



PARK & RECREATION COMMISSION

Keyes Park – 1345 45 ½ Street

Wednesday, July 27, 2022

5:30 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person. For questions please call the Recreation Department at 763-706-3730.

CALL TO ORDER/ROLL CALL

CONSENT AGENDA

(These items are considered to be routine by the Park & Recreation Commission and will be enacted as part of the Consent Agenda by one motion.)

1. Approve Minutes from April 27, 2022 Meeting
2. Approve Payment of Bills - John P Murzyn Hall April - June 2022
3. Approve Payment of Bills - Parks April - June 2022

LETTERS AND REQUESTS

OLD BUSINESS

4. Staff will discuss the results of the Facility Assessment Report on the John P Murzyn Hall facility conducted by Wold Architects and Engineers.

Attached is the Facility Assessment Report

5. Staff will discuss requirements needed for a skate park.

NEW BUSINESS

6. Windschitl will review rental fees, damage deposit, and polices for John P Murzyn Hall.

Attached is a Memo, Silverwood Park guidelines with rental prices, and the Vadnais Heights Commons price sheet.

REPORTS

Recreation Director

Public Works Director/City Engineer

Commission Members

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.



Park & Recreation Commission Minutes of the Meeting
John P. Murzyn Hall – Senior Center, 530 Mill Street NE
April 27, 2022 - 5:31 pm

Call to Order/Roll Call

Tom Greenhalgh called the meeting to order at 5:31 pm

Members present: Sean Clerkin, Brian Clerkin, Tom Greenhalgh, Dayna Gulley, Rachel James, Andy Macko

Staff present: Kelli Bourgeois, City Manager; David Cullen, Street/Park Superintendent; Kevin Hansen, Public Works Director/City Engineer; Sara Ion, City Clerk; Deanna Saefke, Commission Secretary; Keith Windschitl, Recreation Director; Connie Buesgens, Council Representative

Also present: Jerry Hart

1. Introduction of new commission members Dayna Gulley and Andy Macko.
2. City Clerk Sara Ion discussed the Park & Recreation Commission Membership Information and Orientation included in the packet. She mentioned attendance requirements, informing staff if a member is unable to attend a meeting, and social media interactions with regards to open meeting laws. Ion offered her assistance as a resource for any Commission Members.
3. Oath of Office by Dayna Gulley, Rachel James, and Andy Macko.
4. Election of Board Officers.
Motion by S Clerkin, second by James, to appoint Tom Greenhalgh as commission chair. Upon vote: All ayes.
Motion Carried.

Motion by Greenhalgh, second by B Clerkin, to appoint Sean Clerkin as commission vice chair. Upon vote: All ayes. **Motion Carried.**

Consent Agenda

5. **Motion** by S Clerkin, second by B Clerkin, to approve the minutes from November 17, 2021. Upon vote: All ayes. **Motion Carried.**

6. & 7. **Motion** by S Clerkin, second by Macko, to approve payment of bills. Upon vote: All ayes. **Motion Carried.**

Letters and Requests

8. Letter of requests from St. Matthew Church to use McKenna Park from July 24 – 28 for their Vacation Bible School. They are teaming with Hope Community Church, Heights Church, Gloria Dei Lutheran Church, and St. Timothy Lutheran Church.

Windschitl indicated St Matthew Church is requesting the use of McKenna Park from July 24-28. He reminded the Commission of the current rental rates. Depending on the decision of the Commission the charge could be

assessed for a daily fee for 5 days. The group is expecting around 100 attendees and volunteers which would be the resident rate of \$125 per day. St. Matthew is requesting a flat rate of \$200 for the whole event. This is a free event to participate in.

