



**SPECIAL CITY COUNCIL MEETING**  
City Hall—Council Chambers, 590 40th Ave NE  
Monday, November 30, 2020  
4:00 PM

**Mayor**  
Donna Schmitt  
**Councilmembers**  
Robert A. Williams  
John Murzyn, Jr.  
Connie Buesgens  
Nick Novitsky  
**City Manager**  
Kelli Bourgeois

---

**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 whether solely in-person or a combination of in-person and electronic means, members of the public who wish to attend may do so by attending in-person or by calling **1-312-626-6799** and entering **meeting ID 798 821 7248** at the scheduled meeting time. If there are any questions about this notice or attending/calling in to the meeting, please contact the City Clerk at (763) 706-3611.*

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

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

MOTION: Move to approve the Consent Agenda Items.

**1. Approve August 3, 2020 Work Session Minutes**

MOTION: Move to approve the minutes of the City Council Work Session of August 3, 2020.

**2. Approve September 8, 2020 Special City Council Meeting Minutes**

MOTION: Move to approve the minutes of the Special City Council Meeting of September 8, 2020

**3. Approve September 8, 2020 Work Session Minutes**

MOTION: Move to approve the minutes of the Work Session of September 8, 2020

**4. Approve October 5, 2020 2019 State Aid Street Rehabilitation Assessment Hearing Minutes**

MOTION: Move to approve the minutes of the 2019 State Aid Street Rehabilitation Assessment Hearing of October 5, 2020

**5. Approve October 5, 2020 2019 State Aid Rehabilitation Assessment Hearing Minutes**

MOTION: Move to approve the minutes of the 2019 Street Rehabilitation Assessment Hearing of October 5, 2020

**6. Approve October 5, 2020 2020 Street Rehabilitation Assessment Hearing Minutes**

MOTION: Move to approve the minutes of the 2020 Street Rehabilitation Assessment Hearing of October 5, 2020

**ITEMS FOR CONSIDERATION**

**Ordinances and Resolutions**

**7. Resolution 2020-107, Awarding a Contract to Central Roofing Company for Roof Replacement at Municipal Liquor Store No. 3 for \$100,020 with Optional Alternatives, and to Amend the Liquor Fund Budget Accordingly**

MOTION: Move to waive the reading of Resolution 2020-107, there being ample copies available to the public

MOTION: Move to adopt Resolution 2020-107, Awarding a Contract to Central Roofing Company for Roof Replacement at Municipal Liquor Store No. 3 for \$100,020 with Optional Alternatives, and to amend the Liquor Fund Budget Accordingly

**New Business and Reports**

**8. City Hall Interior Layout and Project Budget**

MOTION: Move to approve the floor plan from Leo A Daly for the construction of the new City Hall

MOTION: Move to establish the project budget for the City Hall project

**ADJOURNMENT**



---

Kelli Bourgeois, City Manager

*Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 48 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.*

Meeting of: COLUMBIA HEIGHTS CITY COUNCIL  
 Date of Meeting: August 3, 2020  
 Time of Meeting: 7:00 pm  
 Location of Meeting: Council Chambers  
 Purpose of Meeting: Work Session

CALL TO ORDER/ROLL CALL - The meeting was called to order at 7:00 pm

Present: Mayor Schmitt, Councilmembers Murzyn Jr, Novitsky, Williams, and Buesgens

Staff Present: Kelli Bourgeois- City Manager, Lenny Austin- Police Chief, Erik Johnston- Police Captain, Ben Sandell- Communications Coordinator, Will Rotter- Communications & Events Specialist, Nicole Tingley- City Clerk.

1. 5049-5051 Jackson Street

Police Chief Austin stated that there still has not been a resolution for the ongoing issues at 5049-5051 Jackson Street and stated that options for the property will be presented to the City Council on Monday August 10. He commended Captain Erik Johnston and Officer Bill Monberg for their efforts working with the care team, property owner and Scott County. Austin introduced Captain Erik Johnston to provide more details.

Captain Johnston noted that the memo included in the packets provides an overview of the situation. He stated that the Police Department worked with all of the parties involved to provide any support they can provide, but it has not worked.

Johnston shared information regarding the excessive amount of calls of service. To date the City has billed over \$16,000 in excessive service call fees and that the property owner has paid over \$7,000. In 2019, this address had more calls than any other property in Columbia Heights. In comparison to side by side duplexes this property had more than 10 times as many calls for service.

Johnston stated that he just received communication that the property owner is looking to rehome the individual. The City will either recommend revocation or issuing a provisional license and will work with the City Attorney on the City's options.

Mayor Schmitt asked since this individual is under Scott County services and if that makes any difference. Johnston responded that Scott County is the fiscal agent in that the case started with them and they have maintained fiscal responsibility. He noted that the company Bridges place the individual in Columbia Heights.

Buesgens asked if a provisional license would be for the time period it takes them to move the individual. Johnston answered that he would have to work through their options but his initial reaction is to have the provisional license in place longer so that they can prove the property will be properly managed.

Buesgens inquired if the revocation would take place right away or if they have time to correct. Johnston stated it would not be immediate and there would have to be notice.

Johnston clarified that the action would only be for the City's rental license. He also clarified that if the license was revoked this would be the only revocation for the property owner. In accordance

with the property maintenance code if there are two than a rental license cannot be held for 5 years.

2. Centennial Celebration Update

Communications Coordinator Ben Sandell stated that they have been working on planning the 100<sup>th</sup> Anniversary events and are getting close to solidifying dates and events. He stated that they want to obtain City Council feedback before going further so there is time to change direction if need be.

Sandell stated that the submission deadline for photo contest for the calendar is August 5<sup>th</sup> and that afterwards outside judges will score the photos. It is anticipated the calendar will be finished in September.

Sandell introduced Communications & Events Specialist Will Rottler to provide an overview of the rest of the events and planning for the 100<sup>th</sup> Anniversary.

Rottler provided information on projects and the City Council provided feedback and asked questions as follows:

- A centennial quilt will be created and is being led by Library staff. The City will be soliciting the community for ideas for the 36 squares.
- 60 street banners will be placed along Central Ave. Banners will be able to be purchased by businesses and organizations for \$150 on a first come first serve basis.
- The “Bootstrap” Book is being turned into a documentary by a resident.
- A Roaring 20s Dinner/Dance will be held at Murzyn Hall on July 24, 2021.
- Centennial carnival with games and music/entertainment will be held in July. The games would be a token carnival (instead of coins due to shortage). An idea is to a summer “read-up” program at the library to earn tokens. Donations could be exchanged for tokens.
- An application will be submitted for the AARP Community Grant with a project idea to improve the community.
- Sharing stories, photographs, and newspaper clippings on the City’s website and social media throughout the year.
- Distributing lapel pins and maybe using them for business discounts or giveaways
- Coloring page contest in March sponsored by Northeast bank with giftcard prizes

The City Council provided feedback.

Mayor Schmitt suggested having the banners up for half of the year due to fading. Councilmember Buesgens added that it may be a possibility to hang every other banner post for half of the year and then switch on posts and flags for the other half of the year.

Schmitt noted that she did not want competition with Heights Theatre in regards to monthly movies. Rottler clarified at this point it is a suggestion and that it would be intended to work with Tom from Heights Theatre. Schmitt suggested emphasizing what they already have showing.

Schmitt suggested selling the pins and reserving some to give away to dignitaries.

The City Council suggested events to confirm and add to the calendar. These were the VFW flag burning ceremony, Tasty's Medallion Hunt, SACA Fire & Ice event, St. Patrick's Day parade, VFW Memorial Day Service.

Schmitt recommended still using pennies for the carnival. Pennies could be donated and do not need to be created.

Schmitt stated that quilts fade fast in light. Rotter responded that he has been working with the library on the location. Options that take into account sunlight and do not allow for pulling will be considered.

Schmitt asked residents and 100 Anniversary Committee members Kt Jacobs and Amada Marquez Simula for their feedback.

Kt Jacobs complimented Rottler for his work. She suggested that gold pins are created for dignitaries including past and present elected officials. She also shared in concerns regarding the size of the centennial logo on the banners noting it should be more emphasized (bigger). She thinks that there is a great line-up of events planned.

Amada Marquez Simula added that HeightNEXT is going to host a Multicultural Community Event in August or September of 2021. She also expressed that the Pat Proft movies would be fun as a movie in the park event. She added that there is a company in Columbia Heights called Curbside Productions that would probably be happy to donate the equipment. She also complimented Rottler.

Schmitt asked about the trivia night. Communications Coordinator Sandell responded he would be hosting it and making questions. Schmitt also commented about the importance of decorations for the events.

Jacobs shared details regarding the Roaring 20s Dance. Donations will be sought. The menu will be what was trending in the 20s. There will be period music and drinks. She has drafted a proposal that will be presented to the City Council once closer.

Schmitt asked if the City Council needed to formally approve anything at this time. City Manager Bourgeois stated that the City Council did not need to formally approve anything and if anything exceeded her spending authority it would come before the City Council.

Schmitt asked about calendar price and t-shirts. Sandell stated calendars will sell for \$10. Rottler added that the t-shirts and giveaways will be ordered. Schmitt stated that she would like giveaways to give to the sister city Lomianki for Christmas.

3. Contaminated Material Stockpile Disposal

City Manager Bourgeois stated that Public Works Director Kevin Hansen submitted a staff memo as a heads up that will come in the form of a change order for the second meeting in August or September. Bourgeois stated that it was brought to the City Council work session because the Pollution Control Agency requires a 10 day notice and because of the dollar amount. It will be approximately a \$75,000 increase to the sanitary sewer replacement project on Polk Street. She stated that there are not any alternatives.

4. Council Meeting Times

Mayor Schmitt stated that she would like the work session meeting time to change to 4:00 pm still on the first Monday. Her reasoning is so that City staff do not have to come home and then come back or stay late to attend. She asked the other Councilmembers for their feedback.

Councilmember Buesgens asked what initiated this discussion. Schmitt stated she is bringing this because of all of the special meetings being held at earlier times that staff has appreciated.

Buesgens stated that she is not interested in changing the meeting times. She noted that City staff understand that there are night meetings when taking the position and that this was not initiated by staff. Additionally, future councilmembers may not be able to attend daytime meetings. Schmitt noted that it can be easily changed by resolution and it would also be convenient for Council.

Councilmember Novitsky suggested changing Traffic Commission to 5 pm and EDA to 5:30 pm with the Work Session following. He is also fine with not making any changes.

Councilmember Williams would like to change the time to 4 pm for staff.

City Manager Bourgeois stated she brought it to the division head meeting earlier in the day. She emphasized that City staff would be fine either way and understand there are night meetings with the profession.

The City Council decided to table the discussion.

Schmitt asked about meeting with Phil Kern on August 10<sup>th</sup> to go over the final goal setting session report. Bourgeois clarified that Phil Kern will be attending the regular City Council meeting on August 10<sup>th</sup>.

Meeting adjourned at 8:00 pm.

Respectfully Submitted,

---

Nicole Tingley, City Clerk/Council Secretary

**OFFICIAL PROCEEDINGS  
CITY OF COLUMBIA HEIGHTS  
CITY COUNCIL SPECIAL MEETING  
SEPTEMBER 8, 2020**

The following are the minutes for the special meeting of the City Council held at 6:30 pm on Monday, September 8, 2020, in the City Council Chambers, 590 40<sup>th</sup> Avenue N.E., Columbia Heights, Minnesota.

**1. CALL TO ORDER/ROLL CALL**

Council President/Council Member Novitsky called the meeting to order at 6:43 pm.

Council President/Council Member Novitsky read an opening statement declaring that the meeting is being conducted via electronic means pursuant to Minnesota State Statutes Section 13D.021 as Mayor Donna Schmitt is attending via Zoom.

Present: Mayor Schmitt (via Zoom); Councilmember Buesgens; Councilmember Murzyn, Jr.; Councilmember Novitsky

Absent: Councilmember Williams

Also Present: Kelli Bourgeois, City Manager; Jim Hoeft, City Attorney; Aaron Chirpich, Community Development Director; Nicole Tingley, City Clerk.

