



ECONOMIC DEVELOPMENT AUTHORITY
Public Safety Building—Training Room, 825 41st Ave
NE
Monday, February 06, 2023
5:00 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, by calling **1-312-626-6799** and entering meeting ID **894 1764 2297** or by Zoom at <https://us02web.zoom.us/j/89417642297>. For questions please call the Community Development Department at 763-706-3670.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

ELECTION OF OFFICERS

1. Election of Economic Development Authority Officers

MOTION: Move to elect _____ as President of the Economic Development Authority.

MOTION: Move to elect _____ as Vice President of the Economic Development Authority.

MOTION: Move to elect _____ as Treasurer of the Economic Development Authority.

MOTION: Move to appoint Alicia Howe as the Secretary of the Economic Development Authority.

Following ratification of the above motions, the newly elected President of the EDA will now preside over the remainder of the meeting.

CONSENT AGENDA

2. Accept December 12, 2022 EDA Meeting Minutes

3. Approve the Financial Reports and Payment of the Bills for November and December 2022

MOTION: Move to approve the Consent Agenda as presented.

BUSINESS ITEMS

4. Designating the Official Depositories of the Economic Development Authority

MOTION: Move to waive the reading of Resolution 2023-02, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2023-02, a resolution designating official depositories, for the Columbia Heights Economic Development Authority.

5. Amendment of EDA Bylaws to Adjust Meeting Start Time

MOTION: Move to waive the reading of Resolution 2023-03, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2023-03, a resolution approving an amendment to the Economic Development Authority's bylaws.

6. Ruff Love Doggy Daycare Fire Suppression Grant Application

MOTION: Move to waive the reading of Resolution 2023-04, there being ample copies available to the public.

MOTION: Move to approve Resolution 2023-04, a resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the form and substance of the Fire Suppression Grant Agreement, and approving authority staff and officials to take all actions necessary to enter the authority into the Fire Suppression Grant Agreement with Jessen Como.

MOTION: Move to edit the Fire Suppression Grant Guidelines as presented.

7. Purchase of 841 49th Ave NE, Purchase Agreement and Budget Amendment Approval

MOTION: Move to waive the reading of Resolution 2023-05, there being ample copies available to the public.

MOTION: Move to approve Resolution 2023-05, a Resolution approving the purchase agreement between the Economic Development Authority of Columbia Heights, Minnesota, and Matthew Plemel POA for Michael James Plemel and Amending the 2023 Fund 408 Budget.

PUBLIC HEARINGS

OTHER BUSINESS

ADJOURNMENT

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



AGENDA SECTION	ELECTION OF OFFICERS
MEETING DATE	2/6/2023

ITEM:	Election of Economic Development Authority Officers	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 1/13/23

BACKGROUND:

Pursuant to the bylaws of the Columbia Heights Economic Development Authority (the “EDA”), officers are required to be elected annually. The 2022 EDA officers that served are as follows:

- President – Marlaine Szurek
- Vice President – Connie Buesgens
- Treasurer – Gerry Herringer

In order for an EDA Commissioner to be considered for an officer position, an EDA Commissioner must be nominated by another commissioner, or by him or herself. The bylaws require that the Executive Director or his/her designee conduct the following nomination process.

1. President
 - a. Please provide all nominations for President of the EDA.
 - b. Vote individually for each nominated member.
 - c. The member with the most votes is declared the President of the EDA by the Executive Director.
2. Vice President
 - a. Please provide all nominations for Vice President of the EDA.
 - b. Vote individually for each nominated member.
 - c. The member with the most votes is declared the Vice President of the EDA by the Executive Director.
3. Treasurer
 - a. Please provide all nominations for Treasurer of the EDA.
 - b. Vote individually for each nominated member.
 - c. The member with the most votes is declared the Treasurer of the EDA by the Executive Director.

Furthermore, it should be noted that the EDA bylaws require the City Manager (Kelli Bourgeois) to serve as the “Executive Director”, the Community Development Director (Aaron Chirpich) to serve as “Deputy Director” and the Finance Director (Joseph Kloiber) to serve as the “Assistant Treasurer”. The bylaws also specify that the position of “Secretary” be appointed by the EDA. Thus, it is recommended that the community development department’s Administrative Assistant, Alicia Howe serve as the Secretary. Staff recommends approval of the following motions:

Following ratification of the below motions, the newly elected President of the EDA will now preside over the remainder of the meeting.

RECOMMENDED MOTION(S):
MOTION: Move to elect _____ as President of the Economic Development Authority.
MOTION: Move to elect _____ as Vice President of the Economic Development Authority.
MOTION: Move to elect _____ as Treasurer of the Economic Development Authority.
MOTION: Move to appoint Alicia Howe as the Secretary of the Economic Development Authority.



ECONOMIC DEVELOPMENT AUTHORITY

SPECIAL MEETING

City Hall—Council Chambers, 590 40th Ave NE

Monday, December 12, 2022

5:30 PM

MINUTES

The meeting was called to order at 5:30 pm by Chair Szurek.

CALL TO ORDER/ROLL CALL

Commissioners Present: Connie Buesgens, Gerry Herringer, KT Jacobs, Amáda Márquez Simula, John Murzyn Jr., Nick Novitsky, Marlaine Szurek

Staff Present: Kelli Bourgeois, City Manager; Aaron Chirpich, Community Development Director; Sara Ion, City Clerk; Ben Sandell, Communications Coordinator; Mitchell Forney, Community Development Coordinator; Alicia Howe, Administrative Assistant

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approve the minutes of the regular EDA Meeting of November 7, 2022
2. Façade Improvement Grant Application Edits
3. Approve financial reports and payment of bills of October 2022 – Resolution No. 2022-xx

Questions/Comments from Members:

Herringer asked about the payment for the elevator [in the] Van Buren Ramp and that it was noted as the first half. Herringer also asked about the second payment and who was occupying the space. Chirpich stated that there is no contract currently and the ramp is City owned; the goal is to enter into a contract with the occupants who take over the former Fairview building.

Szurek asked about the condition of the ramp. Chirpich stated the structure is in good condition, but the elevator needs to be replaced and there is a list of repairs that need to be made; there have been other repairs made over the years as well.

Szurek asked if the other members saw the edits for the façade improvements that are included in the consent agenda. Chirpich said that the best example for the change is to include nonattached permanent signs.

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

RESOLUTION NO. 2022-24

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF OCTOBER 2022 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF OCTOBER 2022

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 October 2022 have been reviewed by the EDA Commission; and

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

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

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

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

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

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

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 12th day of December 2022

Offered by: Jacobs
Seconded by: Novitsky

Roll Call: All ayes of present.

Marlaine Szurek, President

Attest:

Alicia Howe, Secretary

BUSINESS ITEMS

4. Resolution 2022-25, appropriating \$40,000 of existing fund balance for use in the 2022 budget of Economic Development Authority Administration Fund 204

Chirpich stated that the Staff report was prepared by Finance Director Klobier. He said that the actual 2022 expenditures within EDA Administration Fund 204 are projected to exceed the original 2022 budget by approximately \$18,000 or 4.5% by the end of the budget year (December 31, 2022).

The EDA adopted the original 2022 budget in September 2021. In January 2022, the Council adopted new employee pay scales, in response to a city-wide compensation study performed by an external consultant. This was both to comply with a state statute requiring pay equity within local government, and to remain a competitive employer amidst the dual challenges of employee retention and high inflation. These new pay scales are the reason the expenses in EDA Administration Fund 204 are projected to exceed the original 2022 budget. There was not an increase in activities or staffing beyond the levels originally planned.

State statute and generally accepted accounting principles treat any dollar amount expended over the legally adopted budget as a reportable compliance violation, even if there are additional funds on hand to pay for the excess expenditures. Consequently, Staff recommends increasing the legal level of the 2022 budget in EDA Administration Fund 204 by \$40,000 to allow for any final variance from the \$18,000 estimate currently available.

Staff notes that in November, this same 2022 budget matter was addressed by the Council, Resolution 2022-106, for various City funds not administered by the EDA (Funds 101, 201, 225, 228, and 240).

Motion by Novitsky, seconded by Murzyn Jr., to waive the reading of Resolution 2022-25, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by Novitsky, seconded by Murzyn Jr., to adopt Resolution 2022-25, being a resolution appropriating \$40,000 of existing fund balance for use in the 2022 budget of Economic Development Authority Administration Fund 204. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2022-25

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS , MINNESOTA, APPROPRIATING \$40,000 OF EXISTING FUND BALANCE FOR USE IN THE 2022 BUDGET OF ECONOMIC DEVELOPMENT AUTHORITY ADMINISTRATION FUND 204

WHEREAS, the Economic Development Authority of Columbia Heights, Minnesota (the Authority) adopted an initial 2022 budget by resolution 21-15, as required by its bylaws and Minnesota statute; and

WHEREAS, that initial budget was based on the best estimates of 2022 activity available at the time; and

WHEREAS, it is now estimated that the actual 2022 final expenditures of Economic Development Authority Administration Fund 204 will exceed that prior estimate by the close of the City’s 2022 fiscal year on December 31st; and **WHEREAS**, the principal difference from those prior estimates has been reviewed and determined by the Authority to be reasonable and necessary;

NOW, THEREFORE, BE IT RESOLVED, that the 2022 City of Columbia Heights’ budget is amended to appropriate \$600,000 from the fund balances of government operating funds as listed on Exhibit A for 2022 use within those same funds.

BE IT FURTHER RESOLVED, that, after appropriate examination and due consideration, the Authority amends 2022 budget to appropriate \$40,000 of existing fund balance for use in the 2022 budget of Economic Development Authority Administration Fund 204.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 12th day of December, 2022

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

Marlaine Szurek, President

Attest:

Alicia Howe, Secretary

5. Façade Improvement Grant Camera Installation Bid

Coordinator Forney reported that the Façade Improvement Grant Program’s (FIGP) initial intent was to provide businesses with a means to improve their façade while also investing in the safety of the community. As part of this, the FIGP pays for the installation of exterior cameras on participating businesses. Due to the pandemic and low grant program participation, no cameras have been funded since 2019. Rather than funding one or two camera projects, Staff

found it to be best to bid a handful at a time. This saves the City money with regards to completing them all at once. Approving Marco's bid includes the instillation of cameras and recording systems at all five businesses.

Of the five businesses, three have applied for and received approval for their project. All but two are working on their project or have completed the project. The businesses are listed as follows: Tasty Chicken Pizza & Grill, 4633 Central Avenue; Matt's Automotive Service Center, 4501 Central Avenue; VFW Post 230, 4446 Central Avenue; Lowell's Auto Repair, 4457 University Avenue; and Fridley Heights Cyclery, 4755 University Avenue.

Forney noted that Lowell's Auto Repair recently indicated that they may not want to participate but Staff recommends including them in the bid to hopefully encourage them to still participate.

Heights Cyclery received grant approval in 2022 but decided they no longer wanted to move forward with their project. They would still like to be considered to receive cameras. The police find this site beneficial due to its proximity to University Ave and its frontage road. In 2019, the EDA faced a similar situation with Your Exchange which is located at 4639 Central Ave. Your Exchange applied for the Façade Grant but was not approved by the EDA. The EDA still provided cameras to Your Exchange even though they did not qualify for the traditional Façade Improvement Grant.

Tasty Chicken Pizza & Grill is in a slightly different situation than Heights Cyclery. Tasty Chicken Pizza & Grill never applied for the traditional FIGP. Instead, police were at the business responding to a call and spoke with the owner about the camera aspect of the program. The owner would like to be considered for the cameras even though they have not applied for the traditional Façade improvement grant program.

Earlier this month Staff reached out to five businesses with a request for proposals letter. As part of the RFP process, the police department and IT Staff conducted a site walkthrough with prospective companies to ensure everyone was on the same page. Of the five businesses invited, three attended the walk through. As of November 30, 2022, five days after the requested bid by date, Staff had only received one bid. The bid from Marco totals \$41,353.31 and covers all the businesses.

Each year the EDA allocates \$50,000 to the Façade Improvement Grant Program. So far this year, the program has issued or is in the process of issuing five grants, which totals \$22,285.05. If the EDA chooses to approve the full bid of \$41,353.31, it will put the grant program over its 2022 budget by \$13,638.36. This option is allowable since cameras have not been purchased since the 2019 iteration of the program, creating a surplus of funds in recent years. The EDA has plenty of reserves from the FIGP fund to cover the difference. The bid was processed for each individual business, allowing the EDA to pick and choose the locations it would like to prioritize if the EDA would like to stay below its 2022 budgeted amount.

Staff recommends approving Marco’s camera bid in full. The cameras at each of these businesses meet the intent of the program. Staff also recommends approving all the businesses. The EDA has the money necessary and has not had to purchase cameras for three years. Although Tasty Chicken Pizza & Grill did not apply for the grant program, Staff believes adding cameras to this location will assist in making the Central Avenue Corridor a safer place. With no language in the program stating they are not eligible, the decision falls to the EDA.

Questions/Comments from Members:

Szurek asked if the VFW had cameras. Murzyn Jr. said that they did not. Forney said that they applied but the project was held off until now so there could be one request for bids.

Szurek asked if the City has done business with Marco before. Forney said that they have used them for previous projects, but the City does still go out for bids and would also for future projects.

Motion by Buesgens, seconded by Jacobs, to accept the proposal from Marco, in the amount of \$41,353.31, for the installation of security cameras and recording devices; and furthermore, to authorize the City Manager to enter into an agreement for the same. All ayes of present. MOTION PASSED.

Motion by Buesgens, seconded by Novitsky, to accept the form and substance of the Business Licensing Agreement and to authorize the executive director to enter into said agreements with Tasty Chicken and Pizza, Matt’s Automotive, Lowell’s Auto Repair, Fridley Heights Cyclery, and VFW Post 230. All ayes of present. MOTION PASSED.

OTHER BUSINESS

Chirpich thanked the EDA for their service and adjusting their schedule to combine it with the last Council meeting of the year.

Szurek asked about the “sign on the corner of Central and 44th”. Chirpich said that they worked with Alatus to update the sign.

Szurek said that Frattalone’s shut down and asked when the Dollar Tree may vacate. Chirpich said that tentatively in July 2023 that the building will be completely vacated and demolished.

Márquez Simula thanked Staff, businesses, and the EDA for voting to allow the security cameras on Central Avenue and that it will be helpful for businesses to be able to work with the Police Department.

Herringer wished Staff and the EDA a happy holiday season.

Szurek asked thanked Staff for the work they do and answering her questions throughout the year. She wished everyone a Merry Christmas and Happy New Year.

ADJOURNMENT

Motion by Márquez Simula, seconded by Buesgens, to adjourn the meeting at 5:55 pm. All ayes.
MOTION PASSED.

Respectfully submitted,



Alicia Howe, Administrative Assistant

Item 3.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 161 408.6414.43050	3841 CENTRAL AVE WATER DISCONNE	MEYER CONTRACTING INC	10/07/22	221091-3WD	15,926.40
			Total For Check 161		15,926.40
Check 166 204.6314.44330	EDAM MEMBERSHIP AARON	ECONOMIC DEVELOPMENT ASS	10/07/22	100722	295.00
			Total For Check 166		295.00
Check 192819 204.6314.44330	2022 EDAM MEMBERSHIP M.FORNEY	ECONOMIC DEVELOPMENT ASS	10/18/22	2022-10679	200.00
			Total For Check 192819		200.00
Check 192847 204.6314.43210	102622 10013121 PHONE COMMDEV A	POPP.COM INC	10/26/22	992755474	29.58
			Total For Check 192847		29.58
Check 192979 204.6314.43500 389.7000.43500	PHN-CUP OUTDOOR STORAGE 102122 LEGAL NOTICE PUBLISHING	ECM PUBLISHERS INC ECM PUBLISHERS INC	10/21/22 08/05/22	916719 905406	60.50 287.95
			Total For Check 192979		348.45
Check 193042 408.6414.44390 408.6414.44390	960 40TH AVE NE 2ND HALF 1002 40TH AVE 2ND HALF PENALTY	ANOKA COUNTY PROPERTY RE ANOKA COUNTY PROPERTY RE	11/04/22 11/04/22	363024320046 363024320042	1,461.11 1,181.35
			Total For Check 193042		2,642.46
Check 193130 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	11/07/22	1000416598	776.42
			Total For Check 193130		776.42

Item 3.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	585.08
				Fund 228 DOWNTOWN PARKING	776.42
				Fund 389 TIF R8 CRESTV/TRANSITI	287.95
				Fund 408 EDA REDEVELOPMENT PROJ	18,568.86
Total For All Funds:					20,218.31
--- TOTALS BY GL DISTRIBUTION ---					
	204.6314.43210			102622 10013121 PHONE COMMDEV A	29.58
	204.6314.43500			PHN-CUP OUTDOOR STORAGE 102122	60.50
	204.6314.44330			EDAM MEMBERSHIP AARON	495.00
	228.6317.43810			ELECTRIC	776.42
	389.7000.43500			LEGAL NOTICE PUBLISHING	287.95
	408.6414.43050			3841 CENTRAL AVE WATER DISCONNE	15,926.40
	408.6414.44390			960 40TH AVE NE 2ND HALF	2,642.46

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 11/30/2022

Item 3.

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/22	YTD BALANCE 11/30/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 202 - ANOKA CO COMM DEV PROGRAMS							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
INTERGOVERNMENTAL							
202.0000.33600	COUNTY GRANT	0.00	0.00	0.00	1,252.00	(1,252.00)	100.00
INTERGOVERNMENTAL		0.00	0.00	0.00	1,252.00	(1,252.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	1,252.00	(1,252.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	1,252.00	(1,252.00)	100.00
Expenditures							
Dept 6350 - CDBG - COMM DEV BLOCK GRANT							
OTHER SERVICES & CHARGES							
202.6350.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	11,874.30	(11,874.30)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	11,874.30	(11,874.30)	100.00
CAPITAL OUTLAY							
202.6350.45120	BLDG AND IMPROVMENT	0.00	0.00	0.00	71,835.48	(71,835.48)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	71,835.48	(71,835.48)	100.00
Total Dept 6350 - CDBG - COMM DEV BLOCK GRANT		0.00	0.00	0.00	83,709.78	(83,709.78)	100.00
Dept 6355 - ANOKA CO HRA LEVY PROJECTS							
OTHER SERVICES & CHARGES							
202.6355.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	36,004.13	(36,004.13)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	36,004.13	(36,004.13)	100.00
Total Dept 6355 - ANOKA CO HRA LEVY PROJECTS		0.00	0.00	0.00	36,004.13	(36,004.13)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	119,713.91	(119,713.91)	100.00
Fund 202 - ANOKA CO COMM DEV PROGRAMS:							
TOTAL REVENUES		0.00	0.00	0.00	1,252.00	(1,252.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	119,713.91	(119,713.91)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(118,461.91)	118,461.91	100.00

Item 3.