Greenhalgh indicated this is five local churches participating in the event so there will be a lot of residents involved. James asked what level of park maintenance would be needed each day of the event. If the group is not requesting park staff maintenance each day, it could affect the fee. Greenhalgh replied trash pick up might be the only service needed. Hansen replied on a daily basis seasonal staff go to each park to collect trash and where there is a reservation, staff are aware of that. S Clerkin asked if any additional costs would be occurring beyond normal operations. Cullen replied if the operations happen during regular business hours, 7am-3pm it would not be any additional costs. Macko indicated he has previously participated in VBS with St. Matthew, and they were always good about having everything cleaned up each day. S Clerkin asked how people felt about reducing a fee. Gulley replied as long as costs are covered, she doesn't mind reducing the fee.

Motion by James, second by Macko, to reduce the park rental fee to \$200 for the five days with a note to the church that the only services will be trash pickup daily. Upon vote: All ayes. **Motion Carried.**

9. Letter of request from a member of the Sullivan family for the residential rate to rent Sullivan Park.

Saefke reported the Sullivan family rents the park every year for a family reunion. They no longer have a family member living in Columbia Heights and with the recent increase in the rental fee they are requesting to always pay the resident rental rate since the park is named after their family member. S Clerkin and Gulley replied they are happy to offer the family a resident rental rate.

Motion by S Clerkin, second by B Clerkin, to grant the Sullivan family the resident rental rate for Sullivan Park. Upon vote: All ayes. **Motion Carried.**

Old Business

10. Staff will discuss past park improvements and future park projects.

Hansen reported the City of Columbia Heights owns and operates fifteen city parks. Prior to 2008 there wasn't a major investment into the parks since they were built in the 1970's. In 2008 staff began working with the Commission to determine which parks would be worked on and began the master planning process. The master planning process involves the public. Most of the parks with the exception of Huset Park are neighborhood parks. Public meetings are held to gain community input on what the residents would like to see changed from what is currently existing in the park. Park design happens through a consultant. Final input is received from the community on the proposed design. The adopted Master Plan is then recommended from the Park & Recreation Commission to the City Council for approval. At that stage a consultant is hired, and the project is sent out for public bids. The process typically takes two years to complete.

Sullivan and Silver Lake Beach Parks were the first two parks completed. LaBelle, Ramsdell, Huset West, and Keyes Parks have been completed. The limitation at this time is that the Park Development Fund has no funding in it for large projects. A master plan has been started for Wargo Court but there are stipulations for any changes made within that area. Any future park projects are going to be based on available funding.

James asked if the park master plans are available to the public. Hansen replied there is not a completed park master plan but there are individual park master plans. The Park & Recreation Commission completed in 2017-

2018, or in 2018-2019, an update to the Capital Improvement Plan for the parks; that is public information. James asked if that was on the city website. Hansen replied that he didn't think it was. James indicated it would be nice to have that available. Hansen replied that he will get the plan on the website.

New Business

11. Staff will discuss the results from the 2022 Citywide Survey.

Hansen reported the Community Survey was conducted to gage feedback from a community perspective on things we are doing and some things that the residents feel we as a city should be focusing on. A phone survey was conducted with a minimum of 400 interviews or more. Once a minimum of 400 interviews are conducted the results are considered statistically accurate. 147 questions were included in the survey. Hansen indicated the survey questions and results are available on the city's website.

Hansen reviewed how the parks were represented within the survey. One topic was quality of life. Parks are often a big indicator of quality of life or community. In this survey it was represented in that small town feel and the proximity of where Columbia Heights is located to Minneapolis and other areas; it is a convenient location. Parks and trails were the next highest rated. The next question focused on what people view as the most serious issue facing Columbia Heights. As with a lot of communities the top answer was crime. Street maintenance and infrastructure maintenance also received high feedback. The aging park system came in fairly strong but at the bottom of the key categories, but it is reflected that the community recognizes where we are at in terms of where we should be focusing city efforts. The next question was "What would you recommend doing to improve the quality of life for the community?" Some of the answers were jobs, restaurants, community center, more parks and trails, and updated parks and trails. One other question represented was "How do you feel about what the city currently offers? Is there too much, not enough, or just about right?" There was a long listing but most of the answers were some sort of park reflection. Three quarters of the answers were just about right in terms of what is offered and the quantity. Areas where the community would like to see more offered is in sidewalks, athletic fields, courts, ice rinks, with the major focus on courts, also trails and bikeways. Hansen replied there isn't a strong representation at any of our parks for outdoor courts.

