



CITY COUNCIL WORK SESSION
Public Safety Bldg—Training Room, 825 41st Ave NE
Monday, May 03, 2021
7:00 PM

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

AMENDED AGENDA

NOTICE THAT THIS MEETING MAY BE CONDUCTED BY A COMBINATION OF IN-PERSON AND ELECTRONIC MEANS

*Following a determination by City Manager Kelli Bourgeois, and emergencies declared by the United States, The State of Minnesota, and the Columbia Heights Mayor & City Council, this meeting may, pursuant to Minn. Stat. § 13D.021, occur by a combination of in-person and electronic means. In all meeting formats, members of the public who wish to attend may do so by attending in-person, by calling 1-312-626-6799 and entering **meeting ID 891 4134 4862**, or by Zoom at <https://us02web.zoom.us/j/89141344862> at the scheduled meeting time. For questions regarding this notice, please contact the City Clerk at (763) 706-3611.*

Agenda amended 4/26/21 prior to meeting to add item in red.

CALL TO ORDER/ROLL CALL

WORK SESSION ITEMS

1. Update on Sewer Modeling for Sanitary Sewer Collection District 1
2. Cable Franchise Agreement Extension Notice
3. Youth Commission Consideration
4. Other Board and Commission Discussion Items
5. Speakers at City Council Meetings
6. Recycling Certificate
- 7. East African Community Meeting**
8. National Constitution Center Update
9. Closed Session – Critical Incident Response Discussion

This item will be in a closed session under Minnesota Statute §13D.05 Subd. 3(d)

ADJOURNMENT

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

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 3, 2021

ITEM:	Update on Sewer Modeling for Sanitary Sewer Collection District 1		
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen 4/29/2021	
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold “X” in front of the selected text below)</i>			
_ Safe Community		_ Diverse, Welcoming “Small-Town” Feel	
_ Economic Strength		_ Excellent Housing/Neighborhoods	
_ Equity and Affordability		X Strong Infrastructure/Public Services	
_ Opportunities for Play and Learning		_ Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: The City of Columbia Heights has three collection districts providing sanitary sewer service for the entire city (attached). The City has previously experienced flow capacity issues in the trunk sanitary sewer system in Collection District 1, west of Central along 43rd Avenue. Issues such as size of pipe, grades or slope of the pipe, and flows exceeding the design capacity may be contributing factors reducing flow capacity. With proposed and/or potential development in Collection District 1, the City Council authorized an in-depth analysis of the primary trunk mains serving this entire district to evaluate current pipe capacity and provide recommendations to ensure sufficient future capacity for sewage flows are available, which is in progress.

After receiving the Reuters Walton development proposal, staff conducted a more localized evaluation of the sewer mainline segments that the proposed development would be discharging into. Staff evaluated the sewer segments as follows:

- Jackson St from 42nd to 43rd Ave
- 43rd Ave from Central Ave to Monroe St
- Monroe St from 43rd Ave to midblock
- Midblock Monroe St easement to Washington St
- Washington St north to 44th Ave
- 44th Ave from Washington St to 6th St

The segments were modeled for existing peak flow capacity using a peaking factor of 3.6 to 4.0 (City Comp Plan) times average base flow, as sewer sizing is determined using peak flow. In addition, two flow meters were installed on both the Jackson Street and 43rd Avenue pipes to calibrate the model with actual flows. Wet weather flow data has not been captured due to insufficient rainfall events. In most cases the peaking factor will approximate wet weather flows, unless significant I-I is present--which will lead to significantly higher peaking factors.

The following criteria was used to create the model:

Residential Flow Rate Calculation	
2010 Census Population	19,496
Total Number of Households	7,926
People/Household	2.46
Average Flow per Person (gpd)	100
Residential Base Flow (gpd/household)	246

Table 4: Residential Flow Rate Calculation

Residential flow rates were estimated at 246 gallons per household per day. It was assumed that this flow rate was representative of all single family homes in Columbia Heights.

Columbia Heights 2040 Comprehensive Plan, Chapter 8 Water Resources does not identify a per capita or per household assessment of residential sanitary sewer flow, but does identify service flow per area of residential land use types. Table 5 was used to estimate flow rates from all other land uses based on a generalized volume per day per acre rate.

Waste Generation Rates	
Land Use	Gal/acre-day
Apartment Unit, Condominium	2,700
Mobile Home Park	2,700
Duplex	1,575
Business	1,000
Public Facility	1,000
Park	0

Table 5: Waste Generation Rates

The land use based estimates identified above were used in this Model based on specific City land uses.

The pipes were then modeled with existing capacity calculated as a percentage flowing full. Full is considered 80% of design capacity. The attached Figure 3 shows existing pipe capacity, and Table 2 shows the modeled data.

The Collection District 1 modeling effort will look at the entire trunk line, provide additional flow meters and provide recommendations to accommodate future development. It is anticipated that preliminary results will be available mid to end June.

DEFINITIONS:

Infiltration and Inflow (I-I): Inflow means water other than wastewater that enters a sewer system directly from sources such as roof leaders, foundation drains, yard drains, manhole covers, cross connections between storm sewers and sanitary sewers, catch basins, storm water runoff and other drainage structures.

Infiltration means water other than wastewater that enters the sewer system from the ground through defective pipe, pipe joints, and manholes.

Excessive I-I means the quantity of flow during storm events that results in chronic operational problems related to hydraulic overloading of the collection system. Chronic operational problems may include surcharging, backups, bypasses, and overflows.

Peaking Factor: Peak hourly flow + I/I (normal)

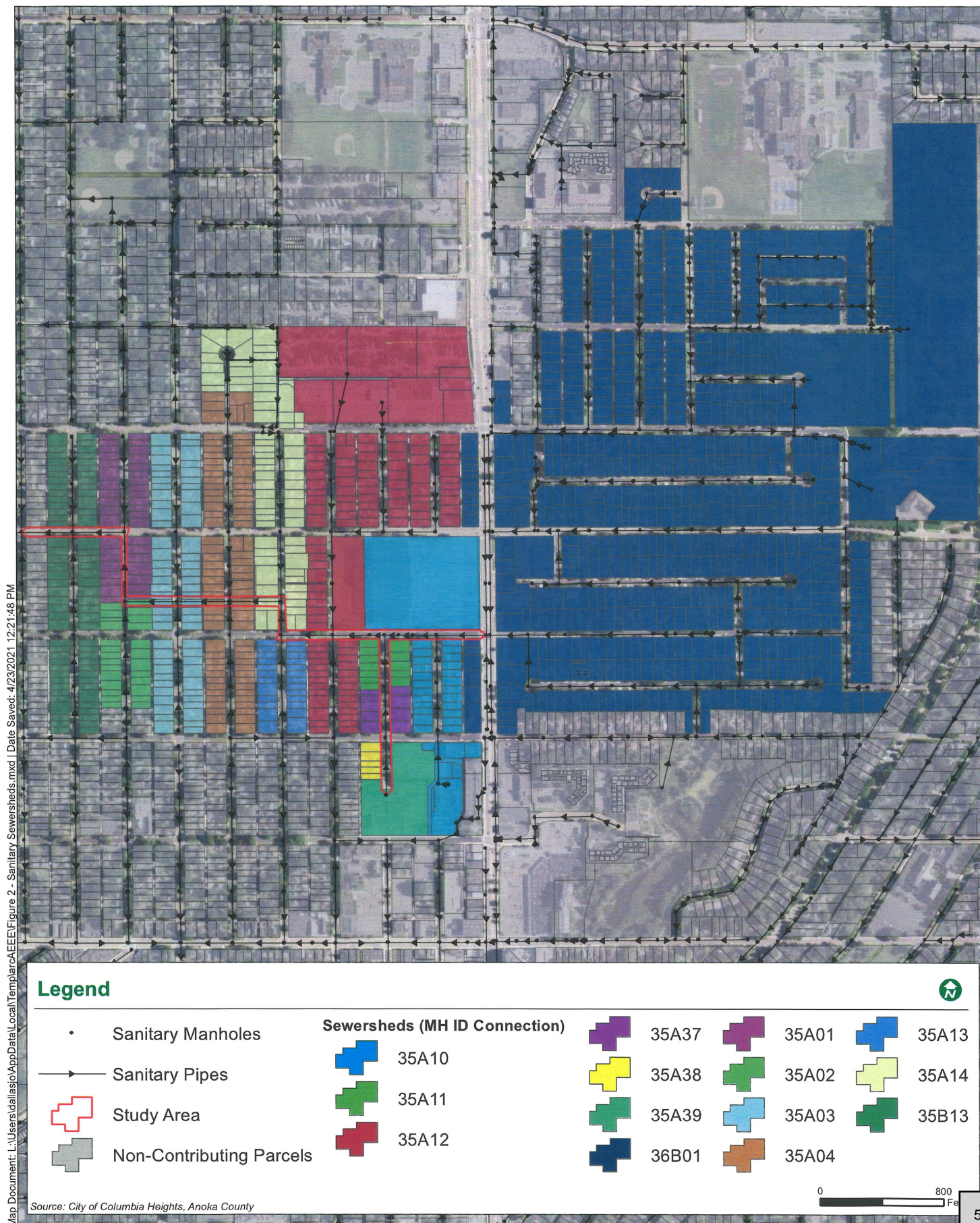
ATTACHMENT(S): Sewer District Maps – Figure 2, Figure 3, Table 2