**2. PLEDGE OF ALLEGIANCE**

**3. EXECUTIVE SESSION REGARDING CONDEMNATION PROCEEDINGS FOR 3989 CENTRAL AVE NE**

Council President/Council Member Novitsky reported that the City Council will meet in Executive Session to discuss litigation in the matter of the condemnation proceedings, specifically a possible settlement agreement, for the city-owned property located at 3989 Central Ave NE.

*Motion by Councilmember Buesgens, seconded by Councilmember Murzyn, Jr. to adjourn into executive session to discuss litigation related to the condemnation proceedings, for the property located at 3989 Central Avenue NE, Columbia Heights, pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (b). All Ayes, Motion Carried 4-0.*

The Executive Session started at 6:49 pm and was held in the Administration Office Common Area.

Present: Mayor Schmitt (via Zoom); Councilmember Buesgens; Councilmember Murzyn, Jr.; Councilmember Novitsky

Absent: Councilmember Williams

Also Present: Kelli Bourgeois, City Manager; Jim Hoeft, City Attorney; Aaron Chirpich, Community Development Director

*Motion by Councilmember Buesgens, seconded by Councilmember Novitsky to adjourn the executive session and reconvene the open session. All Ayes, Motion Carried 4-0.*

The meeting returned to the City Council Chambers.

**4. RESOLUTION 2020-64, APPROVING SETTLEMENT TERMS IN EMINENT DOMAIN DISTRICT COURT PROCEEDING 02-CV-20-2515**

*Motion by Councilmember Buesgens, seconded by Councilmember Novitsky, to waive the reading of Resolution 2020-64, there being ample copies available to the public. All Ayes, Motion Carried 4-0.*

*Motion by Councilmember Buesgens, seconded by Councilmember Novitsky, to approve Resolution 2020-64, Approving Settlement Terms in Eminent Domain District Court proceeding 02-CV-20-2515. All Ayes, Motion Carried 4-0.*

**5. ADJOURN**

*Motion by Councilmember Murzyn, Jr., seconded by Councilmember Buesgens, to adjourn the meeting. All Ayes, Motion Carried 4-0.*

Meeting adjourned at 7:25 pm.

Respectfully Submitted,

---

Nicole Tingley, City Clerk/Council Secretary



Meeting of: COLUMBIA HEIGHTS CITY COUNCIL  
 Date of Meeting: September 8, 2020  
 Time of Meeting: 7:00 pm  
 Location of Meeting: Council Chambers  
 Purpose of Meeting: Work Session

CALL TO ORDER/ROLL CALL - The meeting was called to order at 7:26 pm

Present: Mayor Schmitt (via Zoom), Councilmembers Murzyn Jr, Novitsky, and Buesgens

Absent: Councilmember Williams

Staff Present: Kelli Bourgeois- City Manager, Will Rotter- Communications & Events Specialist, Kevin Hansen- Public Works Director (via Zoom), Joe Kloiber- Finance Director, Lenny Austin- Police Chief, Nicole Tingley- City Clerk.

Council President Novitsky read an opening statement declaring that the meeting is being conducted via electronic means pursuant to Minnesota State Statutes Section 13D.021 as Mayor Donna Schmitt is attending via Zoom.

1. 100<sup>th</sup> Anniversary Committee Council Liaison

Communications & Events Specialist Rottler requested a Council Liaison for the 100<sup>th</sup> Anniversary Committee to help with answering questions and providing feedback. The Council Liaison would also help update the other councilmembers.

The City Council decided to have Councilmember Novitsky serve as the liaison.

2. 3821 Reservoir Abatement

Public Works Director Hansen provided an overview of the why 3821 Reservoir is being recommended for a potential abatement and a summary of events. Hansen stated that it started off with a building permit for a garage and large driveway applied for at the end of 2018. In April 2019, public works discovered large excavation without any soil control or containment. In August of 2019, the property owner applied for a new building permit application. At that time, further excavation led to higher vertical unprotected walls in heights of 6 and 8 feet as the property owner took additional material and placed it on top of existing slopes.

Hansen stated that there are two components to this issue first there is no erosion control with erodible soil and second the property has unprotected high slopes. The City has not received response from the property owner with the last contacts in April and May. Hansen explained how the City has completed abatements twice for erosion control.

Hansen explained the range of options available to address the site. Options are a retaining wall, a semi-permanent solution of shotcrete (spray on concrete) that would last 3-5 years or simply removing the vertical slope and regrading the property. The retaining wall would be the most expensive and regrading would be the least expensive.

When asked, Hansen stated that in his viewpoint the two ways to go would be the shotcrete or regrading.

The City Council discussed the options. Councilmember Murzyn, Jr. stated he would agree with the option that Hansen thought was best. Councilmembers Novitsky and Buesgens agreed with selecting the least expensive option of regrading. Councilmember Buesgens stated that the property owner has had a lot of time and opportunity to correct. Councilmember Novitsky stated that he would not like for the property to get sold with the shotcrete. Buesgens added that if no garage is built it may come back to the City Council in 5 years.

### 3. Budget Overview

Finance Director Kloiber provided a status update on the current 2020 budget. He noted the following:

- Fund 201 (Planning and Inspections) is currently at a \$63,000 deficit. Two large permits are expected to come in which would help balance it out, but a deficit is still expected. There is a fund balance of \$350,000 that can address that.
- Liquor operations is currently at breakeven. It is anticipated it will show a small profit as most of their sales are during the upcoming holiday season. There have been more sales when open, but factors including civil unrest and staffing shortages have caused interruptions.
- A budget amendment foregoing to liquor operations transfer to the infrastructure fund and general fund will be coming to the City Council
- City staff is recommending seeking bids to remodel store 3 as it will be easier to complete this project with being open less hours and so they are more competitive when full operations restore. The funds are already set aside.
- The General Fund is 10% under projected expenditures
- City staff is recommending a \$600,000 transfer from the general fund to the government buildings fund. This is to address a \$1,000,000 surplus in the general fund from 2019.

Kloiber played a prerecorded presentation of an overview of the 2021 budget. Highlights of the presentation include:

- Each annual budget follows a 5-year financial plan
- Tax supported funds increase smoothly each year in a stair-step fashion to allow for stable operations and adequate funding
- A 4.8% increase is recommended for tax-supported operating expenses. 3% is for inflation on current services, 1.2% is for adding a police officer, and 0.6% is for adding a Community Service Officer.
- The local taxpayer share of the proposed property tax levy for 2021 is unable to be determined as the Metro Area Fiscal Disparity amount has not been published
- An estimated \$100,000 more property taxes will be collected in 2021 due to a decertification of 2 TIF districts
- One option that has been discussed by the City Council is to use the \$100,000 to maintain parks, which would increase the levy.
- The City will receive almost \$1.9 million dollars in Local Government Aid. It is proposed to use \$450,000 towards general fund operations, \$450,000 towards debt service on buildings, and \$972,000 for equipment and capital improvements.
- 2021 combined rate increase for utilities is 4.5%

- Next steps are approving proposed budget & tax levy, budget presentations, and adopting a final budget and tax levy

4. Jackson Street Update

Police Chief Austin provided an update regarding the rental license for 5049/5051 Jackson Street that was modified to a provisional rental license in August. Austin stated since the modification to a provisional rental the tenant has moved out and there have been 0 calls to the property. The Police Department will continue to meet with the property owner on a monthly basis. Austin will provide a final update in May or June. Any further issues will be brought to the attention of the City Council.

The City Council thanked Austin for their work on this property.

5. City Council/School Board Meeting

City Manager Bourgeois stated that at the last joint City Council and School Board Meeting a tentative meeting date of September 29 was set. She asked the City Council if they would still like to meet and what the agenda items would be.

The City Council agreed not to meet on September 29. Councilmember Buesgens commented that it would be nice to meet before the end of the year.

The City Council listed possible agenda items including how the school district is navigating through the pandemic and more information on how distance learning is working.

City Manager Bourgeois stated that the City could also share how we are navigating through the pandemic. She added other topic ideas including a development update.

Bourgeois stated that she had a conversation with Police Chief Austin regarding including school resource officers as an item as she knows that the school board has had general discussions on it. They concluded that there would not be a lot to discuss in that forum. Councilmember Buesgens shared through attending school board meetings that her impression was that the school board wants to keep it as is.

Bourgeois asked the City Council to let her know if they come up with anymore ideas. She stated she would let the City Council know about setting a date and if there needs to be a meeting with the Mayor, School Board President, the Superintendent, and herself to formalize an agenda.

Motion by Councilmember Murzyn, Jr., seconded by Councilmember Buesgens, to adjourn the work session. A roll call vote was taken with all ayes. Motion carried 4-0.

Meeting adjourned at 8:12 pm.

Respectfully Submitted,

---

Nicole Tingley, City Clerk/Council Secretary

**OFFICIAL PROCEEDINGS  
CITY OF COLUMBIA HEIGHTS  
CITY COUNCIL SPECIAL MEETING- ASSESSMENT HEARING  
OCTOBER 5, 2020**

Item 4.

The following are the minutes for the special meeting of the City Council for the Assessment Levy Hearing held at 6:00 pm on Monday, October 5, 2020 in the Community Room, Columbia Heights Public Library, Columbia Heights, Minnesota.

**1. CALL TO ORDER**

Mayor Schmitt called the meeting to order at 6:00 pm.

**2. ROLL CALL**

Present: Mayor Schmitt; Councilmember Buesgens; Councilmember Murzyn, Jr.; Councilmember Novitsky; Councilmember Williams

Also Present: Kevin Hansen, Public Work Director/City Engineer; Kathy Young, Assistant City Engineer; Barb Thomas, Assessing Clerk; Nicole Tingley, City Clerk

**3. SPECIAL ASSESSMENT LEVY HEARING: 2019 STATE AID STREET REHABILITATION PROGRAM – MILL AND OVERLAY AND TRAIL CONSTRUCTION, 37<sup>TH</sup> AVENUE NE, 5<sup>TH</sup> STREET TO CENTRAL AVENUE**

A. Street Rehabilitation Project

1) Presentation of Information on State Aid Street Rehabilitation Project by Staff  
Public Works Director Hansen gave an overview of the project. The project is substantially complete and included a new trail on the north side of 37<sup>th</sup> and mill and overlay of 37<sup>th</sup> Avenue. The contractor still has punchlist items to complete. The assessment amounts are unchanged from the improvement hearing and the term is 10 years. Hansen indicated if the City Council would like to change the interest rate from the proposed 5.5%, he would recommend 3%.

2) Questions and Comments on Street Rehabilitation Project  
Councilmember Buesgens commented the trail looks nice. Councilmember Williams stated that he would like the interest rate to be lowered to 3%.

*Motion by Councilmember Williams, seconded by Councilmember Novitsky, to lower the interest rate to 3%. All Ayes, Motion Carried 5-0.*

Mark Miernicki – 3710 Quincy St shared his opposition to the addition of the trail. He stated that it is cosmetic, the timing is bad in 2020, and it is not being used. Miernicki shared his hardship in paying the assessment and added that his property is 140 feet from the trail.

Councilmember Williams commented that when the City started planning this project, there was not a pandemic. He added that if the pandemic continues on, the City should consider not completing construction projects.

Colleen O’Neill – 3725 VanBuren St asked how the assessments are done. She

stated she lives a block off of 37<sup>th</sup> and was surprised to see she was being assessed.

Hansen explained the City's policy for street and avenue rates. Street rates are for when your property abuts a street having work completed. Avenue rates are a third of the street rate and go halfway down the abutting blocks. Everyone pays two assessments one for the street in front and one for the avenue.

Miernicki asked about city owned property and apartment buildings. Hansen answered that the city also pays assessments and that apartments pay a higher rate.

Miernicki asked about discounting the rate for those farther down the block. Mayor Schmitt responded that this is a project from 2019 and the policy has been in place for several years. Hansen added that the assessment is for both the trail and mill and overlay.

Miernicki stated he did not believe he should be assessed for the trail, he understands being assessed for the mill and overlay.

Hansen noted that the trail is included in the comprehensive plan. Hansen explained the subsidies for residential properties for assessments and that all of the project costs are not assessed.