The next question on the survey was "Would you support financing or paying more on your taxes if the city was looking at expanding community services?" There was a strong representation of about three to one that the citizens would be in favor of paying something. The survey results concluded that most people would support paying \$55 per year on their taxes to support the park system. Hansen reported the next step is to figure out what the needs are. In 2019 the cost for the remaining park improvements would need to be significantly increased for today's prices.

Hansen reported one other item that was a strong representation in the survey was a community center. While John P Murzyn Hall serves as our community center it is another aging structure. If you look at community centers in other cities, is that something the residents have an interest in seeing here and do they have enough interest to support funding that kind of project. Hansen indicated the city is doing a facility analysis on John P Murzyn Hall to determine what shape the building is in. The study is almost complete, and results will be brought to the city council. Other Park improvements can be completed but it will take a long time to build up funds. In the past funds were received for park improvements was through redevelopments within the city. Without redevelopment in the city there are no large amounts of funds going into the parks fund. There are small amounts that are used to pay for minor capitol items. For example, each park redevelopment has cost on average between \$500,000 and \$600,000. Current bids on similar projects are up by about 20%. S Clerkin asked for clarification on the city council approval for \$100,000 yearly budget to go into the parks fund. Hansen replied

yes. S Clerkin asked what is being done with that funding. Bourgeois replied the money is going into the Parks Capital Fund, which is different than the Parks Development Fund. The City Council earmarked \$112,000 from tax revenues to the Parks Capital Fund. This amount is meant to build up in the fund for future projects.

Macko asked if the third-party company who conducted the survey took into account the demographics of families, and people without kids. He pointed out there is a difference in cost between installing a playground versus having trails within a park. Other things to consider pricing differences are pickle ball or disc golf. Depending on the type and age of people you are trying to attract to certain areas will determine cost-effective planning measures. Hansen replied one of the goals and the intent of any survey is to have a good representation of your community. The company also had access to the census 2022 demographic data. Bourgeois replied with the 400 survey candidates that participated, Morris Leatherman company made sure to have a statistically representative survey of our population. Age, race, demographics, home ownership versus renters, male/female, and even geographic location within the community. Gulley asked of the 18% not in favor of raising taxes if there were demographic results for that group. Bourgeois replied, no. She thinks it is important to note that the survey was taken at the end of the pandemic and people were not getting back into work as much as they are now. One of the questions asked about people's comfort level financially. There was a large percent of our population that indicated they are not financially comfortable. That impacts how much you are willing or able to pay on your property taxes for other things that are not absolutely essential. James commented that during the presentation of the survey results from Morris and Leatherman the representative stated he rarely sees a city with this much support for funding towards the parks. She thinks that is a wonderful compliment to Public Works and the Parks Department to see people appreciate the facilities. S Clerkin replied that this is the second community survey where the citizens are in favor of park improvements. Gulley asked if the improvements are specifically structural or are they talking about program development as well. Bourgeois replied the survey asked about parks capital projects which really incorporates trails as well. Then there were separate questions regarding recreation and library programming. The survey asked about people use of the programs offered and if there were adequate programs available. Overall, there is a sense of satisfaction with what is being offered, it is the capital side where people see the need for improvements and changes. Bourgeois stated that the community is evolving, and it needs to be looked at how we are changing and evolving to accommodate the changing demographics. Hansen replied that S Clerkin is correct the previous survey conducted was also strongly supported to raise taxes for park improvements. This survey had a higher percentage of support. The previous survey years ago showed about 65% and this time is 78-80% support.