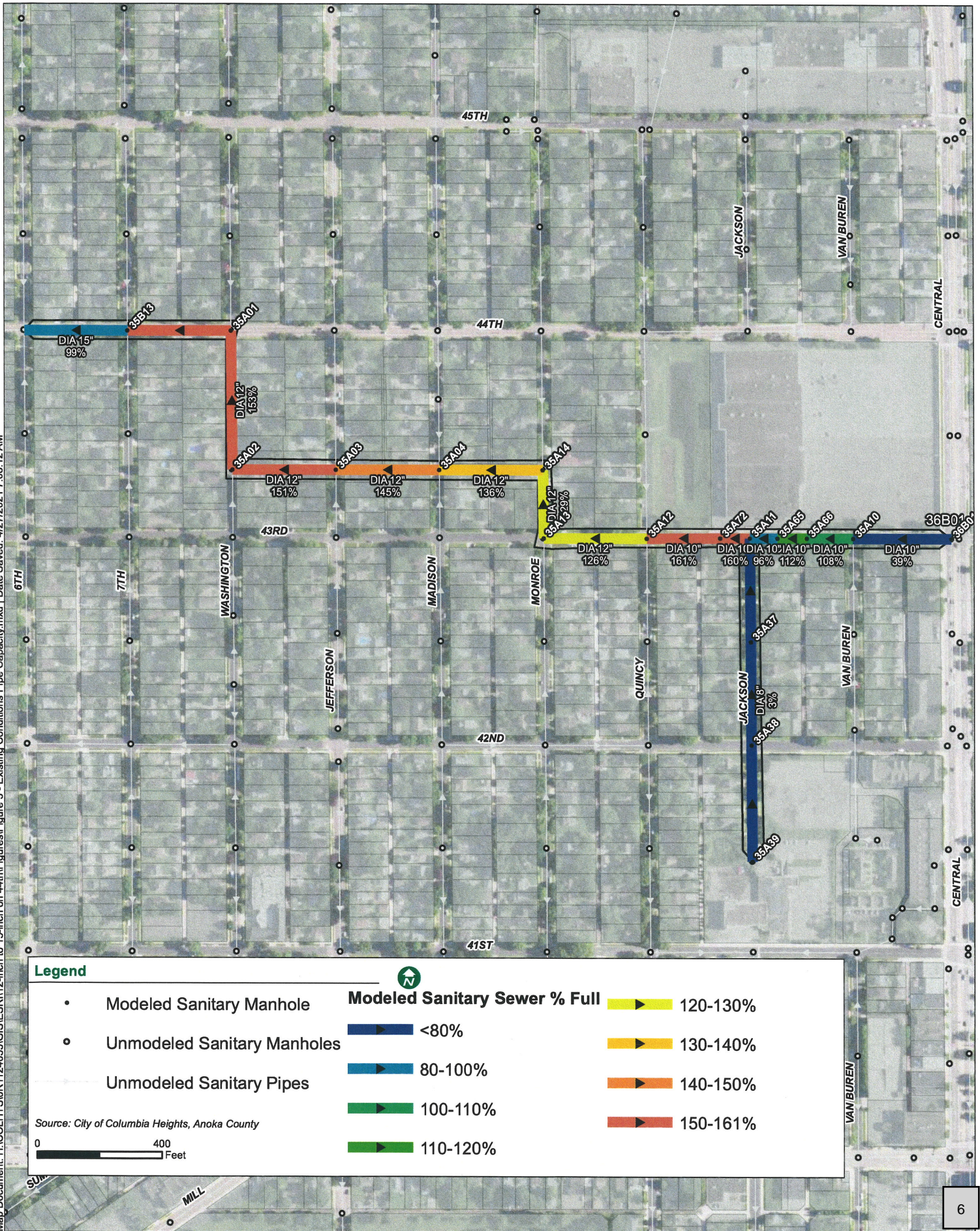
April 2021



Real People. Real Solutions.



Map Document: H:\COLLHTS\0R1124055\GIS\ESR\12-inch to 15-inch on 44th\Figures\Figure 3 - Existing Conditions Pipe Capacity.mxd | Date Saved: 4/27/2021 7:08:12 AM



Legend

- Modeled Sanitary Manhole
- Unmodeled Sanitary Manholes
- Unmodeled Sanitary Pipes

Source: City of Columbia Heights, Anoka County

0 400 Feet

Modeled Sanitary Sewer % Full

<80%	120-130%
80-100%	130-140%
100-110%	140-150%
110-120%	150-161%

Table 2: Existing Pipe Capacity

Node ID #		Base Flow		Peaking Factor	Peak Flow		Size (in)	Length (ft)	US Invert (ft)	DS Invert (ft)	Slope (%)	Capacity		Sanitary Sewer % Full (%)
From	To	(gpm)	(MGD)		(gpm)	(MGD)						(gpm)	(MGD)	
35B13	35B12	283.34	0.41	3.5	991.69	1.43	15	333	167.09	166.56	0.16	1002.16	1.44	99%
35A01	35B13	270.02	0.39	3.6	972.07	1.40	12	332	167.87	167.17	0.21	636.08	0.92	153%
35A02	35A01	263.31	0.38	3.6	947.92	1.36	12	443	168.76	167.87	0.20	620.97	0.89	153%
35A03	35A02	259.38	0.37	3.6	933.77	1.34	12	332	169.42	168.76	0.20	617.64	0.89	151%
35A04	35A03	248.28	0.36	3.6	893.81	1.29	12	332	170.08	169.42	0.20	617.64	0.89	145%
35A14	35A04	234.01	0.34	3.6	842.44	1.21	12	332	170.74	170.08	0.20	617.64	0.89	136%
35A13	35A14	220.98	0.32	3.6	795.53	1.15	12	217	171.17	170.74	0.20	617.35	0.89	129%
35A12	35A13	216.56	0.31	3.6	779.62	1.12	12	332	171.83	171.17	0.20	617.64	0.89	126%
35A72	35A12	177.13	0.26	3.7	655.38	0.94	10	237	172.56	172.02	0.23	406.55	0.59	161%
35A11	35A72	177.13	0.26	3.7	655.38	0.94	10	95	172.78	172.56	0.23	410.13	0.59	160%
35A65	35A11	169.29	0.24	3.7	626.37	0.90	10	88	173.30	172.78	0.59	655.14	0.94	96%
35A66	35A65	169.29	0.24	3.7	626.37	0.90	10	93	173.70	173.30	0.43	558.94	0.80	112%
35A10	35A66	169.29	0.24	3.7	626.37	0.90	10	151	174.50	173.80	0.46	579.70	0.83	108%
36B01	35A10	153.16	0.22	3.8	582.01	0.84	10	318	184.49	174.50	3.14	1509.88	2.17	39%
35A37	35A11	5.79	0.01	4.0	23.16	0.03	8	330	179.72	172.86	2.08	677.73	0.98	3%
35A38	35A37	4.25	0.01	4.0	17.00	0.02	8	330	186.58	179.72	2.08	677.73	0.98	3%
35A39	35A38	3.40	0.00	4.0	13.60	0.02	8	370	189.50	186.58	0.79	417.58	0.60	3%

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 3, 2021

ITEM:	Cable Franchise Agreement Extension Notice
DEPARTMENT: Administration	BY/DATE: Ben Sandell, 4/30/2021
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>	
_ Safe Community	X Diverse, Welcoming "Small-Town" Feel
_ Economic Strength	_ Excellent Housing/Neighborhoods
_ Equity and Affordability	X Strong Infrastructure/Public Services
X Opportunities for Play and Learning	X Engaged, Multi-Generational, Multi-Cultural Population

BACKGROUND:

The City of Columbia Heights cable franchise agreement with Comcast is up for renewal. The City's cable attorneys have recommended extending the City's existing franchise agreement with Comcast through 2023. The City's next steps will be to approve the agreement according to its ordinance amendment process and then share the approved agreement with Comcast for their execution.