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/22	YTD BALANCE 11/30/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	179,000.00	0.00	0.00	97,112.02	81,887.98	54.25
204.0000.31014	AREA WIDE TAX	76,500.00	0.00	0.00	34,669.45	41,830.55	45.32
204.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	1,720.16	(1,720.16)	100.00
204.0000.31800	PAYMENT IN LIEU OF TAXES	0.00	0.00	0.00	12.47	(12.47)	100.00
204.0000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	(9.18)	9.18	100.00
TAXES		255,500.00	0.00	0.00	133,504.92	121,995.08	52.25
CHARGES FOR SERVICES							
204.0000.34112	ADMINISTRATIVE FEES	0.00	0.00	0.00	30.00	(30.00)	100.00
CHARGES FOR SERVICES		0.00	0.00	0.00	30.00	(30.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		255,500.00	0.00	0.00	133,534.92	121,965.08	52.26
TOTAL REVENUES		255,500.00	0.00	0.00	133,534.92	121,965.08	52.26
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,200.00	0.00	0.00	3,835.00	(1,635.00)	174.32
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	1,000.00	0.00	0.00	335.90	664.10	33.59
204.6314.43210	TELEPHONE	500.00	0.00	12.62	507.44	(7.44)	101.49
204.6314.43220	POSTAGE	500.00	0.00	0.00	390.95	109.05	78.19
204.6314.43250	OTHER TELECOMMUNICATIONS	200.00	0.00	19.44	208.82	(8.82)	104.41
204.6314.43310	LOCAL TRAVEL EXPENSE	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43500	LEGAL NOTICE PUBLISHING	500.00	0.00	60.50	60.50	439.50	12.10
204.6314.43600	PROP & LIAB INSURANCE	2,400.00	0.00	200.00	2,200.00	200.00	91.67
204.6314.44000	REPAIR & MAINT. SERVICES	750.00	0.00	20.66	273.40	476.60	36.45
204.6314.44040	INFORMATION SYS:INTERNAL SVC	7,700.00	0.00	641.67	7,058.37	641.63	91.67
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	250.00	0.00	0.00	495.00	(245.00)	198.00
204.6314.44380	COMMISSION & BOARDS	900.00	0.00	0.00	140.00	760.00	15.56
OTHER SERVICES & CHARGES		17,100.00	0.00	954.89	15,505.38	1,594.62	90.67
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	156,360.00	0.00	20,828.30	157,656.50	(1,296.50)	100.83
204.6314.41210	P.E.R.A. CONTRIBUTION	11,727.00	0.00	1,080.58	11,405.96	321.04	97.26
204.6314.41220	F.I.C.A. CONTRIBUTION	11,933.00	0.00	1,707.48	13,195.60	(1,262.60)	110.58
204.6314.41300	INSURANCE	21,204.00	0.00	1,856.17	18,549.84	2,654.16	87.48
204.6314.41510	WORKERS COMP INSURANCE PREM	1,104.00	0.00	119.05	1,216.77	(112.77)	110.21
204.6314.41810	COLA ALLOWANCE	45,800.00	0.00	0.00	0.00	45,800.00	0.00
PERSONNEL SERVICES		248,128.00	0.00	25,591.58	202,024.67	46,103.33	81.42
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	500.00	0.00	30.67	30.67	469.33	6.13
204.6314.42010	MINOR EQUIPMENT	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.42011	END USER DEVICES	1,700.00	0.00	0.00	400.00	1,300.00	23.53
204.6314.42171	GENERAL SUPPLIES	100.00	0.00	0.00	0.00	100.00	
204.6314.42175	FOOD SUPPLIES	100.00	0.00	0.00	0.00	100.00	
SUPPLIES		2,900.00	0.00	30.67	430.67	2,469.33	14.85

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/22	YTD BALANCE 11/30/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	21,900.00	0.00	1,825.00	20,075.00	1,825.00	91.67
204.6314.47270	TRANSFER TO CAP EQP REPL FD	150,000.00	0.00	0.00	150,000.00	0.00	100.00
204.6314.47370	TRANSFER OUT TO INFO TECHNOLOGY	200.00	0.00	0.00	200.00	0.00	100.00
CONTINGENCIES & TRANSFERS		172,100.00	0.00	1,825.00	170,275.00	1,825.00	98.94
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		440,228.00	0.00	28,402.14	388,235.72	51,992.28	88.19
TOTAL EXPENDITURES		440,228.00	0.00	28,402.14	388,235.72	51,992.28	88.19
Fund 204 - EDA ADMINISTRATION:							
TOTAL REVENUES		255,500.00	0.00	0.00	133,534.92	121,965.08	52.26
TOTAL EXPENDITURES		440,228.00	0.00	28,402.14	388,235.72	51,992.28	88.19
NET OF REVENUES & EXPENDITURES		(184,728.00)	0.00	(28,402.14)	(254,700.80)	69,972.80	137.88

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/22	YTD BALANCE 11/30/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 228 - DOWNTOWN PARKING							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
MISCELLANEOUS							
228.0000.36225	NONDWELLING RENTS	31,200.00	0.00	0.00	23,400.00	7,800.00	75.00
MISCELLANEOUS		31,200.00	0.00	0.00	23,400.00	7,800.00	75.00
TRANSFERS & NON-REV RECEIPTS							
228.0000.39247	TRANSFER IN-SPECIAL PROJ REV	10,000.00	0.00	833.33	9,166.63	833.37	91.67
TRANSFERS & NON-REV RECEIPTS		10,000.00	0.00	833.33	9,166.63	833.37	91.67
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Total Dept 0000 - NON-DEPARTMENTAL		41,200.00	0.00	833.33	32,566.63	8,633.37	79.05
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TOTAL REVENUES		41,200.00	0.00	833.33	32,566.63	8,633.37	79.05
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Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
228.6317.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,549.32	(1,549.32)	100.00
228.6317.43600	PROP & LIAB INSURANCE	8,100.00	0.00	675.00	7,425.00	675.00	91.67
228.6317.43800	UTILITY SERVICES	0.00	0.00	0.00	1,543.34	(1,543.34)	100.00
228.6317.43810	ELECTRIC	12,000.00	0.00	776.42	9,161.67	2,838.33	76.35
228.6317.43820	WATER	500.00	0.00	0.00	0.00	500.00	0.00
228.6317.43850	SEWER	1,500.00	0.00	0.00	0.00	1,500.00	0.00
228.6317.44000	REPAIR & MAINT. SERVICES	62,223.90	614.30	(1,780.00)	26,002.69	35,606.91	42.78
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	0.00	0.00	0.00	810.41	(810.41)	100.00
228.6317.44390	TAXES & LICENSES	0.00	0.00	100.00	100.00	(100.00)	100.00
OTHER SERVICES & CHARGES		84,323.90	614.30	(228.58)	46,592.43	37,117.17	55.98
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SUPPLIES							
228.6317.42012	OTHER TECHNOLOGY EQUIPMENT	0.00	0.00	0.00	115.63	(115.63)	100.00
SUPPLIES		0.00	0.00	0.00	115.63	(115.63)	100.00
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Total Dept 6317 - DOWNTOWN PARKING		84,323.90	614.30	(228.58)	46,708.06	37,001.54	56.12
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TOTAL EXPENDITURES		84,323.90	614.30	(228.58)	46,708.06	37,001.54	56.12
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Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		41,200.00	0.00	833.33	32,566.63	8,633.37	79.05
TOTAL EXPENDITURES		84,323.90	614.30	(228.58)	46,708.06	37,001.54	56.12
NET OF REVENUES & EXPENDITURES		(43,123.90)	(614.30)	1,061.91	(14,141.43)	(28,368.17)	34.22

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Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	190,000.00	0.00	0.00	433,751.17	(243,751.17)	228.29
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	7,369.00	(7,369.00)	100.00
TAXES		190,000.00	0.00	0.00	441,120.17	(251,120.17)	232.17
Total Dept 0000 - NON-DEPARTMENTAL		190,000.00	0.00	0.00	441,120.17	(251,120.17)	232.17
TOTAL REVENUES		190,000.00	0.00	0.00	441,120.17	(251,120.17)	232.17
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	5,944.94	(5,944.94)	100.00
372.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	266,595.32	(266,595.32)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	272,540.26	(272,540.26)	100.00
CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	135,000.00	0.00	0.00	135,000.00	0.00	100.00
372.7000.46110	INTEREST	57,300.00	0.00	0.00	57,295.00	5.00	99.99
372.7000.46200	FISCAL AGENT CHARGES	1,000.00	0.00	0.00	975.00	25.00	97.50
CAPITAL OUTLAY		193,300.00	0.00	0.00	193,270.00	30.00	99.98
Total Dept 7000 - BONDS		193,300.00	0.00	0.00	465,810.26	(272,510.26)	240.98
TOTAL EXPENDITURES		193,300.00	0.00	0.00	465,810.26	(272,510.26)	240.98
Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		190,000.00	0.00	0.00	441,120.17	(251,120.17)	232.17
TOTAL EXPENDITURES		193,300.00	0.00	0.00	465,810.26	(272,510.26)	240.98
NET OF REVENUES & EXPENDITURES		(3,300.00)	0.00	0.00	(24,690.09)	21,390.09	748.18

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Fund 375 - TIF Z6: 47TH & GRAND							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
375.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	136,135.59	(136,135.59)	100.00
TAXES		0.00	0.00	0.00	136,135.59	(136,135.59)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	136,135.59	(136,135.59)	100.00
TOTAL REVENUES		0.00	0.00	0.00	136,135.59	(136,135.59)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
375.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,854.92	(1,854.92)	100.00
375.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	122,522.03	(122,522.03)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	124,376.95	(124,376.95)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	124,376.95	(124,376.95)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	124,376.95	(124,376.95)	100.00
Fund 375 - TIF Z6: 47TH & GRAND:							
TOTAL REVENUES		0.00	0.00	0.00	136,135.59	(136,135.59)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	124,376.95	(124,376.95)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	11,758.64	(11,758.64)	100.00

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Fund 376 - TIF DISTRICTS A3/C7/C8							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
376.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	780.00	(780.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	780.00	(780.00)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	780.00	(780.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	780.00	(780.00)	100.00
Fund 376 - TIF DISTRICTS A3/C7/C8:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	780.00	(780.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(780.00)	780.00	100.00

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/22	YTD BALANCE 11/30/2022	UNENCUMBERED BALANCE	% BGDGT USED
Fund 389 - TIF R8 CRESTV/TRANSITION BLK							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
389.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	31,405.76	(31,405.76)	100.00
TAXES		0.00	0.00	0.00	31,405.76	(31,405.76)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	31,405.76	(31,405.76)	100.00
TOTAL REVENUES		0.00	0.00	0.00	31,405.76	(31,405.76)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
389.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,963.09	(1,963.09)	100.00
389.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	287.95	287.95	(287.95)	100.00
389.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	28,205.00	(28,205.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	287.95	30,456.04	(30,456.04)	100.00
Total Dept 7000 - BONDS		0.00	0.00	287.95	30,456.04	(30,456.04)	100.00
TOTAL EXPENDITURES		0.00	0.00	287.95	30,456.04	(30,456.04)	100.00
Fund 389 - TIF R8 CRESTV/TRANSITION BLK:							
TOTAL REVENUES		0.00	0.00	0.00	31,405.76	(31,405.76)	100.00
TOTAL EXPENDITURES		0.00	0.00	287.95	30,456.04	(30,456.04)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(287.95)	949.72	(949.72)	100.00

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Fund 391 - SCATTERED SITE TIF W3/W4							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
391.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	23,162.36	(23,162.36)	100.00
TAXES		0.00	0.00	0.00	23,162.36	(23,162.36)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	23,162.36	(23,162.36)	100.00
TOTAL REVENUES		0.00	0.00	0.00	23,162.36	(23,162.36)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
391.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
Fund 391 - SCATTERED SITE TIF W3/W4:							
TOTAL REVENUES		0.00	0.00	0.00	23,162.36	(23,162.36)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	20,653.84	(20,653.84)	100.00

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/22	YTD BALANCE 11/30/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 392 - TIF BB2 ALATUS 40TH AV							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
392.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,366.28	(1,366.28)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,366.28	(1,366.28)	100.00
CAPITAL OUTLAY							
392.7000.46110	INTEREST	0.00	0.00	0.00	26,855.88	(26,855.88)	100.00
392.7000.46200	FISCAL AGENT CHARGES	0.00	0.00	0.00	600.00	(600.00)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	27,455.88	(27,455.88)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	28,822.16	(28,822.16)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	28,822.16	(28,822.16)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	28,822.16	(28,822.16)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(28,822.16)	28,822.16	100.00

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Fund 393 - BB6 IF ALATUS 4300 CENTRAL							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
393.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,777.00	(1,777.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,777.00	(1,777.00)	100.00
CAPITAL OUTLAY							
393.7000.46210	MISCELLANEOUS FISCAL CHARGES	0.00	0.00	0.00	500.00	(500.00)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	500.00	(500.00)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	2,277.00	(2,277.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,277.00	(2,277.00)	100.00
Fund 393 - BB6 IF ALATUS 4300 CENTRAL:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,277.00	(2,277.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(2,277.00)	2,277.00	100.00

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Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
408.0000.31012	HRA CURRENT AD VALOREM	235,000.00	0.00	0.00	123,335.06	111,664.94	52.48
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	0.00	36,265.48	38,734.52	48.35
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	1,647.45	(1,647.45)	100.00
TAXES		310,000.00	0.00	0.00	161,247.99	148,752.01	52.02
CHARGES FOR SERVICES							
408.0000.34113	DEVELOPER FEES	0.00	0.00	0.00	29,025.00	(29,025.00)	100.00
CHARGES FOR SERVICES		0.00	0.00	0.00	29,025.00	(29,025.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		310,000.00	0.00	0.00	190,272.99	119,727.01	61.38
TOTAL REVENUES		310,000.00	0.00	0.00	190,272.99	119,727.01	61.38
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	29,728.00	(29,728.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	29,728.00	(29,728.00)	100.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		0.00	0.00	0.00	29,728.00	(29,728.00)	100.00
Dept 6411 - FACADE IMPROVEMENT GRANT							
OTHER SERVICES & CHARGES							
408.6411.44600	LOANS & GRANTS	0.00	0.00	0.00	3,020.05	(3,020.05)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	3,020.05	(3,020.05)	100.00
Total Dept 6411 - FACADE IMPROVEMENT GRANT		0.00	0.00	0.00	3,020.05	(3,020.05)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	750.00	40,853.40	(40,853.40)	100.00
408.6414.43810	ELECTRIC	0.00	0.00	(27.27)	77.83	(77.83)	100.00
408.6414.43830	GAS	0.00	0.00	0.00	517.41	(517.41)	100.00
408.6414.44390	TAXES & LICENSES	0.00	0.00	2,642.46	3,995.34	(3,995.34)	100.00
408.6414.44600	LOANS & GRANTS	50,000.00	0.00	0.00	5,000.00	45,000.00	10.00
OTHER SERVICES & CHARGES		50,000.00	0.00	3,365.19	50,443.98	(443.98)	100.89
CAPITAL OUTLAY							
408.6414.45110	LAND	200,000.00	0.00	0.00	0.00	200,000.00	0.00
CAPITAL OUTLAY		200,000.00	0.00	0.00	0.00	200,000.00	0.00
PERSONNEL SERVICES							
408.6414.41010	REGULAR EMPLOYEES	0.00	0.00	0.00	375.30	(375.30)	100.00

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Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Expenditures							
408.6414.41210	P.E.R.A. CONTRIBUTION	0.00	0.00	0.00	28.15	(28.15)	100.00
408.6414.41220	F.I.C.A. CONTRIBUTION	0.00	0.00	0.00	27.79	(27.79)	100.00
408.6414.41300	INSURANCE	0.00	0.00	0.00	34.26	(34.26)	100.00
408.6414.41510	WORKERS COMP INSURANCE PREM	0.00	0.00	0.00	14.82	(14.82)	100.00
PERSONNEL SERVICES		0.00	0.00	0.00	480.32	(480.32)	100.00
CONTINGENCIES & TRANSFERS							
408.6414.47435	TRANSFER OUT TO: OTHER	816,054.50	0.00	0.00	816,054.50	0.00	100.00
CONTINGENCIES & TRANSFERS		816,054.50	0.00	0.00	816,054.50	0.00	100.00
Total Dept 6414 - COMMERCIAL REVITALIZATION		1,066,054.50	0.00	3,365.19	866,978.80	199,075.70	81.33
Dept 6416 - 3989 CENTRAL AVE							
OTHER SERVICES & CHARGES							
408.6416.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	183.00	(183.00)	100.00
408.6416.44390	TAXES & LICENSES	0.00	0.00	0.00	1,135.91	(1,135.91)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,318.91	(1,318.91)	100.00
Total Dept 6416 - 3989 CENTRAL AVE		0.00	0.00	0.00	1,318.91	(1,318.91)	100.00
Dept 9999 - CONSTRUCTION							
OTHER SERVICES & CHARGES							
408.9999.43050.2014	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	8,162.50	(8,162.50)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	8,162.50	(8,162.50)	100.00
Total Dept 9999 - CONSTRUCTION		0.00	0.00	0.00	8,162.50	(8,162.50)	100.00
TOTAL EXPENDITURES		1,066,054.50	0.00	3,365.19	909,208.26	156,846.24	85.29
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	0.00	190,272.99	119,727.01	61.38
TOTAL EXPENDITURES		1,066,054.50	0.00	3,365.19	909,208.26	156,846.24	85.29
NET OF REVENUES & EXPENDITURES		(756,054.50)	0.00	(3,365.19)	(718,935.27)	(37,119.23)	95.09

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 11/30/2022

Item 3.

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/22	YTD BALANCE 11/30/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
SALES & RELATED CHARGES							
420.0000.39100	SALE OF LAND	0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
SALES & RELATED CHARGES		0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
420.6317.43050.1915	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	50,273.96	(50,273.96)	100.00
420.6317.44000.1915	REPAIR & MAINT. SERVICES	0.00	90,624.51	0.00	166,696.79	(257,321.30)	100.00
OTHER SERVICES & CHARGES		0.00	90,624.51	0.00	216,970.75	(307,595.26)	100.00
SUPPLIES							
420.6317.42012.1915	OTHER TECHNOLOGY EQUIPMENT	0.00	0.00	0.00	632.52	(632.52)	100.00
SUPPLIES		0.00	0.00	0.00	632.52	(632.52)	100.00
Total Dept 6317 - DOWNTOWN PARKING		0.00	90,624.51	0.00	217,603.27	(308,227.78)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
420.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	2,469.26	(2,469.26)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	2,469.26	(2,469.26)	100.00
Total Dept 6414 - COMMERCIAL REVITALIZATION		0.00	0.00	0.00	2,469.26	(2,469.26)	100.00
TOTAL EXPENDITURES		0.00	90,624.51	0.00	220,072.53	(310,697.04)	100.00
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT:							
TOTAL REVENUES		0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
TOTAL EXPENDITURES		0.00	90,624.51	0.00	220,072.53	(310,697.04)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(90,624.51)	0.00	225,834.47	(135,209.96)	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		796,700.00	0.00	833.33	1,435,357.42	(638,657.42)	180.16
NET OF REVENUES & EXPENDITURES		1,783,906.40	91,238.81	31,826.70	2,338,969.41	(646,301.82)	1
NET OF REVENUES & EXPENDITURES		(987,206.40)	(91,238.81)	(30,993.37)	(903,611.99)	7,644.40	1

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS
 EXP CHECK RUN DATES 12/01/2022 - 12/31/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

Item 3.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 193157 204.6314.43250	111522 934571297 COMM DEV ADMIN	COMCAST	11/15/22	159768191	19.44
			Total For Check 193157		19.44
Check 193249 228.6317.44390	ELEVATOR PERMIT-VAN BUREN RAMP	MN DEPT OF LABOR & INDUST	10/29/22	ALR0140546X	100.00
			Total For Check 193249		100.00
Check 193250 408.6414.43050	RAP REVIEW 3930 UNIVERSITY AVE N MN	POLLUTION CONTROL AGENC	11/20/22	10000152240	750.00
			Total For Check 193250		750.00
Check 193325 204.6314.43210	112622 10013121 PHONE COMMDEV AD	POPP.COM INC	11/26/22	992759892	29.53
			Total For Check 193325		29.53
Check 193395 204.6314.43050	CC MEETING 111422	TIMESAVER OFF SITE SECRET	11/30/22	M27792	176.25
			Total For Check 193395		176.25
Check 193404 228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	12/07/22	1005993178	979.20
			Total For Check 193404		979.20
Check 193426 204.6314.43250	121522 934571297 COMM DEV ADMIN	COMCAST	12/15/22	161982757	19.44
			Total For Check 193426		19.44
Check 193462 408.6414.43050	RAP REVIEW 3930 UNIVERSITY AVE N MN	POLLUTION CONTROL AGENC	12/21/22	10000152805	525.00
			Total For Check 193462		525.00
Check 193478 204.6314.43210	103122 -10010429 COM DEV ADMINI	POPP.COM INC	10/31/22	992756729	12.62
			Total For Check 193478		12.62
Check 193489 228.6317.44000	RAMP STAIR WELL CLEANING	SPS INC.	12/07/22	15018	200.00
			Total For Check 193489		200.00
Check 219 204.6314.42000	BINDER CLIPS, PENS	AMAZON.COM	11/02/22	7417869	21.68
204.6314.42000	PENS	AMAZON.COM	11/02/22	2370654	8.99
			Total For Check 219		30.67

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 DB: Columbia Heights

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS
 EXP CHECK RUN DATES 12/01/2022 - 12/31/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

Item 3.