O'Neill inquired about Minneapolis residents paying assessments. Hansen explained that Minneapolis has their own assessment policy and that they are included.

Mayor Schmitt asked when the project was approved. Hansen responded that the project was approved for construction in February 2019.

Miernicki asked about the possibility of a delay. Hansen noted that the project was already delayed.

Councilmember Williams asked for clarification regarding not having to pay right now. Hansen explained that there is a window of time to make a payment without interest (generally 30 days from the hearing) and then the remaining balance is spread out of the term with interest. It can be paid off at any time.

Councilmember Novitsky asked the notices for the public improvement hearing in 2019. Hansen confirmed that all property owners were sent notice of that hearing. Novitsky commented that all input about the trail at that hearing were positive.

Miernacki commented that he thought there were going to be on-street markings for a bike path not a separate trail. Mayor Schmitt answered that it was considered, but safety was a concern. Hansen added that when asked people did

not want to give up having parking on both sides of the street.

**B. Close the Public Hearing**

*Motion by Councilmember Novitsky, seconded by Councilmember Buesgens, to close the public hearing of the 2019 State Aid Street Rehabilitation, Project Number 1907. All Ayes, Motion Carried 5-0.*

**C. Consideration of Resolution**

*Motion by Councilmember Novitsky, seconded by Councilmember Murzyn, Jr., to waive the reading of Resolution 2020-80, there being ample copies available to the public. All Ayes, Motion Carried 5-0.*

*Motion by Councilmember Novitsky, seconded by Councilmember Murzyn, Jr., to adopt Resolution 2020-80 being a resolution levying and adopting the assessment for 2019 State Aid Street Rehabilitation – Mill and Overlay and Trail Construction, City Project 1907. All Ayes, Motion Carried 5-0.*

**4. ADJOURNMENT**

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

Meeting adjourned at 6:31 pm.

Respectfully Submitted,

---

Nicole Tingley, City Clerk/Council Secretary

**OFFICIAL PROCEEDINGS  
CITY OF COLUMBIA HEIGHTS  
CITY COUNCIL SPECIAL MEETING- ASSESSMENT HEARING  
OCTOBER 5, 2020**

The following are the minutes for the special meeting of the City Council for the Assessment Levy Hearing held at 6:15 pm on Monday, October 5, 2020 in the Community Room, Columbia Heights Public Library, Columbia Heights, Minnesota.

**1. CALL TO ORDER**

Mayor Schmitt called the meeting to order at 6:31 pm.

**2. ROLL CALL**

Present: Mayor Schmitt; Councilmember Buesgens; Councilmember Murzyn, Jr.; Councilmember Novitsky; Councilmember Williams

Also Present: Kevin Hansen, Public Work Director/City Engineer; Kathy Young, Assistant City Engineer; Barb Thomas, Assessing Clerk; Nicole Tingley, City Clerk

**3. SPECIAL ASSESSMENT LEVY HEARING: 2019 STREET REHABILITATION IMPROVEMENTS – CONCRETE CURB AND GUTTER CONSTRUCTION, MADISON STREET NE, 37<sup>TH</sup> AVENUE TO 300' NORTH OF 37<sup>TH</sup> AVENUE**

A. Street Rehabilitation Project

- 1) Presentation of Information on Street Rehabilitation Project by Staff  
Public Works Director Hansen gave an overview of the project. The project is substantially complete and includes the addition of curb and gutter on Madison Street. The contractor still has punchlist items to complete. The assessment amounts are unchanged from the improvement hearing and the term is 10 years. Hansen indicated if the City Council would like to change the interest rate from the proposed 5.5%, he would recommend 3%.

Hansen noted that Councilmember Williams is one of the property owners.

*Motion by Councilmember Murzyn, Jr., seconded by Councilmember Buesgens, to lower the interest rate to 3%. Ayes: Buesgens, Novitsky, Murzyn, Jr., Schmitt; Abstain: Williams; Motion Carried 4-0-1.*

- 2) Questions and Comments on Street Rehabilitation Project  
There were not any questions and comments.

B. Close the Public Hearing

*Motion by Councilmember Buesgens, seconded by Councilmember Novitsky, to close the public hearing of the 2019 Street Rehabilitation, Project Number 1902. Ayes: Buesgens, Novitsky, Murzyn, Jr, Schmitt; Abstain: Williams; Motion Carried 4-0-1.*

C. Consideration of Resolution

*Motion by Councilmember Buesgens, seconded by Councilmember Novitsky., to waive the reading of Resolution 2020-81, there being ample copies available to the public. Ayes:*

*Buesgens, Novitsky, Murzyn, Jr, Schmitt; Abstain: Williams; Motion Carried 4-0-1.*

*Motion by Councilmember Buesgens, seconded by Councilmember Murzyn, Jr., to adopt Resolution 2020-81 being a resolution levying and adopting the assessment for 2019 Street Rehabilitation – Curb and Gutter Construction, City Project 1902. Ayes: Buesgens, Novitsky, Murzyn, Jr, Schmitt; Abstain: Williams; Motion Carried 4-0-1.*

**4. ADJOURNMENT**

*Motion by Councilmember Murzyn, Jr., seconded by Councilmember Buesgens, to adjourn the meeting. All Ayes, Motion Carried 5-0.*

Meeting adjourned at 6:36 pm.

Respectfully Submitted,

---

Nicole Tingley, City Clerk/Council Secretary



**OFFICIAL PROCEEDINGS  
CITY OF COLUMBIA HEIGHTS  
CITY COUNCIL SPECIAL MEETING- ASSESSMENT HEARING  
OCTOBER 5, 2020**

Item 6.

The following are the minutes for the special meeting of the City Council for the Assessment Levy Hearing held at 6:30 pm on Monday, October 5, 2020 in the Community Room, Columbia Heights Public Library, Columbia Heights, Minnesota.

**1. CALL TO ORDER**

Mayor Schmitt called the meeting to order at 6:36 pm.

**2. ROLL CALL**

Present: Mayor Schmitt; Councilmember Buesgens; Councilmember Murzyn, Jr.; Councilmember Novitsky; Councilmember Williams

Also Present: Kevin Hansen, Public Work Director/City Engineer; Kathy Young, Assistant City Engineer; Barb Thomas, Assessing Clerk; Nicole Tingley, City Clerk

**3. SPECIAL ASSESSMENT LEVY HEARING: 2020 STREET REHABILITATION PROGRAM – ZONE 4A FULL STREET RECONSTRUCTION, 5<sup>TH</sup> STREET NE, 50<sup>TH</sup> AVENUE TO 51<sup>ST</sup> AVENUE AND 6<sup>TH</sup> STREET NE, 50<sup>TH</sup> AVENUE TO 51<sup>ST</sup> AVENUE**

A. Street Rehabilitation Project

- 1) Presentation of Information on Street Rehabilitation Project by Staff  
Public Works Director Hansen gave an overview of the project. The project includes the full reconstruction of 5<sup>th</sup> and 6<sup>th</sup> streets from 50<sup>th</sup> to 51<sup>st</sup>. The watermain on 5<sup>th</sup> is complete and the street is complete with the exception of the final lift. The watermain costs were not included in the assessment cost. The assessment amounts are unchanged from the improvement hearing and the term is 15 years. The total amount being assessed is 50% of the construction costs. Hansen indicated if the City Council would like to change the interest rate from the proposed 5%, he would recommend 3%.

Hansen explained difficulties with the project in regards to timeframes with the contractor.

- 2) Questions and Comments on Street Rehabilitation Project  
Councilmember Novitsky asked if residents would be assessed more because of the rework done with the sidewalks. Hansen responded that the City will be paying for those costs.

Mayor Schmitt asked what the final date is to make a payment without interest. Hansen answered November 13<sup>th</sup>.

*Motion by Councilmember Buesgens., seconded by Councilmember Murzyn, Jr, to lower the interest rate to 3%. All Ayes; Motion Carried 5-0.*

B. Close the Public Hearing

*Motion by Councilmember Novitsky, seconded by Councilmember Murzyn, Jr., to close the public hearing of the 2020 Street Rehabilitation – Zone 4A, Project Number 1802. All Ayes; Motion Carried 5-0.*

C. Consideration of Resolution

*Motion by Councilmember Novitsky, seconded by Councilmember Murzyn Jr., to waive the reading of Resolution 2020-82, there being ample copies available to the public. All Ayes; Motion Carried 5-0.*

*Motion by Councilmember Novitsky, seconded by Councilmember Murzyn, Jr., to adopt Resolution 2020-82 being a resolution levying and adopting the assessment for 2020 Street Rehabilitation – Full Street Reconstruction, City Project 1802. All Ayes; Motion Carried 5-0.*

D. Consideration of Resolution – Petition and Waiver Assessments

Hansen explained that these assessments are for curbstop repair or replacement. There were 3 properties included- two for full replacements and one for a curb top.

*Motion by Councilmember Buesgens, seconded by Councilmember Novitsky., to waive the reading of Resolution 2020-83, there being ample copies available to the public. All Ayes; Motion Carried 5-0.*

*Motion by Councilmember Novitsky, seconded by Councilmember Murzyn, Jr., to adopt Resolution 2020-83 being a resolution to certify 2020 petition and waiver assessments to Anoka County for collection with real estate taxes. All Ayes; Motion Carried 5-0.*

**4. ADJOURNMENT**

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

Meeting adjourned at 6:46 pm.

Respectfully Submitted,

---

Nicole Tingley, City Clerk/Council Secretary



AGENDA SECTION	ITEMS FOR CONSIDERATION	Item 7.
ITEM NO.		
MEETING DATE	NOVEMBER 30, 2020	

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	RESOLUTION 2020-107, AWARDING A CONTRACT TO CENTRAL ROOFING COMPANY FOR ROOF REPLACEMENT AT MUNICIPAL LIQUOR STORE NO. 3 FOR \$100,020 WITH OPTIONAL ALTERNATES, AND TO AMEND THE LIQUOR FUND BUDGET ACCORDINGLY.	
DEPARTMENT: Finance	CITY MANAGER'S APPROVAL:	
BY/DATE: Joseph Kloiber/ November 24, 2020	BY/DATE: <i>Kell Bonjes</i> 11/25/20	
CITY STRATEGY:	#6: Strong Infrastructure/Public Services	
Additional Strategy?	#3: Economic Strength	
SHORT TERM GOAL (IF APPLICABLE)		
Additional Goal?	N/A	

BACKGROUND:

Prior city council actions related to this item include:

- Award of a contract for \$9,500 to Buetow2 Architects to design, seek bids, and provide contractor oversight for a project to remodel and update liquor store 3 at 5225 University Avenue NE.
- Approval of a \$200,000 budget to remodel and update liquor store 3 at 5225 University Avenue NE.

During the architects' analysis of the store 3 building, they determined that the roof needs to be replaced. It would not be advisable to invest in the remodel and update project without replacing the roof to extend the remaining useful life of the building. Staff is only aware of routine maintenance being performed on the roof since the building was constructed in the 1960's.

Staff obtained proposals for replacement of the roof from two contractors the City has successfully done business with previously. Copies of those proposals and a comparison of their features are attached to this council letter. Staff determined that the proposal from Central Roofing was the most favorable.

Both roofing proposals are for approximately \$100,000 after factoring in temporary removal and reinstallation of electrical and HVAC components on the roof. A portion of the roof work will provide some of the aesthetic improvements intended by the original remodeling project, such as construction of a marquee-style façade over the building entrance, as well as wrapping the existing building trim with pre-finished metal. Of course, a majority of the proposed roof work provides required structural repairs that are well beyond the scope of just remodeling and updating.

The architect's current estimate for the remainder of the project other than the roof is from \$125,000 to \$140,000. When combined with the portion of the roofing work that will provide aesthetic improvements intended by the original project, the remodeling project is still within the \$200,000 budget approved by the city council. An additional budget appropriation should be approved however, to fund the repairs that are beyond the scope of the remodeling activities.

STAFF RECOMMENDATION:

Staff recommends approval of the following motions.

RECOMMENDED MOTION(S):

Move to waive reading of resolution 2020-107, there being ample copies available to the public.