B Clerkin asked how many tennis courts are in the city. Windschitl replied the school district has nice ones that were redone a few years ago and the city has one at Sullivan Park. Hansen reported the courts at Prestemon Park were taken out fifteen years ago. James reported she hears people in the community asking the most about basketball courts, soccer fields, and a skate park. B Clerkin replied the tennis courts can easily be used as pickleball courts. Cullen reported last year the basketball courts were resurfaced at Prestemon Park and the Recreation Department purchased a new basketball hoop. The other half of that court will be dedicated to pickleball. Gulley asked if there are any pickleball leagues or if the court will be used just for pickup games. Windschitl replied there were a lot of requests about three years ago for pickleball and the recreation department offered time at the Hylander Center for pickleball. A lot of adults were requesting it but when it was offered only a few people came and it quickly died out, and then COVID closed the gym.

Reports

A. Recreation Director

Windschitl reported the city hired an architectural firm to conduct a building facility study for John P Murzyn Hall. They are currently working on it and results are expected in a month or two.

The Murzyn Hall bills will reflect some major repairs that have recently been made. The gutter fell off the back of the building and was replaced last week. Some of the major repairs made were the boiler, HVAC, and a major improvement on the wood floor in the main hall. A significant amount of wood was replaced due to cracking at the entryway. The wood floor is reaching the end of its lifespan and we are trying to make it work until a decision is made on the facility study results.

Windschitl indicated the adult softball league started last week. The summer programs will be available next week online for registration. The summer newsletter will go out to the public in mid-May.

Greenhalgh asked about the status of the Hylander Center. Windschitl replied the full open gym is not operational yet. The police department is doing after school open gym for students. Staff were waiting until the mask mandate ended to open it up to the public. Currently the gym is being used for a lot of recreation programming. Youth basketball was held there all winter long. Greenhalgh asked if there will be a limit on the number of people allowed in the gym at one time once it is open to the public. Windschitl replied that will need to be discussed.

B. Public Works Director/City Engineer

Hansen reported one of the number one comments from residents is the ability to use trails within the city. There are a couple of trails being developed not within the parks, but within the city. Work is starting on 37th Avenue between Central Avenue and Stinson Boulevard. Utilities are being done this year and next year a total reconstruction of the roadway. Part of that reconstruction involves a ten-foot-wide trail on the north side of the road. This will connect Central Avenue over to Main Street. The second reconstruction project in 2023 is 53rd Avenue from Central Avenue over to University Avenue and then to Main Street, continuing into Fridley. This will also have a trail on the Columbia Heights side of the street. Gulley asked if sidewalks are considered part of the trail system. Hansen replied on 37th there will be a sidewalk on the Minneapolis side and a trail on the other.

Greenhalgh asked about the status of the wading pools and if the city is able to operate them. Hansen replied the wading pools will continue to be open until we are told that we cannot. Greenhalgh asked how often the doggie station bags are checked. Cullen replied staff check them when they are checking trash. Greenhalgh reported the north side of Keyes Park has been out of bags for a week.

Hansen indicated an ongoing issue is having enough seasonal staff. The seasonal staff provide a valuable service because they help to keep up on the turf growing season, trim, help with trash pickup, and pool checks. An ideal staffing in the parks department is eight to ten seasonals and this year there might be two or three only. If anyone knows of someone looking for a job, they need to be eighteen with a valid driver's license. This problem is not unique to Columbia Heights as other cities are experiencing the same issue. James asked if any of the positions could ever be available to 16+. Hansen replied no because of insurance reasons and if they are not 18, they need to be supervised.

Greenhalgh reported a water leak at 1215 44th Avenue at the water shutoff in the driveway.

B Clerkin asked with regards to redevelopment of parks, is it ever discussed to give up greenspace to allow for more parking. For example, at McKenna Park where the hockey rink area is used all summer long for volleyball there is only street parking. Hansen replied yes, parking is considered during redevelopment. At McKenna Park there is parking laid out in the master plan. The parking lot would be in the lower portion of the park by the trees in between the building and wading pool.