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	287.95
				Fund 228 DOWNTOWN PARKING	1,279.20
				Fund 408 EDA REDEVELOPMENT PROJE	1,275.00
Total For All Funds:					2,842.15
--- TOTALS BY GL DISTRIBUTION ---					
	204.6314.42000			BINDER CLIPS, PENS	30.67
	204.6314.43050			CC MEETING 111422	176.25
	204.6314.43210			103122 -10010429 COM DEV ADMINI:	42.15
	204.6314.43250			111522 934571297 COMM DEV ADMIN	38.88
	228.6317.43810			ELECTRIC	979.20
	228.6317.44000			RAMP STAIR WELL CLEANING	200.00
	228.6317.44390			ELEVATOR PERMIT-VAN BUREN RAMP	100.00
	408.6414.43050			RAP REVIEW 3930 UNIVERSITY AVE NI	1,275.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 12/31/2022

Item 3.

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 202 - ANOKA CO COMM DEV PROGRAMS							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
INTERGOVERNMENTAL							
202.0000.33165	FEDERAL GRANT PASSTHROUGH	0.00	0.00	83,720.00	83,720.00	(83,720.00)	100.00
202.0000.33600	COUNTY GRANT	0.00	0.00	0.00	1,252.00	(1,252.00)	100.00
INTERGOVERNMENTAL		0.00	0.00	83,720.00	84,972.00	(84,972.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	83,720.00	84,972.00	(84,972.00)	100.00
TOTAL REVENUES		0.00	0.00	83,720.00	84,972.00	(84,972.00)	100.00
Expenditures							
Dept 6350 - CDBG - COMM DEV BLOCK GRANT							
OTHER SERVICES & CHARGES							
202.6350.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	11,874.30	(11,874.30)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	11,874.30	(11,874.30)	100.00
CAPITAL OUTLAY							
202.6350.45120	BLDG AND IMPROVMENT	0.00	0.00	0.00	71,835.48	(71,835.48)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	71,835.48	(71,835.48)	100.00
Total Dept 6350 - CDBG - COMM DEV BLOCK GRANT		0.00	0.00	0.00	83,709.78	(83,709.78)	100.00
Dept 6355 - ANOKA CO HRA LEVY PROJECTS							
OTHER SERVICES & CHARGES							
202.6355.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	36,004.13	(36,004.13)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	36,004.13	(36,004.13)	100.00
Total Dept 6355 - ANOKA CO HRA LEVY PROJECTS		0.00	0.00	0.00	36,004.13	(36,004.13)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	119,713.91	(119,713.91)	100.00
Fund 202 - ANOKA CO COMM DEV PROGRAMS:							
TOTAL REVENUES		0.00	0.00	83,720.00	84,972.00	(84,972.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	119,713.91	(119,713.91)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	83,720.00	(34,741.91)	34,741.91	100.00

Item 3.

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	179,000.00	0.00	85,435.15	182,547.17	(3,547.17)	101.98
204.0000.31014	AREA WIDE TAX	76,500.00	0.00	30,406.63	65,076.08	11,423.92	85.07
204.0000.31020	DELNQ. AD VALOREM	0.00	0.00	403.31	2,123.47	(2,123.47)	100.00
204.0000.31800	PAYMENT IN LIEU OF TAXES	0.00	0.00	0.00	12.47	(12.47)	100.00
204.0000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	(9.18)	9.18	100.00
TAXES		255,500.00	0.00	116,245.09	249,750.01	5,749.99	97.75
CHARGES FOR SERVICES							
204.0000.34112	ADMINISTRATIVE FEES	0.00	0.00	0.00	30.00	(30.00)	100.00
CHARGES FOR SERVICES		0.00	0.00	0.00	30.00	(30.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		255,500.00	0.00	116,245.09	249,780.01	5,719.99	97.76
TOTAL REVENUES		255,500.00	0.00	116,245.09	249,780.01	5,719.99	97.76
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,200.00	2,300.00	176.25	4,011.25	(4,111.25)	286.88
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	1,000.00	0.00	0.00	335.90	664.10	33.59
204.6314.43210	TELEPHONE	500.00	0.00	29.53	536.97	(36.97)	107.39
204.6314.43220	POSTAGE	500.00	0.00	76.14	467.09	32.91	93.42
204.6314.43250	OTHER TELECOMMUNICATIONS	200.00	0.00	19.44	228.26	(28.26)	114.13
204.6314.43310	LOCAL TRAVEL EXPENSE	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43500	LEGAL NOTICE PUBLISHING	500.00	0.00	0.00	60.50	439.50	12.10
204.6314.43600	PROP & LIAB INSURANCE	2,400.00	0.00	200.00	2,400.00	0.00	100.00
204.6314.44000	REPAIR & MAINT. SERVICES	750.00	0.00	19.36	292.76	457.24	39.03
204.6314.44040	INFORMATION SYS:INTERNAL SVC	7,700.00	0.00	641.67	7,700.04	(0.04)	100.00
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	250.00	0.00	0.00	495.00	(245.00)	198.00
204.6314.44380	COMMISSION & BOARDS	900.00	0.00	0.00	140.00	760.00	15.56
OTHER SERVICES & CHARGES		17,100.00	2,300.00	1,162.39	16,667.77	(1,867.77)	110.92
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	156,360.00	0.00	14,264.99	171,921.49	(15,561.49)	109.95
204.6314.41210	P.E.R.A. CONTRIBUTION	11,727.00	0.00	1,615.27	13,021.23	(1,294.23)	111.04
204.6314.41220	F.I.C.A. CONTRIBUTION	11,933.00	0.00	1,214.36	14,409.96	(2,476.96)	120.76
204.6314.41300	INSURANCE	21,204.00	0.00	1,850.10	20,399.94	804.06	96.21
204.6314.41510	WORKERS COMP INSURANCE PREM	1,104.00	0.00	171.80	1,388.57	(284.57)	125.78
204.6314.41810	COLA ALLOWANCE	45,800.00	0.00	0.00	0.00	45,800.00	0.00
PERSONNEL SERVICES		248,128.00	0.00	19,116.52	221,141.19	26,986.81	89.12
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	500.00	0.00	25.02	55.69	444.31	11.14
204.6314.42010	MINOR EQUIPMENT	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.42011	END USER DEVICES	1,700.00	0.00	0.00	400.00	1,300.00	23.53
204.6314.42171	GENERAL SUPPLIES	100.00	0.00	0.00	0.00	100.00	
204.6314.42175	FOOD SUPPLIES	100.00	0.00	0.00	0.00	100.00	
SUPPLIES		2,900.00	0.00	25.02	455.69	2,444.31	15.71

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 12/31/2022

Item 3.

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	21,900.00	0.00	1,825.00	21,900.00	0.00	100.00
204.6314.47270	TRANSFER TO CAP EQP REPL FD	150,000.00	0.00	0.00	150,000.00	0.00	100.00
204.6314.47370	TRANSFER OUT TO INFO TECHNOLOGY	200.00	0.00	0.00	200.00	0.00	100.00
CONTINGENCIES & TRANSFERS		172,100.00	0.00	1,825.00	172,100.00	0.00	100.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		440,228.00	2,300.00	22,128.93	410,364.65	27,563.35	93.74
TOTAL EXPENDITURES		440,228.00	2,300.00	22,128.93	410,364.65	27,563.35	93.74
Fund 204 - EDA ADMINISTRATION:							
TOTAL REVENUES		255,500.00	0.00	116,245.09	249,780.01	5,719.99	97.76
TOTAL EXPENDITURES		440,228.00	2,300.00	22,128.93	410,364.65	27,563.35	93.74
NET OF REVENUES & EXPENDITURES		(184,728.00)	(2,300.00)	94,116.16	(160,584.64)	(21,843.36)	88.18

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 228 - DOWNTOWN PARKING							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
MISCELLANEOUS							
228.0000.36225	NONDWELLING RENTS	31,200.00	0.00	0.00	23,400.00	7,800.00	75.00
MISCELLANEOUS		31,200.00	0.00	0.00	23,400.00	7,800.00	75.00
TRANSFERS & NON-REV RECEIPTS							
228.0000.39247	TRANSFER IN-SPECIAL PROJ REV	10,000.00	0.00	833.33	9,999.96	0.04	100.00
TRANSFERS & NON-REV RECEIPTS		10,000.00	0.00	833.33	9,999.96	0.04	100.00
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Total Dept 0000 - NON-DEPARTMENTAL		41,200.00	0.00	833.33	33,399.96	7,800.04	81.07
TOTAL REVENUES		41,200.00	0.00	833.33	33,399.96	7,800.04	81.07
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Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
228.6317.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,549.32	(1,549.32)	100.00
228.6317.43600	PROP & LIAB INSURANCE	8,100.00	0.00	675.00	8,100.00	0.00	100.00
228.6317.43800	UTILITY SERVICES	0.00	0.00	227.75	1,771.09	(1,771.09)	100.00
228.6317.43810	ELECTRIC	12,000.00	0.00	979.20	10,140.87	1,859.13	84.51
228.6317.43820	WATER	500.00	0.00	0.00	0.00	500.00	0.00
228.6317.43850	SEWER	1,500.00	0.00	0.00	0.00	1,500.00	0.00
228.6317.44000	REPAIR & MAINT. SERVICES	62,223.90	614.30	200.00	26,202.69	35,406.91	43.10
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	0.00	0.00	0.00	810.41	(810.41)	100.00
228.6317.44390	TAXES & LICENSES	0.00	0.00	0.00	100.00	(100.00)	100.00
OTHER SERVICES & CHARGES		84,323.90	614.30	2,081.95	48,674.38	35,035.22	58.45
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SUPPLIES							
228.6317.42012	OTHER TECHNOLOGY EQUIPMENT	0.00	0.00	0.00	115.63	(115.63)	100.00
SUPPLIES		0.00	0.00	0.00	115.63	(115.63)	100.00
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Total Dept 6317 - DOWNTOWN PARKING		84,323.90	614.30	2,081.95	48,790.01	34,919.59	58.59
TOTAL EXPENDITURES		84,323.90	614.30	2,081.95	48,790.01	34,919.59	58.59
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Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		41,200.00	0.00	833.33	33,399.96	7,800.04	81.07
TOTAL EXPENDITURES		84,323.90	614.30	2,081.95	48,790.01	34,919.59	58.59
NET OF REVENUES & EXPENDITURES		(43,123.90)	(614.30)	(1,248.62)	(15,390.05)	(27,119.55)	37.11

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 12/31/2022

Item 3.

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	190,000.00	0.00	400,260.46	834,011.63	(644,011.63)	438.95
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	163.60	7,532.60	(7,532.60)	100.00
TAXES		190,000.00	0.00	400,424.06	841,544.23	(651,544.23)	442.92
Total Dept 0000 - NON-DEPARTMENTAL		190,000.00	0.00	400,424.06	841,544.23	(651,544.23)	442.92
TOTAL REVENUES		190,000.00	0.00	400,424.06	841,544.23	(651,544.23)	442.92
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	5,944.94	(5,944.94)	100.00
372.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	266,595.32	(266,595.32)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	272,540.26	(272,540.26)	100.00
CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	135,000.00	0.00	0.00	135,000.00	0.00	100.00
372.7000.46110	INTEREST	57,300.00	0.00	0.00	57,295.00	5.00	99.99
372.7000.46200	FISCAL AGENT CHARGES	1,000.00	0.00	0.00	975.00	25.00	97.50
CAPITAL OUTLAY		193,300.00	0.00	0.00	193,270.00	30.00	99.98
Total Dept 7000 - BONDS		193,300.00	0.00	0.00	465,810.26	(272,510.26)	240.98
TOTAL EXPENDITURES		193,300.00	0.00	0.00	465,810.26	(272,510.26)	240.98
Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		190,000.00	0.00	400,424.06	841,544.23	(651,544.23)	442.92
TOTAL EXPENDITURES		193,300.00	0.00	0.00	465,810.26	(272,510.26)	240.98
NET OF REVENUES & EXPENDITURES		(3,300.00)	0.00	400,424.06	375,733.97	(379,033.97)	1,385.88

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
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Item 3.

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 375 - TIF Z6: 47TH & GRAND							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
375.0000.31010	CURRENT AD VALOREM	0.00	0.00	136,135.59	272,271.18	(272,271.18)	100.00
TAXES		0.00	0.00	136,135.59	272,271.18	(272,271.18)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	136,135.59	272,271.18	(272,271.18)	100.00
TOTAL REVENUES		0.00	0.00	136,135.59	272,271.18	(272,271.18)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
375.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,854.92	(1,854.92)	100.00
375.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	122,522.03	(122,522.03)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	124,376.95	(124,376.95)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	124,376.95	(124,376.95)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	124,376.95	(124,376.95)	100.00
Fund 375 - TIF Z6: 47TH & GRAND:							
TOTAL REVENUES		0.00	0.00	136,135.59	272,271.18	(272,271.18)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	124,376.95	(124,376.95)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	136,135.59	147,894.23	(147,894.23)	100.00

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 376 - TIF DISTRICTS A3/C7/C8							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
376.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	780.00	(780.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	780.00	(780.00)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	780.00	(780.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	780.00	(780.00)	100.00
Fund 376 - TIF DISTRICTS A3/C7/C8:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	780.00	(780.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(780.00)	780.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 389 - TIF R8 CRESTV/TRANSITION BLK							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
389.0000.31010	CURRENT AD VALOREM	0.00	0.00	31,405.76	62,811.52	(62,811.52)	100.00
TAXES		0.00	0.00	31,405.76	62,811.52	(62,811.52)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	31,405.76	62,811.52	(62,811.52)	100.00
TOTAL REVENUES		0.00	0.00	31,405.76	62,811.52	(62,811.52)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
389.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,963.09	(1,963.09)	100.00
389.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	0.00	287.95	(287.95)	100.00
389.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	28,205.00	(28,205.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	30,456.04	(30,456.04)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	30,456.04	(30,456.04)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	30,456.04	(30,456.04)	100.00
Fund 389 - TIF R8 CRESTV/TRANSITION BLK:							
TOTAL REVENUES		0.00	0.00	31,405.76	62,811.52	(62,811.52)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	30,456.04	(30,456.04)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	31,405.76	32,355.48	(32,355.48)	100.00

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 391 - SCATTERED SITE TIF W3/W4							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
391.0000.31010	CURRENT AD VALOREM	0.00	0.00	21,892.50	45,054.86	(45,054.86)	100.00
	TAXES	0.00	0.00	21,892.50	45,054.86	(45,054.86)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	21,892.50	45,054.86	(45,054.86)	100.00
TOTAL REVENUES		0.00	0.00	21,892.50	45,054.86	(45,054.86)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
391.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
	OTHER SERVICES & CHARGES	0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
Fund 391 - SCATTERED SITE TIF W3/W4:							
TOTAL REVENUES		0.00	0.00	21,892.50	45,054.86	(45,054.86)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,508.52	(2,508.52)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	21,892.50	42,546.34	(42,546.34)	100.00

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 392 - TIF BB2 ALATUS 40TH AV							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
392.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,366.28	(1,366.28)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,366.28	(1,366.28)	100.00
CAPITAL OUTLAY							
392.7000.46110	INTEREST	0.00	0.00	0.00	26,855.88	(26,855.88)	100.00
392.7000.46200	FISCAL AGENT CHARGES	0.00	0.00	0.00	600.00	(600.00)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	27,455.88	(27,455.88)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	28,822.16	(28,822.16)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	28,822.16	(28,822.16)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	28,822.16	(28,822.16)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(28,822.16)	28,822.16	100.00

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BGD USED
Fund 393 - BB6 IF ALATUS 4300 CENTRAL							
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
393.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,777.00	(1,777.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,777.00	(1,777.00)	100.00
CAPITAL OUTLAY							
393.7000.46210	MISCELLANEOUS FISCAL CHARGES	0.00	0.00	0.00	500.00	(500.00)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	500.00	(500.00)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	2,277.00	(2,277.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,277.00	(2,277.00)	100.00
Fund 393 - BB6 IF ALATUS 4300 CENTRAL:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	2,277.00	(2,277.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(2,277.00)	2,277.00	100.00

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
408.0000.31012	HRA CURRENT AD VALOREM	235,000.00	0.00	108,503.01	231,838.07	3,161.93	98.65
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	31,933.04	68,198.52	6,801.48	90.93
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	379.35	2,026.80	(2,026.80)	100.00
TAXES		310,000.00	0.00	140,815.40	302,063.39	7,936.61	97.44
CHARGES FOR SERVICES							
408.0000.34113	DEVELOPER FEES	0.00	0.00	0.00	29,025.00	(29,025.00)	100.00
CHARGES FOR SERVICES		0.00	0.00	0.00	29,025.00	(29,025.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		310,000.00	0.00	140,815.40	331,088.39	(21,088.39)	106.80
TOTAL REVENUES		310,000.00	0.00	140,815.40	331,088.39	(21,088.39)	106.80
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	29,728.00	(29,728.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	29,728.00	(29,728.00)	100.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH		0.00	0.00	0.00	29,728.00	(29,728.00)	100.00
Dept 6411 - FACADE IMPROVEMENT GRANT							
OTHER SERVICES & CHARGES							
408.6411.44600	LOANS & GRANTS	0.00	0.00	0.00	3,020.05	(3,020.05)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	3,020.05	(3,020.05)	100.00
Total Dept 6411 - FACADE IMPROVEMENT GRANT		0.00	0.00	0.00	3,020.05	(3,020.05)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	525.00	41,378.40	(41,378.40)	100.00
408.6414.43810	ELECTRIC	0.00	0.00	0.00	77.83	(77.83)	100.00
408.6414.43830	GAS	0.00	0.00	0.00	517.41	(517.41)	100.00
408.6414.44390	TAXES & LICENSES	0.00	0.00	0.00	3,995.34	(3,995.34)	100.00
408.6414.44600	LOANS & GRANTS	50,000.00	0.00	0.00	5,000.00	45,000.00	10.00
OTHER SERVICES & CHARGES		50,000.00	0.00	525.00	50,968.98	(968.98)	101.94
CAPITAL OUTLAY							
408.6414.45110	LAND	200,000.00	0.00	0.00	0.00	200,000.00	0.00
CAPITAL OUTLAY		200,000.00	0.00	0.00	0.00	200,000.00	0.00
PERSONNEL SERVICES							
408.6414.41010	REGULAR EMPLOYEES	0.00	0.00	0.00	375.30	(375.30)	100.00