DETAILS:

Language of the 2015 Franchise Agreement (attached) will be updated with extension amendment (attached). New language reads: "The City and Franchisee hereby agree to extend the Franchise Agreement and the August 25, 2010 Letter Agreement through May 31, 2023."

Proposed first reading of updated ordinance: May 10

Second reading: May 24

Requires a super majority vote.

Per the City Charter, publication of the summary ordinance is also required- "A franchise shall be without any validity whatever until it has been accepted by the grantee, and until it has been given adequate publicity, either by publication of a summary franchise ordinance in the official paper of the City for two successive publications after its passages, and by posting of the summary ordinance in City Hall and the City Library for a period of thirty days after its passage."

RECOMMENDED ACTION:

Review agreement, extension amendment, and seek clarifications as needed

Attachments:

2015 Franchise Agreement

Extension Amendment

FRANCHISE SETTLEMENT AGREEMENT

THIS AGREEMENT is made as of the ___ day of January, 2015, by and between the City of Columbia Heights, Minnesota (“City”), a municipal corporation, and Comcast of Minnesota, Inc. (“Franchisee”), collectively (the “Parties”);

WHEREAS, Franchisee operates a cable system in Columbia Heights pursuant to a cable franchise agreement between the City and Franchisee (“Franchise Agreement”); and

WHEREAS, the Parties desire to resolve certain outstanding legal and franchise issues through this Agreement.

NOW THEREFORE, IN CONSIDERATION of the mutual covenants, terms, conditions and representations contained herein, the parties agree as follows:

A. Franchise Extension.

1) The Franchise Agreement is currently set to expire on December 31, 2015. The City and Franchisee hereby agree to extend the Franchise Agreement and the August 25, 2010 Letter Agreement through May 31, 2020. By agreeing to this extension, no party is waiving any rights under Section 626 of the Federal Cable Act, nor shall it be necessary for Franchisee to re-invoke its renewal rights under Section 626.

B. PEG Channels – HD PEG Channels and Electronic Programming Guide.

2) Section 11.106 of the Franchise Agreement sets forth obligations related to PEG channels and required the provision of up to four PEG channels.

3) Upon 90 days’ notice, Franchisee will carry one of the existing standard definition (SD) PEG channels in high definition (HD) format on the cable system such that the City will have 4 PEG Channels, 3 SD and 1 HD PEG channels. The City represents that it has or will have available by that date sufficient local, non-character generated programming in HD format so as to provide content of value to viewers and not have a blank channel. Any time after twelve months from the date of this Agreement, Franchisee will carry an additional PEG channel in HD in the same manner as the first HD channel, such that the City will continue to have 4 PEG Channels; 2 carried in SD and 2 carried in HD. Franchisee may choose to simulcast all of the SD PEG Channels in HD.

4) Franchisee will deliver the high definition signal to subscribers so that it is viewable without degradation, provided that it is not required to deliver a HD PEG Channel at a resolution higher than the highest resolution used in connection with the delivery of local broadcast signals to the public. Franchisee may implement HD carriage of the PEG channel in any manner (including selection of compression, utilization of IP, amount of system capacity or bandwidth, and other processing characteristics) that produces a signal as accessible, functional, useable and of a quality comparable (meaning indistinguishable to the viewer) to broadcast HD channels carried on the cable system.

- 5) The HD PEG Channel will be assigned a number near the other high definition local broadcast stations if such channel positions are not already taken, or if that is not possible, near high definition news/public affairs programming channels if such channel positions are not already taken, or if not possible, as reasonably close as available channel numbering will allow.
- 6) City acknowledges that HD programming may require the viewer to have special viewer equipment (such as an HDTV and an HD-capable digital device/receiver), but any subscriber who can view an HD signal delivered via the cable system at a receiver shall also be able to view the HD PEG channel at that receiver, without additional charges or equipment. By agreeing to make PEG available in HD format, Franchisee is not agreeing it may be required to provide free HD equipment to customers including complimentary municipal and educational accounts and universal service accounts, nor modify its equipment or pricing policies in any manner. City acknowledges that not every customer may be able to view HD PEG programming (for example, because they don't have an HDTV in their home or have chosen not to take an HD capable receiving device from Franchisee or other equipment provider) or on every TV in the home.
- 7) Franchisee will provide a bill message announcing the launch of the HD PEG channel; however City acknowledges that not all customers may receive the bill message notice in advance of the channel launch in the interests of launching the channel sooner.
- 8) Franchisee will make available to the City the ability to place PEG channel programming information on the interactive channel guide by putting the City in contact with the electronic programming guide vendor ("EPG provider") that provides the guide service. Franchisee will be responsible for providing the designations and instructions necessary to ensure the channels will appear on the programming guide throughout the jurisdictions that are part of the City and any necessary headend costs associated therewith. The City shall be responsible for providing programming information to the EPG provider and for any costs the EPG provider charges to programmers who participate in its service.
- 9) The Parties agree that Franchisee will continue to charge a PEG Fee of \$0.90 per subscriber per month until the franchise renews. Franchisee may continue to recover the grant given to the City out of the PEG Fee and, once the grant is fully recovered, all of the PEG Fee will be remitted to the City on a quarterly basis. Franchisee shall fully recover the grant on or before July 31, 2015. The PEG Fee will be paid to the City at the same time as the Franchise Fee.

C. Franchise Fee Payment Correction.

- 10) Franchisee will pay the City \$3,963.08 in full settlement of the franchise fees due on bundled services for January 1, 2012 through December 31, 2014. Franchisee's payment shall be due within 45 days of the City's approval of this Agreement, unless otherwise agreed by the parties.

D. Complimentary Cable Services.

- 11) Section 11.102 (I) of the Franchise Agreement requires Franchisee to provide one device per complimentary drop listed in Exhibit B to the Franchise Agreement and certain other locations.

Franchisee agrees to provide upon request up to 3 digital converters (digital converter or DTA at Franchisee's option) per complimentary drop location listed in Franchise Agreement Exhibit B and certain other locations per the franchise if needed to receive the cable service. Franchisee will also provide an additional 15 HD converter boxes to use at the City's discretion.

E. Transfer Consent.

12) This Agreement is subject to the City's adoption of the Transfer Resolution, attached hereto and incorporated herewith as **Exhibit A**, no later than its last January 2015 meeting.

F. Transfer Related Costs.

13) Franchisee agrees to reimburse the City for its costs related to the review of the Transaction in the amount of \$15,000 to be paid within 45 business days of the City's adoption of the Transfer Resolution referenced below. The Parties agree that this payment shall not be deemed to exceed the franchise fee cap specified in Section 622(a) of the Cable Act, 47 U.S.C. § 542(a), and shall at no time be offset against or deducted from franchise fee payments, grants or other financial support or in-kind compensation paid to the City under the Franchise. This provision is agreed to solely for the purpose of this Settlement Agreement, and does not prejudice either party from taking a different position regarding the franchise fee issues in the future.

G. Release.

14) In consideration of the benefits conferred herein, the City releases and forever discharges the Franchisee, including its agents, employees, parents, subsidiaries and affiliates from any and all claims and release and forever discharge it from all Franchise-related claims, Franchise violations, and Franchise-related compliance issues as of the effective date of this Agreement.

H. Miscellaneous Provisions.

15) This Agreement is a compromise. The Parties agree that this Agreement may not be used to prove that there is a need or interest (or lack thereof) in decreasing, increasing or maintaining the current number of PEG channels, or in the need or interest (or lack thereof) in providing PEG in HD, or in other formats.

16) Each Party represents that it has the power and authority to enter into this Agreement. Any breach of this Agreement shall be subject to all remedies available to the Parties at law or in equity and shall be enforceable as a franchise obligation.