C. Commission Members

Greenhalgh welcomed the new members.

Gulley reported the Silver Lake Beach building has graffiti on three sides of it. Hansen replied that during the growing season when seasonal staff are there daily, they do catch those types of things, otherwise it can always be reported to Public Works. Sometimes police will want to take pictures of it. Cullen indicated staff are aware of it. A pressure washer with a specific paste is used to remove it and that was delayed due to the weather. Gulley stated it would be a great project to have a joint effort with the school to paint a mural on that building. James replied the community survey indicated people are interested in arts and beatification. She stated a recent Drains to the Lake mural was painted at Silver Lake Beach in the parking lot area.

Buesgens reported MNDOT recently began a study getting feedback from communities along Central and University Avenues, starting at First Street in Minneapolis ending at Northtown. MNDOT gave a presentation to the City Council, and she felt there were things missing. She has formed a committee to get their voices heard regarding things that need to be done along our section of Central Avenue. This study by MNDOT will determine how Central Avenue will be handled in the next ten years. The committee would like to see Central Avenue prioritized as a main street for the safety, mobility, and experience of residents over commuters. MNDOT's research has shown that Central Avenue in its current condition is not safe. Over the past eight years our police department has recorded 387 accidents on Central Avenue and 36 on University Avenue. In the past three weeks there were five accidents between 44th and 49th Avenues with one fatality. Buesgens indicated a petition was made to collect signatures who live, work, or come into Columbia Heights for various activities or business to present to MNDOT. She informed the Commission of upcoming public meetings June 2nd and June 4th at 6:30 pm in the Columbia Heights Library Community Room.

Greenhalgh stated that Central Avenue is listed as a highway and is generally passed when doing the speed limit while driving. Buesgens knows that MNDOT has turned a highway into a main street. It has been done in Alexandria, Glenwood, St Peters, and two other cities. Macko asked if most of the accidents are happening during a certain time frame. Buesgens indicated the police department has noticed the accidents occur more often in the evenings, like from 6-9 pm, but they do occur at all times.