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Expenditures							
408.6414.41210	P.E.R.A. CONTRIBUTION	0.00	0.00	0.00	28.15	(28.15)	100.00
408.6414.41220	F.I.C.A. CONTRIBUTION	0.00	0.00	0.00	27.79	(27.79)	100.00
408.6414.41300	INSURANCE	0.00	0.00	0.00	34.26	(34.26)	100.00
408.6414.41510	WORKERS COMP INSURANCE PREM	0.00	0.00	0.00	14.82	(14.82)	100.00
PERSONNEL SERVICES		0.00	0.00	0.00	480.32	(480.32)	100.00
CONTINGENCIES & TRANSFERS							
408.6414.47435	TRANSFER OUT TO: OTHER	816,054.50	0.00	0.00	816,054.50	0.00	100.00
CONTINGENCIES & TRANSFERS		816,054.50	0.00	0.00	816,054.50	0.00	100.00
Total Dept 6414 - COMMERCIAL REVITALIZATION							
		1,066,054.50	0.00	525.00	867,503.80	198,550.70	81.38
Dept 6416 - 3989 CENTRAL AVE							
OTHER SERVICES & CHARGES							
408.6416.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	183.00	(183.00)	100.00
408.6416.44390	TAXES & LICENSES	0.00	0.00	0.00	1,135.91	(1,135.91)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,318.91	(1,318.91)	100.00
Total Dept 6416 - 3989 CENTRAL AVE							
		0.00	0.00	0.00	1,318.91	(1,318.91)	100.00
Dept 9999 - CONSTRUCTION							
OTHER SERVICES & CHARGES							
408.9999.43050.2014	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	8,162.50	(8,162.50)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	8,162.50	(8,162.50)	100.00
Total Dept 9999 - CONSTRUCTION							
		0.00	0.00	0.00	8,162.50	(8,162.50)	100.00
TOTAL EXPENDITURES							
		1,066,054.50	0.00	525.00	909,733.26	156,321.24	85.34
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	140,815.40	331,088.39	(21,088.39)	106.80
TOTAL EXPENDITURES		1,066,054.50	0.00	525.00	909,733.26	156,321.24	85.34
NET OF REVENUES & EXPENDITURES		(756,054.50)	0.00	140,290.40	(578,644.87)	(177,409.63)	76.53

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GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 12/31/22	YTD BALANCE 12/31/2022	UNENCUMBERED BALANCE	% BDGT USED
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
SALES & RELATED CHARGES							
420.0000.39100	SALE OF LAND	0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
SALES & RELATED CHARGES		0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
TOTAL REVENUES		0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
420.6317.43050.1915	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	50,273.96	(50,273.96)	100.00
420.6317.44000.1915	REPAIR & MAINT. SERVICES	0.00	90,624.50	0.00	166,696.79	(257,321.29)	100.00
OTHER SERVICES & CHARGES		0.00	90,624.50	0.00	216,970.75	(307,595.25)	100.00
SUPPLIES							
420.6317.42012.1915	OTHER TECHNOLOGY EQUIPMENT	0.00	0.00	0.00	632.52	(632.52)	100.00
SUPPLIES		0.00	0.00	0.00	632.52	(632.52)	100.00
Total Dept 6317 - DOWNTOWN PARKING		0.00	90,624.50	0.00	217,603.27	(308,227.77)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
420.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	2,469.26	(2,469.26)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	2,469.26	(2,469.26)	100.00
Total Dept 6414 - COMMERCIAL REVITALIZATION		0.00	0.00	0.00	2,469.26	(2,469.26)	100.00
TOTAL EXPENDITURES		0.00	90,624.50	0.00	220,072.53	(310,697.03)	100.00
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT:							
TOTAL REVENUES		0.00	0.00	0.00	445,907.00	(445,907.00)	100.00
TOTAL EXPENDITURES		0.00	90,624.50	0.00	220,072.53	(310,697.03)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(90,624.50)	0.00	225,834.47	(135,209.97)	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		796,700.00	0.00	931,471.73	2,366,829.15	(1,570,129.15)	297.08
NET OF REVENUES & EXPENDITURES		1,783,906.40	93,538.80	24,735.88	2,363,705.29	(673,337.69)	100.00
NET OF REVENUES & EXPENDITURES		(987,206.40)	(93,538.80)	906,735.85	3,123.86	(896,791.46)	100.00

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTHS OF NOVEMBER, AND DECEMBER 2022, AND THE PAYMENT OF THE BILLS FOR THE MONTHS OF NOVEMBER AND DECEMBER 2022.

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 November and December 2022 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 a part of the permanent records of the Columbia Heights Economic Development Authority.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of February, 2023

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	2/6/2023

ITEM:	Designating the Official Depositories of the Economic Development Authority	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 1/13/2023

BACKGROUND:

The EDA is required to designate by resolution the depositories used for its funds and investments. The attached resolution follows the general format of resolutions passed in previous years by the EDA and City. Most general banking transactions of the EDA and City are conducted through Northeast Bank. Accounts are also maintained at Wells Fargo Bank of Minnesota, N.A. and U.S. Bank for certain specialized services such as payroll and debt service payments.

The only material difference between this proposed resolution and the resolution adopted annually by the City Council is that the EDA resolution allows for the EDA’s funds to be held in accounts under the name of the City. This has always been the EDA’s practice. Since the creation of the EDA in 1996, it has never had a separate checking account under its own name. All EDA expenditures since its inception have been made using checks drawn in the City’s name on behalf of the EDA. Staff recommends maintaining these three banking relationships, as they meet the EDA’s current needs, and provide capacity for addressing the EDA’s evolving needs for electronic banking services.

There are two differences between this year’s depositories and those of 2022. First, is the addition of US bank, which has a history of being utilized on and off by the EDA. Second, is the restriction of investment custodians from the previously “any with a MN office” to only Pershing and the banks authorized as depositories. This was required after a change to the municipal advisor rule. All investments must still comply with authorized investments as set forth in Minnesota statutes.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Resolution 2023-02, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2023-02, a resolution designating official depositories, for the Columbia Heights Economic Development Authority.

ATTACHMENT(S):

- Resolution 2022-02

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
DESIGNATING OFFICIAL DEPOSITORIES**

Now, therefore, in accordance with the bylaws and regulations of the Columbia Heights Economic Development Authority (the Authority), the Board of Commissioners of the Authority makes the following:

ORDER OF BOARD

IT IS HEREBY RESOLVED, that Northeast Bank, U.S. Bank, and Wells Fargo Bank of Minnesota, N.A., are hereby designated as depositories for the Authority’s funds.

IT IS FURTHER RESOLVED, that the funds of the Authority can be held in accounts at these depositories under the name and federal identification number of the City of Columbia Heights, Minnesota (the City), together with the funds of the City, provided that separate fund accounting records are maintained for the respective Authority and City shares of such accounts in a manner consistent with generally accepted accounting and auditing standards.

IT IS FURTHER RESOLVED, that the responsibility for countersigning orders and checks drawn against funds of the Authority, assigned in the Authority’s bylaws to the Authority President, is hereby delegated to the City Mayor.

IT IS FURTHER RESOLVED, that checks, drafts, or other withdrawal orders issued against the funds of the Authority on deposit with these depositories under the City’s name shall be signed by the following:

- City Mayor
- City Manager
- City Finance Director

and that said banks are hereby fully authorized to pay and charge said accounts for any such checks, drafts, or other withdrawal orders issued by the City on behalf of the Authority.

IT IS FURTHER RESOLVED, that Northeast Bank, U.S. Bank, and Wells Fargo Bank of Minnesota, N.A., are hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in the City’s name on behalf of the Authority, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signatures of the following:

- City Mayor
- City Manager
- City Finance Director

and that Northeast Bank and Wells Fargo Bank of Minnesota, N.A., shall be entitled to honor and to charge the Authority, or the City on behalf of the Authority, for all such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with the Banks by the City Finance Director or other officer of the Authority or City.

IT IS FURTHER RESOLVED, that the City Finance Director or their designee shall be authorized to make electronic funds transfers in lieu of issuing paper checks, subject to the controls required by Minnesota Statutes and by the City of Columbia Heights’ financial policies.

IT IS FURTHER RESOLVED, that all transactions, if any, relating to deposits, withdrawals, re-discounts and borrowings by or on behalf of the Authority with said depositories, made directly by the Authority or by the City on the behalf of the Authority, prior to the adoption of this resolution be, and the same hereby are, in all things ratified, approved and confirmed.

IT IS FURTHER RESOLVED, that any bank designated above as a depository, may be used as a custodian (a.k.a. depository) for investment purposes, so long as the investments comply with authorized investments as set forth in Minnesota Statutes.

IT IS FURTHER RESOLVED, that Bank of New York Mellon DBA Pershing Advisor Solutions LLC may be used as a custodian (a.k.a. depository) for investment purposes so long as the investments comply with the authorized investments as set forth in Minnesota Statutes.

IT IS FURTHER RESOLVED, that the funds of the Authority can be held in accounts at such investment custodians under the name and federal identification number of the City, together with the funds of the City, provided that separate fund accounting records are maintained for the respective Authority and City shares of such accounts in a manner consistent with generally accepted accounting and auditing standards.

BE IT FURTHER RESOLVED, that any and all resolutions heretofore adopted by the Board of Commissioners of the Authority with regard to depositories or brokerage firms are superseded by this resolution.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of February, 2023

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	02/06/2023

ITEM:	Amendment of EDA Bylaws to Adjust Meeting Start Time	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 1/26/23

BACKGROUND:

After reviewing the Columbia Heights Economic Development Authority (the "EDA") bylaws, staff has identified outdated language regarding the regular meeting start time for the authority. Currently, the bylaws set a specific time of 6:30 p.m. for monthly EDA meetings. Due to the recent change of the City Council meeting start time, staff thought it best to remove the specific time from the bylaws. Many times, the EDA meeting is shifted between 5:00 P.M. and 5:30 P.M. depending on the content of the EDA agenda. By giving the EDA the ability to shift between meeting times without having to follow special meeting procedures, the EDA will have the flexibility necessary to limit wasted time between the EDA and City Council meetings. The EDA meeting time is still broadcasted on all public outlets and advertised three days prior to any meeting, regular or special. Attached please find the amended and restated bylaws of the EDA. All proposed language changes in the EDA bylaws is marked with an underline for an addition or a strikethrough to indicate a deletion.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Resolution 2023-03, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2023-03, a resolution approving an amendment to the Economic Development Authority's bylaws.

ATTACHMENT(S):

- 1. Amended Bylaws
- 2. Resolution 2023-03

EXHIBIT A

AMENDED AND RESTATED BYLAWS OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1. **NAME OF AUTHORITY.** The name of the Authority is the "Columbia Heights Economic Development Authority."

Section 2. **OFFICE OF AUTHORITY.** The offices of the Authority are at City Hall in the City of Columbia Heights, Minnesota. The Authority may hold its meetings at such other place or places as it designates by resolution.

Section 3. **COMMISSIONERS.** The Authority is governed by seven commissioners appointed in the manner prescribed by City Council Resolution No. 96-01, as amended (Enabling Resolution) and Minnesota Statutes, Sections 469.090 to 469.1081 (Act).

Section 4. **OFFICIAL SEAL.** The Authority shall have an official seal, which shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

ARTICLE II - OFFICERS

Section 1. **OFFICERS.** The officers of the Authority are the President, the Vice-President, the Secretary, the Treasurer and the Assistant Treasurer. The President, Vice President, Treasurer and Secretary shall be elected annually. No commissioner may serve as President and Vice President at the same time. The offices of Secretary and Assistant Treasurer need not be held by a commissioner.

Section 2. **PRESIDENT.** The President presides at meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the President signs contracts, deeds and other instruments made by the Authority. At each meeting, the President may submit recommendations and information concerning the business, affairs and policies of the Authority. At the annual meeting, the President must submit to the Authority a report summarizing the activities and programs of the Authority for the past year and containing the President's recommendations for Authority activities for the ensuing year.

Section 3. **VICE-PRESIDENT.** The Vice-President performs the duties of the President in the absence or incapacity of the President; and in case of the disability or absence of the President, or in the case of a vacancy in the office of President, the Vice-President performs the duties of the President until a successor has been appointed and qualifies.

Section 4. **SECRETARY.** The Secretary performs the duties of a secretary for the Authority.

Section 5. **TREASURER.** The Treasurer has the duties given by the Act.

Section 6. **EXECUTIVE DIRECTOR.** The Columbia Heights City Manager is the Executive Director of the Authority and has general supervision over the administration of its business and

affairs subject to the direction of the Authority and signs contracts, deeds and other instruments made by the Authority. The Executive Director is responsible for the management of the projects and general affairs of Authority under the direction of the Commissioners.

Section 7. OTHER ADMINISTRATIVE OFFICERS. Subdivision 1. Assistant Secretary. The Authority may designate an assistant to the Secretary to keep the records of the Authority, record the meetings of the Authority in a journal of proceedings to be kept for that purpose and to perform the duties of secretary under the direction of the Secretary. The assistant must keep in safe custody the seal of the Authority and may affix the seal to contracts and instruments authorized by the Authority.

Subd. 2. Assistant Treasurer. The Columbia Heights Finance Director of the City is the Assistant Treasurer of the Authority. The Assistant Treasurer of the Authority has custody of funds of the Authority. The Assistant Treasurer must deposit the funds in the name of the Authority in a bank or banks selected by the Authority. The Executive Director and the Assistant Treasurer must sign orders and checks for the payment of money and pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, orders and checks must also be countersigned by the President. The Assistant Treasurer must keep regular books of accounts showing Authority receipts and expenditures and render to the Authority, at the annual meeting (and when requested by the Authority), an account of the financial condition of the Authority.

Subd. 3. Deputy Executive Director. The Columbia Heights Community Development Director is the Deputy Executive Director and performs such duties and services as specified by the Executive Director, subject to direction of the Authority. In the absence or incapacity of the Executive Director, the Deputy Executive Director may sign contracts, deeds and other instruments made by the Authority.

Section 8. COMBINING ADMINISTRATIVE OFFICES. Administrative offices may be combined.

Section 9. ADDITIONAL DUTIES. The officers of the Authority perform other duties and functions as may from time to time be required by the Authority, these bylaws or the rules and regulations of the Authority.

Section 10. VACANCIES. If the office of President, Vice-President, Treasurer, or Secretary becomes vacant, pursuant to Minnesota Statutes 351.02 or by other provisions of law, the Authority must elect a successor at the next regular meeting or at a special meeting called for that purpose. The successor serves for the unexpired term of the office.

ARTICLE III - MEETINGS

Section 1. REGULAR MEETINGS. Monthly meetings are held at the regular meeting place of the Authority on the first Monday of each month ~~at 6:30 p.m.~~ unless that date is a legal holiday, in which case the meeting will be held on the next succeeding business day. In the event the date/time/meeting place of a particular meeting must be changed, the Executive Director may make such change deemed necessary by notifying all Commissioners of the revised meeting time and date in accordance with the procedures for a special meeting.

Section 3. SPECIAL MEETINGS. Special meetings of the Board of Commissioners may be called by the President, two members of the Board of Commissioners, or the Executive Director for the purpose of transacting any business designated in the call. The call (including location of meeting) for a special meeting must be delivered to Commissioners at least two days before the meeting, and notice of the meeting must be posted in the Authority's offices at least three days before the meeting. At a special meeting, no business may be considered other than designated in the call, but if all the members of the Authority are present at a special meeting any business may be transacted at such special meeting by unanimous vote.

Section 4. QUORUM. The powers of the Authority are vested in the commissioners in office from time to time. Four commissioners constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until a quorum is present, and when a quorum is not present, a smaller number may adjourn the meeting.

Section 5. ORDER OF BUSINESS. The following is the order of business at regular meetings of the Authority.

1. Roll call.
2. Approval of minutes of the previous meeting.
3. Management Report.
4. Consent.
5. All other items.
6. Adjournment.

Section 6. RESOLUTIONS: CONDUCT. Upon direction of the President, or the motion by two members of the Board of Commissioners, resolutions must be in writing and placed in the journal of the proceedings of the Authority. The meeting will be conducted in accordance with Roberts Rules of Order, Revised.

Section 7. MANNER OF VOTING. Voting on questions coming before the Authority must be entered in the minutes of the meeting. When a quorum is in attendance, action may be taken by the Authority upon a vote of the majority of the commissioners.

ARTICLE IV - MISCELLANEOUS

Section 1. FISCAL YEAR. The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 2. TREASURER'S BOND. The Treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and filed with the Secretary and must be for twice the amount of money likely to be on hand at any one time as determined at least annually the Authority, provided, however, that the bond must not exceed \$300,000.

Section 3. REPORT TO CITY. The Authority shall annually, at a time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year. The Authority shall, at the City's request, make available all records necessary to conduct an audit of the Authority's finances.

Section 4. BUDGET. The Authority shall annually send its budget to the City Council which budget includes a written estimate of the amount of money need by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 5. SERVICES. The Authority may contract for services of consultants, agents and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority. The Authority may not hire temporary or permanent employees without prior approval of the City Council.

Section 6. AMENDMENTS TO BYLAWS. The bylaws of the Authority may be amended only with the approval of at least four commissioners at a regular meeting or at a special meeting called for that purpose.

Amended Bylaws Approved: _____, 2017.

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING AN AMENDMENT TO THE ECONOMIC DEVELOPMENT AUTHORITY’S BYLAWS

WHEREAS, the Columbia Heights Economic Development Authority (the “Authority”) has considered proposed certain amendments to its Bylaws; and

WHEREAS, Article IV, Section 6 of the Bylaws provides for amendments to the Bylaws by majority vote of the Board at any regular or special meeting of the Authority; and

WHEREAS, The Board has determined that it is reasonable, expedient and in the best interest of the public to amend Article III, Section 1 of the Bylaws to change the regular meeting time of the Authority Board; and

WHEREAS, the Authority has thoroughly reviewed the proposed amendment to the bylaws.

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

1. hereby approves the amendment to its Bylaws in the form attached to this Resolution as Exhibit A.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Adopted this 6th day of February, 2023

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary

**AMENDED AND RESTATED BYLAWS OF THE
COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY**

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Section 3. VICE-PRESIDENT. The Vice-President performs the duties of the President in the absence or incapacity of the President; and in case of the disability or absence of the President, or in the case of a vacancy in the office of President, the Vice-President performs the duties of the President until a successor has been appointed and qualifies.

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Item 5.

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Section 4. BUDGET. The Authority shall annually send its budget to the City Council which budget includes a written estimate of the amount of money need by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 5. SERVICES. The Authority may contract for services of consultants, agents and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority. The Authority may not hire temporary or permanent employees without prior approval of the City Council.