17) This Agreement sets forth the entire agreement of the Parties with respect to its subject matter, there being no other promise or inducement to or for the execution of the Agreement other than the consideration cited above. There are no contingencies, conditions precedent, representations, warranties, or other agreement, or otherwise, regarding settlement between the Parties not stated herein.

18) The Parties acknowledge that this Agreement is the product of negotiations between the Parties and does not constitute, and shall not be construed as an admission of liability on the part of any Party.

19) This Agreement shall insure to the benefit of, and shall be binding on, the Parties and their respective successors and assigns.

20) This Agreement may not be modified or amended, nor any of its terms waived, except by an amendment signed by duly authorized representatives of the Parties.

21) This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota without regard to conflicts of law principles.

22) The Parties shall not take any action to challenge, or cause another person or entity to challenge, any provision of this Agreement as contrary to or unenforceable under applicable laws, regulations, orders and decisions, nor will they participate with any other person or entity in any such challenge to this Agreement.

23) This Agreement shall be effective upon the date when it is executed on behalf of both Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by duly authorized representatives of each Party on the dates written below.

CITY OF COLUMBIA HEIGHTS, MN

Title: _____

Date: _____

COMCAST OF MINNESOTA, INC.

Title: _____

Date: _____

Exhibit A**RESOLUTION NO. _____**

**A RESOLUTION CONDITIONALLY GRANTING THE CONSENT
TO THE TRANSFER OF CONTROL OF THE CABLE TELEVISION FRANCHISE
AND CABLE TELEVISION SYSTEM FROM
COMCAST CORPORATION TO GREATLAND CONNECTIONS, INC.**

WHEREAS, the City of Columbia Heights, Minnesota, is a Minnesota Statutory City;
and

WHEREAS, Comcast of Minnesota, Inc., (“Franchisee”) holds a franchise (the “Franchise”) to operate a cable television system (the “System”) in the City pursuant to a franchise ordinance (the “Franchise Ordinance”); and

WHEREAS, Section 11.110(E) of the Franchise Ordinance requires the City’s prior consent to a fundamental corporate change, including a merger or a change in Franchisee’s parent corporation; and

WHEREAS, the City has the authority to administer and enforce the Franchise; and

WHEREAS, after a series of transfers, Comcast of Minnesota, Inc., was approved by the City as the Franchise holder, pursuant to prior transfer resolutions (the “Prior Transfer Resolutions”). The Prior Transfer Resolutions, the Franchise, the Franchise Ordinance, and the Franchise Settlement Agreement together with any applicable resolutions, codes, ordinances, acceptances, acknowledgments, guarantees, amendments, memoranda of understanding, social contracts and agreements, are collectively referred to as the “Franchise Documents;” and

WHEREAS, Comcast of Minnesota, Inc., is an indirect, wholly-owned subsidiary of Comcast Corporation (“Comcast”); and

WHEREAS, Comcast, as the ultimate parent corporation of Franchisee, has agreed to divest and transfer the Franchise and Cable System to Midwest Cable, Inc., in a process described in the Transfer Application (the “Proposed Transaction”); and

WHEREAS, immediately following the closing of the Proposed Transaction, Midwest Cable, Inc., will be renamed GreatLand Connections, Inc., and, for the purposes of this Resolution, the transfer applicant will be referred to as “GreatLand” throughout; and

WHEREAS, Comcast filed a Federal Communications Commission Form 394 with the City on June 18, 2014, together with certain attached materials, which documents more fully describe the Proposed Transaction and which documents, with their attachments, contain certain promises, conditions, representations and warranties (the “Transfer Application”); and

WHEREAS, under the Proposed Transaction, the Franchise and Cable System will stay

with Franchisee, and its ultimate parent company will be GreatLand; and

WHEREAS, under the Proposed Transaction, the ultimate ownership and control of the Franchisee and the System will change, and it requires the prior written approval of the City; and

WHEREAS, Comcast, through its subsidiaries, provided written responses to some of the data requests issued by the City, including directing the representatives of the City to publicly filed and available information, and information posted to Comcast Corporation and other websites (the “Data Request Responses”); and

WHEREAS, the City reviewed the Transfer Application and considered all applicable and relevant factors; and

WHEREAS, in reliance upon the representations made by and on behalf of Comcast of Minnesota, Inc., Comcast, and GreatLand, to the City, the City is willing to grant consent to the Proposed Transaction, so long as those representations are complete and accurate; and

WHEREAS, the City’s approval of the Proposed Transaction is therefore appropriate if the Franchisee will continue to be responsible for all acts and omissions, known and unknown, under the Franchise Documents and applicable law for all purposes, including (but not limited to) franchise renewal.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA HEIGHTS AS FOLLOWS:

Section 1. The City’s consent to and approval of the Transfer Application is hereby GRANTED in accordance with the Franchise Ordinances, subject to the following conditions:

- 1.1 Neither the Franchise, nor any control thereof, nor the System, nor any part of the System located in any municipal public rights-of-way in the City or on municipal property, shall be assigned or transferred, in whole or in part, without filing a written application with the City and obtaining prior written approval of such transfer or assignment, but only to the extent required by applicable law.
- 1.2 The City’s approval of the Transfer Application is made without prejudice to, or waiver of, its and/or the City’s right to fully investigate and consider during any future franchise renewal process: (i) Franchisee’s financial, technical, and legal qualifications; (ii) Franchisee’s compliance with the Franchise Documents, except as set forth in the Franchise Settlement Agreement; and (iii) any other lawful, relevant considerations.
- 1.3 The City’s approval of the Transfer Application is made without prejudice to, or waiver of, any right of the City to consider or raise claims based on Franchisee’s defaults, any failure to provide reasonable service in light of the community’s needs, or any failure to comply with the terms and conditions of the Franchise Documents, or with applicable law, except as set forth in the Franchise Settlement Agreement.

- 1.4 Subject to the Franchise Settlement Agreement, the City waives none of their rights with respect to the Franchisee's compliance with the terms, conditions, requirements and obligations set forth in the Franchise Documents and in applicable law. The City's approval of the Transfer Application shall in no way be deemed a representation by the City that the Franchisee is in compliance with all of its obligations under the Franchise Documents and applicable law.
- 1.5 After the Proposed Transaction, GreatLand and Franchisee will be bound by all the commitments, duties, and obligations, present and continuing, embodied in the Franchise Documents and applicable law. The Proposed Transaction will have no effect on these obligations.
- 1.6 GreatLand shall provide an executed written certification in the form attached hereto within thirty (30) days after consummation of the Proposed Transaction, guarantying the full performance of the Franchisee. GreatLand shall provide the City with written notification that the Proposed Transaction closed within ten (10) days after the closing;
- 1.7 GreatLand will comply with any and all conditions or requirements applicable to GreatLand set forth in all approvals granted by federal agencies with respect to the Proposed Transaction and Transfer Application (including any conditions with respect to programming agreements), such conditions or requirements to be exclusively enforced at the federal level;
- 1.8 GreatLand shall provide a written guarantee in the form attached hereto within thirty (30) days of the effective date of this Resolution specifying that subscriber rates and charges in the City area will not increase as a result of the costs of the Proposed Transaction;
- 1.9 After the Proposed Transaction is consummated, GreatLand and Franchisee will continue to be responsible for all past acts and omissions, known and unknown, under the Franchise Documents and applicable law for all purposes, including (but not limited to) Franchise renewal to the same extent and in the same manner as before the Proposed Transaction, subject to the terms of the Franchise Settlement Agreement.
- 1.10 Nothing in this Resolution amends or alters the Franchise Documents or any requirements therein in any way, and all provisions of the Franchise Documents remain in full force and effect and are enforceable in accordance with their terms and with applicable law.
- 1.11 The Proposed Transaction shall not permit GreatLand and Franchisee to take any position or exercise any right with respect to the Franchise Documents and the relationship thereby established with the City that could not have been exercised prior to the Proposed Transaction.
- 1.12 GreatLand assures that it will cause to be made available adequate financial resources to allow Franchisee to meet its obligations under the Franchise Documents, including without limitation operational and customer service requirements.

- 1.13 The City is not waiving any rights it may have to require franchise fee payments on present and future services delivered by GreatLand or its subsidiaries and affiliates via the cable system;
- 1.14 The City is not waiving any right it may have related to any net neutrality, open access, and information services issues;
- 1.15 Receipt of any and all state and federal approvals and authorizations;
- 1.16 Actual closing of the Proposed Transaction consistent with the transfer application; and

Section 2. If any of the conditions or requirements specified in this Resolution are not satisfied, then the City's recommended consent to, and approval of, the Transfer Application and Proposed Transaction is hereby DENIED and void as of the date hereof.

