
10. A Certificate of Survey and Elevation Plans shall be submitted as part of the Building Permit Application for the construction of the proposed attached garage.
11. The total building coverage, including the principal structure and all accessory structures, shall not exceed 35%.
12. The distance between the proposed attached garage doors and the front lot line shall be no less than 20 feet.
13. The proposed attached garage shall be provided with a hard-surfaced access driveway, no less than 12 feet in width, to an adjacent public street, and shall be no less than 20 feet by 20 feet in size.
14. The proposed attached garage shall not be located within any utility or drainage easement.

**RECOMMENDED MOTION(S):**

**MOTION:** Move to close the hearing and waive the reading of draft Resolution No. 2024-012, there being ample copies available to the public.

**MOTION:** Move to recommend that the City Council approve Resolution No. 2024-012, a residential variance for 1650 40<sup>th</sup> Avenue NE to allow a five (5) foot, five (5) inch encroachment of an attached garage into the front yard setback as presented.

**ATTACHMENT(S):**

Draft Resolution No. 2024-012

Exhibits

## RESOLUTION NO. 2024-012

A resolution of the City Council for the City of Columbia Heights, Minnesota, recommending approval of a Variance for the property located at 1650 40<sup>th</sup> Avenue NE;

**Whereas,** a proposal (Planning Case # 2024-PZ02) has been submitted by Karen Thompson and April Leaveck to the Planning Commission requesting approval of a Variance at the following location:

ADDRESS: 1650 40<sup>th</sup> Avenue NE (PID 36-30-24-42-0103)

LEGAL DESCRIPTION:

WALTONS 1ST SUB OF RES HILLS, CITY OF COLUMBIA HEIGHTS LOT 1, BLK 1, WALTONS 1ST SUB OF RESERVOIR HILLS-EX EASE OVER NELY 30 FT-

THE APPLICANT SEEKS THE FOLLOWING:

1. Variance to allow the attached garage to be constructed and located with a front yard setback less than 25 feet. City Code Section 9.109 (C) stipulates a 25-foot front yard setback for residential buildings.

**Whereas,** the Planning Commission held a public hearing and recommending to City Council, approval of the residential variance, as required by the City Zoning Code on February 6, 2024,

**Whereas,** the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed variances upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concern related to traffic, property values, light, air, danger of fire, and risk to public safety, in the surrounding area;

**Now, therefore,** in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City of Columbia Heights City Council makes the following:

### FINDINGS OF FACT

1. Because of the particular physical surroundings, or the shape, configuration, topography, or other conditions of the specific parcel of land involved, strict adherence to the provisions of this article would cause practical difficulties in conforming to the zoning ordinance. The applicant, however, is proposing to use the property in a reasonable manner not permitted by the zoning ordinance.
2. The conditions upon which the variance is based are unique to the specific parcel of land involved and are generally not applicable to other properties within the same zoning classifications.

3. The practical difficulties are caused by the provisions of this article and have not been created by any person currently having a legal interest in the property.
4. The granting of the variance is in harmony with the general purpose and intent of the Comprehensive Plan.
5. The granting of the variance will not be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements in the vicinity.

### **CONDITIONS**

1. All construction shall comply with the Minnesota State Residential Code.
2. All construction shall comply with the Minnesota State Energy Code.
3. All construction shall comply with the Minnesota State Plumbing Code.
4. All construction shall comply with the Minnesota State Mechanical and Fuel Gas Code.
5. Storm water runoff from the new construction shall be directed to the street. Runoff cannot pass onto adjacent properties.
6. The existing single stall garage located on the site shall be removed.
7. All construction shall comply with applicable local and state codes.
8. Stormwater runoff from the new construction shall be directed to the street. Runoff cannot pass onto adjacent properties.
9. The new attached garage shall be set back a minimum of 20.4 feet from the northern property line and meet all other applicable setback requirements.
10. A Certificate of Survey and Elevation Plans shall be submitted as part of the Building Permit Application for the construction of the proposed attached garage.
11. The total building coverage, including the principal structure and all accessory structures, shall not exceed 35%.
12. The distance between the proposed attached garage doors and the front lot line shall be no less than 20 feet.
13. The proposed attached garage shall be provided with a hard-surfaced access driveway, no less than 12 feet in width, to an adjacent public street, and shall be no less than 20 feet by 20 feet in size.
14. The proposed attached garage shall not be located within any utility or drainage easement.

Passed this 12<sup>th</sup> day of February, 2024

Offered by:  
Seconded  
by:  
Roll Call:

---

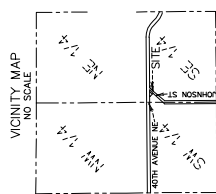
Amáda Márquez Simula, Mayor

Attest:

---

Andrew Boucher, City Planner

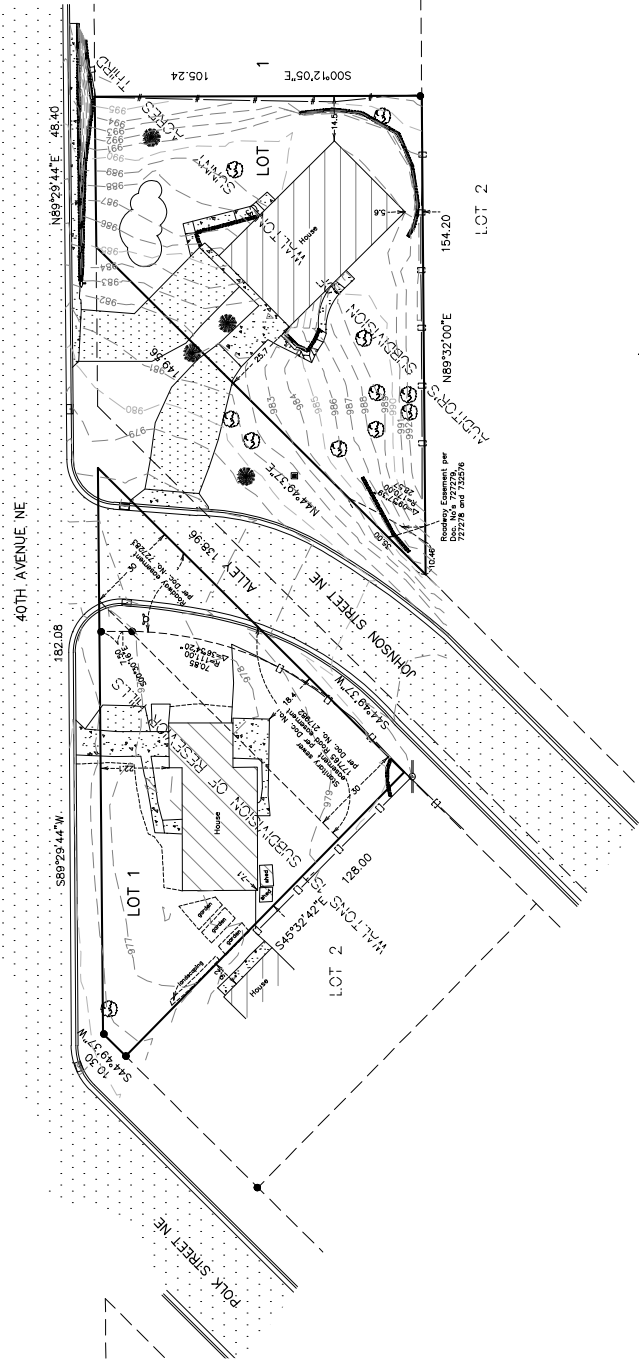
# EXHIBIT A



SECTION 36, TWP. 30, RGE. 24  
ANOKA COUNTY, MINNESOTA  
LOCATION MAP  
NO SCALE

SHEET INDEX:  
SHEET 1: EXISTING CONDITIONS  
SHEET 2: PROPOSED CONDITIONS  
SHEET 3: PROPOSED EASEMENT AND ROAD VACATION EXHIBIT  
SHEET 4: PROPOSED ROAD EASEMENT EXHIBIT

## AUDITOR'S SUBDIVISION OF WALTON'S SECOND SUBDIVISION

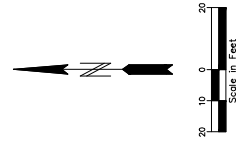


Property description per Commitment for Title Insurance commitment no. 02231432 dated May 15th, 2023 at 8:00 am, issued by Old Republic National Title Insurance Company:

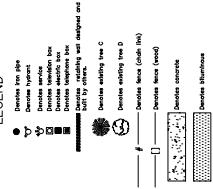
Parcel 1: Lot 1, Block 1, Walton's First Subdivision of Reservoir Hills, Anoka County, Minnesota.

Parcel 2: Lot 2, Block 12, Auditor's Subdivision of Walton's Sunny Acres Third Addition, except the East 150 feet thereof, and except the Southeast 1/4 of the Section 36, Township 30 North, Range 24 East, Anoka County, Minnesota.

\* Only easements which were indicated by owner and appear on Schedule B of the Commitment for Title Insurance commitment no. 02231432 dated May 15th, 2023 at 8:00 am are shown. No other search for recorded or unrecorded easements was made by the surveyor on part of this survey.