Section 6. AMENDMENTS TO BYLAWS. The bylaws of the Authority may be amended only with the approval of at least four commissioners at a regular meeting or at a special meeting called for that purpose.

Amended Bylaws Approved: _____, 2023.



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	02/06/2023

ITEM:	Ruff Love Doggy Daycare Fire Suppression Grant Application	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney

BACKGROUND:

In 2022 the EDA created the Fire Suppression Grant Program (“Program”). Through this program the EDA wanted to assist local businesses with the cost burdening work of installing fire suppression systems within commercial buildings. As noted in the program guidelines, a lot of the commercial properties in Columbia Heights do not have fire suppression systems. The cost of adding these systems, when required, is very prohibitive for small businesses. Certain businesses and certain changes in use require the addition of fire suppression systems. Since the creation of the program, there has been several interested business owners, but zero applicants. Staff believed Miller’s Bar would have been a prime target for the program, but when asked, the owner said that even with the grant it would be too expensive. Staff encouraged the owner to still apply but have not received any word since. There are currently two applications in the pipeline. The first is before you this evening. The second is for Rail Werks brewery which is planned to go into the strip mall at 4001 Central Ave NE.

The first applicant is Jessen Como the owner of Ruff Love Dogs. Ruff Love Dogs currently operates in NE Minneapolis but is being forced out of their building due to a pending redevelopment project. Ruff Love Dogs is now under contract to purchase the building located at 3801 3rd ST NE in Columbia Heights and has plans to retrofit the building for its new use as a dog kennel/daycare. The applicant has received two competitive quotes for the required fire suppression system, proving that the upgrade adds approximately \$80,000 to the build out.

In 2022, The EDA allocated \$45,000 for the creation of the Program, and budgeted \$60,000 for 2023, leaving the program with a balance of \$105,000. As stated above, it has been difficult for staff to find business that are able to apply to the Program. Many businesses don’t have the capital to pay for the addition of a fire suppression system in their building. As you can see from the bids that Ruff Love Dogs received, it costs about \$40, 000 to run a new water service line from the street to the building. This doesn’t include the installation of any fire suppression equipment within the building. Due to the cost of installing a fire suppression system that includes the installation of a new water service, staff are recommending an increase to the total amount provided through the program. The current maximum grant allowed is 50% of the project cost up to \$15,000. Staff believe by increasing the grant from \$15,000 to \$30,000 the EDA would make the Program more marketable and practical. Increasing the maximum grant to \$30,000 would still allow smaller projects to occur but would also incentivize businesses and property owners seeking larger projects with limited capital to reinvest into their buildings. Unlike some Façade Improvements, the fire suppression systems will be installed and available for the next business that chooses to call the building home. Staff conducted a comparison of other cities with similar programs. Of the eight cities reviewed, five cities had a maximum allotment of \$20,000 - \$30,000. While one of the cities had a maximum grant of \$10,000 covering up to 100% of the expenses. Staff believe setting the EDA’s program at \$30,000 is a good middle ground that affords the EDA at least two grants per year if the \$60,000 annual budget allotment remains intact.

In addition to the increasing of the grant amounts, community development staff are recommending a few edits to the program guidelines. The first edit is to update the guidelines to include industrial properties. By limiting the program to commercial properties, the EDA eliminates improvements to the City’s small industrial sector. By including industrial properties, the City may be able to attract businesses like Ruff Love. The second proposed edit is to expand the Program along Central Ave to 53rd Ave. This would bring the program into alignment with the Façade Grant Program’s boundaries. This would have been the original intent, but the Façade Grant’s boundaries were extended after the development of the Fire Suppression grant program.

RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution 2023-04, there being ample copies available to the public.

MOTION: Move to approve Resolution 2023-04, a resolution of the Economic Development Authority of Columbia Heights, Minnesota, approving the form and substance of the Fire Suppression Grant Agreement, and approving authority staff and officials to take all actions necessary to enter the authority into the Fire Suppression Grant Agreement with Jessen Como.

MOTION: Move to edit the Fire Suppression Grant Guidelines as presented.

- ATTACHMENT(S):**
- 1. Resolution 2023-04**
 - 2. Ruff Love Dogs Fire Suppression Grant Application**
 - 3. Fire Suppression Grant Agreement**
 - 4. Fire Suppression Grant Guidelines Edits**

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FIRE SUPPRESSION GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO THE FIRE SUPPRESSION GRANT AGREEMENT WITH JESSEN COMO.

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 and industrial property owners and/or tenants for the purpose of installing fire suppression systems thereby increasing business variety, economic performance, and public safety; 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 form and substance of the grant agreement and approves the Authority entering into the agreement with Jessen Como.
2. 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.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as he/she deems necessary and appropriate to carry out the purpose of the foregoing resolution.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Adopted this 6th day of February, 2023

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary

THE CITY OF COLUMBIA HEIGHTS

FIRE SUPPRESSION GRANT, PILOT PROGRAM

FOR OFFICE USE ONLY:

COMMUNITY DEVELOPMENT

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	PLANNED EDA MEETING:

PROPERTY OWNER INFORMATION

Check if Applicant

Name: Jessen Como Year Purchased: 2023
 Address: 3801 3RD ST NE. 55421
 Telephone: 917 607 6765 Email Address: Jessen.Como@gmail.com

BUSINESS INFORMATION

Check if Applicant

Business Name: Ruff Love Dogs
 Primary Contact: Jessen Como
 Address: 3801 3RD ST NE. 55421
 Telephone: 917 607 6765 Email Address: Jessen.Como@gmail.com
 Type of Business/Businesses in the Building: DOG DAYCARE

If Leased, Lease Expiration Date _____ Renewal Term _____

Check the appropriate type of ownership:

- The business owns the property
- The business leases the property

PROJECT INFORMATION

Describe the proposed scope of work to be completed:

Full Sprinkler System - outside -
Excavate land outside and bring in a
second water main. Full Sprinkle
interior of Building.

Estimated Cost of Improvements: TBD

Have you engaged the services of a Contractor, Designer, or Architect:

Yes

No

If so, which services have you engaged: _____

Estimated time needed for the completion of the project: _____

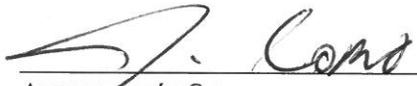
APPLICATION PROCESS

1. **The following documents must accompany a completed application:**
 - a. A complete application sent to the attention of the Columbia Heights Economic Development Authority at the following location: 590 40th Ave NE, Columbia Heights, MN 55421
 - b. Proof of ownership or signed letter from the property owner acknowledging the scope of work and giving the renter permission to apply for the grant and to complete the proposed work.
 - c. A detailed scope of work
 - d. Electronic copy of drawings or designs
 - e. Submit 2 or more competitive proposals from licensed and bonded contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. Contractors cannot be changed unless new proposals have been submitted and approved by the EDA.
 - f. Other supporting documents may be requested by staff or the EDA.
2. Applications will be open and accepted until the initial allocation of funding is exhausted.
3. Upon the Receipt of a complete application Community Development staff will review the planned project with the building official and fire department prior to bringing it before the EDA. During the review staff may request more information or documents related to the project.
4. After the EDA's decision applicants will be notified via email correspondence. A Grant Agreement must be approved and signed before commencement of any improvements.
5. Once the Grant Agreement is executed the Recipient of the grant, may begin the project improvements, the Grantee is responsible for obtaining all necessary permits and inspections throughout the process.
6. The grant recipient or its contractor must commence the improvements sixty (60) days after an executed Grant Agreement. The project specified in the agreement must be completed within ten (10) months after the signing of the agreement.
7. Once the project is complete, the grant funds will be disbursed for reimbursement to the applicant after all the following pieces of information have been submitted:
 - a. Proof of Final Inspection by the Building Official and fire department.
 - b. A Copy of the Final Invoice Received from the Contractor.
 - c. Before and After Photographs
 - d. Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)
 - e. Copies of all applicable permits

APPLICANT ACKNOWLEDGEMENTS

- 1. The Applicant shall hold the EDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
- 2. The Applicant recognizes and agrees that the EDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
- 3. The Applicant acknowledges that they have read the Fire Suppression Grant, Pilot Program application and guidelines, and understands that if the proposal is approved, they will make the above referenced improvements to the property within the specific time allowed.

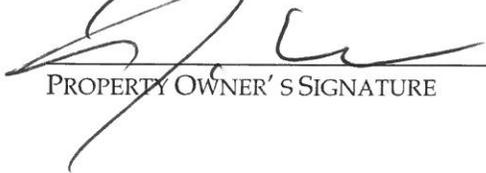
The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.



APPLICANT'S SIGNATURE

1/20/2023

DATE



PROPERTY OWNER'S SIGNATURE

1/20/2023

DATE



January 27, 2023

Attention: Jessen Como

Regarding: Ruff Love Dogs – Columbia Heights, MN
Fire protection proposal

We are pleased to provide you with the following fire protection quotation. Our proposal is based on bid plans and NFPA 13. All work to be performed during normal working hours.

Scope of work:

- Provide engineered fire protection plans for city approval and permit. AutoCAD backgrounds to be provided to Frontier Fire at no additional charge.
- Sprinkler work to begin at a new 4" underground inside the building. Pricing assumes bringing the new underground into the southwest corner of the building. New underground into building and testing is included in the underground pricing below.
- Furnish and install a new valve assembly per NFPA 13 and City of Columbia Heights.
- Furnish and install a wet system to protect the entire building.
- Sprinkler system is to be designed for light and ordinary hazard per NFPA 13.
- Furnish and install brass upright sprinkler heads installed on exposed sprinkler pipe in the areas without ceilings.
- Furnish and install chrome semi-recessed sprinkler heads in the areas with ceilings.
- All hangers per NFPA 13.
- Provide and install a new rough brass y-type fire department connection on the exterior wall of the sprinkler room.
- Provide combination horn & strobe for the new fire department connection (installation and wiring by others).
- Provide and install required tamper switches and water flow switches (wired by others).
- Grooved pipe (1-1/2" and larger) to be black thinwall with grooved fittings.
- Threaded pipe (1" to 2") to be threadable lightwall pipe with ductile iron fittings.

Fire sprinkler system - \$32,160

New underground service - \$41,900

(Items not included in this underground number are SAC/WAC charges, rock removal, restoration other than street repair, staking locations of grades for storm drainage, dewatering costs, soil correction and frost excavation.)

Exclusions:

Fire alarm/monitoring work, bringing underground into southeast corner of building (add \$5,900), dry systems, painting of sprinkler pipe, custom colored sprinkler heads and overtime.

Sincerely,

Chris Harvieux

Frontier Fire Protection, Inc



Jan 30, 2023

Company: Ruff Love Dogs
3801 3rd St NE
Columbia Heights, MN 55421

Attention: Jessen Como
E-mail: Jessen.como@gmail.com
Phone: 917-607-6765

Regarding: Ruff Love Dogs

Bid #WBH230006

We propose to furnish and install the necessary material, labor, tools & equipment for the installation of a new fire sprinkler system including monitoring. The fire suppression system will be designed based on N.F.P.A, Minnesota State and local AHJ requirements. State License No. C-156.

Our scopes of work are as follows:

- Labor, equipment, and materials needed to excavate, install (1) 4" waterline from the main to a point "just" inside the building. Includes a 4" x 6" tap at the main. The permanent restoration of the street (up to 30' x 15' x 4" asphalt) and curb (up to 15') is included. All grass and all other restoration is excluded. Temporary restoration is listed below as alternate #1 if needed. Based on doing job in April.
New Wet Sprinkler System including required backflow prevention.
Black pipe, fittings & hangers to be provided throughout all areas of LVC's work.
Sprinklers are to be Brass Pendants/Uprights installed on exposed piping.
Provide sprinkler supervision alarm panel and associated devices to monitor new fire sprinkler system being installed in the facility. The sprinkler supervision panel will include a cellular/IP communicator for connection to central station for off-site monitoring.

Fire & Life Safety | Fire Suppression | Fire Extinguishers | Video Surveillance | Structured Cable | Access Control | 24 Hour Service

MINNESOTA

Minneapolis 952-835-4600
Rochester 507-281-4600
Hibbing 218-262-2484
International Falls 218-286-1141
Crosby 218-259-2135
Alexandria 320-219-6633

WISCONSIN

Eau Claire 715-688-4600

ARIZONA

Tempe 480-967-0800

www.LVCinc.com



- **The system as proposed above includes the following:**
 - 001 Notifier Fire Warden 50X Fire Alarm Panel
 - 001 CLSS Pathway Cellular/IP Communicator
 - 001 BG12LX Manual Pull Stations
 - 001 FSP-951 Addressable Smoke Detectors
 - 001 Horn/Strobes-Wall Mounted
 - 001 FDM-1 Dual Input Monitor Module (For Sprinkler Supervision
 - Our installation is based on performing work off of a smooth unobstructed floor.
 - All work shall be performed during normal working hours.
 - Payment terms are monthly progress payments 30 days net.
-
- Payment and performance bond will be provided at an additional cost of \$9.00 per \$1,000.00 to the maximum value of the contract. Bonds can be furnished at no additional cost to the owner in lieu of retention being held.
 - All work to be performed in accordance with this subcontractor Health and Safety Manual in correlation with the Owners Safety Program.
 - Any scope changes outside this document or in the event additional materials and/or labor is required due to unforeseen circumstances beyond our control, LVC Companies, Inc reserves the right to generate a change order request to cover additional scope of work. Additional scope, work and costs will be discussed as soon as identified in order to keep all parties informed and the project kept on schedule. No additional work will be performed until LVC Companies, Inc receives the written approval to proceed.
 - Price is valid for 15 days from the date of this proposal.

Our based bid price \$83,360.00

Alternate #1: to provide temporary restoration of the street (up to 30' x 15'). Includes removals of the temporary restoration once permanent restoration is allowed. **Add \$8,000**

Alternate #2: to provide a vac truck for (1) day if needed due to utilities. **Add \$4,000**



Clarifications:

- LVC will provide a one-year warranty on parts and labor commencing on the date of AHJ or Owner acceptance.
- Any required CAD files are to be provided to LVC Inc. at no additional cost to complete required permit submittals. LVC will provide all design submittal documents and plans upon receiving CAD files by others at no additional cost to LVC.
- All programming and panel terminations are to be done by LVC Companies.
- All cabling will be done installed to industry standards and with proper support.
- All cabling pathways are assumed to be available for use without additional conduits, fire sleeves, core holes, or other means to run cabling.
- Required permits for fire alarm system included in the proposal price.
- Fire alarm cabling cannot be painted unless approved in writing by the AHJ.
- The proposal includes one (1) pre-test and one (1) final acceptance test with AJH and is based on single-phase work for completion for occupancy. Additional phases for occupancy will require a change order.

Our list of exclusions are as follows:

- Land/Lane use permits, SAC and/or other connection charges, water meters, dewatering, soil correction and/or replacement, pipe support, removal of buried obstructions, jacking, frost charges, rock excavation, construction staking, restoration (other than listed above), compaction tests, hauling of excess soils, erosion control/inlet protection, hazardous material handling, wall sleeves, utility cut-offs and/or removals, cut and patch floors, culverts, irrigation, trench drains, perimeter drain tile, tree removal and/or replacement, grubbing, sheeting, shoring, bracing, and private utility locates.
- All electrical, including but not limited to 120VAC connections, rough-in conduits and boxes, other conduit, raceways, penetrations, cable trays, POE entry sleeves, floor X-rays, surface raceways for low voltage cable pathways, are to be supplied by electrician or others.
- LVC Companies is not responsible for any repairs of sheetrock, ceiling tile, tile grid, or any superficial material, including paint, wall covering, paneling wood, steel studs, access hatches, or any non-supporting structure material related to completing the installation of the system.
- Unless otherwise noted, the following are not included in this proposal:
 - Lift scheduling or rentals
 - Offsite monitoring fees-See line item above for value
- Payment & Performance Bond .
- Removal and/or replacement of ceilings for installation of our work.



- Paint and/or painting of any kind.
- 3D drawings & 3D modeling.
- Overtime.

Material Escalation:

Due to the volatile steel market and the monthly increase in piping an adjustment to our proposal may be required at the time of contracting. In addition, material may require pre-purchasing with payment for said material in order to lock in pricing in the event of significant delay or price increases of material occurring during the performance of the contract through no fault of the contractor, the contract sum, time of performance, or contract requirements shall be equitably adjusted by change order in accordance with procedures of the contract documents. A change in price of an item of material shall be considered significant when the price of the item increases 5% between the date of the contract and the date of installation. Thank you for the opportunity to present this proposal.

Again, thank you for the opportunity to present this proposal. I am certain that LVC Companies, Inc Fire Suppression can provide the engineering, equipment, installation and testing needed to insure a complete and fully operational system. Please contact me with any further questions or to discuss in greater detail.

Thank You

Bill Hoppe
Fire Sprinkler Sales

Direct: 952-837-0586
Mobile: 952-738-2342
Fax: 952-835-4153
E-mail: bhoppe@lvcinc.com

Accepted By: _____ Date: _____

Print Name: _____

Title: _____

RUFF LOVE DOGS II

**3801 3RD ST NE
 COLUMBIA HEIGHTS, MN 55421**



VICINITY MAP



PROJECT DIRECTORY

OWNER

JESSEN COMO
 PHONE: (612) 331-4248
 EMAIL: jessen.como@gmail.com

ARCHITECT

BLUMENTALS/ARCHITECTURE, INC.
 1600 MARSHALL ST. NE, SUITE 1
 MINNEAPOLIS, MN 55413

PRINCIPAL: JIM MOY
 ARCHITECT: JIM MOY
 JOB CAPTAIN: KAREEM SHERARD
 PHONE: (612) 421-0652
 EMAIL: JIMM@BLUMENTALS.COM

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of

MINNESOTA	1/19/2023
	sign date
JAMES L. MOY	27036
	reg. no.

Jim Moy

ISSUES / REVISIONS

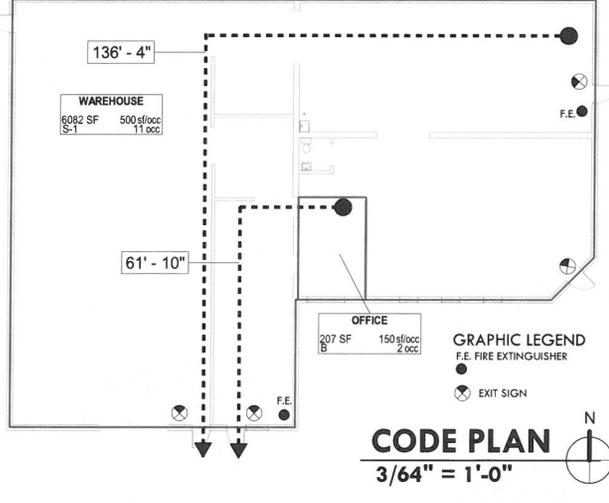
1	01-19-2023	CITY REVIEW
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EXISTING CONDITIONS
 VERIFY ALL EXISTING CONSTRUCTION DIMENSIONS, ELEVATIONS AND CONDITIONS BEFORE STARTING ANY CONSTRUCTION. REVIEW ANY DISCREPANCIES WITH THE ARCHITECT. ADJUST NEW CONSTRUCTION AS REQUIRED.