Section 3. If any of the written representations made to the City in the Transfer Application proceeding by (i) Comcast of Minnesota, Inc., (ii) Comcast or (iii) GreatLand, (iv) any subsidiary or representative of the foregoing prove to be materially incomplete, untrue or inaccurate in any material respect, it shall be deemed a material breach of the Franchise Documents and applicable law, and subject to the remedies contained in the Franchise Documents and applicable law.

Section 4. This Resolution shall not be construed to grant or imply the City's consent to any other transfer or assignment of the Franchises or any other transaction that may require the City's consent under the Franchise Ordinances or applicable law. The City reserves all its rights with regard to any such transactions.

Section 5. This Resolution is a final decision on the Transfer Application within the meaning of 47 U.S.C. § 537.

Section 6. The transfer of control of the Franchise from Comcast to GreatLand shall not take effect until the consummation of the Proposed Transaction.

Section 7. This Resolution shall be effective immediately upon its adoption by the City.

Adopted by the City of Columbia Heights, Minnesota this _____ day of January, 2015.

Mayor

ATTEST:

Attachment 1
Form of Guaranty of Performance

GUARANTY OF PERFORMANCE

GreatLand Connections, Inc., as the ultimate parent entity of Comcast of Minnesota, Inc., the Franchisee, upon closing of the proposed transaction (as defined in the City of Columbia Heights Resolution No. _____) certifies that it has sufficient financial resources and will at all times make available all necessary financial resources to ensure that the Franchisee has the capability to operate and maintain the System in accordance with the Franchise and applicable laws, regulations codes and standards, and to fully comply at all times with the Franchise, and applicable laws, regulations, codes and standards and guarantees such performance. GreatLand Connections, Inc., agrees that any failure to adhere to this guaranty shall be deemed a violation of the Franchise held by the Franchisee.

EXECUTED as of _____.

GreatLand Connections, Inc.

By: _____

Name: _____

Title: _____

Address:

Attachment 2
Form of Guaranty Regarding Rates

GUARANTY REGARDING RATES

GreatLand Connections, Inc., upon closing of the proposed transaction (as defined in the City of Columbia Heights Resolution No. _____), guarantees that rates and charges for cable service offered by _____, the Franchisee in the City, will not increase as a result of the cost of the proposed transaction. GreatLand Connections, Inc., agrees that any failure to adhere to this guaranty shall be deemed a violation of the Franchise held by the Franchisee.

EXECUTED as of _____.

GreatLand Connections, Inc.,

By: _____

Name: _____

Title: _____

Address:

FRANCHISE EXTENSION AGREEMENT

THIS AGREEMENT, effective as of _____, between the City of Columbia Heights (the "City"), and Comcast of Minnesota, Inc., a Minnesota corporation ("Comcast").

WHEREAS, the LFA has granted Comcast a non-exclusive franchise to construct, operate and maintain a cable television system (the "Franchise"); and

WHEREAS, Comcast timely filed a request with the LFA to activate the formal process for renewing the Franchise pursuant to the provisions of the Cable Communications Policy Act of 1984 ("Cable Act"); and

WHEREAS, the parties are in negotiations concerning a renewal of the Franchise utilizing the informal procedures set forth in the Cable Act; and

WHEREAS, the parties desire to extend the current Franchise term for three (3) years in order to accommodate such negotiations.

Section 1

Section ____ of the Franchise is hereby amended by extending the term of such Franchise through and including May 31, 2023. The Parties do not waive any rights under Section 626 of the Federal Cable Act and agree that Grantee shall not be required to file an additional Section 626 Letter to preserve its right to formal proceedings under the Franchise.

Section 2

Except as specifically modified hereby, the Franchise shall remain in full force and effect.

Section 3

Neither party waives any right which it enjoys under law as a result of agreeing to this Franchise extension.

ATTEST:

CITY OF COLUMBIA HEIGHTS, MINNESOTA

By: _____

By: _____

Its: Mayor

Comcast of Minnesota, Inc.

By: _____

Ron Orlando

Vice President External Affairs, Comcast

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 3, 2021

ITEM:	Youth Commission Consideration	
DEPARTMENT: Administration		BY/DATE: Ben Sandell, 4/30/2021
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold “X” in front of the selected text below)</i>		
<input type="checkbox"/> Safe Community	<input checked="" type="checkbox"/> Diverse, Welcoming “Small-Town” Feel	
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	
<input checked="" type="checkbox"/> Opportunities for Play and Learning	<input checked="" type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

Previously, the Mayor, City Manager, and staff discussed the potential for a youth commission at the City. The idea was first presented to the Council at the March 1, 2021, Work Session to gauge interest. The Communications Coordinator then contacted a select group of government agencies that have youth commissions to get a better idea of how best to approach the project in the City of Columbia Heights, should the Council choose to move forward with the initiative.

DETAILS:

Officials from four government agencies provided extensive detail and testimonial about the youth commissions at their respective locations: Northfield, Rosemount, Rochester, and Eden Prairie. All agencies manage their commissions differently, but do share some commonalities across all four: 1.) Kids in grades 10, 11, and 12 are the target demographic. 2.) All agencies emphasize and encourage civic engagement. 3.) Each group has at least one adult staff member in charge of managing the group, though all require some form of involvement from a larger variety of staff members and elected officials. 4.) All four adult coordinators recommend that Columbia Heights move forward with a youth commission in some capacity. 5.) All require a minimum attendance, though excused absences are provided liberally. Items that were not consistent across all groups were: 1.) Term limits, 2.) Partnering agencies 3.) Application requirements. 4.) Application selection process, 5.) Total number of members. 6.) Central focus and format of the group. 7) Frequency of meetings, 8.) Time commitment from staff, 9.) Budget. For more on these differences, please see attached chart.

When asked about the benefits of having a youth commission, each staff coordinator cited the value of youth insight and feedback, stating that several ideas and policies were generated or influenced at the agencies by youth commission members. They also cited the value in encouraging youth to engage in the civic process early on, and in providing important experience and social/political lessons. One of the concerns expressed by Council members in March was attrition of youth attendance. No agency expressed any serious problems with attendance, and none had any trouble attracting applicants. The Columbia Heights School District said they would be supportive of the youth commission and would help market it should the City decide to move forward. The chair of the Columbia Heights Key Club said that they think local youth would be interested.

RECOMMENDED ACTION:

Based on staff time and resources available, and the provided feedback from other agencies, staff recommends approving the development of a youth commission that 1.) Meets monthly for two hours, except July and August, 2.) Develops sub-groups based on interests that engage youth in community projects, activities, and policy discussions coordinated by the group with guidance from staff liaison, 3.) Opens applications to all youth in grades 10-12, in any school or homeschool, provided they are a Columbia Heights resident, and accepts any youth who apply who meet those standards and who provide at least one letter of recommendation from anyone who isn't their mom or dad, 4.) Requires no term limits 5.) Allows three unexcused absences per year and an additional three excused absences, 6.) Works in partnership with area non-profits, schools and organizations to coordinate projects, marketing, and budget, 7.) Hosts a monthly educational speaker and/or a monthly educational trip or tour, 8.) Launches its initial application announcement in the fall City Newsletter, 9.) Is allocated a small budget for food and activities, 10.) Is managed on a staffing level by the Communications and Events department, 11.) Includes a rotating council liaison, 12.) Includes regular updates from youth commission liaisons to boards and commissions and council meetings. With approval to move forward, staff would draw up a specific plan and set of standards to be reviewed and approved by the City Council later this summer, and then adopted as a City Ordinance.