Move to adopt resolution 2020-107, awarding a contract to Central Roofing Company for roof replacement at municipal liquor store no. 3 for \$100,020 with optional alternates, and to amend the Liquor Fund budget accordingly.

AWARDING A CONTRACT TO CENTRAL ROOFING COMPANY FOR ROOF REPLACEMENT AT MUNICIPAL LIQUOR STORE NO. 3 FOR \$100,020 WITH OPTIONAL ALTERNATES, AND TO AMEND THE LIQUOR FUND BUDGET ACCORDINGLY

Whereas, City Council has adopted a \$200,000 project budget by prior resolution to significantly improve the physical appearance of the City's municipal liquor store no. 3, located at 5225 University Avenue NE; and

Whereas, the original project budget did not include the replacement of the building's roof system; and

Whereas, architects under the City's direction have subsequently determined that the age and condition of the building's roof requires replacement of the roof system; and

Whereas, City staff estimate that the original project, when combined with replacement of the roof, would still provide the desirable benefits of increased sales and profitability exceeding both project costs and future repair costs over a reasonable number of years; and

Whereas, City staff have followed City and state requirements for soliciting proposals from responsible contractors for this roof replacement;

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

ORDER OF COUNCIL

It is hereby resolved, that a contract is awarded to Central Roofing for roof replacement at municipal liquor store no. 3 for \$100,020 with optional alternates, and that the Liquor Fund budget is amended accordingly.

Passed this 30th day of November, 2020

Offered by:

Seconded by:

Roll Call:

\_\_\_\_\_  
Donna Schmitt, Mayor

\_\_\_\_\_  
Nicole Tingley, City Clerk/Council Secretary

City of Columbia Heights  
 Comparison of Store 3 Roof Replacement Proposal

	Central		Flynn	
Base Quote	\$	100,020	\$	89,334
electrical		(2,795)		Not included
mechanical		(4,870)		Not included
	\$	92,355	\$	89,334

Staff comments:

The main roof proposed by each bidder is substantially the same.

Central's base quote includes constructing the new marquee-style façade over the entrance to the building.

Flynn's base quote does NOT include constructing the new marquee-style façade over the entrance to the building.

This more than accounts for the 3% difference in the proposals, and therefore the proposal from Central is lower cost when comparing "apples-to-apples."

Central's bid document and overall approach to the project are also more comprehensive.

Similar to a general contractor, they have coordinated in advance with the electrical, mechanical, and architectural providers. This could be indicative of reduced risk on the project timeline.

Staff recommends acceptance of Central's proposal.



November 5, 2020

City of Columbia Heights  
590 40th Ave. NE  
Columbia Heights, MN 55421

Attn: Eric Hanson

**RE: Heights Liquor Roof Replacement**  
5225 University Avenue NE  
Columbia, MN 55421  
(Approximately 2,750 s.f.)

Per your request we recently performed a survey of the above referenced site for the purposes of verifying the existing conditions for a roof replacement proposal. During the survey two core cuts were taken to verify the roofing components above the roof deck. The following was found at each of the locations:

1. Asphalt built up roof membrane with gravel surfacing
2. ½" wood fiber insulation sprinkle mopped with hot asphalt
3. Plywood roof deck

The plywood roof deck is supported by joists that run east to west that are supported by 5 beams that run north to south. Venting in the soffit on the east and west elevations indicate that the joist space below the roof deck is insulated.

The main roof appears to be structurally sloped to the NW corner where a scupper and downspout assembly direct water into an inground receiver. A flange drain is located near the NE corner. We believe the intent of the flange drain is to be the overflow for the scupper on the NW corner.

The entrance roof located on the west elevation appears to be flat and may retain water. Its drainage is via two scuppers that dump the water onto the parking area below. No downspouts are currently in place for these two scuppers.

As the main roof appears to drain adequately as currently constructed the base bid for the project will be to remove the existing BUR system down to the plywood roof deck then insulate with flat stock insulation above the roof deck to meet a minimum R30. Removal of sections of

Page 1 of 7

4550 Main Street NE • Minneapolis • MN 55421  
(763)572-0660 • Fax (763)572-0230  
Certified WBE Company • Registered GSA Company

# CENTRAL

## ROOFING COMPANY

- Since 1929 -

wood soffit on the east and west elevations will be required to allow access to the vent openings into the joist space. The vent openings will need to be insulated with either fiberglass insulation or low-rise urethane foam insulation. An add alternate will be included in the proposal that includes 1/8" per foot tapered insulation to the scope of work. The insulation for the add alternate will provide an average R30 insulation upgrade. As part of this alternate a 18" tall 2x6 stud wall needs to be constructed around the perimeter of the main roof area to provide an adequate flashing height at the perimeter due to the extra thickness of the insulation.

The scope of the roof replacement is also to include new metal flashings. As part of the roof installation, the wood blocking at the east, south and west perimeter edges of the main roof area is to be removed to the extent to allow new wood blocking to be installed out flush with the edge to eliminate the existing ledge. The new metal flashings are to include cladding the entire fascia and a UC500 style unvented panel is to be installed over the existing soffit. The new soffit panels are to be set on hat channels to allow a space for relocation of the electrical lines for the new lighting.

On the north elevation, the Heights Liquor store butts up against the neighboring building. Currently, the connection of the two roof assemblies is suspect and water is accessing the space between the buildings. At this location, the metal siding panels on the adjacent building should be removed. A new roof to wall expansion joint should be constructed to properly connect the waterproofing of the two buildings' roof assemblies (see the attached detail).

The upgrade to the building is also to include a new marquee façade on the front entrance roof. The marquee will consist of new parapet walls on the three exterior sides of the entrance roof (see the attached preliminary drawings). As the new parapet walls are to be 4 to 6 feet tall the new construction will cause the roof area to be inset and hold snow. Therefore, the new design is to include 2x10 roof joist and a 3/4" plywood roof deck to create a new roof deck that slopes back onto the existing main roof area. Note the new roof deck installation is not currently included in the attached drawings. Minimum slope of the new deck to be 1/4" per foot. The exterior of the new walls to be clad with a metal siding panel similar to a UC-500 panel. The interior of the walls is to be waterproofed above the new BUR flashings with ice and water shield and 24 ga. pre-finished counter flashing metal.

There are two mechanical units currently set on the roof. They are not supported by curbs. These units will need to be temporarily disconnected and set on curbs/sleepers that are flashed into the roof. Further, the electrical lines for the existing exterior lighting has been installed on the wood fascia. This will need to be disconnected to allow the new fascia metal to be installed. We have met with Brian Kovar of Aid Electric and Tom Sahli with Horwitz Mechanical at the site to review the existing conditions. Brian noted that the existing lights on the west elevation have



# CENTRAL

## ROOFING COMPANY

- Since 1929 -

not been upgraded to LED lights. The electrical pricing includes replacement of these lights. The electrical pricing also includes a new electrical circuit and auto functioning heat trace cable for the downspout. The cost provided for the electrical modification is \$2,795.00. The cost provided for the mechanical modifications is \$4,870.00. These costs have been included in the proposal below.

As part of the interior remodel the enclosure for the mechanical equipment located on the east elevation is to be opened up, reinsulated and new plywood sheathing installed. That work is to be part of the interior remodel scope of work and its cost are not included. The roof replacement scope of work is to include retuning to the site once they are complete and installing underlayment and a UC500 style vertical panel on the enclosure.

Additionally, the remodel is also to include painting the interior of the storefront windows on the west elevation. The roof replacement scope of work is to include infilling a 2x6 stud wall against the exterior of the windows. The inside of the new stud wall to be clad with type X gypsum board (for fire rating). The exterior of the stud wall to be clad with 3/4" plywood. Infill stud wall with fiberglass batt insulation. Waterproofing of stud wall is to be ice and water shield and 24-gauge pre-finished metal panels (similar to UC-500 panel). Pricing for window infill to be supplied as an add alternate.

The undersigned proposes to furnish all labor, materials, and equipment as noted below in a workmanlike manner:

### **SPECIFICATIONS:**

#### **General Conditions**

1. Set up at site. Protect building from debris and secure work area.
2. Secure required building permits.
3. Provide a temporary toilet facility for roofing and sheet metal crews.

#### **Demolition**

4. Remove the existing roof membrane and insulation down to the plywood roof deck.
5. Remove sections of the plywood soffit on the east and west elevations to the extent required to insulate the vent openings into the joist attic space.
6. Remove the existing wood blocking at the perimeter edges to allow new wood blocking to be installed flush to the outside of the existing fascia detail.
7. Remove all metal perimeter flashings.

# CENTRAL

## ROOFING COMPANY

- Since 1929 -

8. Remove the siding on adjacent building on the north elevation to allow a new expansion joint detail to be installed.
9. Properly dispose of all debris.

### Deck

10. Review the roof deck and repair any deteriorated decking at the unit cost provided below.

### Insulation

11. Mechanically attach 2 layers of 2.5" polyisocyanurate insulation over the plywood roof deck.
12. Install tapered sumps at the primary roof scupper to aid drainage.
13. New roofing system to meet or exceed current Minnesota state energy code as per manufacturer's published literature on "R" values.
14. Install batt insulation in the vent openings over the exterior walls located in the east and west elevations soffit.

### Carpentry

15. Install new 2x wood blocking at the east, south, and west perimeter edges of the main roof area to equal the new insulation thickness. New wood blocking to extend out to be flush with the existing fascia to eliminate the ledge detail.
16. Fabricate and install new wood sleepers/curbs for the existing mechanical equipment.
17. Install new 4x wood cant on top of the new wood blocking at the main roof area.
18. Install new wood blocking per the detail supplied for the roof to wall detail on the north elevation of the main roof area.
19. Install new parapet walls and roof deck as described above and, in the details, attached for the new marquee facade on the entrance roof area.
20. Resecure any loose plywood sheathing at the fascia and soffit locations as required.

### Roofing

21. Install four plies of type IV felt in Type III asphalt. Interply moppings to average 25 pounds per square. Felt to meet ASTM D2178 Type IV; FM approved and UL classified.
22. Apply a 60-pound flood coat of Type III asphalt and embed roofing gravel at a rate of 400 pounds per square.
23. Install two ply base flashing system consisting of one ply of type IV felt and one ply of granulated modified flashing at all perimeter and curb details in accordance with manufacturer's recommendations.

# CENTRAL

## ROOFING COMPANY

- Since 1929 -

24. Flash all penetrations in accordance with the roofing manufacturer's current recommendations.

### Sheet Metal

25. Fabricate and install new two piece prefinished 24-gauge steel cant and fascia metal detail at roof perimeter. The base of all perimeter edge metal to be secured with a 20-gauge continuous keeper strip. Fascia and cant edge metal face size not to exceed 8"
26. Fabricate and install new prefinished 24-gauge steel counter flashings and pipe box covers at curb details
27. Fabricate and install one new 24-gauge prefinished steel scupper and downspout assembly.
28. Fabricate and install 24-gauge prefinished steel beam covers for the exposed beams on the south elevation.
29. Fabricate and install new 24-gauge prefinished steel soffit panels (similar to UC500 panel).
30. Prefinished galvanized steel color to be Firestones Brandywine.
31. Install ice and water barrier underneath all perimeter sheet metal.

### Warranty

32. Furnish a manufacturer's 20 year no dollar limit guarantee.
33. Furnish 35-year metal finish warranty.

### Base Bid Contract Price

**All the above work will be provided for the sum of One Hundred Thousand Twenty & No/100 Dollars, \$100,020.00.**

**Alternate #1:** The additional cost to change the insulation in the base bid to an 1/8" per foot tapered insulation system with a minimum thickness at the drain sump of 3" (average R30). This scope change will require that an 18" insulated parapet wall (2x6 construction) be installed on the 3 exterior walls. The additional cost for the scope of work change is **\$12,850.00.**

**Alternate #2:** The additional cost to provide the window infill on the west elevation storefront windows is **\$7,750.00.**

### Exclusions:

1. Snow removal.
2. Work in temperatures below 20 degrees Fahrenheit.
3. Stamped structural drawing for the new Marquee Façade for the main entrance roof.