RUFF LOVE DOGS II
 3801 3RD ST NE
 COLUMBIA HEIGHTS, MN 55421
 B/A Project Number: 622-44

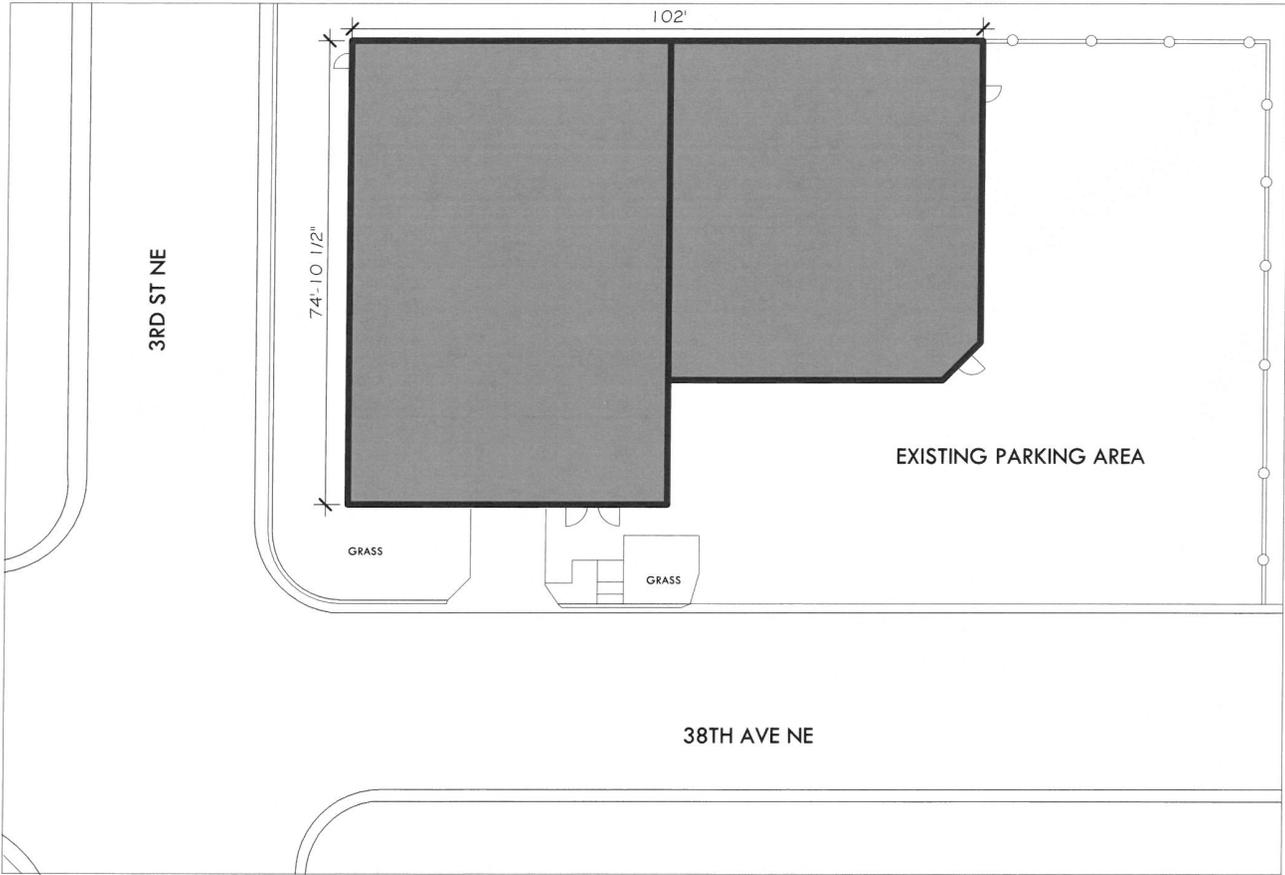
COVER PAGE

A.1



CODE PLAN
 3/64" = 1'-0"

BUILDING DATA: RUFF LOVE DOGS II		
APPLICABLE CODES & OCCUPANCY	OCCUPANT LOAD	PLUMBING FIXTURE COUNTS
2020 MINNESOTA BUILDING CODE (MBC) 2020 MINNESOTA ACCESSIBILITY CODE	GROUP 5-1 WAREHOUSE 6082 SF 500 SF/OCC 11 OCC	WAREHOUSE: 11 OCCUPANTS LAV - 1 PER 100 TOILETS - 1 PER 100
TYPES OF CONSTRUCTION (CHAPTER 6 - 2020 MBC) II-B	GROUP B OFFICE 207 SF 150 SF/OCC 2 OCC	LAV: REQUIRED: .11 TOILETS: REQUIRED: .11
STRUCTURAL FRAME: 0 HR EXTERIOR WALLS: 0 HR INTERIOR WALL: 0 HR NON BEARING WALLS & PARTITIONS: 0 HR FLOOR: 0 HR ROOF 0 HR	TOTAL OCCUPANTS 13	OFFICE: 2 OCCUPANTS
EXIT REQUIREMENTS (TABLE 1006.2.1 - 2020 MBC)	EXIT ACCESS TRAVEL DISTANCE (TABLE 1017.2 MN IBC 2020)	LAV - 1 PER 40 FOR THE FIRST 80 AND 1 PER 80 FOR THE REMAINDER EXCEEDING 80
OCCUPANT LOAD FOR 5 AND B OCCUPANCY IS LESS THAN THE THRESHOLD BEFORE A SECOND EXIT IS REQUIRED	5 OCCUPANCY REQUIRED: 200' NOT SPRINKLER PROVIDED: 136' 4"	TOILETS - 1 PER 25 FOR THE FIRST 50 AND 1 PER 50 FOR THE REMAINDER EXCEEDING 50
5 OCCUPANCY MAXIMUM LOAD = 29 OCCUPANT LOAD PROVIDED = 11	B OCCUPANCY REQUIRED: 200' NOT SPRINKLER PROVIDED: 61' 10"	LAV: REQUIRED: .05 TOILETS: REQUIRED: .05
B OCCUPANCY MAXIMUM LOAD = 49 OCCUPANT LOAD PROVIDED = 2		TOTAL LAVS REQUIRED: .16 PROVIDED: 1 TOTAL TOILETS: REQUIRED: .16 PROVIDED: 1



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of

MINNESOTA	1/19/2023
	sign date
JAMES L. MOY	27036
	reg. no.

James L. Moy

ISSUES / REVISIONS	
1	01-19-2023 CITY REVIEW

EXISTING CONDITIONS
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RUFF LOVE DOGS II
3801 3RD ST NE
COLUMBIA HEIGHTS, MN 55421
B/A Project Number: **622-44**

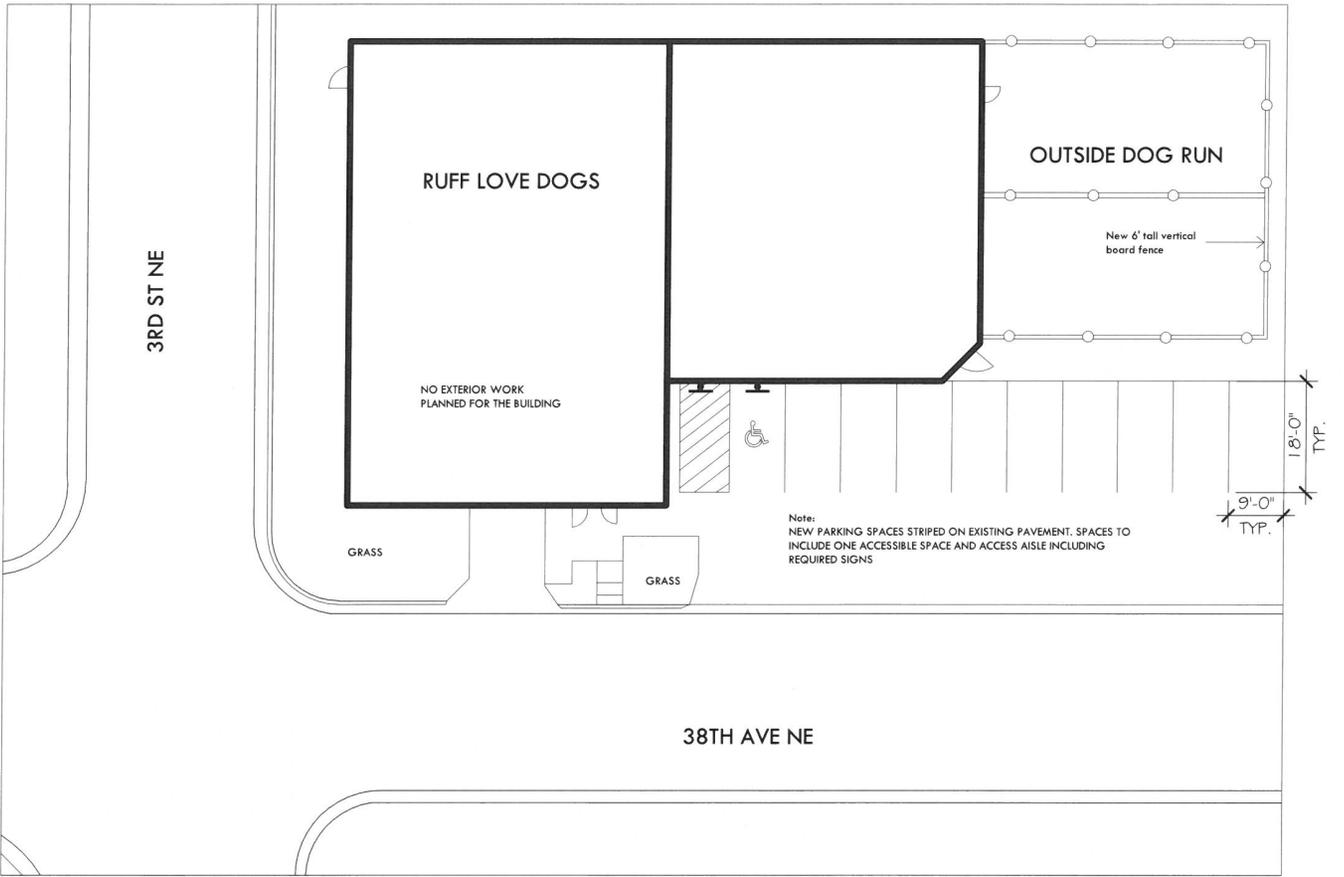
EXISTING SITE PLAN

A.2

EXISTING SITE PLAN
1" = 20'-0"



Item 6.



Note:
NEW PARKING SPACES STRIPED ON EXISTING PAVEMENT. SPACES TO INCLUDE ONE ACCESSIBLE SPACE AND ACCESS AISLE INCLUDING REQUIRED SIGNS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of

MINNESOTA	1/19/2023
	sign date
JAMES L. MOY	27036
	reg. no.

James L. Moy

ISSUES / REVISIONS	
1	01-19-2023 CITY REVIEW

EXISTING CONDITIONS
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RUFF LOVE DOGS II
3801 3RD ST NE
COLUMBIA HEIGHTS, MN 55421
B/A Project Number: **622-44**

PROPOSED SITE PLAN

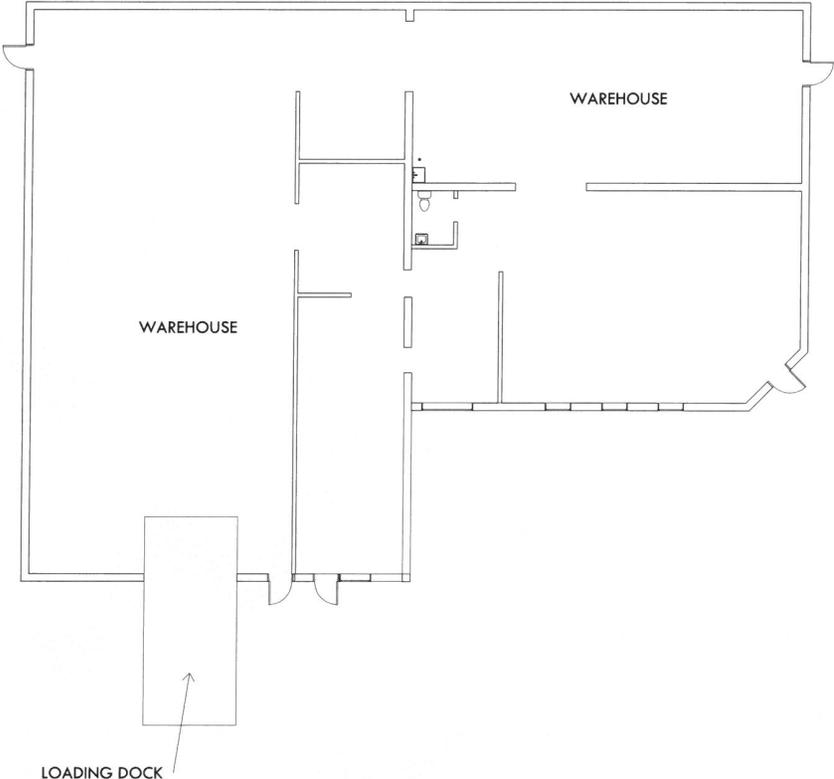
A.3

PROPOSED SITE PLAN

1" = 20'-0"



1/19/2023 2:39:45 PM



EXISTING FLOOR PLAN
1/16" = 1'-0"

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of

MINNESOTA 1/19/2023
sign date
JAMES L. MOY 27036
reg. no.

James L. Moy

ISSUES / REVISIONS	
1	01-19-2023 CITY REVIEW

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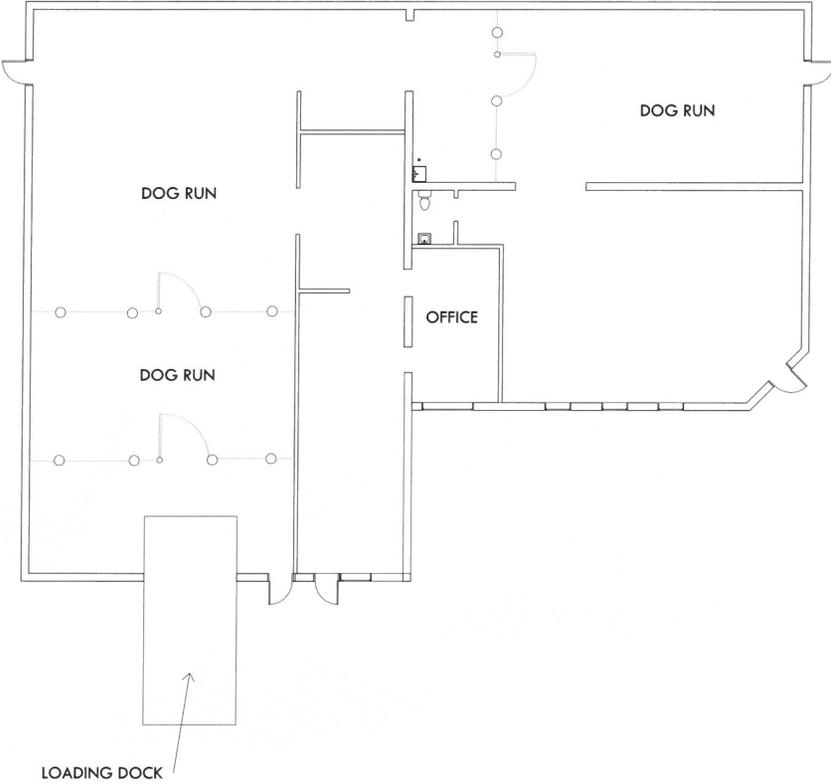
RUFF LOVE DOGS II
3801 3RD ST NE
COLUMBIA HEIGHTS, MN 55421
B/A Project Number: **622-44**

EXISTING FLOOR PLAN

A.4

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Item 6.



PROPOSED FLOOR PLAN
1/16" = 1'-0"



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MINNESOTA 1/19/2023
sign date
JAMES L. MOY 27036
reg. no.

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RUFF LOVE DOGS II
3801 3RD ST NE
COLUMBIA HEIGHTS, MN 55421
B/A Project Number: 622-44

PROPOSED FLOOR PLAN
A.5

1/19/2023 2:59:46 PM

FIRE SUPPRESSION GRANT AGREEMENT

THIS FIRE SUPPRESSION GRANT AGREEMENT (“**Agreement**”), dated this _____ day of _____, 2022 (the “**Effective Date**”), is entered into by and between Jessen Como (the “**Grantee**”), and the Columbia Heights Economic Development Authority (the “**EDA**”).

RECITALS

WHEREAS, Grantee is the owner of certain Property located at 3801 3rd Street in the City of Columbia Heights (the “**City**”), Anoka County, Minnesota, and legally described in Exhibit A hereto (the “**Property**”);

WHEREAS, the EDA has instituted a Fire Suppression Grant, Pilot Program (the “**Program**”) for the purpose of revitalizing existing commercial spaces, increasing business vitality, and bolstering public safety;

WHEREAS, as part of the Program, the EDA has proposed to make grants of money in the maximum amount of \$30,000 per parcel of real property, to property owners, tenants, or nonprofit organizations, in order to promote safety, attract new businesses, and revitalize commercial buildings within the City; and

WHEREAS, Grantee desires to participate in the Program, on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the premises and of the agreements hereinafter contained, the parties agree as follows:

1. Fire Suppression Improvements: Grantee agrees to complete the fire suppression improvements at the Property that are identified on Exhibit B attached hereto (the “**Improvements**”), subject to the following terms and conditions:
 - a. Grantee shall provide plans and specifications to the EDA, detailing the Improvements to be completed (the “**Plans**”). If Grantee wishes to revise the Plans, Grantee must submit the revised Plans to the EDA at the address provided herein. The EDA shall give written notice of its approval or disapproval of the revisions to the Plans, and if the EDA does not give such written approval or disapproval within thirty (30) business days after receipt of Grantee’s revised Plans, the EDA shall be deemed to have approved the revisions to the Plans.
 - b. The Improvement shall be constructed consistently with the Plans, as the same may be revised pursuant to Section 1(a) herein. The cost to complete construction of the Improvements shall be defined as the “**Improvement Costs**.” The Improvements shall be completed in a first-class manner, consistent with the Plans, if any, and in compliance with all applicable laws,

rules, and regulations. Grantee shall obtain all required permits and approvals from the City and any other governing authority with jurisdiction over the Property related to the construction of the Improvements. The out-of-pocket costs for such permitting and approvals shall be the responsibility of Grantee, provided the same shall be included in the definition of "Improvement Costs," and subject to the provisions of Section 2 of this Agreement.

- c. Grantee agrees to commence the Improvements within sixty (60) days following the signing of the Agreement, and to complete the Improvements within ten (10) months but may request a six (6) month extension provided there is demonstrated hardship.
2. Payment of Grant Funds: Grantee shall be responsible for making initial payment to all contractors involved in the construction of the Improvements. Upon final completion of the Improvements, Grantee shall make a written request to the EDA for reimbursement of one-half (1/2) of the actual Improvement Costs incurred by Grantee, but in no event shall the reimbursement exceed Fifteen Thousand Dollars (\$30,000). The written request shall include:
- a. Proof of all inspections of the Improvements by the City building inspector and fire department;
 - b. Before and after photographs Improvements made (as well as follow-up transmission of electronic files of such photographs), and reflecting that the Improvements were completed consistently with any approved Plans;
 - c. A copy of the final invoice(s) received from the contractor(s) who completed the Improvements; and
 - d. Proof of payment of invoice(s) that comprised the Improvement Costs.
 - e. A copy of all applicable permit(s).