ATTACHMENT:

Comparison chart

Selected Youth Commission Comparisons

Agency/ Basics	Summary of Approach/Goals	Format/ Logistics	Staff Liaison Com- ments
<p>City of Rosemount: Ages: 14-18 23 members Meet monthly, no summer meetings Three unexcused absences allowed Must be city residents</p>	<p>Educational. The group is used to organize educational tours of government facilities. Members will shadow council members and other government officials. The focus is to “show them the ropes.” Learn how to run government meetings. Leadership training.</p> <p>Engagement: Members help with community events, tree planting, youth booth, 5k runs</p>	<p>Meet as a group monthly. Break off into subgroups to work on city and community projects. Coordinated by Assistant City Manager who spends 3 hours per month on the group One council liaison New applicants interviewed as a group. Most accepted. Works in partnership with area schools.</p>	<p>The bigger the group the better, since the kids schedules and availability vary so much Recruiting members not a problem. Some kids have returned to join government commissions as adults Recommended</p>
<p>City of Eden Prairie: Ages: High school 20-25 members No meetings as a group, commission members attend other boards and commissions One-year term limits Minimum attendance requirements rarely enforced.</p>	<p>Advisory: Members offer feedback/ideas at government meetings. Ideas and insights presented to the council.</p> <p>Engagement: Youth are encouraged to participate in the civic process. Commissioners seek their input.</p>	<p>Coordinated by staff liaison in partnership with adult liaisons from each board and commission Members attend city boards and commission meetings divvied up by interest. Mostly non-voting. More than one youth member can be assigned per group. One collective banquet per year. Applicants reviewed and chosen by city manager and commission liaisons No partnership with area school district</p>	<p>Word of mouth used to find new applicants. Not actively marketed. “Other commissioners really appreciate it.” Attendance not an issue “I make sure that all potential members understand the time commitment and what is expected of them.”</p>

Selected Youth Commission Comparisons

Agency/ Basics	Summary of Approach/Goals	Format/ Logistics	Staff Liaison Com- ments
<p>Rochester/Olmsted County:</p> <p>Ages: 14-18</p> <p>50 members</p> <p>Meet monthly, year-round</p> <p>Allowed three unexcused absences</p> <p>2-year term limits, or until graduation, 2-6 hours per month</p>	<p>Advisory: Youth generate ideas, advise council, offer recommendations</p> <p>Engagement: Members select events and activities they want to participate in based on their interests. Attend advisory meetings.</p> <p>Experience: Meetings entirely youth-led. Learning to compromise. Politics.</p> <p>Education: Experts and city staff invited to speak at meetings</p>	<p>Meet once a month, Coordinated by halftime staff member paid by City/County split who spends 20 hours per week on the group.</p> <p>8-10 adults on commission</p> <p>City/County/School District partnership, liaisons from all three</p> <p>All who apply are accepted, includes residents from whole county.</p>	<p>Does not need to advertise for more applicants. Word-of-mouth is good enough.</p> <p>"I would be very surprised if anyone on your council regretted starting a youth commission."</p> <p>"City and county look at the youth commission as a way to reach a much broader group of kids."</p>
<p>City of Northfield:</p> <p>Ages: Sophomores, Juniors and Seniors</p> <p>Two groups:</p> <p>18 members (meet together twice a month)</p> <p>27 members (attend government meetings)</p> <p>No term limits, minimum of 2 hours per month</p> <p>Can't miss more than 20 percent of meetings</p>	<p>Advisory: Youth are asked for input at meetings. Provide unique feedback from their segment of the community.</p> <p>Engagement: Encourages involvement in government. Members will spearhead certain city projects/policies</p> <p>Educational: Monthly speakers present at meetings</p>	<p>City Youth Commission meets twice per month, at-large youth commission meets once per month as a group as well as attend various boards and commission meetings as liaisons.</p> <p>Applicants must either live in the city limits, or be enrolled in the school district.</p> <p>Coordinated by non-profit center, 10 hours per week</p> <p>No meetings during summer.</p> <p>Applications scored blindly.</p>	<p>Attendance is not an issue.</p> <p>Receive twice the number of applicants as spots available</p> <p>Advertise on Instagram, with posters, and through word-of-mouth.</p> <p>"If you want true youth engagement and involvement, they need support and guidance from city staff and elected officials."</p> <p>"Decisions are stronger when you have more people at the table. The youth spark different conversations."</p>

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 3, 2021

ITEM:	Other Board and Commission Discussion Items
DEPARTMENT: Administration	BY/DATE: Nicole Tingley, 4/26/21
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>	
<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods
<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services
<input type="checkbox"/> Opportunities for Play and Learning	<input checked="" type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population

BACKGROUND:

The City Council has requested to discuss miscellaneous items related to boards and commissions. Information on each is included to spark discussion.

Increase Number of Members on Library Board and/or Park and Rec Commission

The Library Board currently has 5 members and the Park & Recreation Commission has 7 members. Below are the numbers for some other communities for these commissions. I chose communities with comparable populations and proximity (to the extent possible).

Library Board Member Numbers

Northfield- 9 members
 Stillwater- 9 members
 Austin- 9 members
 Elk River- 5 members
 Owatonna- 5 members

Park and Recreation Commission Member Numbers

Fridley- 5 members
 Lino Lakes- 7 members
 Golden Valley- 9 members
 West St. Paul- 7 members
 Shoreview- 9 members

Interview Questions

City Councilmembers requested to revisit the Board and Commission interview questions. One question in particular that was mentioned that should be changed was the question regarding the Comprehensive Plan for the Planning Commission. Additionally, it was mentioned that the question included for all boards and commissions regarding the issues and concerns in the next 5-20 years to be specific to the board or commission. These are included as track changes on the question sheets attached. Please provide feedback on these changes and let staff know of any other changes (if any).

Application

It was requested that one additional question be added to the application. It is "What unique perspective and life experience do you bring to a board/commission and the City?" The application with this new question included is attached. Please provide feedback on this change and any let staff know of other changes (if any).

Job Description for Members

The City Council requested job descriptions for each board and commission. Draft Job Descriptions are currently being reviewed by the staff liaisons and will be sent by email shortly before the work session and distributed at it. **These were added to the packet 5/3/21 prior to the work session.**

ATTACHMENTS

Board and Commission Interview Questions (with changes)

Board and Commission Application (with new question)

1. Briefly describe any training, education, or relevant experience that you have acquired that would benefit the City of Columbia Heights including civic and community groups.
2. What motivated you to apply to serve on a board or commission (please be specific to the ones you are interested in)?
3. Why do you feel that you would be a good person to represent the opinions and concerns of the City?
4. What are some of the most important concerns or issues that you think the City's transportation system will face in the next 5-20 years?

5. What work or personal situations do you have that may cause a conflict of interest with serving as a board or commission member? How does the meeting schedule work for you?

Traffic Commission Questions

- Please describe your understanding of the role of the Traffic Commission and the responsibilities/duties of its members.
- What do you feel should be the top priorities of the Traffic Commission?

RATING	<u>Least</u>					<u>Most</u>				
Knowledge of community	1	2	3	4	5					
Involvement with community	1	2	3	4	5					
Ability to present information orally	1	2	3	4	5					
Experience/training/interest beneficial to this board or commission	1	2	3	4	5					
Knowledge of assigned commission	1	2	3	4	5					
Overall Impression	1	2	3	4	5	6	7	8	9	10

Overall Rating _____

Interviewed by _____

Board or Commission recommended for: _____

PARK & RECREATION COMMISSION FIRST CHOICE BOARD AND COMMISSION INTERVIEW

Name _____ **Date/Time** _____

1. Briefly describe any training, education, or relevant experience that you have acquired that would benefit the City of Columbia Heights including civic and community groups.
2. What motivated you to apply to serve on a board or commission (please be specific to the ones you are interested in)?
3. Why do you feel that you would be a good person to represent the opinions and concerns of the City?
4. What are some of the most important concerns or issues that you think the ~~City~~ City's park system and recreation programming will face in the next 5-20 years?

5. What work or personal situations do you have that may cause a conflict of interest with serving as a board or commission member? How does the meeting schedule work for you?

Park & Recreation Commission Questions

- Please describe your understanding of the role of the Park and Recreation Commission and the responsibilities/duties of its members.
- When considering potential parks projects or recreation programs, what do you think needs to be considered?

RATING	<u>Least</u>					<u>Most</u>				
Knowledge of community	1	2	3	4	5					
Involvement with community	1	2	3	4	5					
Ability to present information orally	1	2	3	4	5					
Experience/training/interest beneficial to this board or commission	1	2	3	4	5					
Knowledge of assigned commission	1	2	3	4	5					
Overall Impression	1	2	3	4	5	6	7	8	9	10

Overall Rating _____

Interviewed by _____

Board or Commission recommended for: _____

PLANNING COMMISSION FIRST CHOICE BOARD AND COMMISSION INTERVIEW

Name _____ **Date/Time** _____

1. Briefly describe any training, education, or relevant experience that you have acquired that would benefit the City of Columbia Heights including civic and community groups.
2. What motivated you to apply to serve on a board or commission (please be specific to the ones you are interested in)?
3. Why do you feel that you would be a good person to represent the opinions and concerns of the City?
4. What are some of the most important concerns or issues that you think the City will face in regards to planning and land-use in the next 5-20 years?