# CENTRAL ROOFING COMPANY

- Since 1929 -

Pricing is valid for up to 60 days from the date of this letter.

**Acceptance**

By signing this Contract, the Purchaser accepts all its terms and conditions:

- 1. PAYMENT TERMS.** Payment of the Contract Price shall be made monthly upon receipt of an invoice for portion of the Work performed during that month. If any invoice remains unpaid to the 20th day following receipt by Customer, Customer agrees to pay Contractor interest at the rate of ten percent (10%) per annum from the due date until paid.
- 2. TAXES.** Contractor's price includes applicable taxes imposed on the work or materials included in this contract, to the extent required by law to be collected by Contractor. Such taxes may be separately itemized on invoices.
- 3. SECURITY FOR PAYMENT.** Customer understands that if Contractor is not paid it can assert a lien against the property. Contractor will issue waivers of its lien rights only to the extent it receives payment.
- 4. RIDER.** Understands and agrees to all items and clarifications within RIDER #1(Attachment)

The offer of this Contract shall expire automatically unless Customer delivers a properly authorized and signed copy to Central Roofing Company before the 30th day after the date shown above. No modification by Customer shall become a part of this Contract unless specifically agreed to in writing by Central Roofing Company.

Date Accepted:

By: \_\_\_\_\_

Title: \_\_\_\_\_

**Central Roofing Company**

By: \_\_\_\_\_

**Jon Meyer**  
Title: Project Manager

# CENTRAL ROOFING COMPANY

- Since 1929 -

RIDER #1

Item 7.

## **ASBESTOS/HAZARDOUS SUBSTANCE**

The owner warrants that there are no asbestos containing materials present in or on the building that could be affected in the performance of this work under contract. Contractor's scope of work shall not include the identification, detection, abatement, encapsulation, removal and/or disposal of asbestos or other hazardous substances. If contractor encounters or disturbs in any way any such products or materials in the course of performing its work, or if such hazardous materials are encountered by any other firm performing work at the job site and contractor determines that such materials present a hazard to its employees, contractor shall have the right to discontinue its work and remove its employees from the job site until such products or material, and any hazards connected therewith, are located and abated, encapsulated or removed, or it is determined that no hazard exists (as the case may require), and contractor shall receive an extension of time to complete its work hereunder and compensation for delays or other additional costs encountered as a result of such situation or correction. *(This is required by our insurance company).*

## **MECHANICAL AND OTHER ROOFTOP EQUIPMENT**

If, in order for Central Roofing Company (CRC) to perform its work under this contract, it becomes necessary to disconnect, remove, relocate or otherwise deal with any mechanical or other equipment located on the deck or other surface on which CRC's work is to be performed, Owner to Owner's agent shall provide for the disconnection, removal, relocation, or other appropriate action with respect to such mechanical or other equipment and further, shall provide for the reconnection, replacement or relocation of such mechanical or other equipment following completion of CRC's work. CRC shall have no responsibility with respect to any such rooftop equipment.

## **MOLD**

Moisture that has entered the building prior to our installation or repair of the roofing system may result in mold growth. We disclaim any and all responsibility for damages to persons or property arising from or relating to the presence of mold in the building. By executing the contract to which this Notice is affixed, Owner 1) releases us from any and all claims Owner and Owner's a) family members, b) employees, c) tenants or d) any other building occupants may have as a result of such mold growth and 2) agrees to hold us harmless from any and all penalties, actions, liabilities, costs, expenses and damages arising from or relating to the presence of mold in Owner's building.

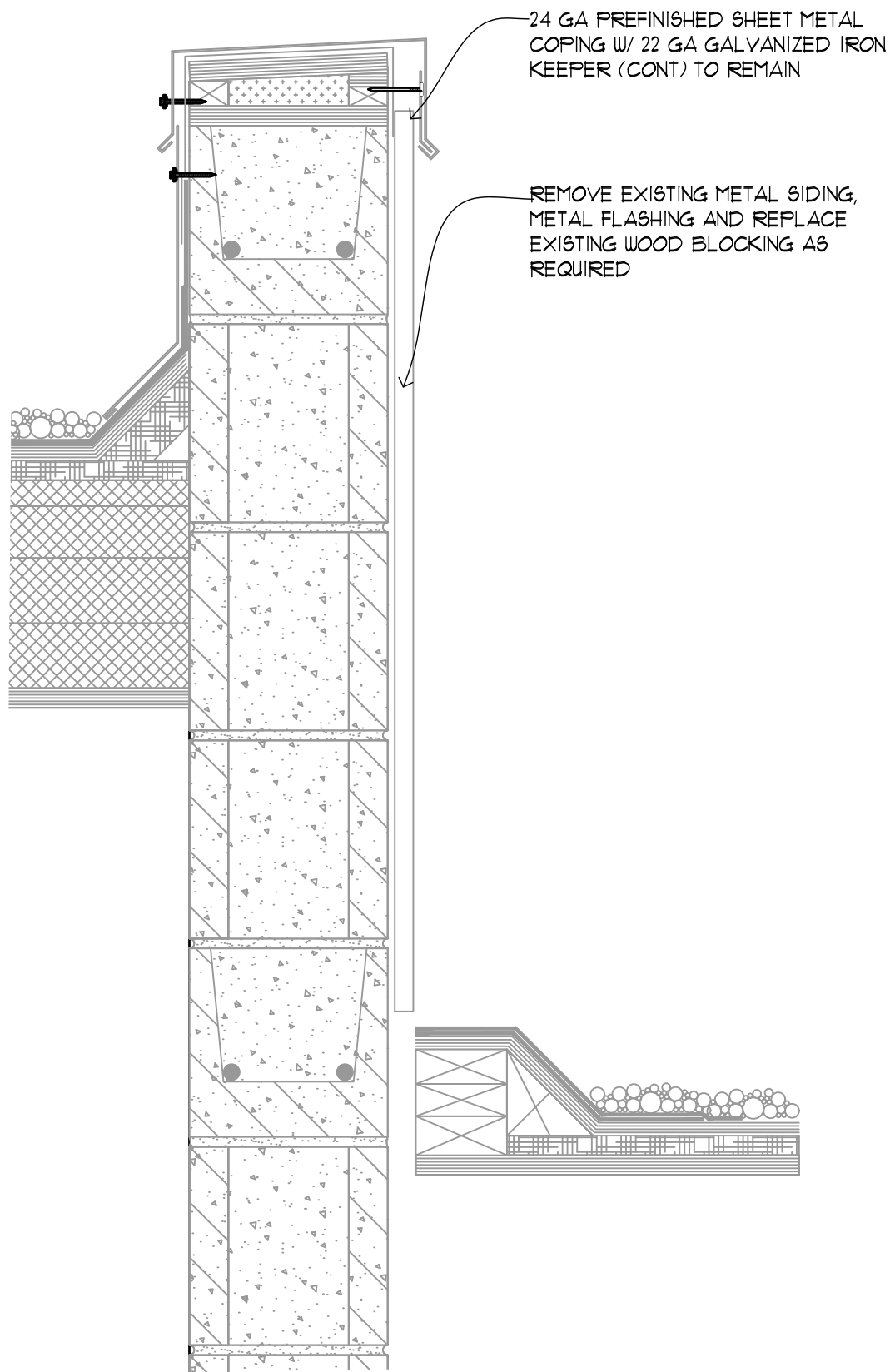
Page 7 of 7

4550 Main Street NE - Minneapolis, MN 55421

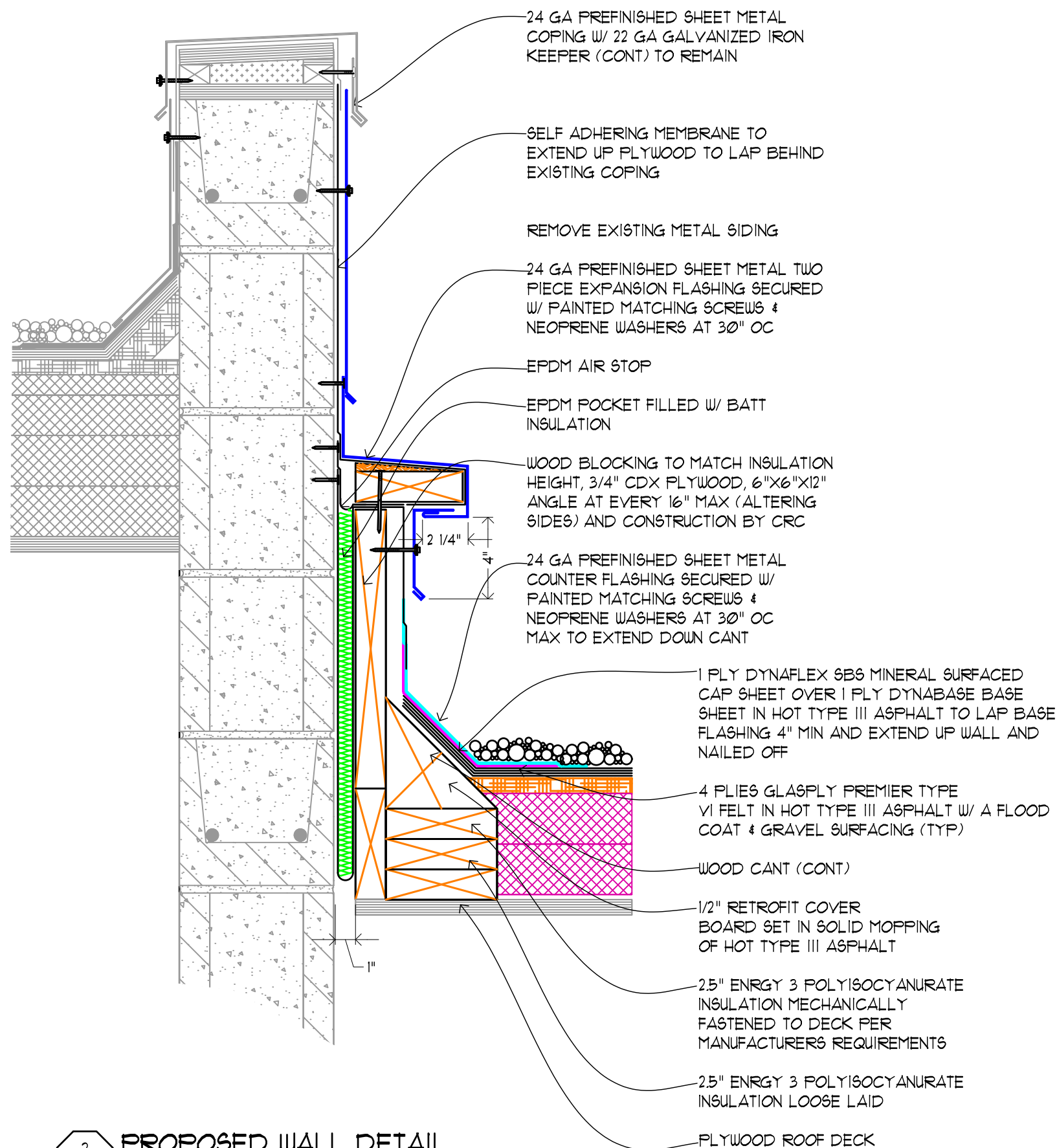
(763)572-0660 - Fax (763)572-0230

[www.centralroofing.com](http://www.centralroofing.com)