Following Grantee's written request for reimbursement, Grantee shall cooperate with the EDA in delivering to the EDA such follow-up information as is reasonably requested by the EDA in order to review the Improvements and Improvement Costs reimbursement request. Within twenty-one (21) days following receipt of Grantee's written request for reimbursement of Improvement Costs, the EDA shall: (i) make payment of the reimbursement, (ii) send Grantee written explanation of such other items of information as are needed by the EDA to evaluate the reimbursement request, or (iii) send Grantee written explanation of the EDA's reasons for denial of repayment of any of Grantee's requested reimbursement.

3. Liability for Improvements: Neither the City nor the EDA shall in any event be liable to the Grantee, nor to any of its agents, employees, guests or invitees at the Property for, and the Grantee shall indemnify, save, defend, and hold harmless the City and the EDA from, any claims or causes of action, including attorney's fees incurred by the City or the EDA, arising from defect or claimed defect of any of the Improvements, or arising from any action of the City or the EDA under this Agreement. This section shall survive the termination or expiration of this Agreement.

- 4. Written Notice: Wherever any notice is required or permitted hereunder, such notice shall be in writing. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when actually received by the designated addressee or regardless of whether actually received or not, when deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the parties hereto at their respective addresses, as set forth below, or at such other address as they may subsequently specify by written notice.

<p><u>If to the EDA:</u></p> <p>Columbia Heights EDA Community Development Department 590 40th Avenue N.E. Columbia Heights, MN 55421</p>	<p><u>If to Grantee:</u></p> <p>Ruff Love Attn: Jessen Como 3801 3rd Street Columbia Heights, MN 55421</p>
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- 5. Captions; Choice of Law; Etc. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement. This Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the subject matter contained herein. There are no verbal agreements that change this Agreement. This Agreement binds and benefits the parties hereto and their successors and assigns. This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.

[Signatures to Appear on Following Page]

IN WITNESS WHEREOF, Grantee and the EDA have signed this Agreement as of the day and year first above written.

GRANTEE:

Jessen Como

By: _____

Name: _____

Its: _____

Date: _____

EDA:

COLUMBIA HEIGHTS ECONOMIC
DEVELOPMENT AUTHORITY

By: _____

Name: _____

Its: _____

Date: _____

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

LOTS 7 & 8 BLK 82 COLUMBIA HEIGHTS ANNEX, TOG/W W1/2 OF ADJ VAC ALLEY, SUBJ
TO EASE OF REC

EXHIBIT B**PROPERTY IMPROVEMENTS SUBJECT TO 50% REIMBURSEMENT**

This attachment contains a summary of the project identified in the application for the Fire Suppression Grant Program. The Summary reflects the Grantee's proposed project as approved by the EDA on February 6th, 2023 and may reflect minor changes to the total cost and minor changes in the proposed project that occurred subsequent to application submission. The application is incorporated into this grant agreement by reference and is made a part of this grant agreement as follows. If the application or any provision in this application conflicts with or is inconsistent with other provisions of this agreement or the project summary contained in this Attachment B, the terms and descriptions contained in this grant agreement and the project summary shall prevail.

Project summary: Establish a new underground water service for the fire suppression system, Install and connect fire suppression system to the new water line for \$80,000.00

PROGRAM OVERVIEW

The Columbia Heights Economic Development Authority (the “EDA”) has created and now offers the **Fire Suppression Grant Pilot Program** (the “Grant Program”). As part of the City’s Business Retention and Expansion Strategy, the EDA has identified the need to bolster public safety and improve the commercial stock within the city. Setting out to encourage the revitalization, rehabilitation, and restoration of older, underutilized commercial spaces within the City of Columbia Heights (the “City”). Many of the older commercial structures throughout the City lack basic fire suppression systems or infrastructure for said systems. As new businesses seek to develop in the City, they are limited by code requirements for the installation of fire suppression systems. These improvements are very costly, making it difficult for small business to enter and utilize many of the City’s older and smaller commercial spaces. The Fire Suppression Grant Pilot Program seeks to assist businesses and property owners in partially alleviating the costs of installing fire suppression systems. This program, being initiated by the Community Development Department, shall be a pilot program for the remainder of 2022 and 2023.

The Grant Program reimburses businesses or commercial property owners for eligible improvements up to **fifty percent (50%)** of the total project cost; for a **maximum reimbursement of \$3015,000**. The applicant is reimbursed once the improvements are completed in accordance with program guidelines. The building or business owner must apply for, be approved for, and sign a grant agreement before doing the work in order to receive the grant.

ELIGIBLE APPLICANTS

- Applicants must be an owner or a tenant, with approval from the property owner(s), of a commercial or industrial property~~of a commercial property, a commercial tenant with approval from the property owner(s)~~, or a 501(c)(3) organization in the City of Columbia Heights (the “City”) located along 37th Avenue NE, 37th Place NE, 40th Avenue NE, University Avenue NE, or Central Avenue NE between 37th and ~~53rd~~47th Avenue NE.
- Applicants must be in good standing with the City, including but not limited to, legally operating with proper licensure, and current on property taxes, utility bills, and special assessments.
- No new construction will be considered under this program.
- The use of the building must be commercial or mixed-use
- Qualifying improvements must exceed \$1,000 (see eligible improvements below)

ELIGIBLE IMPROVEMENTS

Fire safety improvements must be completed by a licensed contractor and comply with all permitting and inspection requirements:

- Design & Engineering costs directly associated to the fire sprinkler system installation
- Construction and installation of a fire line from the main water line to the building
- Fire sprinkler system equipment/installation
- Associated fire alarm systems/installation in conjunction to a fire sprinkler system

Please note: Labor costs of a contractor, including necessary design work, are eligible costs for reimbursement but cannot exceed 10% of the construction costs.

Required Application Documents

Required Application Materials:

- A complete application sent to the attention of the Columbia Heights Economic Development Authority at the following location: **590 40th Avenue NE, Columbia Heights, MN 55421**
- Proof of ownership or signed letter from the property owner acknowledging the scope of work and giving the renter permission to apply for the grant and to complete the proposed work
- A detailed scope of work
- Electronic copy of drawings or designs
- Submit 2 or more competitive proposals from licensed and bonded contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any licensed contractor that has submitted a competitive detailed estimate may be used. Contractors cannot be changed unless new proposals have been submitted and approved by the EDA.
- Other supporting documents may be requested by staff or the EDA.

APPLICATION PROCESS

1. Applications will be open and accepted until the initial allocation of funding is exhausted.
2. Upon the receipt of a complete application, Community Development Staff will review the planned project with the Building Official and Fire Department prior to bringing it before the EDA. During the review, Staff may request more information or documents related to the project
3. After the EDA's decision, applicants will be notified via email correspondence. A Grant Agreement must be approved and signed before commencement of any improvements.
4. Once the Grant Agreement is executed, the recipient of the grant may begin the project improvements. The Grantee is responsible for obtaining all necessary permits and inspections throughout the process.
5. The grant recipient or its contractor must commence the improvements sixty (60) days after an executed Grant Agreement. The project specified in the agreement must be completed within ten (10) months after the signing of the agreement.
6. Once the project is complete, the grant funds will be disbursed for reimbursement to the applicant after all the following pieces of information have been submitted:
 - a. Proof of Final Inspection by the Building Official and Fire Department
 - b. A Copy of the Final Invoice Received from the Contractor
 - c. Before and After Photographs
 - d. Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)
 - e. Copies of all applicable permits

ADDITIONAL REQUIREMENTS

- Grants will only be awarded for projects that lead to the installation of a complete fully functioning fire suppression system. Installation of a main line attachment without an immediate plan for the installation of a fire suppression system is also prohibited.
- If costs exceed the original estimates or exceed the maximum of the program, the property owner or tenant will be responsible for the full amount of the excess. The EDA cannot reimburse more than the total amount specified in the Agreement.
- Any work commenced prior to the signing of the Grant Agreement will not be eligible for reimbursement funding.



AGENDA SECTION	BUISNESS ITEMS
MEETING DATE	02/06/2023

ITEM:	Purchase of 841 49 th Ave NE, Purchase Agreement and Budget Amendment approval	
DEPARTMENT:	Community Development	BY/DATE: Mitchell Forney, 02/01/23

BACKGROUND:

Staff are bringing forth for consideration the purchase of the property located at 841 49th Ave NE. The property has been designated as uninhabitable by the City and is in very poor condition. Community development staff believe this property is a prime candidate for redevelopment due to its substandard condition and parcel location.

On June 21st, 2021, Columbia Heights Police were called by a concerned neighbor to investigate a complaint and to conduct a welfare check at the subject property. Columbia Heights Police with the help of the Fire Department, found the property to be unsecured and uninhabitable with no one living at the property. Trash and debris were scattered around the property and filled the inside of the house and garage. Upon initial inspection, the Fire Department also noted that the basement had been completely flooded to within a few feet of the basement ceiling. Police and fire declared the house unfit for occupancy and boarded up the property. Concerned that the electricity, water, and gas utilities were compromised Chief O’Brian initiated an emergency disconnect of all utilities from the property. The fire department continued to check in on the property and abate all property maintenance issues. From the initial welfare check, until December 2022 the fire department attempted to get into contact with the property owner to no avail. Staff have attached images from the initial abatement of the property. As you can see, the house is full of trash, and due to the flooding of the basement, the interior of the house has been infested by black mold.

In December 2022, the brother of the owner of the property showed up at the Community Development Department trying to gain access to the property. He proceeded to inform staff that the owner had been moved to a nursing home in 2021 and is currently in hospice care. The owner’s brother (“Seller”) has gained Power of Attorney to get the owners finances in order. After viewing the condition of the property, the owner, and his representative approached the city asking if we would be interested in purchasing the property.

Community development staff conducted a financial analysis of the property and determined that it would be in the interest of the City to consider the purchase of the property. In conducting the pro-forma of the property, staff put together a base offer for \$90,000, contingent on approval by the EDA. Staff negotiated the number to \$91,976 after agreeing to assist in paying some of the additional costs levied to the owner. According to the county, the land has an estimated market value of \$69,500. Community development staff believe that the negotiated \$91,976 purchase price is reasonable because it gives the City site control and the ability to drive redevelopment of the site. After the seller agreed to the purchase price and its contingencies, staff worked with Kennedy and Graven, the EDA’s Legal Counsel, to draft the purchase agreement that is attached to this report.

The purchase and redevelopment of 841 49th is consistent with the goals of the EDA’s redevelopment fund 408. Even though it meets the intent of the fund, the property is not zoned commercial which means that it does not fall within the purview of the Commercial Revitalization Program. Due to this, the purchase of the

property requires an amendment to the 2023 budget to allocate funds for this specific project. Resolution 2023-05 approves the purchase of the property while amending the 2023 budget to reflect the purchase price and related costs. The related project costs that are covered by the budget amendment are: closing costs, hazardous material abatement costs (asbestos and trash removal), and demolition costs (demolition, grading, and utility disconnects). Fund 408 has about \$2.5 million available after accounting for the projected 2023 budget. This is more than sufficient to fund the project. As stated in the resolution, \$91,976 will go to the purchase of the property while \$50,000 will go to the related costs described above. Excess money will be returned to fund 408 after the demolition and grading has been complete.

The location of 841 49th Ave NE gives the City many options with regard to redeveloping the lot. The lot itself is approximately 15,00 sq/ft and is zoned R-2A, Single- and Two-Family. Without rezoning, this would allow the City to redevelop a single family home or twin home on the lot. 841 49th is also near Central Avenue, directly behind the Taco Bell. This opens the possibility for the lot to be rezoned and used commercially in the future.

Ultimately, 841 49th Ave NE has been a problem property for the City and the neighborhood. The condition of the interior and exterior make it uninhabitable. But for EDA involvement, this property could remain vacant and unsalvageable for even longer than it already has. The prime location of the parcel affords the EDA the opportunity to consider many redevelopment options.

RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution 2023-05, there being ample copies available to the public.

MOTION: Move to approve Resolution 2023-05, a Resolution approving the purchase agreement between the Economic Development Authority of Columbia Heights, Minnesota, and Matthew Plemel POA for Michael James Plemel and Amending the 2023 Fund 408 Budget.

ATTACHMENT(S):

- 1. Resolution 2023-05**
- 2. 841 49th Ave NE Purchase Agreement**
- 3. Images from the Abatement of 841 49th Ave NE**
- 4. Location of the Property**

A RESOLUTION APPROVING THE PURCHASE AGREEMENT BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, AND MATTHEW PLEMEL POA FOR MICHAEL JAMES PLEMEL AND AMENDING THE 2023 FUND 408 BUDGET

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 Matthew Plemel POA for Michael James Plemel ("Seller") desire to enter into a purchase agreement (the "Purchase Agreement") pursuant to which the Authority will acquire certain property in the City located at 841 49th Avenue NE (the "Property") 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 Property from the Seller for a purchase price of \$91,976 plus related closing costs.

1.03. The Authority finds that acquisition of the Property is consistent with the City's Comprehensive Plan and will result in redevelopment of the substandard property located at 841 49th Ave NE. Such acquisition of this Property, for subsequent resale, best meets the community's needs and will facilitate the economic redevelopment and revitalization of this area of the City.

1.04. 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 \$2.5 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 the Economic Development Authority Redevelopment Fund 408 to appropriate \$91,976 for the purchase of 841 49th Avenue NE, and \$50,000 for other related project costs.

2.03. 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 6th day of February 2023

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary

EXHIBIT A

Legal Description of the Property

Lots Nine (9) and Ten (10), Block Six (6), Robbie's Addition, according to the plat on file in the Office of the Registrar of Titles of Anoka County, State of Minnesota.

Subject to easements as shown on plat Robbie's Addition filed December 24, 1959 as Doc. #31788.

Certificate of Title No. 63326

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (the “Agreement”) is made as of this ____ day of _____, 2023, by and between Matthew Plemel POA for Michael James Plemel, a single individual, (the “Seller”) and the Columbia Heights Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota (the “Buyer”).

RECITALS

The Seller is the owner of property located at: 841 49th Avenue Northeast, Columbia Heights, Anoka County, Minnesota (PID No. 26-30-24-14-0136), which is legally described on the attached Exhibit A (the “Property”).

AGREEMENT

1. **Offer/Acceptance for Sale of Property.** The Seller agrees to sell to the Buyer the Property and the Buyer agrees to purchase the same, according to the terms of this Agreement.

2. **Purchase Price for Property and Terms.**

A. **PURCHASE PRICE:** The total purchase price for the Property is Ninety-One Thousand Nine Hundred Seventy-Six and 00/100ths Dollars (\$91,976.00) (the “Purchase Price”).

B. **TERMS:**

- (1): **Earnest Money.** The sum of One Thousand Dollars (\$1,000.00) (the “Earnest Money”) shall be paid by the Buyer to the Seller, receipt of which is hereby acknowledged by the Seller.
- (2): **Balance Due Seller.** The Buyer agrees to pay by check or electronic transfer of funds on the date of closing on the Property (the “Closing Date”) any remaining balance of the Purchase Price due to the Seller according to the terms of this Agreement.
- (3): **Deed/Marketable Title.** Subject to performance by the Buyer, the Seller agrees to execute and deliver a Warranty Deed conveying marketable title to the Property to the Buyer, subject only to the following exceptions:
 - a. Building and zoning laws, ordinances, state, and federal regulations.
 - b. Reservation of minerals or mineral rights to the State of Minnesota, if any.
 - c. Public utility and drainage easements of record which will not interfere with the Buyer’s intended use of the Property.

(4): **Documents to Be Delivered at Closing by the Seller.** In addition to the Warranty Deed required at paragraph 2B(3) above, the Seller shall deliver to the Buyer:

- a. Standard form Affidavit of Seller.
- b. A “bring-down” certificate, certifying that all of the warranties made by the Seller in this Agreement remain true as of the Closing Date.
- c. Certificate that the Seller is not a foreign national.
- d. Well disclosure certification, if required, or, if there is no well on the Property, the Warranty Deed given pursuant to paragraph 2B(3) above must include the following statement: “The Seller certifies that the Seller does not know of any wells on the described real property.”

The Seller agrees to have all wells located on the Property, which are not in use, sealed by a licensed well contractor at the Seller’s expense prior to closing. If the circumstances prohibit locating and sealing wells prior to closing, the Seller agrees to escrow funds on the Closing Date for the purpose of locating and sealing wells.

- e. Methamphetamine Disclosure Certificate.
- f. Any other documents reasonably required by the Buyer’s title insurance company or attorney to evidence that title to the Property is marketable and that the Seller has complied with the terms of this Agreement.

3. **Contingencies.** The Buyer’s obligation to buy is contingent upon the following:

- a. The Buyer’s determination of marketable title pursuant to paragraph 4 of this Agreement;
- b. Approval of this Agreement by the Buyer’s Board.

The Buyer shall have until the Closing Date to remove the foregoing contingencies. The contingency at a. is solely for the benefit of the Buyer and may be waived by the Buyer. The contingency at b. may not be waived by either party. If the Buyer or its attorney gives written notice to the Seller that the contingencies at a., and b. are duly satisfied or waived, the Buyer and the Seller shall proceed to close the transaction as contemplated herein.

If one or more of the Buyer’s or the Seller’s contingencies is not satisfied, or is not satisfied on time, and is not waived, this Agreement shall thereupon be void at the written option of the Buyer and the Seller shall return the Earnest Money to the Buyer, and the Buyer and the Seller shall execute and

deliver to each other a termination of this Agreement. As a contingent Agreement, the termination of this Agreement is not required pursuant to Minnesota Statutes, Section 559.21, et. seq.

4. **Title Examination/Curing Title Defects.** As soon as reasonably possible after execution of this Agreement by both parties:

(a) The Seller shall surrender any abstract of title, certificate of title, or a copy of any owner's title insurance policy for the Property, if in the Seller's possession or control, to the Buyer or to the Buyer's designated title service provider; and

(b) The Buyer shall obtain the title evidence determined necessary or desirable by the Buyer.

The Buyer shall have 20 days from the date it receives such title evidence and a fully executed Purchase Agreement to raise in writing any objections to title it may have. Objections not made within such time will be deemed waived. The Seller shall have 30 days from the date of such objection to affect a cure; provided, however, that the Seller shall have no obligation to cure any objections, and may inform the Buyer in writing of such. The Buyer may then elect to close notwithstanding the uncured objections or declare this Agreement null and void, and the parties will thereby be released from any further obligation hereunder.

5. **Environmental Warranty.** The Seller warrants that the Property has not been used for production, storage, deposit, or disposal of any toxic or hazardous waste or substance, petroleum product, or asbestos product during the period of time the Seller has owned the Property. The Seller further warrants that the Seller has no knowledge or information of any fact which would indicate the Property was used for production, storage, deposit, or disposal of any toxic or hazardous waste or substance, petroleum product, or asbestos product prior to the date the Seller purchased the Property.

6. **Real Estate Taxes and Special Assessments.** Real estate taxes payable in the year of closing will be prorated between the Buyer and the Seller as of the Closing Date. The Seller shall pay all real estate taxes payable in previous years. The Buyer shall pay the entire unpaid balance of special assessments, and all installments of special assessments levied and pending, including special assessments installments payable after the year of closing. The Seller agrees to pay all assessments related to service charges furnished to the Property prior to the Closing Date (e.g., delinquent water or sewer bills, removed or diseased trees), including those charges levied, pending, or certified to taxes payable in the year of closing. If closing occurs prior to the date the amount of real estate taxes due in the year of closing are available from Anoka County, the current year's taxes will be prorated based on the amount due in the prior year.