### LEGEND



EXISTING CONDITIONS  
for: The City of Columbia Heights

Cad File: 12/06/15 EXHIBIT  
Drawn by: MTW/KSO  
Folder #: 8837  
Date: 12/28/23

2422 Briarcliff Drive  
Minneapolis, MN 55120  
(612) 681-1914  
www.pioneer-engineering.com

PIONEER engineering  
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

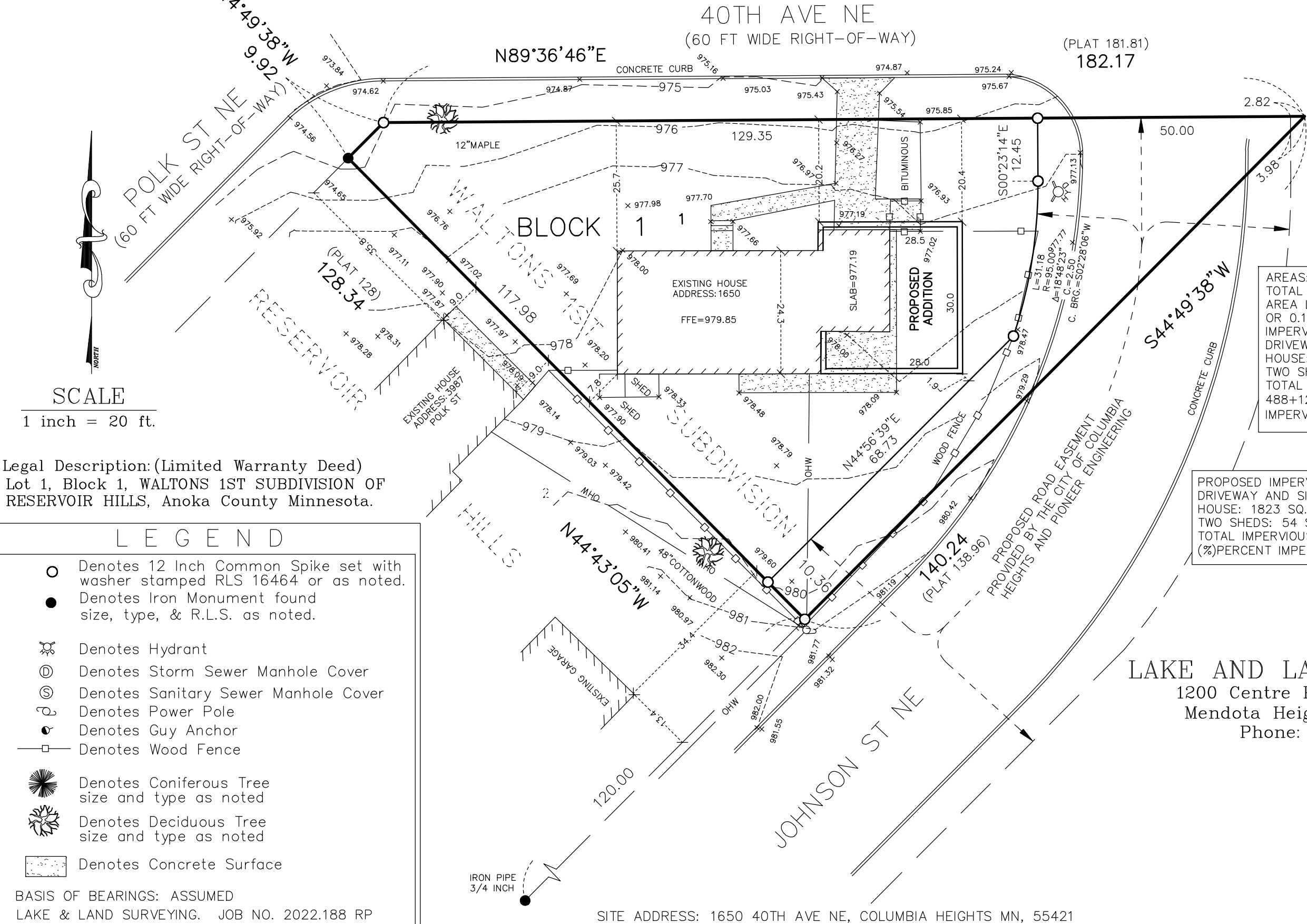
Sheet

Item 16.

EXHIBIT B

CONCEPT PLAN

Made For:  
Ms. April Leaveck  
1650 40th Avenue NE  
Columbia Heights, MN, 55421



**EXISTING AREAS**

AREAS:  
TOTAL LOT AREA: 9635 SQ. FT. OR 0.22 ACRES  
AREA LESS ROAD RIGHT-OF-WAY: 7483 SQ. FT. OR 0.17 ACRES  
IMPERVIOUS SURFACE:  
DRIVEWAY AND SIDEWALK: 488 SQ. FT.  
HOUSE: 1256 SQ. FT.  
TWO SHEDS: 54 SQ. FT.  
TOTAL IMPERVIOUS SURFACE:  
488+1256+54=1798 SQ. FT. (%)PERCENT IMPERVIOUS=1798/7483=0.24X 100=24%

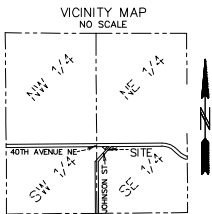
**PROPOSED AREAS**

PROPOSED IMPERVIOUS SURFACE LESS ROAD RIGHT-OF-WAY  
DRIVEWAY AND SIDEWALK: 488 SQ. FT.  
HOUSE: 1823 SQ. FT.  
TWO SHEDS: 54 SQ. FT.  
TOTAL IMPERVIOUS SURFACE: 488+1823+54=2365 SQ. FT.  
(%)PERCENT IMPERVIOUS=2365/7483=0.31X 100=31%

LAKE AND LAND SURVEYING, INC.  
1200 Centre Pointe Curve, Suite 375  
Mendota Heights, Minnesota 55120  
Phone: 651-776-6211

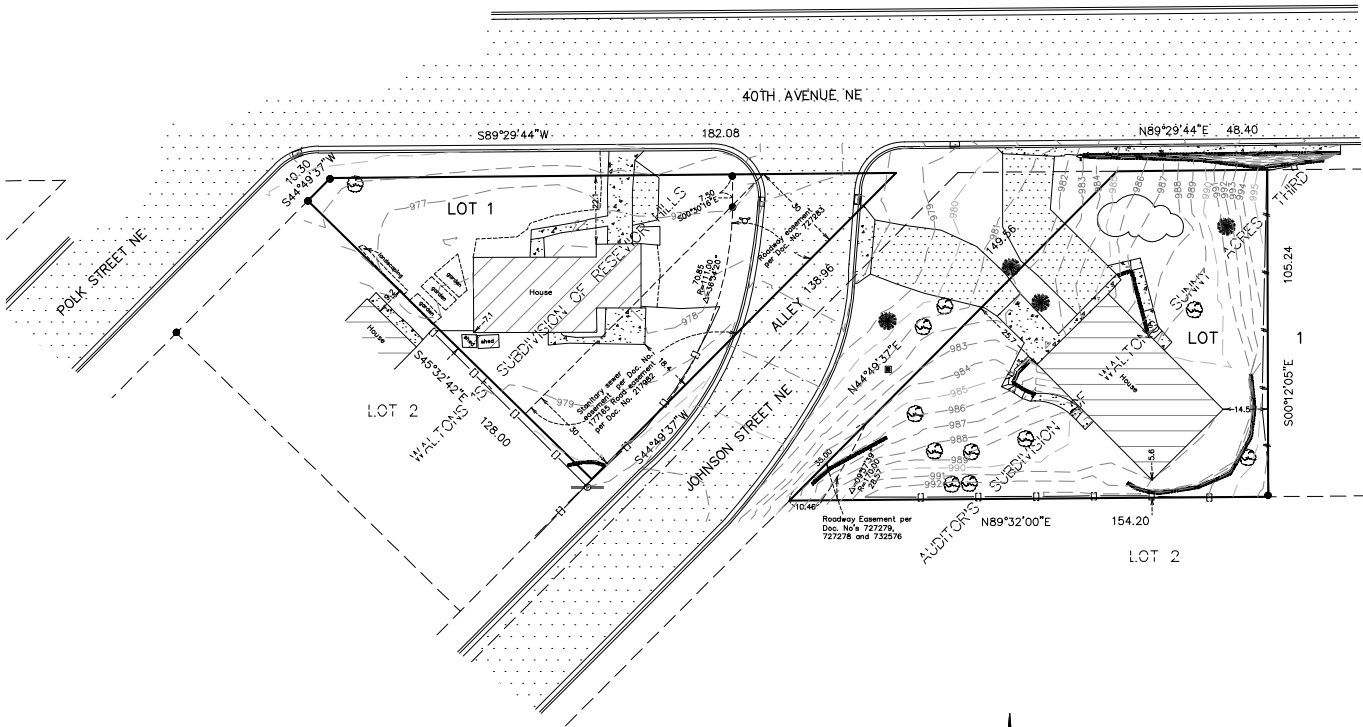
SITE ADDRESS: 1650 40TH AVE NE, COLUMBIA HEIGHTS MN, 55421

EXHIBIT A



SECTION 36, TWP. 30, RGE. 24  
ANOKA COUNTY, MINNESOTA  
LOCATION MAP  
NO SCALE

AUDITOR'S SUBDIVISION OF WALTON'S SECOND SUBDIVISION



Property description per Commitment for Title Insurance commitment no. DC231432 dated May 15th, 2023 at 8:00 a.m. issued by Old Republic National Title Insurance Company:

Parcel 1:  
Lot 1, Block 1, Walton's First Subdivision of Reservoir Hills, Anoka County, Minnesota.