29



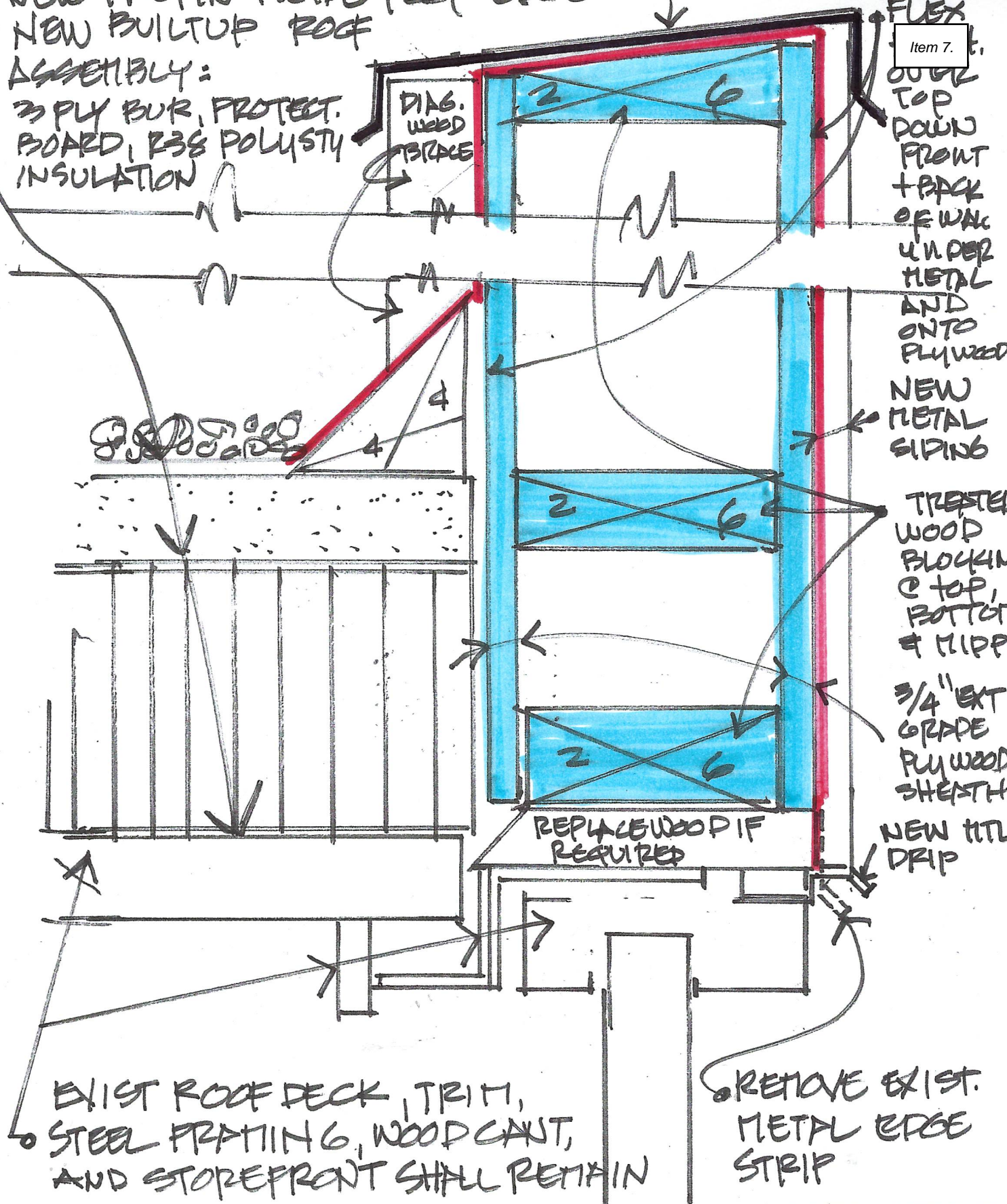
1 EXISTING WALL DETAIL  
2.0 NOT TO SCALE



2 PROPOSED WALL DETAIL  
2.0 NOT TO SCALE

NEW PREPARED METAL ROOF EDGE  
 NEW BUILTUP ROOF

ASSEMBLY:  
 3 PLY BUR, PROTECT.  
 BOARD, R38 POLYSTY  
 INSULATION



Item 7.  
 FLEX  
 OUT  
 TOP  
 DOWN  
 FRONT  
 + BACK  
 OF WALL  
 UNDER  
 METAL  
 AND  
 ONTO  
 PLYWOOD  
 NEW  
 METAL  
 SIDING

TREATED  
 WOOD  
 BLOCKING  
 @ TOP,  
 BOTTOM  
 & MIDDLE  
 3/4" EXT  
 GRADE  
 PLYWOOD  
 SHEATH.  
 NEW 1/4"  
 DRIP

REPLACE WOOD IF  
 REQUIRED

EXIST ROOF DECK, TRIM,  
 STEEL FRAMING, WOOD CASING,  
 AND STOREFRONT SHALL REMAIN

REMOVE EXIST.  
 METAL EDGE  
 STRIP

SECTION THROUGH MARQUEE

TOP VALU' LIQUOR III



**Quotation Contract**

**Quote#: 825-00023-PQQ**

**Date** Nov 13, 2020

**To**

City Of Columbia Heights

**Project**

Columbia Heights Liquor Store  
5225 University Avenue Northeast  
Columbia Heights, MN 55421

Per your request we have prepared a proposal for reroofing at the above named project, base on the following information:

The plywood roof deck is supported by joists that run east to west that are supported by 5 beams that run north to south. Venting in the soffit on the east and west elevations indicate that the joist space below the roof deck is insulated.

The main roof appears to be structurally sloped to the NW corner where a scupper and downspout assembly direct water into an inground receiver. A flange drain is located near the NE corner. We believe the intent of the flange drain is to be the overflow for the scupper on the NW corner.

The entrance roof located on the west elevation appears to be flat and may retain water. Its drainage is via two scuppers that dump the water onto the parking area below. No downspouts are currently in place for these two scuppers.

As the main roof appears to drain adequately as currently constructed the base bid for the project will be to remove the existing BUR system down to the plywood roof deck then insulate with flat stock insulation and tapered insulation adjacent to the scupper locations to enhance the drainage. Removal of sections of wood soffit on the east and west elevations will be required to allow access to the vent openings into the joist space. The vent openings will need to be insulated with either fiberglass insulation or low-rise urethane foam insulation.

The scope of the roof replacement is also to include new metal flashings. The new metal flashings are to include cladding the entire fascia and a UC500 style unvented panel is to be installed over the existing soffit. The new soffit panels are to be set on hat channels to allow a space for relocation of the electrical lines for the new lighting.





**Quotation Contract**

**Quote#: 825-00023-PQQ**

**Date** Nov 13, 2020

**To**

City Of Columbia Heights

**Project**

Columbia Heights Liquor Store  
5225 University Avenue Northeast  
Columbia Heights, MN 55421

On the north elevation, the Heights Liquor store butts up against the neighboring building. Currently, the connection of the two roof assemblies is suspect and water is accessing the space between the buildings. At this location, the metal siding panels on the adjacent building should be altered. A new roof to wall expansion joint should be constructed to properly connect the waterproofing of the two buildings' roof assemblies.

There are two mechanical units currently set on the roof. They are not supported by curbs. These units will need to be temporarily disconnected and set on curbs/sleepers that are flashed into the roof. Further, the electrical lines for the existing exterior lighting has been installed on the wood fascia. This will need to be disconnected to allow the new fascia metal to be installed. The electrical and mechanical disconnects/reconnects are to be performed by others.

As part of the interior remodel the enclosure for the mechanical equipment located on the east elevation is to be opened up, reinsulated and new plywood sheathing installed. That work is to be part of the interior remodel scope of work and its cost are not included. The roof replacement scope of work is to include retuning to the site once they are complete and installing underlayment and a UC500 style vertical panel on the enclosure.

The undersigned proposes to furnish all labor, materials, and equipment as noted below in a workmanlike manner:

**SPECIFICATIONS-**

**General Conditions:**



Date Nov 13, 2020

**Quotation Contract**

Quote#: 825-00023-PQQ

To

City Of Columbia Heights

Project

Columbia Heights Liquor Store  
5225 University Avenue Northeast  
Columbia Heights, MN 55421

- Set up at site. Protect building from debris and secure work area.
- Secure required building permits.
- Provide a temporary toilet facility for roofing and sheet metal crews.

**Demolition:**

- 1.) Remove the existing roof system down to the plywood roof deck.
- 2.) Remove sections of the plywood soffit on the east and west elevations to the extent required to insulate the vent openings into the joist attic space.
- 3.) Remove the existing wood blocking at the perimeter edges to allow new wood blocking to be installed flush to the outside of the existing fascia detail.
- 4.) Remove all metal perimeter flashings.
- 5.) Remove the siding on adjacent building on the north elevation to allow a new expansion joint detail to be installed.
- 6.) Properly dispose of all debris.

**Deck:**

- 1.) Review the roof deck and repair any deteriorated decking at the unit cost provided below.

**Insulation:**



Date Nov 13, 2020

**Quotation Contract**

Quote#: 825-00023-PQQ

To

City Of Columbia Heights

Project

Columbia Heights Liquor Store  
5225 University Avenue Northeast  
Columbia Heights, MN 55421

- 1.) Mechanically attach 2 layers of 2.5" polyisocyanurate insulation over the plywood roof deck.
- 2.) Install tapered sumps at the roof scupper locations to enhance drainage.
- 3.) Install batt insulation in the vent openings over the exterior walls located in the east and west elevations soffit.

**Carpentry:**

- 1.) Install new 2x wood blocking at the east, south, and west perimeter edges of the main roof area to equal the new insulation thickness.
- 2.) Install new 4x wood cant at the perimeter roof edge location.
- 3.) Fabricate and install new wood sleepers/curbs for the existing mechanical equipment.
- 4.) Install new wood blocking per the detail supplied for the roof to wall detail on the north elevation of the main roof area.
- 5.) Fasten any loose plywood sheathing at the fascia and soffit locations as required.

**Roofing:**

- 1.) Install four plies of type IV felt in Type III asphalt. Interply moppings to average 25 pounds per square. Felt to meet ASTM D2178 Type IV; FM approved and UL classified.
- 2.) Apply a 60-pound flood coat of Type III asphalt and embed roofing gravel at a rate of 400 pounds per square.
- 3.) Install two ply base flashing system consisting of one ply of type IV felt and one ply of granulated modified flashing at all perimeter and curb details in accordance with manufacturer's



Date Nov 13, 2020

**Quotation Contract**

Quote#: 825-00023-PQQ

To

City Of Columbia Heights

Project

Columbia Heights Liquor Store  
5225 University Avenue Northeast  
Columbia Heights, MN 55421

recommendations.

- 4.) Flash all penetrations in accordance with the roofing manufacturer's current recommendations.

**Sheet Metal:**

- 1.) Fabricate and install new two piece prefinished 24-gauge steel cant and fascia metal detail at roof perimeter. The base of all perimeter edge metal to be secured with a 20-gauge continuous keeper strip. Fascia and cant edge metal face size not to exceed 8"
- 2.) Fabricate and install new prefinished 24-gauge steel counter flashings and pipe box covers at curb details
- 3.) Fabricate and install one new 24-gauge prefinished steel scupper and downspout assembly.
- 4.) Fabricate and install 24-gauge prefinished steel beam covers for the exposed beams on the south elevation.
- 5.) Fabricate and install new 24-gauge prefinished steel soffit panels (similar to UC500 panel).
- 6.) Prefinished galvanized steel color to be Firestone Brandywine.
- 7.) Install ice and water barrier underneath all perimeter sheet metal.

**Warranty:**

- 1.) Furnish a manufacturer's 20 year no dollar limit guarantee.
- 2.) Furnish 35-year metal finish warranty.



**Date** Nov 13, 2020

**Quotation Contract**

**Quote#:** 825-00023-PQQ

**To**

**Project**

City Of Columbia Heights

Columbia Heights Liquor Store  
5225 University Avenue Northeast  
Columbia Heights, MN 55421

**All of the Above for the Net Sum of: \$89,334.00.**

**Exclusions:**

1. Snow removal.
2. Framing or drawings for the new Marquee Façade for the main entrance roof and Infill and panels at the Storefront Window wall.
3. Any Mechanical, Electrical or Plumbing construction.

The acceptance of this Offer shall be signified by the return of a copy hereof duly accepted. If any of the work is proceeded with, it shall be deemed that the work is being done subject to the terms and conditions hereof even if no formal acceptance has been received. This quotation is subject to conditional acceptance. General Conditions form part of this contract.