5. What work or personal situations do you have that may cause a conflict of interest with serving as a board or commission member? How does the meeting schedule work for you?

Planning Commission Questions

1. Please describe your understanding of the role of the Planning Commission and the responsibilities/duties of its members.

2. ~~What is your opinion and understanding of the Comprehensive Plan? How familiar are you with the Comprehensive Plan? What role do you think it will play in the evaluation of a typical application which you will see as a Planning Commissioner? What is your understanding of the Comprehensive plan and what do you see as the role of it?~~

RATING	<u>Least</u>					<u>Most</u>				
Knowledge of community	1	2	3	4	5					
Involvement with community	1	2	3	4	5					
Ability to present information orally	1	2	3	4	5					
Experience/training/interest beneficial to this board or commission	1	2	3	4	5					
Knowledge of assigned commission	1	2	3	4	5					
Overall Impression	1	2	3	4	5	6	7	8	9	10

Overall Rating _____

Interviewed by _____

Board or Commission recommended for: _____

LIBRARY BOARD FIRST CHOICE
BOARD AND COMMISSION INTERVIEW

Name _____ **Date/Time** _____

1. Briefly describe any training, education, or relevant experience that you have acquired that would benefit the City of Columbia Heights including civic and community groups.
2. What motivated you to apply to serve on a board or commission (please be specific to the ones you are interested in)?
3. Why do you feel that you would be a good person to represent the opinions and concerns of the City?
4. What are some of the most important concerns or issues that you think the City's Library will face in the next 5-20 years?

5. What work or personal situations do you have that may cause a conflict of interest with serving as a board or commission member? How does the meeting schedule work for you?

Library Board Questions

- Please describe your understanding of the role of the Library Board and the responsibilities/duties of its members.
- In your opinion what are the strengths and weaknesses of the library's programs and services? What are your experiences with them?

RATING	<u>Least</u>					<u>Most</u>				
Knowledge of community	1	2	3	4	5					
Involvement with community	1	2	3	4	5					
Ability to present information orally	1	2	3	4	5					
Experience/training/interest beneficial to this board or commission	1	2	3	4	5					
Knowledge of assigned commission	1	2	3	4	5					
Overall Impression	1	2	3	4	5	6	7	8	9	10

Overall Rating _____

Interviewed by _____

Board or Commission recommended for: _____



City Board and Commission Application

Please number your choices according to preference:
(leave blank any one on which you do not wish to serve)

___ Economic Development Authority

___ Planning Commission

___ Charter Commission*

___ Park & Recreation Commission

___ Traffic Commission

*Note: for the Charter Commission, please indicate if you are a qualified voter.

___ Library Board

___ Yes ___ No

Name

Phone

Street Address

City

State

Zip

Email Address

Number of years/months resident of Columbia Heights

Property you own in Columbia Heights, if any (other than Residence)

If you are appointed to a City Board or Commission, your Employer and phone number for the purpose of this appointment will be City Hall. If you have other work, please complete the following.

Employer

Work Phone

Position Title/Occupation

Educational Background:

Volunteer, Civic, Professional and Community Activities:

Professional Designations/Awards/Honors/Previous Government Service:

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

What unique perspective and life experience do you bring to a board/commission and the City?

Please indicate what (if any) evenings you are not available for meetings

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Please list three references

Name	Address	Phone	Email Address

How did you hear about the position? If someone recommended you to apply, may we contact them? If so, please provide their contact information.

Important Information About Your Application- Data Privacy Notice

Minnesota law requires that you be informed of the purpose and intended use of the information you are providing on this application. Per Minnesota Statute 13.601, subd. 3a, your name, address, occupation, education, training, civic affiliations, qualifications, experience, and veteran status are available to anyone who requests the information.

This information will be used to identify you as an applicant, enable us to contact you when additional information is required, send you notices, and assess your qualifications for appointment. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to accurately evaluate your application.

Should you be appointed to a City of Columbia Heights Board or Commission, your residential address and either a phone number or email address where you can be reached will also become public information (per Minnesota Statute 13.601, subd. 3b). The purpose is to list contact information for Board/Commission members on a public roster.

Please select which of the following you will allow listed on a public roster (you must select either email or phone number).

___ Email ___ Phone Number ___ Both

By typing my name or handwriting my signature, I certify that I have read and understand the Data Privacy Notice and certify that the statements in this application are true and correct to the best of my knowledge:

Signature:

Date:

Return completed application to:

City of Columbia Heights

Attn: City Clerk

590 40th Ave NE

Columbia Heights, MN 55421

OR

ntingley@columbiaheightsmn.gov



Columbia Heights Traffic Commission

Commission Overview and Member Position Description

Traffic Commission Overview

The Traffic Commission is a resident advisory commission that studies and investigates all matters relating to the regulation of traffic within the city on its own initiative or as referred to the commission by the City Council or City Staff.

Meeting Date and Time: The first Monday of each month at 5:30 pm

Membership: 5 Columbia Heights residents appointed by the City Council for three-year terms. The City Engineer and the Chief of Police serve as ex-officio members of this commission. A City Council member serves a liaison to the City Council

Traffic Commission Member Position Description

Terms: 3 years from April 1 to March 30. Members are limited to two consecutive full terms.

Compensation: Not applicable- members are volunteers

Necessary Qualifications: Be a current resident of the City of Columbia Heights.

Desired Qualifications:

The Traffic Commission is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members
- The ability to function well in group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions
- Excellent communication skills
- A strong sense of legal and ethical conduct appropriate to the position
- The courage to state one's views on important issues and speak openly and directly, though always respectfully, with staff and other commission members
- Some basic understanding of the broader structures of city governance in Columbia Heights, of the issues facing the city, and of the place of the traffic regulation within those broader contexts

Requirements and Expectations:

- Read distributed materials before each meeting
- Attend and participate in monthly meetings (length varies but typically 1 hour or less) and let the staff liaison know if you are unable to attend.
- Reviews, drafts and recommends traffic regulation proposals including, but not limited to stop signs, parking on city streets, crosswalks, and traffic calming measures
- Hold public hearings to hear the views regarding traffic regulation proposals
- Seek public input



Columbia Heights Park & Recreation Commission

Commission Overview and Member Position Description

Park & Recreation Commission Overview

The Park & Recreation Commission is a resident advisory commission that guides the use of public park lands, recreation, and senior citizen programs in the City, including parks, parkways, playgrounds, recreation fields and buildings, and all related public service facilities. The commission has the authority to make reasonable administrative rules and regulations, including the setting of fees and the public use of park land and buildings.

Meeting Date and Time: The fourth Wednesday of each month at 5:30 pm

Membership: 7 Columbia Heights residents appointed by the City Council for three-year terms. A City Council member serves a liaison to the City Council

Park & Recreation Commission Member Position Description

Terms: 3 years from April 1 to March 30. Members are limited to two consecutive full terms.

Compensation: Not applicable- members are volunteers

Necessary Qualifications: Be a current resident of the City of Columbia Heights.

Desired Qualifications:

The Park & Recreation Commission is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- An understanding of and commitment to the fundamental services of park and recreation services and some familiarity with Columbia Heights parks and recreation programming in particular.
- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members
- The ability to function well in group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions
- Excellent communication skills
- A strong sense of legal and ethical conduct appropriate to the position
- The courage to state one's views on important issues and speak openly and directly, though always respectfully, with staff and other commission members
- Some basic understanding of the broader structures of city governance in Columbia Heights, of the issues facing the city, and of the place of parks and recreation programming within those broader contexts

Requirements and Expectations:

- Read distributed materials before each meeting
- Attend and participate in monthly meetings and let the staff liaison know if you are unable to attend.