Parcel 2:  
Lot 1, Block 12, Auditor's Subdivision of Walton's Sunny Acres Third Addition, except the East 150 feet thereof and except the West 36 feet measured at right angle to Southeastery line of platted alley lying adjacent and Northwesterly of said lot, Anoka County, Minnesota.

\* Only easements which were supplied by client and appear in Schedule B of the Commitment for Title Insurance issued by Old Republic National Title Insurance Company file no. DC231432 dated May 15th, 2023 at 8:00 a.m. are shown. No other search for recorded or unrecorded easements was made by the surveyor as part of this survey.

SHEET INDEX:

- SHEET 1: EXISTING CONDITIONS
- SHEET 2: PROPOSED CONDITIONS
- SHEET 3: PROPOSED EASEMENT AND ROAD VACATION EXHIBIT
- SHEET 4: PROPOSED ROAD EASEMENT EXHIBIT

LEGEND

- Denotes iron pipe
- Denotes hydrant
- Denotes service
- Denotes installation box
- Denotes electric line
- Denotes telephone line
- Denotes existing well designed and built by others
- Denotes existing tree C
- Denotes existing tree D
- Denotes fence (chain link)
- Denotes fence (wood)
- Denotes concrete
- Denotes bluestone

EXISTING CONDITIONS  
for: The City of Columbia Heights

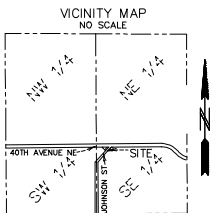
City File: 22664 EXISTING  
CONDS  
Folder #: 8837  
Drawn by: MTW/KSO  
Date: 12.28.23

2422 Interpave Drive  
St. Paul, MN 55120  
(651) 681-4144  
www.pioneerengr.com

**PIONEER** engineering  
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

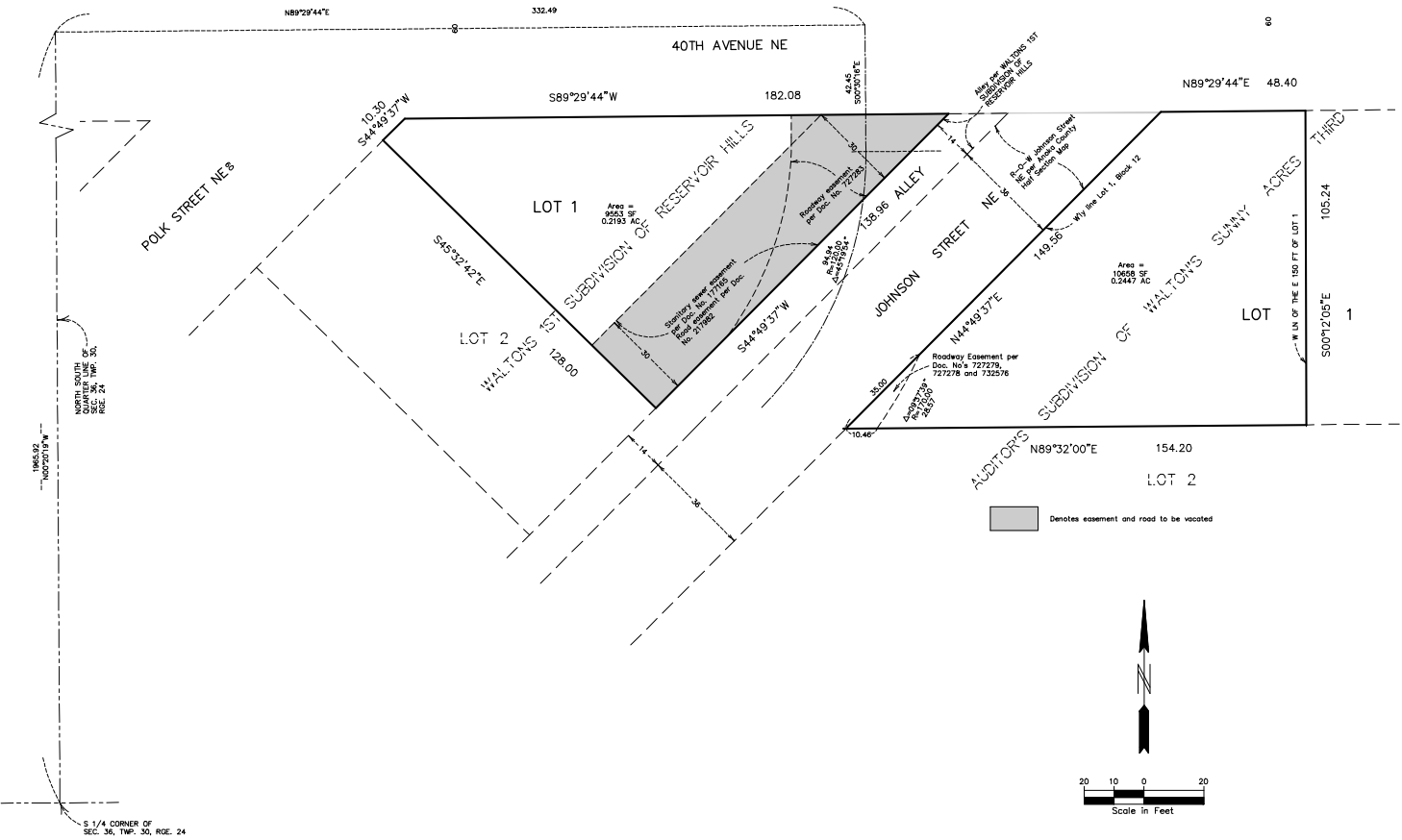
Sheet  
1 of 4

EXHIBIT B



SECTION 36, TWP. 30, RGE. 24  
ANOKA COUNTY, MINNESOTA  
LOCATION MAP  
NO SCALE

AUDITOR'S SUBDIVISION OF WALTON'S SECOND SUBDIVISION



Proposed Descriptions for Easement and Road Vacations:

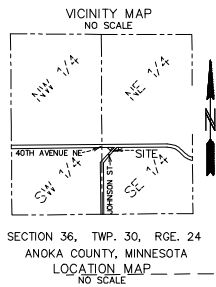
All of the Alley as delineated and dedicated on WALTON'S 1ST SUBDIVISION OF RESERVOIR HILLS, Anoka County contiguous with the southeasterly line of Lot 1, Block 1, said WALTON'S 1ST SUBDIVISION OF RESERVOIR HILLS, that lies easterly of a line parallel with and 25 feet easterly of the following described line:

Commencing at the south quarter corner of Section 36, Township 30, Range 24, said Anoka County, thence North 00 degrees 20 minutes 19 degrees West assumed bearing along the north south quarter line of said Section 36, 1965.92 feet; thence North 89 degrees 29 minutes 44 seconds East, 332.49 feet to the point of beginning; thence South 00 degrees 30 minutes 16 seconds East, 42.45 feet; thence southeasterly along a tangential curve concave to the west, 94.94 feet, with a central angle 45 degrees 19 minutes 54 seconds and a radius of 120.00 feet.

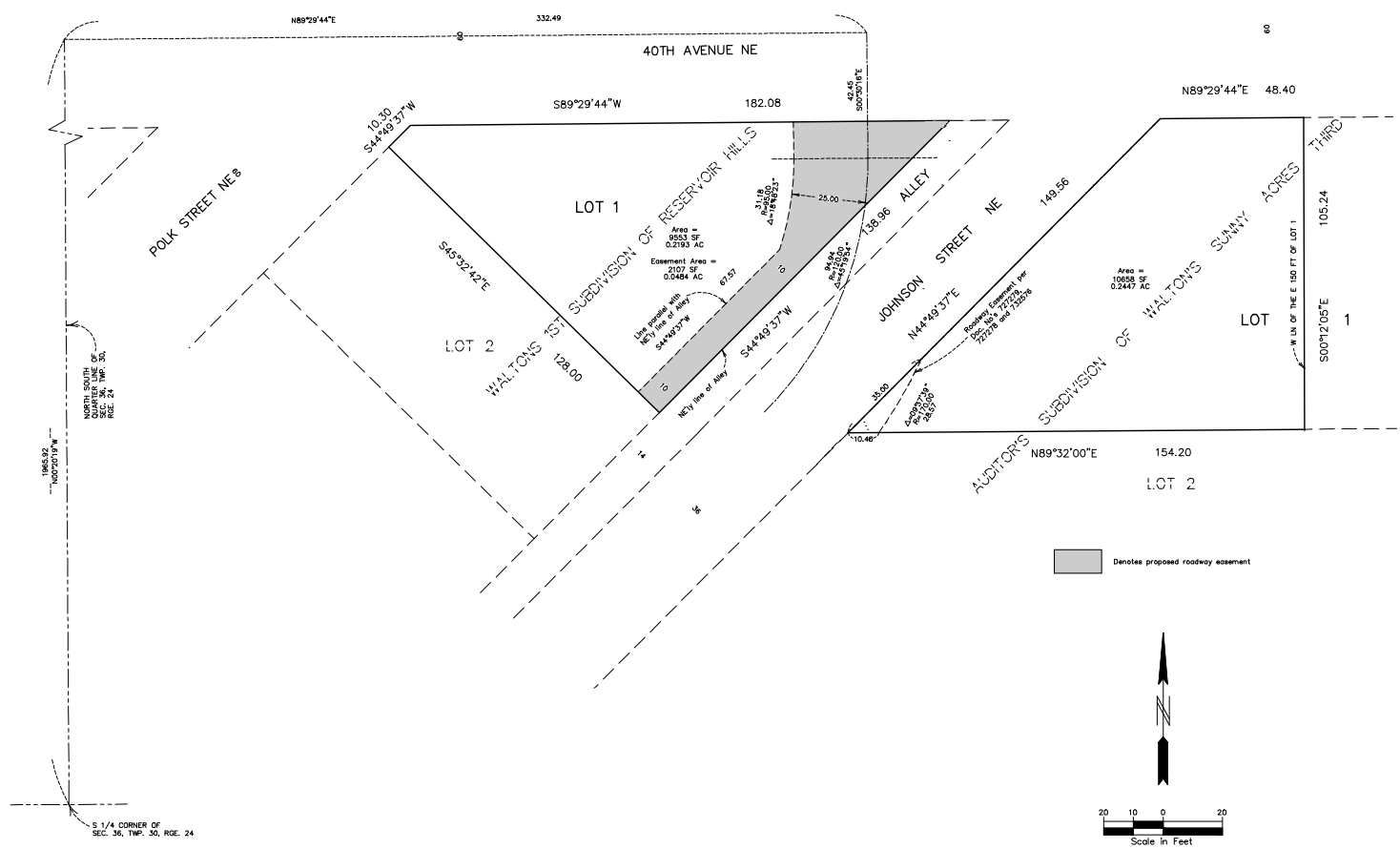
All of the sanitary sewer easement as described in document number 177165, Anoka County, Minnesota