**City Of Columbia Heights**

**Flynn Midwest LP**

**Dan Lewis**

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_



Date Nov 13, 2020

**Quotation Contract**

Quote#: 825-00023-PQQ

To

Project

City Of Columbia Heights

Columbia Heights Liquor Store  
5225 University Avenue Northeast  
Columbia Heights, MN 55421

**GENERAL CONDITIONS**

**Customer:** City Of Columbia Heights hereinafter referred to as "Customer".

**Credit:** Company reserves the right to require Customer to complete a Credit Application notwithstanding Customer's acceptance of the Quote. In such case, Company reserves the sole and exclusive right to terminate this Quote if Customer's credit is not approved by Company or if Customer's creditworthiness materially changes.

**Expiration of Offer:** The price of the Work is the price stated on the face of this Quote (the "Price"). If Customer does not accept this Quote in writing within thirty (30) days of the Effective Date, then the Price is subject to increase by Company, but all other terms of the Quote (including the General Conditions) shall remain the same.

**Terms of Payment:** Customer shall pay Company in full within thirty (30) days after Customer's receipt of Company's invoice, without set-off, deduction or back-charges other than retention, if any. Customer shall pay interest on all amounts not paid within thirty (30) days of the date of Company's invoice at a rate of 18% per annum, calculated on a daily basis from such date. If Company should incur collection costs, charges and expenses, including, but not limited to, Company's attorneys' fees.

**Force Majeure and Price Increases:** Company is not responsible for delays in providing the services, material or labor caused in whole or in part by transportation tie-ups or delays, strikes, picketing, boycotts, labor disputes, floods, ice storms, hurricanes, tornados, other inclement weather, acts of terrorism, fire, accidents, riots, war, acts of God, or other causes beyond the Company's control. Company shall be entitled to a reasonable extension of time in which to complete the Work in the event of a delay caused by any such force majeure. If any delay in Company's ability to provide the Work as a result of such force majeure continues for a period of three (3) months, or for sixty (60) days in any one hundred and twenty (120) day period, Company shall be entitled to terminate the Quote immediately, upon giving written notice to Customer. In such case, Company shall be paid for all materials fabricated or all Work provided as of the date of its giving notice of the termination. Company shall be entitled to increase the Price in the event of unforeseen escalation in the price of materials or products.

**Insurance:** Customer shall carry customary all-risk insurance to insure against perils of fire, tornados, earthquakes, floods, ice storms, vandalism, theft, collapse, windstorm and other hazards, as well as liability insurance sufficient to cover claims of bodily injury and other physical injury or property damage which are caused in whole or in part by Customer, at Customer's sole expense. Company shall carry liability insurance with coverage up to \$2,000,000 aggregate, to cover claims of bodily injury and other physical injury or property damage which are caused in whole or in part by Company, at Company's sole expense. All such insurance shall be maintained throughout the period in which the Work is performed. Except as otherwise stated herein, the parties hereto mutually waive claims for liquidated damages, incidental damages, consequential damages, loss of profits, and delay of use or occupancy other than direct damages to physical property or injury to persons.

**Installation and Work Site:** Company's method of installation shall be consistent with the specifications provided by the Customer prior to the date of the Quote, if any, unless otherwise mutually agreed to in writing by the parties. Customer shall provide a lay down area, at no charge to Company, for the purpose of temporary storage of equipment and supplies which are part of the Work. The laydown area shall be considered part of the Project for purposes of this Quote. If Customer requires variations to the materials or labor for the Project or if the Work is delayed by an act or omission of the Customer or by a stop work order not attributable to the Company, then Company shall be paid for such variations or the reasonable costs resulting from such delay and shall be entitled to additional time sufficient for Company to perform the Work.

**Roofing Warranty:** Company's warranties of any roofing products and materials included as part of the Work are set forth in the Limited Warranty attached hereto as "Attachment A," which is incorporated herein by this reference.

**Mediation and Arbitration:** Any claims arising out of or related to any of the Contract Documents ("Claims") shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable or other binding dispute resolution proceedings by either party. Mediation shall be conducted by a neutral third-party agreed to by Company and Customer, and shall be held in the place where the Project is located, unless another location is mutually agreed upon. Any demand for arbitration and legal or equitable proceeding instituted by or against either Company or Seller shall be stayed pending the outcome of the mediation. The parties shall share the mediator's fee equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Any Claims that are not resolved through mediation shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect at the time of the arbitration. The demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party. The Arbitration shall be conducted by a neutral third-party agreed to by Company and Customer, and shall be held in the place where the Project is located, unless another location is mutually agreed upon. The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. The Federal Arbitration Act shall govern this clause.

**Amendments and Changes:** Customer may, from time to time, request amendments to or changes in the Work within the general scope of the Quote, without invalidating the Quote. If such change causes an increase or decrease in the cost of or the time required for performance of the Work, an adjustment will be made to the Price and to the delivery schedule, as agreed to by these parties.

**Waivers:** Any failure by Company to insist upon strict performance of any of these General Conditions shall not be deemed a waiver of any rights or remedies that Company may have unless expressed in writing and, in any event, shall not be deemed a waiver of any subsequent breach or default by Customer of the terms and conditions contained herein.

**Governing Law:** The Quote shall be interpreted in accordance with the laws of the state where the Project is located. The parties hereby submit to the jurisdiction of the courts of such state, and acknowledge that venue is proper in the County where the Project is located.

**Assignment or Transfer:** The Quote shall not be assigned, sold or transferred by Customer without the prior written consent of the Company.

**COMPANY IS NOT A LICENSED ENGINEER. CUSTOMER IS ADVISED TO CONSULT WITH A DESIGN OR DESIGNATED BUILDING PROFESSIONAL PRIOR TO PERFORMING ROOFING WORK OR REPAIRS.**

Customer Initials



<b>AGENDA SECTION</b>	ITEMS FOR CONSIDERATION
<b>ITEM NO.</b>	Item 8.
<b>MEETING DATE</b>	NOVEMBER 30, 2020

**CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER**

<b>ITEM:</b>	CITY HALL INTERIOR LAYOUT AND PROJECT BUDGET		
<b>DEPARTMENT:</b>	Public Works	<b>CITY MANAGER'S APPROVAL:</b>	
<b>BY/DATE:</b>	Kevin Hansen, Aaron Chirpich / November 24, 2020	<b>BY/DATE:</b> <i>Kell Bongel</i>	<b>11/25/20</b>
<b>CITY STRATEGY:</b>	#7: Strong Infrastructure/Public Services		
<b>Additional Strategy?</b>	#2: Economic Strength		
<b>SHORT TERM GOAL (IF APPLICABLE):</b>	N/A		
<b>Additional Goal?</b>	N/A		

**BACKGROUND:** At the work session of May 4<sup>th</sup>, 2020, the Schematic Design report and renderings from LAD detailing the buildout of the new City Hall was reviewed with the Council. The report included:

- Fit plan with updated layout
- Updated cost estimate
- Narrative on the overall design systems, general character and finishes establishing the framework of the design, including:
  - Zoning of the interior space: public, support, staff
  - Interior quality, furniture, AV/Media/Technology
  - Interior materials
- Life Safety / Fire Suppression
- Mechanical and Electrical Systems

Based on feedback from schematic design and renderings, the project architect, Leo A Daly (LAD), continued the design process. A primary focus of LAD was coordinating the City Hall design with the Developer's architect, Doran companies throughout the summer. The City Hall plans are now at their 95% stage. The floorplan and Central Avenue elevation are attached. The floorplan is essentially the same as detailed in the schematic design, with minor modifications made to accommodate floor penetrations and support columns coordinated with Doran's final design.

Based on the 95% plans, LAD has also updated the estimate of probable cost for the buildout of the new City Hall space. Attached is a budget sheet that identifies recommended project funding sources, and details the overall project costs which include:

- Overhead costs including design fees, permits and prior costs specific to the new City Hall.
- Construction costs including Interior buildout, exterior upgrades including façade materials and landscaping elements, option of a sidewalk snow melt system, a standby generator, and moving costs.
- Furniture, Fixtures and Equipment.
- Technology including A/V, access control, site security and copiers.
- Establishing a 5% construction contingency

**STAFF RECOMMENDATION:** Approve the floor plan and establish the project budget for the new City Hall project.

**RECOMMENDED MOTION(S):** 1. Move to approve the floor plan from Leo A Daly for the construction of the new City Hall. 2. Establish the project budget for the City Hall project.

**ATTACHMENT(S):** 95% Plans, updated June 22, 2020  
Overall project budget

**COLUMBIA HEIGHTS  
CITY HALL**  
COLUMBIA HEIGHTS, MN 55421

---

**CITY OF COLUMBIA  
HEIGHTS**  
590 40TH AVENUE NE  
COLUMBIA HEIGHTS, MN 55421

---

PROJECT NO. 023-10311-00  
JUNE 22, 2020  
95% CONSTRUCTION  
DOCUMENTS  
NOT FOR CONSTRUCTION



PLANNING  
ARCHITECTURE  
ENGINEERING  
INTERIORS















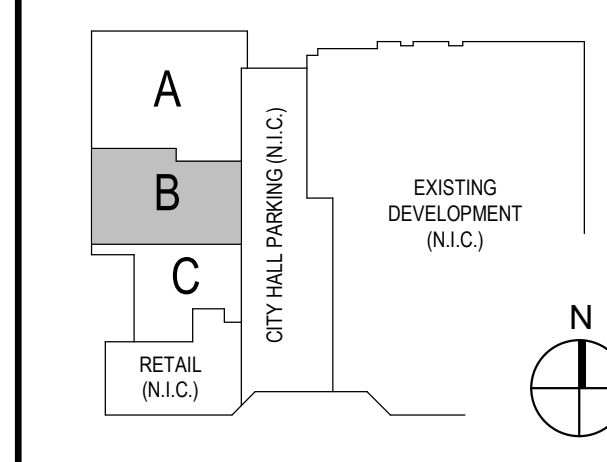


**CEILING PLAN GENERAL NOTES**

1. CEILING HEIGHTS ARE 10'-0" AFF UNLESS NOTED OTHERWISE.
2. ROLLER GADES DESIGNATED AS RS-1, RS-2.

**KEYNOTE LEGEND**

KEY PLAN



REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	
Design	
Draw	
Check	

STAMP

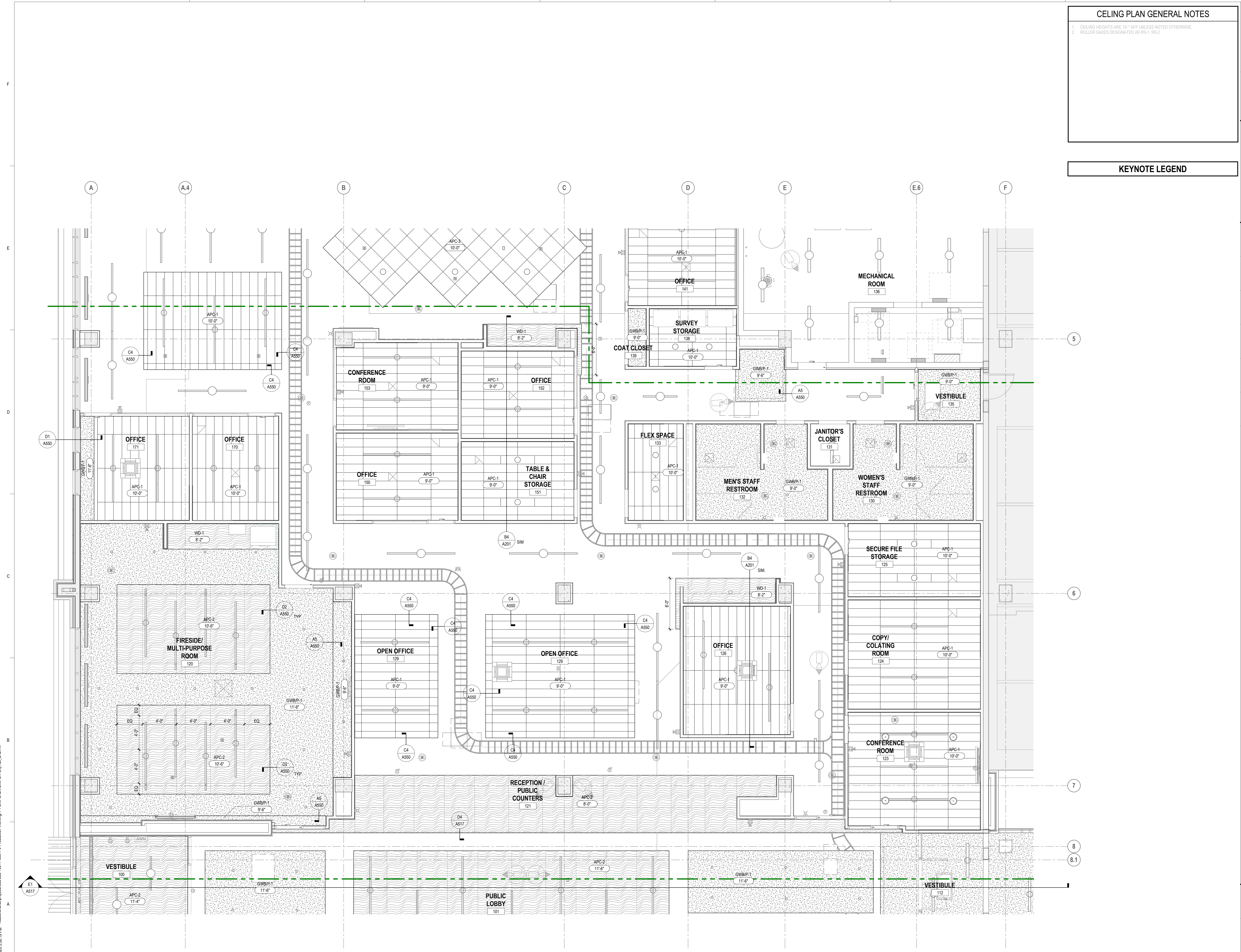
95% CONSTRUCTION DOCUMENTS  
NOT FOR CONSTRUCTION