- Provide input on parks issues, everything from replacement of playground equipment to the park facility use policy
- Provide input on recreational programs to ensure they are affordable, equitable, and meet the current needs of the community
- Assist in future planning of the park system
- Make determinations on requests for items such as waiving of rental fees
- Seek public input and be an ambassador for the City's parks and recreation programming
- Identify and discuss issues impacting and enhancing our parks and recreation programming
- On occasion, when required; represent the Park & Recreation Commission, at various community functions



Columbia Heights Planning Commission

Commission Overview and Member Position Description

Planning Commission Overview

The Planning Commission is a resident advisory commission on matters relating to zoning, development, and conditional and interim use permit applications. The Commission acts as the Board of Appeals and Adjustments of Variance and Appeal Cases. It also helps prepare and maintain a Comprehensive Plan for the physical development of the City.

Meeting Date and Time: The first Tuesday of each month at 6:00 pm

Membership: 7 Columbia Heights residents appointed by the City Council for three-year terms. The City Planner, Building Official and City Attorney serve as ex-officio members of this commission. A City Council member serves a liaison to the City Council

Planning Commission Member Position Description

Terms: 3 years from April 1 to March 30. Members are limited to two consecutive full terms.

Compensation: Not applicable- members are volunteers

Necessary Qualifications: Be a current resident of the City of Columbia Heights.

Desired Qualifications:

The Planning Commission is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- Knowledge of current zoning and land development practices in the region
- Ability to make decisions based on the best interests of the community and the Comprehensive Plan, rather than the interests of the applicant or other special-interest groups or personal preferences and prejudices
- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members
- The ability to function well in group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions
- Excellent communication skills
- A strong sense of legal and ethical conduct appropriate to the position
- The courage to state one's views on important issues and speak openly and directly, though always respectfully, with staff and other commission members
- Some basic understanding of the broader structures of city governance in Columbia Heights, of the issues facing the city, and of the place of the planning and development within those broader contexts

Requirements and Expectations:

- Read distributed materials before each meeting
- Attend and participate in monthly meetings (length varies but typically 1-2 hours) and let the staff liaison know if you are unable to attend.
- Reviews, drafts and recommends Comprehensive Plan revisions and amendments to the City Council
- Reviews, drafts, and recommends Zoning Ordinance revisions and amendments to the City Council
- Review site plans for new development ensuring compliance with Comprehensive Plan and Zoning Ordinance
- Hold public hearings to hear the views of neighbors regarding new developments, Comprehensive Plan updates, rezoning, conditional and interim use permits, variances, and ordinance changes.
- Seek public input
- On occasion, when required; represent the Planning Commission at various community functions



Columbia Heights Library Board of Trustees

Board Overview and Member Position Description

Library Board of Trustees Overview

The Library Board is a resident advisory board that guides the policy, programs, and use of the City library, and acts as a liaison between citizens and staff. The board makes decisions regarding library land and equipment. It also sets the levels of service and staffing. The board recommends improvements for the library and has the authority to make reasonable administrative rules and regulations, including the setting of fees. All the library policies and programs are made in accordance with the policies approved by the City Council. Annually, the Library Board approves and recommends to the City Council a budget for the coming year, and at least semi-annually the board approves and makes a line item comparison of its performance against the current budget and recommends transfers of funds among items.

Meeting Date and Time: The first Wednesday of each month at 5:30 pm

Membership: 5 Columbia Heights residents appointed by the City Council. A City Council member serves a liaison to the City Council

Library Board of Trustees Member Position Description

Terms: 3 years from April 1 to March 30. Members are limited to two consecutive full terms.

Compensation: Not applicable- members are volunteers

Necessary Qualifications: Be a current resident of the City of Columbia Heights.

Desired Qualifications:

The Library Board of Trustees is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- An understanding of and commitment to the fundamental services of a public library, and some familiarity with the Columbia Heights Public Library in particular
- A strong desire to preserve and promote the library as a public forum for the sharing of information and ideas without prejudice
- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members
- The ability to function well in committees and group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions
- Excellent communication skills
- A strong sense of legal and ethical conduct appropriate to the position
- The courage to state one's views on important issues and speak openly and directly, though always respectfully, with staff and other board members
- Some basic understanding of the broader structures of city governance in Columbia Heights, of the issues facing the city, and of the place of the library within those broader contexts

Requirements and Expectations:

- Read distributed materials before each meeting
- Attend and participate in monthly meetings (length varies but typically 2 hours)
- Work with other board members and staff to recommend improvements for the library and develop reasonable administrative rules and regulations governing public use of the library and its facilities, including the setting of fees
- Work with other board members to assist the Library Director in developing annual and long term goals for the library
- Seek public input and be an ambassador for the library
- Identify and discuss issues impacting and enhancing our library services
- On occasion, when required; represent the library, or its Board of Trustees, at various community functions



Columbia Heights Charter Commission

Commission Overview and Member Position Description

Charter Commission Overview

The Charter Commission reviews the City Charter, proposes changes, and makes recommendations to City Council as needed. The City of Columbia Heights is governed by the City Charter which is the “constitution” of the city. The City Charter determines the procedures of City government in accordance with state statutes and the Minnesota State Constitution.

Meeting Date and Time: Quarterly on the third Thursday in January, April, July, and October at 7:00 pm.

Membership: No more than 15 and no less than 7 qualified voters of the City of Columbia Heights that are appointed by the Chief Judge of the 10th Judicial District. A City Council member serves a liaison to the City Council.

Charter Commission Member Position Description

Terms: 4 years

Compensation: Not applicable- members are volunteers

Necessary Qualifications: Qualified voter of the City of Columbia Heights

Desired Qualifications:

The Charter Commission is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members
- The ability to function well in group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions
- Excellent communication skills
- A strong sense of legal and ethical conduct appropriate to the position
- The courage to state one’s views on important issues and speak openly and directly, though always respectfully, with staff and other commission members
- Some basic understanding of the broader structures of city governance in Columbia Heights, of the issues facing the city, and of the place of the City Charter within those broader contexts

Requirements and Expectations:

- Read distributed materials before each meeting
- Attend and participate in quarterly meetings and let the staff liaison know if you are unable to attend.
- Study the City Charter and make recommendations to the City Council if improvements are needed
- Determine if the City Charter guidelines are keeping up with the needs of the community
- Periodically review the City Charter and recommend necessary amendments to the City Council that do not conflict with state law

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 3, 2021

ITEM:	Speakers at City Council Meetings									
DEPARTMENT: Administration	BY/DATE: Nicole Tingley, 4/26/21									
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table border="0"> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>			<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
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<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population									

BACKGROUND:

Since the start of the COVID-19 pandemic, the Community Forum portion of the meeting has been removed from the agenda in an effort to limit the amount of in-person attendance. Residents have been encouraged to contact the City Council by email or phone outside of a meeting to express their concerns. That being said, throughout this time, there have continued to be an opportunity for speakers for public hearings as required.

Near the start of her term, the Mayor within her authority as Mayor began to ask speakers to state their name and if they are a Columbia Heights resident in place of their address. The reason for this being safety/security concerns.

In anticipation of returning the Community Forum portion to the agenda, City staff wanted to make sure they have clear direction on speakers at City Council meetings and the Community Forum section.

1. When should the Community Forum portion return?
2. Is the location at the end of the agenda still desired?
3. What should speakers state when coming up to the podium?
4. What information should be provided on the speakers form?
5. What should the wording for Community Forum on the agenda be?

Below is both the current community forum wording on the agenda and a new wording option. The difference is currently name and address are required to be both stated and filled out on the form. The new option would require name and connection to Columbia Heights to be stated and filled out on the form.

Current wording on the agenda:

COMMUNITY FORUM

At this time, individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium, sign their name and address on the form for the Council Secretary's record, and limit their comments to five (5) minutes. Individuals are asked to state their name for the record. The City Council will listen to brief remarks, ask clarifying questions, and if needed, request staff to

follow up or direct the matter to be added to an upcoming agenda. Generally, the City Council will not take official action on items raised at the Community Forum at the meeting on which they are raised.

New wording option:

COMMUNITY FORUM

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

**CITY COUNCIL WORK SESSION**

Item 6.

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	MAY 3, 2021

ITEM:	Recycling Certificate	
DEPARTMENT: Administration		BY/DATE: Kelli Bourgeois, 4/27/21
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>		
<input type="checkbox"/> Safe Community		
<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel		
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<input type="checkbox"/> Excellent Housing/Neighborhoods		
<input type="checkbox"/> Equity and Affordability		
<input type="checkbox"/> Strong Infrastructure/Public Services		
<input type="checkbox"/> Opportunities for Play and Learning		
<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population		

BACKGROUND:

Councilmember Jacobs requested to have this item added to the work session agenda and will speak to it.