All of the roadway easement as described in document number 727283, Anoka County, Minnesota

EXHIBIT C



AUDITOR'S SUBDIVISION OF WALTON'S SECOND SUBDIVISION



**Proposed Description for Roadway Easement:**

An easement for roadway purposes lying over and under and across all that part of Lot 1, Block 1, WALTON'S 1ST SUBDIVISION OF RESERVOIR HILLS, according to the recorded plat thereof, Anoka County, Minnesota that lies within a 50 foot strip, its centerline described as follows:

Commencing at the south quarter corner of Section 36, Township 30, Range 24, said Anoka County, thence North 00 degrees 20 minutes 19 degrees West assumed bearing along the north south quarter line of said Section 36, 1965.92 feet; thence North 89 degrees 29 minutes 44 seconds East, 332.49 feet to the point of beginning; thence South 00 degrees 30 minutes 16 seconds East, 42.45 feet; thence southwesterly along a tangential curve concave to the west, 94.94 feet, with a central angle 45 degrees 19 minutes 54 seconds and a radius of 120.00 feet.

Together with all that part of said Lot 1 except the previously described 50 foot strip that lies southeasterly of a line 10 feet northwesterly of and parallel with the northeasterly line of the Alley adjacent to said Lot 1 as delineated and dedicated on said WALTON'S 1ST SUBDIVISION OF RESERVOIR HILLS.

PROPOSED ROAD EASEMENT EXHIBIT  
for: The City of Columbia Heights

Carl Eric  
12/15/2014 PROPOSED ROAD  
EASEMENT EXHIBIT  
Folder # 8837  
Drawn by KSO  
Date 12/17/23

2422 Enterprise Drive  
St. Paul, MN 55120  
(651) 681-4314  
www.pioneerengr.com

**PIONEER** engineering  
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

Sheet  
4 of 4

## CITY COUNCIL MEETING

AGENDA SECTION	ITEMS FOR CONSIDERATION
MEETING DATE	FEBRUARY 12, 2024

ITEM:	Approve Purchase of 675 37 <sup>th</sup> Avenue NE		
DEPARTMENT: Community Development		BY/DATE: CD Director/Assistant City Manager February 08, 2024	
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an “X” in front of the selected text below)</i>			
<input type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input checked="" type="checkbox"/> Strong Infrastructure and Public Services	
<input type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable	

### BACKGROUND

The 1.65 acre industrially zoned property located at 675 37<sup>th</sup> Avenue was offered for sale publicly in October of 2023. 675 37<sup>th</sup> Avenue is an undeveloped lot that has remained unimproved for several decades, and the site is located directly adjacent to the City's Municipal Service Center (MSC). Right now, the City is in the process of planning for the eventual redevelopment of the MSC campus. The current site plans for this effort attempt to re-design the MSC campus without utilizing the subject property. These re-design efforts have proven difficult, as the City desires to replace its current two-story main MSC building with a one-story building meeting current design standards resulting in more square footage. This design change means that the main building will have a significantly larger footprint. The need for more building space makes it difficult to place the main building while working within the current roadway configuration that serves the site. Several of the initial site configurations have identified the need to close the primary access street (Madison) serving the site, thereby driving the need to acquire additional right-of-way to relocate Madison Avenue. If the City is able to acquire 675 37<sup>th</sup> Avenue, the re-design efforts for the MSC campus will have significantly more flexibility, and the City will not have to adjust the area roadways. For these reasons, staff recommends that the City acquire the property and incorporate it into the redevelopment plans for the MSC.

### CURRENT STATUS

On January 2, 2024, the City Council met in closed executive session to discuss the potential acquisition of 675 37<sup>th</sup> Avenue. After deliberation, the Council directed staff to pursue the purchase of the property. Following the executive session, staff worked with the City's broker representative from Remax Synergy, New Brighton to formulate and present an initial offer to the seller. The property is currently listed at a price of \$1,078,000. In consultation with the City's broker, the City presented an offer of \$700,000. This offer was countered by the seller at \$900,000. The City responded with a counter of \$875,000 and the seller declined and held firm at \$900,000. The City accepted the price of \$900,000 subject to the formal approval by the City Council. Staff find the price acceptable to the City when considering the potential cost of a roadway reconfiguration that can be avoided by purchasing the property. The cost of acquiring additional adjacent property for a roadway realignment and construction of the new road have been estimated by the City Engineer to cost more than \$1,000,000.

## STAFF RECOMMENDATION

Staff recommend approval of the attached purchase agreement authorizing the acquisition of 675 37<sup>th</sup> Avenue NE.

### RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution 2024-15, there being ample copies available to the public.

MOTION: Move to approve Resolution 2024-15, a resolution approving purchase agreement to acquire the property located at 675 37<sup>th</sup> Avenue, NE, Columbia Heights.

### ATTACHMENT(S):

- Resolution 2024-15
- Location Map
- Purchase Agreement

## CITY OF COLUMBIA HEIGHTS, MINNESOTA

## RESOLUTION NO. 2024-15

RESOLUTION APPROVING A PURCHASE AGREEMENT TO ACQUIRE THE PROPERTY  
LOCATED AT 675 37<sup>TH</sup> AVENUE NE, COLUMBIA HEIGHTS

BE IT RESOLVED by the City Council (“Council”) of the City of Columbia Heights, Minnesota (“City”) as follows:

Section 1. Recitals.

1.01 Robert Williams and Jeffrey Bahe (collectively, the “Property Owners”) are the owners of certain real property located at 675 37<sup>th</sup> Avenue NE, Columbia Heights, Minnesota, legally described on the attached Exhibit A (the “Property”).

1.02 The City is authorized pursuant to Chapter 1, Section 2 of the City Charter to purchase real property.

1.03 The City desires to purchase the Property from the Property Owners.

1.04 The City desires to enter into the Purchase Agreement that is attached to this Resolution as Exhibit B that will allow it to purchase the Property from the Property Owners (the “Agreement”).

Section 2. Approval.

2.01 That the City Council hereby approves the Agreement in substantially the form presented to the City, subject to modifications and addenda that do not alter the substance of the transaction and that are approved by the Mayor and the City Clerk.

2.02 The City hereby amends the 2024 budget for Fund \_\_\_\_\_ to appropriate up to \$950,000 for the purchase of the Property and related closing costs.

2.03 City officials, staff, and consultants are authorized to take all actions necessary to perform the City’s obligations under the Agreement as a whole, including, without limitation, execution of any documents to which the City is a party referenced in or attached to the Agreement, and any other documents necessary for the Property to be conveyed by the Property Owners to the City, as all described in the Agreement.

Approved this \_\_\_\_\_ day of February, 2024, by the City Council of the City of Columbia Heights, Minnesota.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**EXHIBIT A****Legal Description of the Property**

The South 63 feet of the West 10.5 feet of Lot 8 and the South 63 feet of Lots 9 through 17 and the South 63 feet of Lot 18 (except the West .5 feet) and Lots 42 through 50 and the vacated alley lying north of the west line of Lot 42 extended to the East line of Lot 50 extended all in Block 88, Columbia Heights Annex, County of Anoka, State of Minnesota.

PID 35.30.24.43.0018

**EXHIBIT B**

**Purchase Agreement**

**[to be attached]**

# 675 37th Avenue

Item 17.



## Parcel Information:

35-30-24-43-0018  
675 37TH AVE NE  
COLUMBIA HEIGHTS  
MN 55421

Plat: COLUMBIA HEIGHTS ANNEX TO MINNEAPOLIS

Approx. Acres: 1.64

Commissioner: MANDY MEISNER

## Owner Information:

WILLIAMS, ROBERT A  
3828 CENTRAL AVE NE  
COLUMBIA HEIGHTS  
MN  
55421



## PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (this "Agreement") is made effective the 1<sup>st</sup> day of February, 2024 (the "Effective Date") between **Robert Williams and Jeffrey Bahe** ("Sellers"), and, The City of Columbia Heights, its successors and/or assigns ("Purchaser").