Project No. 023-10311-00  
JUNE 22, 2020

REFLECTED CEILING PLAN - AREA B

A112

NOT FOR CONSTRUCTION  
95% CONSTRUCTION DOCUMENTS



A1 CEILING PLAN LEVEL 1 AREA B  
SCALE: 1/4" = 1'-0"

8/21/2020 3:30:19 PM \\msc01share\proj\023\023-10311-00\4-03-Production-Monkey\4-SBIM\CAD\Revit\CityHall\_LAD.rvt

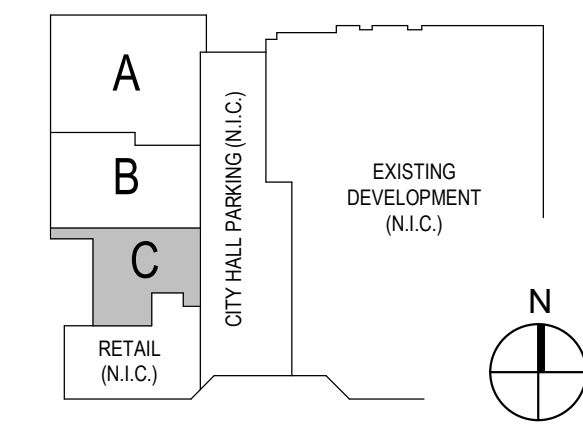


**CEILING PLAN GENERAL NOTES**

1. CEILING HEIGHTS ARE 10'-0" AFF UNLESS NOTED OTHERWISE.
2. ROLLER SADES DESIGNATED AS RS-1, RS-2.

**KEYNOTE LEGEND**

**KEY PLAN**



**REVISIONS**

NO.	DESCRIPTION	DATE

**FILE LOG**

ACTIVITY	BY
Manager	
Design	
Draw	
Check	

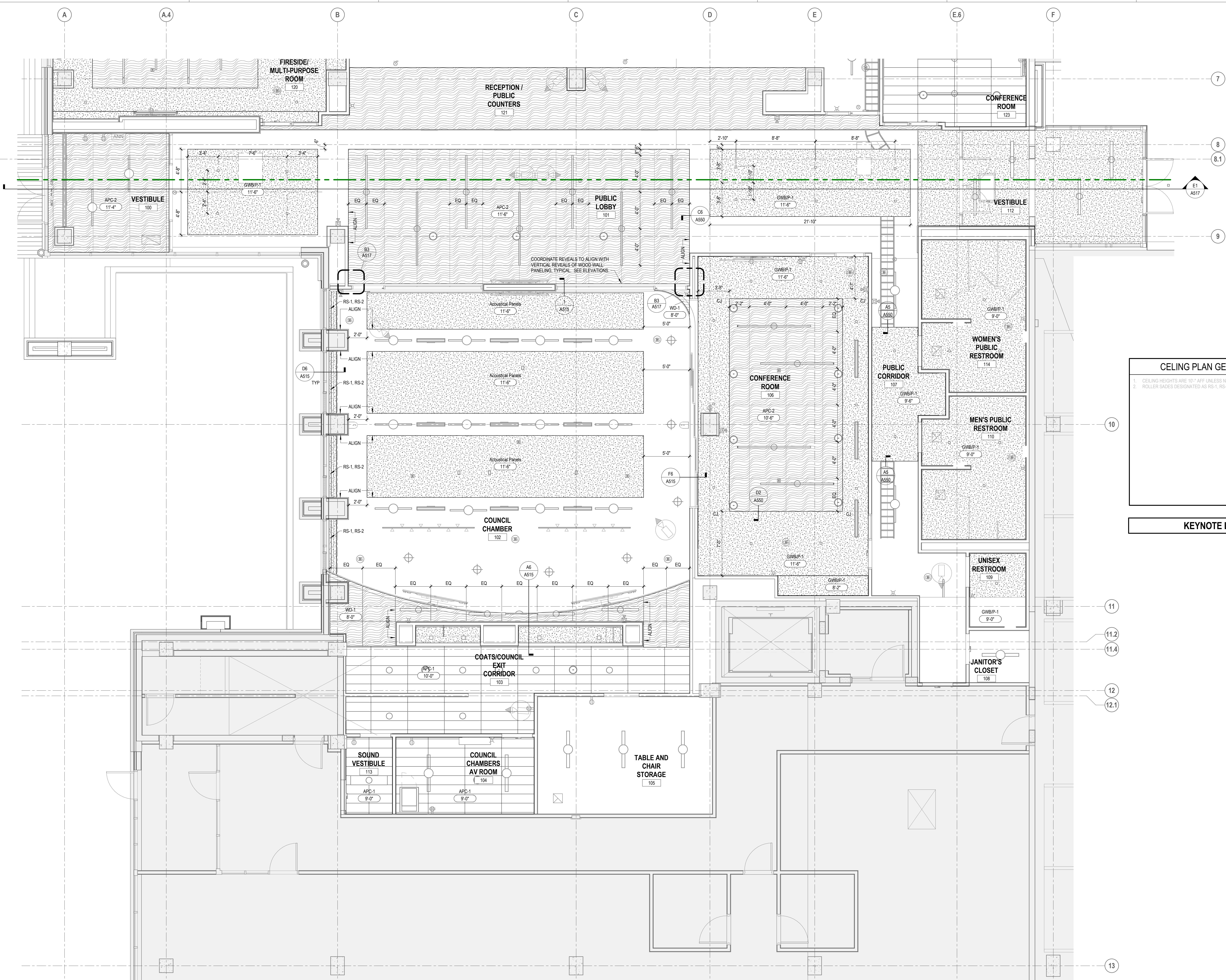
STAMP

**95% CONSTRUCTION  
DOCUMENTS  
NOT FOR CONSTRUCTION**

Project No. 023-10311-00  
JUNE 22, 2020

REFLECTED CEILING PLAN - AREA C

**A113**



**A1** CEILING PLAN LEVEL 1 AREA C  
SCALE: 1/4" = 1'-0"

8/21/2020 3:30:24 PM \\sco\share\projects\023\023-10311-00\4-13-Production-Monkey\4-BIM\CAD\Revit\Columbia Heights City Hall\_LAD.rvt

95% CONSTRUCTION DOCUMENTS NOT FOR CONSTRUCTION



**CITY OF COLUMBIA HEIGHTS - NEW CITY HALL**

**OVERALL PROJECT BUDGET**

PROJECT NO: 1911  
 ARCHITECT: Leo A. Daly (LAD)  
 DATE: 11/25/2020

FUNDING	ORIGINAL PROJECT BUDGET	ADJUSTMENTS	REMARKS
<b>1 FUNDING SOURCE</b>			
1.01 Gov't Building Fund 411:	\$4,505,550		
1.03 EDA Redevelopment Project Fund 408:	\$1,600,000		
1.04 Development Escrow	\$421,000		
1.04 MWMO Grant	\$115,000		Snow melt system in MWMO CIP, requires application
<b>TOTAL REVENUE:</b>	<b>\$6,641,550</b>	\$ -	

**COSTS:**

<b>PERMITS /OWNER COST/ OFF SITE COSTS</b>			
2.01 2019/20 Costs expensed to project (prior to closing)	\$77,000	\$ -	Attorney fees / LAD
2.02 Off Site Development Costs	\$13,500	\$ -	Fiber Optic / connections
2.03 Plan Review	\$11,495	\$ -	Est
2.04 Building Permit	\$18,385	\$ -	Est
2.05 SAC & WAC Charges	\$0	\$ -	Developer
<b>SUBTOTAL:</b>	<b>\$120,380</b>	\$ -	
<b>3 FEES/SERVICES/BUDGETS</b>			
3.01 Architectural Fee -	\$335,500	\$ -	LAD
3.02 Civil Engineering Fee	N/A	\$ -	
3.03 Architectural Reimbursable	N/A	\$ -	
3.04 FF&E Design	\$40,000	\$ -	8% of FFE, est
3.05 Technology Design	\$39,670	\$ -	Finepoint
3.06 Security Assessment Consultant	\$15,000	\$ -	Est
3.07 Pre Construction Services	N/A	\$ -	
3.08 CM/ Owner's Rep. Fees	N/A	\$ -	
3.09 CM/ Owner's Rep. Reimbursable	N/A	\$ -	
3.10 Site Survey	N/A	\$ -	
3.11 Soil Investigation	N/A	\$ -	
3.12 Construction Testing	N/A	\$ -	
3.13 Blueprinting	\$3,000	\$ -	
3.14 Bond Finance/Issuance Costs	N/A	\$ -	
3.15 Insurance - Builders Risk	\$2,250	\$ -	
3.16 Legal, Etc.	\$15,000	\$ -	
3.17 Relocation / Transportation Costs	\$25,000	\$ -	TBD
3.18 Environmental Consultant / Special testing	N/A	\$ -	
<b>SUBTOTAL:</b>	<b>\$475,420</b>	\$ -	
<b>4 CONSTRUCTION COSTS</b>			
4.01 Interior Build-out (Base)	\$4,495,000	\$ -	updated 10/05/2020 Est
4.02 Exterior upgrades (Alatus)	\$421,000	\$ -	Alatus Dev Agreement
4.03 Sidewalk snow melt system	\$115,000	\$ -	pending MWMO funding
4.04 Generator	\$95,000	\$ -	Est
4.05			
<b>SUBTOTAL:</b>	<b>\$5,126,000</b>	\$ -	
<b>5 FURNITURE / EQUIPMENT / TECHNOLOGY</b>			
5.01 Furniture Fixtures & Equipment- General	\$525,000	\$ -	
5.02 Technology (A/V, Servers, PC's, displays, phone)	\$125,000	\$ -	Network switch, PC's, server, displays
5.03 Appliances	\$20,000	\$ -	
5.04 Copiers (main, multi-function, engineering)	\$25,000	\$ -	
5.06			
5.07			
<b>SUBTOTAL:</b>	<b>\$695,000</b>	\$ -	
<b>6 CONSTRUCTION CONTINGENCY</b>			
6.01 Construction Contingency	\$224,750	\$ -	5% of base construction
6.02 Owner Contingency			
<b>SUBTOTAL:</b>	<b>\$224,750</b>	\$ -	
<b>TOTAL BUDGETED COSTS:</b>	<b>\$6,641,550</b>	\$ -	