7. **Closing Date.** The Closing Date will be on or before February 28, 2023. Delivery of all papers and the closing shall be made at the offices of Buyer, 590 40th Avenue NE, Columbia Heights, or at such other location as is mutually agreed upon by the parties. All deliveries and notices to the Buyer shall be made to the above address and marked to the attention of the Community Development Coordinator.

8. **Possession/Utilities/Removal of Property/Escrow.**

(a) **Possession.** The Seller agrees to deliver possession of the Property not later than the Closing Date.

(b) **Utilities.** City water and sewer charges, electricity and natural gas charges, fuel oil and liquid petroleum gas shall be pro-rated between the parties as of the Closing Date. The Seller shall arrange for final readings as of the Closing Date.

(c) **Personal Property and Debris.** The property is being sold as is..

(d) **Escrow.** The Buyer may require that funds be retained from the Purchase Price for payment of utility charges. The retained amount(s), less deductions provided for in this paragraph 8, will be delivered to the Seller no later than 60 days following the Closing Date or delivery of possession, whichever is later. Said funds shall be held by Kennedy & Graven, Chartered, as Escrow Agent, pursuant to the terms of the Escrow Agreement attached here as Exhibit B. The provisions of this paragraph shall not merge with the deed and shall survive closing on the Property.

(e) **Amounts Due.** The Buyer's ability to deduct amounts due under this paragraph from the retained escrow is not exclusive but is in addition to the Buyer's rights at law and equity to collect such amounts from the Seller. The Seller is responsible for the amounts due under this paragraph even if: (i) the Buyer neglects to deduct the amount from escrow; or (ii) the escrowed amount is insufficient to pay all amounts due under this paragraph 8.

9. **Seller's Warranties.** The Seller hereby represents and warrants to the Buyer as of the Closing Date that:

(a) **Title.** The Seller has good, indefeasible, and marketable fee simple title to the Property.

(b) **Defects.** The Seller is not aware of any latent or patent defects in the Property, such as sinkholes, weak soils, unrecorded easements, or restrictions.

(c) **Legal Compliance.** The Seller has complied with all applicable laws, ordinances, regulations, statutes, rules, and restrictions pertaining to and affecting the Property and the Seller shall continue to comply with such laws, ordinances, regulations, statutes, rules, and restrictions.

(d) **Legal Capacity.** The Seller has the legal capacity to enter into this Agreement. The Seller has not filed, voluntarily or involuntarily, for bankruptcy relief within the last year under the United States Bankruptcy Code, nor has any petition for bankruptcy or receivership been filed against the Seller within the last year.

(e) **Sewer and Water.** The Seller warrants that the Property is connected to City

sewer and City water.

(f) **Mechanics' Liens.** The Seller warrants that, prior to the closing, the Seller shall pay in full all amounts due for labor, materials, machinery, fixtures, or tools furnished within the 120 days immediately preceding the closing in connection with construction, alteration, or repair of any structure upon or improvement to the Property.

(g) **Legal Proceedings.** There are no legal actions, suits, or other legal or administrative proceedings, pending or threatened, that affect the Property or any portion thereof; and the Seller has no knowledge that any such action is presently contemplated.

(h) **Leases.** The Seller represents that there are no third parties in possession of the Property, or any part thereof; and that there are no other leases, oral or written affecting the Property or any part thereof.

(i) **Foreign Status.** The Seller is not "foreign persons" as such term is defined in the Internal Revenue Code.

(j) **Methamphetamine Production.** To the best of the Seller's knowledge, methamphetamine production has not occurred on the Property.

(k) **Refuse and Hazardous Materials.** The Seller has not performed and has no actual knowledge of any excavation, dumping, or burial of any refuse materials or debris of any nature whatsoever on the Property. To the Seller's best actual knowledge and belief, there are no "Hazardous Materials" (as hereinafter defined) on the Property that would subject the Buyer to any liability under either federal or state laws, including, but not limited to, the disposal of any foreign objects or materials upon or in the Property, lawful or otherwise. Without limiting the generality of the foregoing, the Seller represents and warrants to the Buyer that, to the Seller's best actual knowledge and belief:

1. The Property is not now and has never been used to generate, manufacture, refine, transport, treat, store, handle, dispose, transfer, produce, process, or in any manner deal with Hazardous Materials;
2. No Hazardous Materials have ever been installed, placed, or in any manner handled or dealt with on the Property;
3. There are no underground or aboveground storage tanks on the Property;
4. Neither the Seller nor any prior owner of the Property or any tenant, subtenant, occupant, prior tenant, prior subtenant, prior occupant, or person (collectively, "Occupant") have received any notice or advice from any governmental agency or any other Occupant with regard to Hazardous Materials on, from, or affecting the Property.

The term "**Hazardous Materials**" as used herein includes, without limitation, gasoline, petroleum products, explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or

toxic substances, polychlorinated biphenyls or related or similar materials, asbestos or any material containing asbestos, or any other substance or material as may be defined as a hazardous or toxic substance by any federal, state, or local environmental law, ordinance, rule, or regulation including, without limitation, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. Section 9601, et seq.), the Hazardous Materials Transportation Act, as amended (42 U.S.C. Section 1801, et seq.), the Resource Conservation and Recovery Act, as amended (42 U.S. C. Section 1251, et seq.), the Clean Air Act, as amended (42 U.S.C. Section 7401, et seq.) and in the regulations adopted and publications promulgated pursuant thereto.

The Seller's representations and warranties set forth in this Section shall be continuing and are deemed to be material to the Buyer's execution of this Agreement and the Buyer's performance of its obligations hereunder. All such representations and warranties shall be true and correct on and as of the Closing Date with the same force and effect as if made at that time; and all of such representations and warranties shall survive the closing and any cancellation or termination of this Agreement, and shall not be affected by any investigation, verification or approval by any party hereto or by anyone on behalf of any party hereto. The Seller agrees to defend, indemnify, and hold the Buyer harmless for, from, and against any loss, costs, damages, expenses, obligations, and attorneys' fees incurred should an assertion, claim, demand, action, or cause of action be instituted, made, or taken, which is contrary to or inconsistent with the representations or warranties contained herein.

10. **Closing Costs/Recording Fees/Deed Tax.** The Buyer will pay: (a) title insurance premium costs; (b) the recording fee for the deed transferring title to the Buyer; (c) any transfer taxes, recording fees and Well Disclosure fees required to enable the Buyer to record its deed from the Seller under this Agreement; and (d) one-half of the closing fee charged by the title insurance or other closing agent, if any, utilized to close the transaction contemplated by this Agreement. The Seller will pay: (a) any transfer or deed taxes due and payable in the year of closing on and after the Closing Date; (b) any fees and charges related to the filing of any instrument required to make title marketable; (c) the cost of the title insurance commitment and any title searches and examination fees; (d) one-half of the closing fee charged by the title insurance or other closing agent, if any, utilized to close the transaction contemplated by this Agreement; and (e) the Seller's broker's fees or commissions. Each party shall pay its own attorney fees.

11. **Relocation Benefits; Indemnification.** 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.

12. **Risk of Loss.** If there is any loss or damage to the Property between the date hereof and the Closing Date, for any reason including fire, vandalism, flood, earthquake, or act of God, the risk of loss shall be on the Seller. If the Property is destroyed or substantially damaged before the Closing Date, this Agreement may become null and void, at the Buyer's option. At the request of the Buyer, the Seller agrees to sign a cancellation of this Agreement.

13. **Default/Remedies.** If the Buyer defaults in any of the covenants herein, the Seller may terminate this Agreement, and on such termination all payments made hereunder shall be retained by the Seller as liquidated damages, time being of the essence. This provision shall not deprive either party of the right to enforce specific performance of this Agreement, provided this Agreement has not terminated and action to enforce specific performance is commenced within six months after such right of action arises. In the event the Buyer defaults in its performance of the terms of this Agreement and Notice of Cancellation is served upon Buyer pursuant to Minn. Stat. Section 559.21, the termination period shall be thirty (30) days as permitted by Minn. Stat., Section 559.21, subd. 4.

14. **Notice.** Any notice, demand, request, or other communication which may or shall be given or served by the parties, shall be deemed to have been given or served on the date the same is personally served upon one of the following indicated recipients for notices or is deposited in the United States Mail, registered or certified, return receipt requested, postage prepaid and addressed as follows:

SELLER: Matthew Plemel POA for Michael James Plemel
841 49th Avenue NE
Columbia Heights, MN 55421

BUYER: Columbia Heights Economic Development Authority
Attn: Executive Director
590 40th Ave NE
Columbia Heights, MN 55421

AGENT: Kennedy & Graven, Chartered
ATTN: Sarah Sonsalla
Fifth Street Towers, Suite 700
150 South Fifth Street
Minneapolis, MN 55402

Notice may also be made by email or other electronic transmission provided that the recipient of such notice has acknowledged receipt. Any party may change its address for the service of notice by giving notice of such change in accordance with this paragraph.

15. **Entire Agreement.** This Agreement, Exhibits, and other amendments signed by the parties, shall constitute the entire Agreement between the Seller and the Buyer, and supersedes any other written or oral agreements between the parties relating to the Property. This Agreement can be modified only in a writing properly signed by both the Seller and the Buyer.

16. **Commissions.** The Seller has entered into a contract with Tom Stanek, of Stanek Realty who is serving as the Seller’s broker in this transaction. Both the Buyer and the Seller represent and warrant to the other that they have not entered into a contract with any other real estate broker, finder, or other person entitled to a commission, finder’s fee, or similar from the transaction contemplated by this Agreement. Each party agrees to indemnify, defend, and hold

harmless the other party against any claim made by any broker, finder, or other person for a commission or fee based on alleged acts or agreements with the indemnifying party.

17. **Controlling Law.** This Agreement has been made under the substantive laws of the State of Minnesota, and such laws shall control its interpretation.

18. **Survival.** Notwithstanding any other provisions of law or court decision to the contrary, the provisions of this Agreement shall survive closing.

19. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which will, for all purposes, be deemed to be an original, and all of which are identical. This Agreement may be further evidenced by electronic signature pages.

20. **Binding Effect.** This Agreement binds and benefits the parties and their heirs, successors and assigns.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the date and year above.

BUYER:

Columbia Heights Economic Development
Authority

By: _____

Its: President

By: _____

Its: Executive Director

SELLER:

Matthew Plemel POA for Michael James
Plemel

By: _____

EXHIBIT A

Legal Description of the Property

Lots Nine (9) and Ten (10), Block Six (6), Robbie's Addition, according to the plat on file in the Office of the Registrar of Titles of Anoka County, State of Minnesota.

Subject to easements as shown on plat Robbie's Addition filed December 24, 1959 as Doc. #31788.

Certificate of Title No. 63326

EXHIBIT B

ESCROW AGREEMENT

THIS AGREEMENT (“Agreement”) entered into this ____ day of _____, 2023, by and between Matthew Plemel POA for Michael James Plemel (the “Seller”), the Columbia Heights Economic Development authority, a public body corporate and politic under the laws of the State of Minnesota (the “Buyer”), and Kennedy & Graven, Chartered (“Escrow Agent” or “Agent”).

RECITALS

- A. The Seller and the Buyer have entered into a Purchase Agreement dated _____, 2023 (the “Purchase Agreement”) for the sale of property located at 841 49th Avenue NE, Columbia Heights, Anoka County, Minnesota (PID No. 26-30-24-14-0136), and legally described on the attached Exhibit One (the “Property”).
- B. The parties desire to close the sale of the Property on or before February 28, 2023.

AGREEMENT

The parties agree as follows:

1. Delivery of Possession. The Seller shall deliver possession of the Property to the Buyer in accordance with the Purchase Agreement entered into by the parties. The Purchase Agreement requires the Seller to pay all utilities and to remove all personal property and debris from the Property prior to or upon closing.
2. Escrow.
 - (a) Upon closing and execution of this Agreement, the Seller agrees to deposit into escrow the sum of _____ (the “Escrowed Funds”) from the purchase price, to be held by Agent in a non-interest-bearing account.
 - (b) Within seven days after requested by Agent, the Buyer shall provide to Agent (with copy to the Seller) evidence of expenses incurred for the removal and disposal of any personal property and debris and for payment of utility charges for services provided to the Property prior to date of possession, if any. Agent shall reimburse the Buyer for the incurred expenses from the Escrowed Funds within seven days following receipt of such evidence from the Buyer.
 - (c) Agent shall deliver to the Seller the balance of the Escrowed Funds on deposit, less deductions provided for in paragraph 2(b) above, no later than 30 days following vacation of the Property by the Seller.
 - (d) The sole duties of Agent shall be those described herein, and Agent shall be

under no obligation to determine whether the other parties hereto are complying with any requirements of law or the terms and conditions of any other agreements among said parties. Agent shall have no duty or liability to verify any amounts deducted from the retained amount and Agent's sole responsibility shall be to act expressly as set forth in this Escrow Agreement.

- 3. Escrow Agent Liability. The sole duties of Escrow Agent shall be those described herein, and Escrow Agent shall be under no obligation to determine whether the other parties hereto are complying with any requirements of law or the terms and conditions of any other agreements among said parties. Escrow Agent may conclusively rely upon and shall be protected in acting on any notice believed by it to be genuine and to have been signed or presented by the proper party or parties, consistent with reasonable due diligence on Escrow Agent's part. Escrow Agent shall have no duty or liability to verify any such notice, and its sole responsibility shall be to act expressly as set forth in this Escrow Agreement.

The Seller and the Buyer understand that Agent is legal counsel to the Buyer and each consent to Agent's serving as Escrow Agent notwithstanding such representation. In the event Agent determines, in its sole discretion, that it cannot continue to serve as Escrow Agent herein, Agent shall deposit the funds with Old Republic National Title Insurance Company or such other Escrow Agent acceptable to the Seller and the Buyer. The Seller consents to Agent's continued representation of the Buyer after a deposit is made, and the Buyer agrees to pay all escrow fees charged by the substitute Escrow Agent.

- 4. Notices to be sent to the parties to this Agreement shall be sent by mail or personal delivery to:

SELLER: Matthew Plemel POA for Michael James Plemel

BUYER: Columbia Heights Economic Development Authority
 Attn: Executive Director
 590 40th Ave NE
 Columbia Heights, MN 55421

AGENT: Kennedy & Graven, Chartered
 ATTN: Sarah Sonsalla
 Fifth Street Towers, Suite 700
 150 South Fifth Street
 Minneapolis, MN 55402

IN WITNESS WHEREOF, the parties have executed this agreement as of the date written above.

BUYER:

Columbia Heights Economic Development Authority

By: _____

Its: President

By: _____

Its: Executive Director

SELLER:

Matthew Plemel POA for Michael James Plemel

By: _____

ESCROW AGENT:

Kennedy & Graven, Chartered

By: _____

Exhibit One

Legal Description of the Property

Lots Nine (9) and Ten (10), Block Six (6), Robbie's Addition, according to the plat on file in the Office of the Registrar of Titles of Anoka County, State of Minnesota.

Subject to easements as shown on plat Robbie's Addition filed December 24, 1959 as Doc. #31788.

Certificate of Title No. 63326

The following images
may be disturbing:
Viewer discretion is
advised.



☉ 342°N (T) ☉ 45°3'26"N, 93°14'55"W ±13ft ▲ 925ft



D OBrien

103

841 49th Ave
11 Nov 2021, 14:58:36

NW



NE

300

Item 7.

330

0

30

60

☉ 358°N (T) ☉ 45°3'26"N, 93°14'56"W ±13ft ▲ 921ft



D OBrien

104

841 49th Ave
11 Nov 2021, 14:58:20

SW

W

NW

210

Item 7.

240

270

300

3

☉ 258°W (T) ☉ 45°3'26"N, 93°14'55"W ±16ft ▲ 924ft



Placard garage
D O'Brien

105

841 49th Ave
06/21/2021 16:51:01

W 270 NW 330 N 0 30
Item 7.

☉ 334°NW (T) ☉ 45°3'27"N, 93°14'55"W ±16ft ▲ 903ft



Garage
D OBrien

106

841 49th Ave
06/21/2021, 15:53:58

W

NW

N



☉ 311°NW (T) ● 45°3'27"N, 93°14'56"W ±29ft ▲ 927ft



**HAZARDOUS BUILDING
UNFIT FOR
HUMAN
OCCUPANCY**
The Building Department of
City of Duluth, MN 55812
has determined that this building is
unsafe for occupancy. Occupants are
strongly encouraged to leave the building
immediately. Occupants are not to
re-enter the building until notified by
the Building Department. This notice is
posted for your information. If you have
any questions, please contact the
Building Department at 612-326-3333.

LIMITED ENTRY

HAZARDOUS BUILDING
UNFIT FOR HUMAN
OCCUPANCY

Placard east of
D OBrien

107

841 49th Ave
06/21/2021, 16:48:14

Item 7.

298°NW (T) 45°3'26"N, 93°14'56"W ±16ft 917ft

Photo contrast, brightness, shadow, and highlight have been adjusted to illustrate water line location



WATER LINE

SW

W

NW

24

Item 7.

270

300

330

☉ 282°W (T) ☉ 45°3'26"N, 93°14'56"W ±19ft ▲ 922ft



D OBrien

109

841 49th Ave
11 Nov 2021, 11:05:11

SW

W

NW

N

240

Item 7.

270

300

330

0

☉ 289°W (T) ● 45°3'26"N, 93°14'55"W ±9ft ▲ 926ft



D OBrien

110

841 49th Ave
11 Nov 2021, 11:04:26

E

SE

S

Item 7.

0 120 150 180

131°SE (T) 45°3'26"N, 93°14'56"W ±16ft ▲ 899ft



Living room
D OBrien

111

841 49th Ave
06/21/2021, 15:47:09

☉ 119°SE (T) ☉ 45°3'26"N, 93°14'56"W ±16ft ▲ 909ft



Kitchen
D OBrien

112

841 49th Ave
06/21/2021, 15:43:32

S

180

Item 7.

210

SW

240

W

270

☉ 224°SW (T) ☉ 45°3'26"N, 93°14'55"W ±16ft ▲ 918ft



Kitchen
D O'Brien

113

841 49th Ave
06/21/2021, 15:42:47

SW 240 W 270 300 NW 330 N 0

Item 7.

☀ 295°NW (T) 🌐 45°3'26"N, 93°14'56"W ±16ft ▲ 907ft



Northwest bedroom
D OBrien

114

841 49th Ave
06/21/2021, 15:47:00

Item 7.

☉ 322°NW (T) ● 45°3'26"N, 93°14'56"W ±16ft ▲ 911ft



Bathroom
D O'Brien

115

841 49th Ave
06/21/2021, 15:44:37

N

NE

E

0

Item 7.

30

60

90

120

☉ 59°NE (T) ☉ 45°3'27"N, 93°14'55"W ±98ft ▲ 910ft



Unsecured garage
D OBrien

116

841 49th Ave
06/21/2021, 15:53:06

841 49th

Item 7.



Parcel Information:

Approx. Acres: 0.35
Commissioner: MANDY MEISNER

26-30-24-14-0136
841 49TH AVE NE
COLUMBIA HEIGHTS
MN 55421

Plat: ROBBIES ADDITION

Owner Information:

PLEMEL MICHAEL JAMES
841 49TH AVE NE
COL HGTS
MN
55421