1. **Property.**

- A. **Property.** Subject to the terms and conditions of this Agreement, Seller shall sell to Purchaser and Purchaser shall purchase from Seller the following (collectively, the "Property"):

The real property located 675 37<sup>th</sup> Avenue NE, Columbia Heights, Minnesota, 55421 County of Anoka, State of Minnesota, legally described on **Exhibit A** attached hereto, consisting of approximately 1.65 acres of real property together with all easements, tenements, hereditaments, and appurtenances belonging thereto (the "Land"); and

2. **Purchase Price; Payment.**

- A. **Purchase Price.** The purchase price for the Property shall be Nine Hundred Thousand and no/100 (\$900,000.00) Dollars (the "Purchase Price").

B. **Payment.**

1. **Earnest Money.** The sum of Fifteen Thousand and no/100 (\$15,000.00) Dollars earnest money (the "Earnest Money") shall be deposited by Purchaser with REMAX Synergy ("Selling Agent") within three (3) business days after the Effective Date and shall be deposited in a non-interest-bearing account.
2. **Cash.** The balance of the Purchase Price shall be paid (subject to pro-rations, reductions and credits as provided below) by wire transfer or cashier's check at the Closing.

3. **Title To Be Delivered; Commitment; Survey; Title Objections.**

- A. **Title To Be Delivered.** At Closing, Seller agrees to convey Marketable Fee Simple Title in the Property to Purchaser. For purposes of this Agreement, the term "Marketable Fee Simple Title" means title to the Property that, when acquired by Purchaser, will be insurable by the Escrow Agent under its standard ALTA Owner's

Title Insurance Policy, at standard rates and free and clear of all liens, encumbrances, easements, covenants, conditions, and restrictions other than the Permitted Exceptions (as hereinafter defined).

- B. Commitment. Within 10 days of the Effective Date, Seller, at Seller's cost and expense, shall secure a title commitment (the "Commitment") covering the Property issued by Escrow Agent where-in Escrow Agent agrees to issue to Purchaser an ALTA Owner's Title Insurance Policy, with standard coverage, in the full amount of the Purchase Price. The Commitment shall have an effective date after the date of this Agreement, shall be accompanied by copies of all recorded documents affecting the Property, and shall include searches for all judgments, liens, and real estate taxes and pending and levied special assessments affecting the Property. Title Company shall be selected by the Purchaser.
- C. Title Objections. Purchaser shall have until ten (10) days from the date it receives the Commitment to make its objections to matters disclosed in the Commitment in writing to Seller. Any exception disclosed in the Commitment and not timely objected to by Purchaser within the applicable ten (10) day period shall be deemed a "Permitted Exception" hereunder. Seller shall have until twenty (20) days after it receives such objections to have the same removed or satisfied, using its best efforts. If Seller shall fail to have such objections removed within that time, then Purchaser may, at its sole discretion, either (a) terminate this Agreement without any liability on its part and receive the Earnest Money back, (b) waive such objections in writing and proceed to closing with the understanding that such uncured objections shall be deemed Permitted Exceptions at closing, or (c) attempt to cure such uncured objections, in which event Purchaser shall have an additional twenty (20) days to attempt to cure such objections, and if Purchaser is not successful in curing such objections, Purchaser shall then have the right to either terminate this Agreement pursuant to clause (a) above or waive such objections pursuant to clause (b) above.
4. Seller's Property Information; Purchaser's Inspections.
- A. Seller's Property Information. Concurrently with Seller's acceptance and delivery of this Agreement to Purchaser, Seller shall deliver to Purchaser complete and accurate copies of material documentation pertaining to the physical and environmental condition of the Property, including, without limitation, any engineering studies, reports, plans, drawings and specifications, permits, leases, licenses, service and maintenance contracts, equipment leases, environmental reports, certificates of occupancy, surveys, soil tests and inspection reports, correspondence from local, state or federal regulatory agencies, and any other information reasonably requested by Purchaser from time to time, to the extent that Seller has such documents in its possession ("Property Information"). Seller shall deliver the originals of the Property Information to Purchaser at Closing.
- B. Purchaser's Inspections / Due Diligence Period. Seller hereby grants Buyer sixty (60) calendar days from the date of the execution of this Purchase Agreement by both parties to determine whether it wishes to close on the sale of the Property as

described below (the "Inspection Period"). At all times prior to the Date of Closing, Purchaser and its agents will have the right, upon reasonable notice to Seller, to go upon the Property to secure and to inspect the Property and to determine the condition of the Property and the improvements located thereon, including specifically the presence or absence of hazardous substances, petroleum products and asbestos in, on, or about the Property and to perform any necessary survey and environmental work. Except to the extent arising out of Seller's gross negligence or intentional acts or omissions, Purchaser agrees to indemnify and defend Seller from and to hold Seller harmless against all claims, causes of action or expenses, including attorneys' fees, relating to, or arising from Purchaser's presence on the Property prior to the Date of Closing. Purchaser agrees to pay for any costs associated with its inspections and to repair any damage to the Property caused by such inspections and to return the Property to substantially the same condition as existed prior to Purchaser's inspection. Except as provided in this Agreement, Purchaser is not relying on any written or oral representations or statements that Seller, or any agent or employee of Seller, has made and Purchaser is otherwise purchasing the Property in "AS IS" condition, with all defects known and unknown. If at any time prior to the Closing, Purchaser is not satisfied with the condition of the Property, Purchaser may elect to terminate this Agreement by providing written notice thereof to Seller. In the event Purchaser elects to terminate this Agreement in accordance with the foregoing, Escrow Agent shall promptly refund the Earnest Money to Purchaser. Purchaser shall have the option to extend the Due Diligence Period by an additional thirty (30) days if necessary if awaiting municipal approvals. In the event the additional thirty (30) day extension is exercised the Earnest Money shall become non-refundable but remain applicable to the purchase price.

- C. Seller agrees to continue to operate, repair and maintain the Property in the ordinary course of business and in substantially the same manner as it has prior to the Effective Date. Seller shall not enter into any new agreements as of the Effective Date.

- 5. **Casualty.** If, prior to the closing, by act of God, the Property or the Improvements are materially damaged or destroyed, Purchaser, at its sole discretion, shall have the right to terminate this Agreement upon notice to Seller without liability on its part by so notifying Seller and the Earnest Money shall be refunded to Purchaser. If the Property or Improvements are not materially damaged or destroyed or Purchaser does not exercise its right of termination, Seller shall proceed forthwith to repair the damage to the Property and Improvements and all proceeds arising out of such damage or destruction, if the same be insured, shall be held in trust by Seller for the benefit of such repair. In no event shall the Purchase Price be increased by the amount of any such proceeds. Seller agrees to maintain adequate insurance on the Property until closing and provide Purchase with proof of insurance upon acceptance of Agreement.

- 6. **Representations, Warranties and Covenants of Seller.** Seller hereby represents, warrants, and covenants to Purchaser:

- A. Seller is not "a foreign person" as defined in Section 1445 of the Internal Revenue Code of 1986 and any treasury regulations promulgated thereunder.

- B. The Property will, as of the date of Closing, be free and clear of all liens, security interests, all encumbrances, leases, unrecorded agreements, or other restrictions or objections to title except the Permitted Exceptions or as otherwise permitted by this Agreement.
- C. Seller has Marketable Fee Simple Title interest to the Property.
- D. To the best of Seller's knowledge, there are no wells or septic systems on or serving the Property.
- E. To the best of Seller's knowledge, there are no above ground or underground storage tanks located in, on or about the Property.
- F. No action in condemnation, eminent domain or public taking proceedings is now pending against the Property, and Seller has received no notice of any such proceeding with respect to the Property.
- G. No real property tax or special assessment with respect to the Property is delinquent, Seller has received no notice of any pending special assessment with respect to the Property, and there are no planned improvements that Seller is aware of which may result in assessments against the Property.
- H. There is no suit, action, arbitration, or legal, administrative, or other proceeding or governmental investigation, formal or informal, pending or threatened, which adversely affects the Property in a material manner, or which adversely affects Seller's ability to perform its obligations hereunder.
- I. Payment has been made for all labor or materials furnished to the Property by Seller, or such payment will be made prior to the Closing Date so that no lien for labor or materials rendered may be asserted against the Property.
- J. Seller has received no notice of any violation of applicable building, zoning, health or safety laws, federal or state environmental laws, ordinances or regulations with respect to the Property, which have not been cured, and to the best of Seller's knowledge, there is no condition in the Property which could result in any such violation.
- K. To the best of Seller's knowledge, except as may be permitted under applicable law, no toxic or hazardous substance or material (as defined in any federal, state or local environmental statute, law, rule or regulation) has been generated, treated, stored, released or disposed of, or otherwise placed, deposited in or located on the Property, nor has any activity been undertaken on the Property that would cause: (i) the Property to become a treatment, storage or disposal facility within the meaning of any environmental statute, law, regulation or rule; (ii) a release or threatened release of toxic or hazardous wastes or substances, pollutants or

contaminants from the Property within the meaning of any environmental statute, law, regulation or rule; or (iii) the discharge of pollutants or effluents into a water source or system, the dredging or filling of any waters or the discharge into the air of any emissions, that would require a permit under any environmental statute, law, regulation or rule.

- L. Seller has not received any written notice that any license, permit, consent, order, authorization, or other approval required for the ownership, use or operation of the Property must be issued by the appropriate authority to make the operation of the Property lawful, and Seller has not received any written notice of proceedings relative to the revocation or modification of any such license which would have a material adverse effect on the Property.

Purchaser acknowledges and agrees that, except as otherwise provided in this Agreement or the Deed: (i) Seller shall convey to Purchaser and Purchaser shall accept the Property "AS IS", with all faults, (ii) Purchaser is not relying on any written or oral representations or statements of Seller or Seller's agents, if any, and (iii) Seller makes no warranties, express or implied, relating to the Property.

- 7. **Closing Date.** To be no later than fifteen (15) days after the expiration of the Due Diligence Period (the "Closing Date"). The Closing shall take place at the offices of a Title Company selected by the Purchaser. Possession of the Property shall be delivered to Purchaser on the Closing Date.

The Seller acknowledges that the Seller is being displaced from the Property as a result of the transaction contemplated by this Purchase Agreement and that the Seller may be eligible for relocation assistance and benefits and that the Purchase Price includes compensation for any and all relocation assistance and benefits for which the Seller may be eligible, and the Seller agrees to waive any and all further relocation assistance benefits. The provisions of this paragraph shall survive closing of the transaction contemplated by this Agreement.

- 8. **Seller's Obligations At Closing.** At or prior to the Closing, Seller shall:
  - A. Deliver to Purchaser Seller's duly recordable Warranty Deed (the "Deed") to the Property.
  - B. Deliver to Purchaser Escrow Agent's standard non-foreign affidavit.
  - C. Deliver to Purchaser Escrow Agent's standard Seller's affidavit.
  - D. Deliver to Purchaser such other documents as may be reasonably required by this Agreement or otherwise necessary to transfer the Property all in a form reasonably satisfactory to Purchaser, Seller, and Escrow Agent.

9. **Delivery of Purchase Price; Obligations At Closing.** At Closing, subject to the terms, conditions, and provisions hereof and the performance by Seller of its obligations as set forth herein, the Earnest Money shall be delivered to Seller and credited against the Purchase Price, and Purchaser shall deliver the balance of the Purchase Price to Seller pursuant to Section 2 above.
10. **Closing Costs.** The following costs and expenses shall be paid as follows in connection with the closing:
  - A. Seller shall pay:
    1. All fees to record all the documents necessary to permit Seller to convey Marketable Fee Simple Title (other than the fee to record the Deed); and the seller side of the Closing fee and/or escrow fee charged by Escrow Agent.
    2. The state deed tax imposed on the conveyance
    3. Any deferred or delinquent real estate taxes or utilities and Seller's pro-rata share of those costs and expenses set forth in Section 11 below.
    4. All levied and pending special assessments existing as of the Closing Date.
    5. Attorneys' fees and costs of Seller's attorneys.
    - 6.. The cost of the Commitment.
  - B. Purchaser shall pay the following costs in connection with the Closing:
    1. The cost of the final title policy.
    2. Buyer side of the Closing fee and/or escrow fee charged by Escrow Agent.
    3. Attorneys' fees and costs of Purchaser's attorneys.
11. **Proration's.** Real estate taxes (excluding any outstanding special assessments and/or installments of special assessments certified to the real estate taxes for payment Seller is obligated to pay pursuant to Section 10.A.4 hereof) allocable to the Property that are due and payable in the year of Closing shall be prorated between Seller and Purchaser to the Closing Date. Seller shall pay all such real estate taxes due and payable in years prior to the year of Closing. Purchaser shall assume responsibility for the payment of all such taxes due and payable in years after the year of Closing.

12. **Brokerage.** Seller and Purchaser represent and warrant to each other that they have not engaged the services of any broker in connection with the sale and purchase contemplated by this Agreement, except that Buyer has engaged REMAX Synergy (the "Buyer's Broker"). and Seller has engaged Cushman Wakefield (the "Seller's Broker") Seller shall pay the commission of Seller's Broker and Seller's Broker shall pay to Purchaser's Broker 50% of the commission amount agreed between Seller and Seller's Broker.
13. **Remedies/Seller Conditions.**
- A. **Seller Default.** If Seller defaults in the performance of this Agreement, Purchaser's sole and exclusive remedy shall be to cancel this Agreement by delivering written notice of such default to Seller ("Purchaser's Default Notice"), in which event Seller shall have the opportunity to cure such default within ten (10) days after receipt of Purchaser's Default Notice, and if Seller fails to timely cure such default after receipt of Purchaser's Default Notice, then this Agreement shall be deemed canceled without further action between the parties and the Escrow Agent shall promptly refund the Earnest Money to Purchaser.
- B. **Purchaser Default.** If Purchaser defaults in the performance of this Agreement, Seller's sole and exclusive remedy shall be to cancel this Agreement by delivering written notice of such default to Purchaser ("Seller's Default Notice"), in which event Purchaser shall have the opportunity to cure such default within ten (10) days after receipt of Seller's Default Notice, and if Purchaser fails to timely cure such default after receipt of Seller's Default Notice, then this Agreement shall be deemed canceled without further action between the parties and the Escrow Agent shall deliver the Earnest Money to Seller as liquidated damages.
14. **Escrow.** Escrow Agent is authorized and agrees by acceptance thereof to promptly deposit the Earnest Money as provided herein and to hold same in escrow and to disburse the same in accordance with the terms and conditions of this Agreement.
15. **Miscellaneous.** The following general provisions govern this Agreement.
- A. **Time of Essence.** Time is of the essence of this Agreement.
- B. **Governing Law.** This Agreement is made and executed under and in all respects is to be governed and construed by the laws of the State of Minnesota.
- C. **Notices.** All notices and demands given or required to be given by any party hereto to any other party shall be deemed to have been properly given if and when delivered in person, the next business day after being sent by reputable overnight commercial courier, sent by facsimile (with verification of receipt) or three (3) business days after having been deposited in any U.S. Postal Service and sent by registered or certified mail, postage prepaid, addressed as follows (or sent to such other address as any party

shall specify to the other party pursuant to this Section):

TO SELLER:

Jeffrey Bahe  
3828 Central Ave NE  
Columbia Heights, MN 55421

TO PURCHASER:

The City of Columbia Heights  
3989 Central Ave NE  
Columbia Heights, MN 55421  
Attn: Kevin Hanson

With notice to:

REMAX Synergy  
Attn: John Rockwell  
2677 Innsbruck Drive Suite E  
New Brighton, MN 55112  
[jrockwell@remaxsynergy.net](mailto:jrockwell@remaxsynergy.net)

- D. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of each of the Parties hereto.
- E. Invalidity. If for any reason any term or provision of this Agreement shall be declared void and unenforceable by any court of law or equity, it shall only affect such particular term or provision of this Agreement and the balance of this Agreement shall remain in full force and effect.
- F. Complete Agreement. All understandings and agreements heretofore had between the Parties are merged into this Agreement which alone fully and completely expresses their agreement. This Agreement may be changed only in writing signed by both Parties hereto and shall apply to and bind the successors and assigns of each of the Parties hereto and shall not merge with the Deed delivered to Purchaser at Closing.
- G. Counterparts. This Agreement may be executed in one or more counterparts, each of which when so executed and delivered shall be an original, but together shall constitute the same instrument.
- H. Survival. All representations, warranties and agreements of the parties set forth herein shall survive Closing and shall not be merged with the Deed.
- I. Leases. Seller shall not modify or sign any leases or extensions thereof relating to the Property during the Due Diligence Period or before closing. Seller acknowledges that there are no current Leases or third parties in possession of the property.

J. Collections /Arrears. Seller shall be entitled to and retain any amounts outstanding from collection efforts for rent in arrears from past tenants.

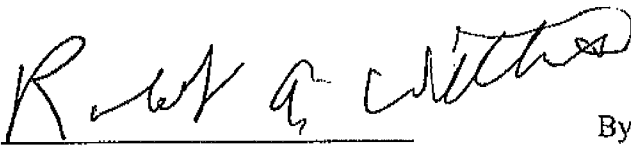
K Seller shall assign to Purchaser any and all rights to any proceeds or payouts from any governmental agency relating to site or soil clean up or corrections.

L. Assignment Provision: This Purchase Agreement may not be assigned without the written permission of the other party, with the exception that the Purchaser may assign this Agreement to the Columbia Heights Economic Development Authority.

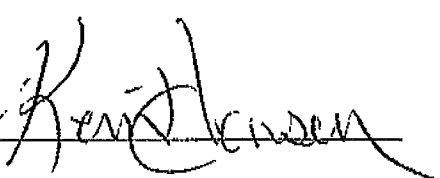
IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

**SELLER: ROBERT A. WILLIAMS  
JEFFREY BAHE**

**PURCHASER: THE CITY OF  
COLUMBIA HEIGHTS**

By: 

Name: Robert A. Williams

By: 

Name: Kevin Hanson

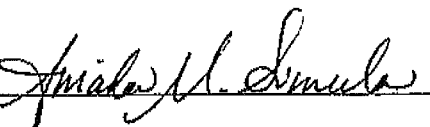
By: 

Name: Jeffrey Bahe

Date: 2-1-24

Title: Interim City Manager

Date: 2/1/2024

By: 

Name: Amada Marquez Simula

Title: Mayor

Date: 2/1/24

*Exhibit A*

PROPERTY DESCRIPTION

Legal Description:

**PLAT NAME: BLOCK: LOT: Columbia Heights Annex 0013 88 8 COLUMBIA HEIGHTS ANNEX TO MINNEAPOLIS, ANOKA COUNTY, MINNESOTA S 63 FT OF W 10.5 FT OF LOT 8 S 63 FT OF LOTS 9 THRU 17 S 63 FT OF LOT 18(EX THE W .5 FT)LOTS 42 THRU 50 & THE VACATED ALLEY LYING N OF THE W LINE OF LOT 42 EXTENDED TO THE E LINE OF LOT 50EXTENDED ALL IN BLK 88 COL HGTS**

PID 35.30.24.43.0018

LEGAL DESCRIPTION TO BE VERIFIED BY TITLE COMPANY

## CITY COUNCIL MEETING

AGENDA SECTION	ITEMS FOR CONSIDERATION
MEETING DATE	FEBRUARY 12, 2024

ITEM:	Consideration of a Rental License Exemption for 3815 2 ½ Street NE		
DEPARTMENT: Community Development		BY/DATE: Andrew Boucher, City Planner, February 5, 2024	
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an “X” in front of the selected text below)</i>			
<input type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input type="checkbox"/> Strong Infrastructure and Public Services	
<input checked="" type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable	

### BACKGROUND:

On January 31<sup>st</sup>, the owner of 3815 2<sup>nd</sup> ½ Street NE, reached out to the Community Development Department requesting an exemption from the single-family rental density cap. Attached is the letter that staff received. Section 1 of Ordinance 1685, which established the single-family rental density cap, states that:

"If the number of detached single-family dwellings rental properties meets or exceeds the permitted number of rental properties per defined block on the effective date of the ordinance from which this section is derived, a property owner may request a temporary license to allow an additional rental property for that block. The City Council may grant or deny a temporary license in its sole discretion. Persons requesting a temporary license must make an annual application to the City. No property owner shall hold a temporary rental license for the same property for more than two consecutive years."

As it is the homeowners' right to appeal to the Council. Staff brought forth the appeal along with supporting documents for discussion and review.

If approved, Resolution 2024-014 would grant a temporary rental license exemption to the homeowner with a few additional requirements. The homeowner is required to complete the license application process within 3 months from the passage of the resolution. This puts a limit on how long they can take to bring the house into rental compliance if needed. The temporary rental license will be valid for one year from the date that the license is approved. This provides the homeowner and tenant the ability to rent the home for a full one-year lease. After the term of the temporary license, the persons requesting a temporary license must make an annual application to the City. No property owner shall hold a temporary rental license for the same property for more than two consecutive years.

### RECOMMENDATION:

Staff recommend that the Council consider the testimony provided by the applicant and make a determination regarding the exemption request. If the Council is interested in approving the request, the motions below are offered.

**DRAFT MOTION(S):**

MOTION: Move to waive the reading of Resolution 2024-014, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2024-014, a resolution approving the single-family rental exemption request for the rental application at 3815 2<sup>nd</sup> ½ Street NE, Columbia Heights, MN 55421.

**ATTACHMENT(S):**

1. [Letter from the Homeowner](#)
2. [Resolution 2024-014](#)
3. [Location of the property image](#)
4. [Ordinance 1685](#)

**Andrew Boucher**

---

**From:** OIG holdings <oigholdingsllc@gmail.com>  
**Sent:** Wednesday, January 31, 2024 2:22 PM  
**To:** Andrew Boucher  
**Subject:** 3815 2 1/2 Street Rental license density cap Exception

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi There,

Thank you for taking the time to speak with me today! I would like to request an exception to the density cap for rental licenses in my area. The property address is 3815 2 1/2 Street NE. This is actually my father's property. A while back, he got really ill. He went through a major open heart surgery and has been home since and not working any longer. I ended up having to take control of his rental properties such as this one in Columbia Heights. I asked him if there was an active rental license and he stated that there was one. He had a local property manager that was supposed to be handling that for him and apparently, he was not doing a great job of that. That property manager is no longer in business. I had to step in and manage this property, and I was under the impression that the rental license was active. I apologize for not going through and double-checking on that. If it was anyone else other than my father telling me this, I would have done more due diligence to verify the status of the rental license. I went ahead and rented this property out for him last month. I was recently notified by the fire department that this property does not have an active license and cannot be occupied. I hope that we can work together to allow us to be a compliant rental in the city of Colombia Heights. Again, I apologize for the misstep on our part, and we will work diligently to resolve this matter. Thank you.

--

*Sincerely,*

*Ozzy Zahran  
O.I.G Holdings LLC  
651-890-2670*

# Anoka County Parcel Viewer

Item 18.



## Parcel Information:

35-30-24-33-0068  
3815 2 1/2 ST NE  
COLUMBIA HEIGHTS  
MN 55421

Plat: COLUMBIA HEIGHTS ANNEX TO MINNEAPOLIS

Approx. Acres: 0.11

Commissioner: MANDY MEISNER

## Owner Information:

ALSAADON MUNA  
8931 FARNSWORTH AVE N  
BROOKLYN PARK  
MN  
55443



**A RESOLUTION APPROVING SINGLE FAMILY RENTAL EXEMPTION REQUEST FOR THE RENTAL APPLICATION  
AT 3815 2<sup>nd</sup> ½ STREET NE, COLUMBIA HEIGHTS, MN 55421**

**BE IT RESOLVED BY** the City Council (the “Council”) of the City of Columbia Heights, Minnesota (the “City”) as follows:

**WHEREAS**, on August 14, 2023, the Council approved ordinance 1685 which established a rental density limit for detached single-family rental dwellings by splitting the city into blocks and capping the number of rentals per that block; and

**WHEREAS**, Ordinance 1685 establishes that applicants that are not allowed to obtain a single-family rental license because of the density limits will be able to request an exemption and the Council has sole discretion to grant the exemption requests for a span of one year, if the situation lasts longer than a year, the applicant can re-apply for the temporary license but a property owner is only allowed a temporary license for no more than two years; and,

**WHEREAS**, the City has received a request from the owner of 3815 2<sup>nd</sup> ½ Street NE, Columbia Heights, MN 55421 to make an exception for the property and allow a new rental license to be issued.

**NOW, THEREFORE, BE IT RESOLVED**, the City does hereby approve the exemption request for 3815 2<sup>nd</sup> ½ Street NE, Columbia Heights, MN 55421, allowing the homeowner to apply for a temporary one-year rental license, with the addition of the following requirements.

1. The owner of 3815 2<sup>nd</sup> ½ Street NE, Columbia Heights, MN 55421 must apply for and complete the licensing process, to receive the temporary license, within 3 months of the passage of this resolution.
2. The temporary rental license shall be valid for the period of one year after the date that the license has been approved.
3. After the one-year term of the temporary license, the rental license will be revoked, and the property owner may re-apply for the temporary license again for no more than a period of two years for the same property.

**ORDER OF COUNCIL**

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
Amáda Márquez Simula, Mayor

Attest:

\_\_\_\_\_  
Sara Ion, City Clerk/Council Secretary

## ORDINANCE NO. 1685

### BEING AN ORDINANCE AMENDING CHAPTER 5A ARTICLE IV OF THE COLUMBIA HEIGHTS CITY CODE TO REGULATE RENTAL DENSITY FOR DETACHED SINGLE-FAMILY RENTAL DWELLINGS

The City of Columbia Heights does ordain:

#### **Section 1**

**5A.401 of the Columbia Heights City Code is hereby amended to read as follows, to wit:**

#### **5A.401 OCCUPANCY LICENSE REQUIRED.**

(A) No person, firm, government agency or corporation shall own a premises that is rented, leased, let, or used for any type of occupancy in the ~~city~~ City without having first obtained an occupancy license (license) as hereinafter provided and outlined in the Property Maintenance Inspection Policy. Each such license shall register annually with the ~~city~~ City. If the license is denied, no occupancy of a premises, then vacant or which become vacant, is permitted until a license has been issued. Apartment units within an unlicensed apartment building for which a license application has been made and which units are in compliance with this chapter may be occupied provided that the unlicensed units within the apartment building do not create a hazard to the health and safety of persons in occupied units.

(B) Rental Density for Detached Single-Family Dwellings.

- (1) In any zoning district, the quantity of detached single-family dwellings eligible to obtain a rental occupancy license on any block shall not exceed the number prescribed in Table 1, unless a temporary license is granted by the City Council as provided herein. Table 1 indicates how many detached single-family dwellings per block are able to be licensed as a rental property based on the number of detached single-family dwellings that exist in a block.

TABLE 1

Lots/Block	Rental Units Allowed
1-14	1
15-24	2
25-34	3
35-44	4
45-54	5
55-64	6
65-74	7
75-84	8
85-94	9

- (2) The following guidelines shall apply to determine eligible detached single-family dwellings, blocks and lots:
  - (a) For the purposes of this section, a BLOCK shall be defined as an area of land enclosed within the perimeter of streets, watercourses, public parks, municipally owned lots, and City boundaries and further defined by an official map maintained by the City.

- (b) This section shall apply to legally conforming lots of record and legally nonconforming lots of record. For the purposes of this section, lots of record may also be referred to as PROPERTIES, PROPERTY, or LOTS.
  - (c) If a block contains more than one type of residential dwelling, only lots that contain detached single-family dwellings shall be included in the calculation of the total number of lots per block.
  - (d) Two-family, town home, twinhome, multiple-family, commercial, public, institutional, and industrial uses located in any zoning district shall not be included in the calculation of the total number of lots per block.
- (3) If the number of detached single-family rental dwellings meets or exceeds the permitted number of rental properties per defined block on the effective date of the ordinance from which this section is derived, no additional detached single-family dwelling rental licenses shall be approved for the block, unless a temporary license is granted by the City Council as provided herein. Existing detached single-family dwelling rental licenses may be renewed; however, should a rental license not be renewed, terminated due to the sale of a property by the current license holder, transfer of property ownership occurs, or if the rental license is revoked or lapses, the rental license shall not be reinstated unless it is in conformance with this section and other applicable sections of the City Code.
- (4) If the number of detached single-family dwelling rental properties meets or exceeds the permitted number of rental properties per defined block on the effective date of the ordinance from which this section is derived, a property owner may request a temporary license to allow an additional rental property for that block. The City Council may grant or deny a temporary license in its sole discretion. Persons requesting a temporary license must make an annual application to the City. No property owner shall hold a temporary rental license for the same property for more than two consecutive years.

(C) Exception. Owner occupied Single-family home occupancies.

(Ord. 1532, passed 11-26-07; Ord. 1685, passed 08-14-23)

## **Section 2**

This ordinance shall be in full force and effective from and after 30 days after its passage.

First Reading: July 24, 2023

Offered by: Jacobs

Seconded by: Spriggs

Roll Call: All Ayes

Second Reading: August 14, 2023

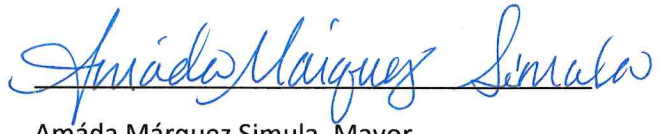
Offered by: Buesgens

Seconded by: Jacobs

Roll Call: Jacobs, James, Buesgens, Márquez Simula: Aye

Spriggs: No

Date of Passage: August 14, 2023



Amada Márquez Simula, Mayor

Attest:



Sara Ion, City Clerk/Council Secretary

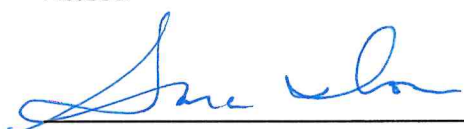
**SUMMARY OF ORDINANCE NO. 1685****BEING AN ORDINANCE AMENDING CHAPTER 5A ARTICLE IV OF THE COLUMBIA HEIGHTS CITY CODE TO REGULATE RENTAL DENSITY FOR DETACHED SINGLE-FAMILY RENTAL DWELLINGS**

The City Council for the City of Columbia Heights, Minnesota adopted Ordinance No. 1685 on August 14, 2023.

The purpose of this ordinance is to establish, upon passage, a per-block rental density cap on single-family rental dwellings. The ordinance amends Chapter Five of Columbia Heights City Code creating the rental density cap while establishing exemption procedures and cap implementation processes. The rental density cap splits the city into blocks and caps the number of rental properties per that block. If someone applies for a single-family rental license, they will be required to meet the cap in order to obtain a rental license. The official number of rentals per block is outlined in Table 1 of the ordinance. Applicants that are not allowed to obtain a single-family rental license because of the density limits, will be able to request an exemption. It will be up to the Council's sole discretion to grant the exemption requests. Granted exemptions will be able to obtain a temporary license for the span of one year. For situations lasting more than a year the applicant can re-apply for the temporary license but a property owner is only allowed to have a temporary license for no more than two years. Temporary licenses will still be required to meet all building health and safety standards. Single-family rental applications are distributed on a first come first serve basis.

This is a summary of Ordinance No. 1685. A copy of the entire text of the Ordinance is available for public inspection during regular office hours at City Hall, by standard or electronic mail, or at [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov).

Attest:



Sara Ion, City Clerk/Council Secretary

  
Amada Márquez Simula, Mayor

**AFFIDAVIT OF PUBLICATION**

STATE OF MINNESOTA ) ss  
COUNTY OF ANOKA

Rhonda Herberg being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

BSLP Col Hght Frid Life

with the known office of issue being located in the county of:

ANOKA

with additional circulation in the counties of:

RAMSEY

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 08/25/2023 and the last insertion being on 08/25/2023.

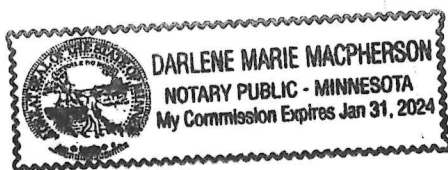
**MORTGAGE FORECLOSURE NOTICES**

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By:  Designated Agent

Subscribed and sworn to or affirmed before me on 08/25/2023 by Rhonda Herberg.

  
Notary Public

**Rate Information:**

- (1) Lowest classified rate paid by commercial users for comparable space:  
\$999.99 per column inch.

Ad ID 1336691

**CITY OF  
COLUMBIA HEIGHTS  
SUMMARY OF  
ORDINANCE NO. 1685**

**BEING AN ORDINANCE  
AMENDING  
CHAPTER 5A ARTICLE IV  
OF THE COLUMBIA HEIGHTS  
CITY CODE TO REGULATE  
RENTAL DENSITY FOR  
DETACHED  
SINGLE-FAMILY RENTAL  
DWELLINGS**

The City Council for the City of Columbia Heights, Minnesota adopted Ordinance No. 1685 on August 14, 2023.

The purpose of this ordinance is to establish, upon passage, a per-block rental density cap on single-family rental dwellings. The ordinance amends Chapter Five of Columbia Heights City Code creating the rental density cap while establishing exemption procedures and cap implementation processes. The rental density cap splits the city into blocks and caps the number of rental properties per that block. If someone applies for a single-family rental license, they will be required to meet the cap in order to obtain a rental license. The official number of rentals per block is outlined in Table 1 of the ordinance. Applicants that are not allowed to obtain a single-family rental license because of the density limits, will be able to request an exemption. It will be up to the Council's sole discretion to grant the exemption requests. Granted exemptions will be able to obtain a temporary license for the span of one year. For situations lasting more than a year the applicant can re-apply for the temporary license but a property owner is only allowed to have a temporary license for no more than two years. Temporary licenses will still be required to meet all building health and safety standards. Single-family rental applications are distributed on a first come first serve basis.

This is a summary of Ordinance No. 1685. A copy of the entire text of the Ordinance is available for public inspection during regular office hours at City Hall, by standard or electronic mail, or at [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov).

Attest:  
Amada Márquez Simula, Mayor  
Sara Ion, City Clerk/Council Secretary

Published in the  
The Life  
August 25, 2023  
1336691

**A RESOLUTION APPROVING SINGLE FAMILY RENTAL EXEMPTION REQUEST FOR THE RENTAL APPLICATION AT 3815 2nd ½ STREET NE, COLUMBIA HEIGHTS, MN 55421**

Ownership Information  
First Name: Al Saadon  
Last Name: Muna  
PIN: 35-30-24-33-0068

**Property timeline history.**

On 9/14/2009 the property went into foreclosure.

On 1/26/2012, the property was purchased by Al Saadon Muna.

On 3/5/2012, the property was licensed as rental by Al Saadon Muna.

**Rental license history:**

3/5/2012 – 3/31/2013 Rental License #F11543 Licensee Al Saadon Muna

4/1/2013 – 3/31/2014 Rental License #F12398 Licensee Al Saadon Muna

4/1/2014 – 3/31/2015 Rental License #F11543 Licensee Al Saadon Muna

4/1/2015 – 3/31/2016 Rental License #F11543 Licensee Al Saadon Muna

On 3/10/2016, an inspection note was made that states, per property owner, the property is vacant and is going up for sale.

On 11/15/2019, ownership of the property was transferred by quit claim deed from owners Al Saadon Muna & Zahrn Ziad to MAS Enterprises LLC (Per State Business Registry records Manager and Agent Ziad Zahrn).

On 1/27/2020, an inspection note was made that states severe water leakage problems were found on an incident over the weekend and that the property was found illegally occupied by tenants. The inspection office spoke with the property owner, who stated he would go to Community Development and schedule a rental inspection to obtain license.

On 1/30/2020, Community Development sent the property owner an illegal rental letter.

On 2/19/2020, a check of community development records indicated that property owner had not scheduled an initial licensing inspection after they had sent owner an illegal rental letter on 1/30/20.

On 2/20/2020, an Illegal rental investigation was opened by fire department and a Notice of rental license required letter sent to owner with a deadline of 2/28/20 to schedule rental inspection with community development.

On 3/20/2020, city inspectors found that the property appeared occupied.

On 6/9/2020, city inspectors found that property appeared to be vacant, and the illegal rental investigation closed.

On 8/27/2021, ownership of the property was transferred by quit claim deed from owners to MAS Enterprises LLC (Per State Business Registry records Manager and Agent Ziad Zahrn) to Al Saadon Muna.

On 8/14/2023, the City Council adopted the rental density cap.

On 1/25/24, the city's Utility Billing department sent a note stating that a tenant, who had been paying the utility bills, admitted that the property was rental.

On 1/29/24, the property was posted as Unlawful to occupy as unlicensed rental property. The property lies in an area that exceeds the number of allowed rental licenses. The owner, or their representative, removed Unlawful to Occupy placard from the property and came to the inspection office, stating he thought the property was licensed. Our office staff advised him that the property was currently not eligible for a rental license because it lies in an area that exceeds the rental density cap.

1/31/2024 Chief O'Brien spoke with a man identifying himself as the son of property owner Al Saadon Muna. He stated that his father had been ill, and he had stepped in to assist his father with his rental properties. He stated that his father told him that the property had a valid rental license, and he took his father at his word. Chief O'Brien explained to him that the property had not had a rental license since the last one expired on 3/31/2016. Chief O'Brien also explained that the property lies in an area that is over the cap, to which Mr. Muna's son stated that they had applied for an exemption. Furthermore, Chief O'Brien explained what the Unlawful to Occupy designation meant and advised him to create a written plan for transition of the property to a non-rental status if the rental exemption request is not passed.