Greenhalgh adjourned the meeting at 6:34 pm.
Deanna Saefke, Recreation Secretary

07/22/2022 GL ACTIVITY REPORT FOR CITY OF COLUMBIA HEIGHTS					
TRANSACTIONS FROM 04/01/2022 TO 06/30/2022					
	MURZYN HALL				
Date	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL					
04/01/2022	101.5129.42011 END USER DEVICES	BEG. BALANCE			0.00
06/13/2022	4-RAM 8GB MEMORY UPGRADE MO	4207442	71.42		71.42
06/13/2022	HEAVY DUTY TIMER	3948268	6.49		77.91
06/30/2022	101.5129.42011	END BALANCE	77.91	0.00	77.91
04/01/2022	101.5129.42160 MAINT & CONSTRU	BEG. BALANCE			0.00
05/25/2022	WOOD SCREWS	68651	21.11		21.11
06/30/2022	101.5129.42160	END BALANCE	21.11	0.00	21.11
04/01/2022	101.5129.42171 GENERAL SUPPLIES	BEG. BALANCE			2,001.69
04/01/2022	TOILET SEAT BOLTS	257880	29.85		2,031.54
04/07/2022	VOLTAGE TESTER	65983	11.89		2,043.43
04/07/2022	PLASTIC SHEET,JOINT COMPOUND,	66120	6.69		2,050.12
04/14/2022	KEYS	7150844	5.61		2,055.73
04/14/2022	KEYS	7150844		0.37	2,055.36
05/19/2022	PAINT BRUSHES	68398	9.98		2,065.34
06/02/2022	STAIN,GLOVES,CLEANER,BRUSHES,P	69003	82.88		2,148.22
06/16/2022	COMPOSTABLE BAGS, SANITRY LINE	769769	137.81		2,286.03
06/23/2022	DOUBLE SIDED TAPE	70207	7.96		2,293.99
06/30/2022	101.5129.42171	END BALANCE	292.67	0.37	2,293.99
04/01/2022	101.5129.42990 COMM. PURCHASE	BEG. BALANCE			0.00
04/28/2022	POP JPM 040822	2745163	308.65		308.65
06/09/2022	POP JPM 060222	2766322	308.65		617.30
06/30/2022	101.5129.42990	END BALANCE	617.30	0.00	617.30
04/01/2022	101.5129.43050 EXPERT & PROFESS	BEG. BALANCE			508.00
04/05/2022	SECURITY JPM 032622-032822	12542203	448.00		956.00
04/07/2022	BEER LINE CLEANING 022122	2733259	103.00		1,059.00
04/21/2022	SECURITY 040222-040422	12595138	448.00		1,507.00
04/21/2022	SECURITY 040922-041022	12615722	104.00		1,611.00
05/11/2022	SECURITY JPM 043022	12700064	216.00		1,827.00
05/17/2022	SECURITY 042222-042322 JPM	12741936	152.00		1,979.00
06/02/2022	SECURITY 052022-052122	12777122	248.00		2,227.00
06/09/2022	SECURITY 051422	12805661	224.00		2,451.00
06/15/2022	SECURITY JPM 060322-060522	12847229	648.00		3,099.00
06/21/2022	SECURITY JPM 061122	12874185	192.00		3,291.00
06/29/2022	SECURITY JPM 061722-061922	12892527	624.00		3,915.00
06/30/2022	101.5129.43050	END BALANCE	3,407.00	0.00	3,915.00
04/01/2022	101.5129.43210 TELEPHONE	BEG. BALANCE			209.43

05/12/2022	043022 -10010429	992729648	36.88		246.31
05/12/2022	042622 -10013121	992728338	0.88		247.19
06/02/2022	052622 -10013121	992732926	0.89		248.08
06/09/2022	053122 -10010429	992734230	36.88		284.96
06/30/2022	101.5129.43210	END BALANCE	75.53	0.00	284.96
04/01/2022	101.5129.43250 OTHER TELECOMM	BEG. BALANCE			26.61
05/12/2022	041522 934571297	144810119	9.72		36.33
05/18/2022	051522 934571297	146886527	9.72		46.05
06/17/2022	061522 934571297	148984597	9.76		55.81
06/30/2022	101.5129.43250	END BALANCE	29.20	0.00	55.81
04/01/2022	101.5129.43600 PROP & LIAB INSUR	BEG. BALANCE			1,674.99
04/30/2022	22 PROPERTY & LIAB INSUANCE ALL	13123	558.33		2,233.32
05/31/2022	22 PROPERTY & LIAB INSUANCE ALL	13181	558.33		2,791.65
06/30/2022	22 PROPERTY & LIAB INSUANCE ALL	13226	558.33		3,349.98
06/30/2022	101.5129.43600	END BALANCE	1,674.99	0.00	3,349.98
04/01/2022	101.5129.43800 UTILITY SERVICES	BEG. BALANCE			0.00
04/07/2022	Internal Charge		1,141.95		1,141.95
06/27/2022	Internal Charge		1,350.00		2,491.95
06/30/2022	101.5129.43800	END BALANCE	2,491.95	0.00	2,491.95
04/01/2022	101.5129.43810 ELECTRIC	BEG. BALANCE			4,106.61
04/14/2022	040822 51-4697130-6	0959958276	166.45		4,273.06
04/20/2022	042022 51-4350334-8	0962299176	2,234.00		6,507.06
04/20/2022	042022 51-4350334-8	0962299176		1,400.13	5,106.93
05/06/2022	050622 SOLAR GARDEN	15006	1,301.92		6,408.85
05/19/2022	050922 51-4697130-6	0965493015	173.33		6,582.18
05/20/2022	052022 51-4350334-8	0968093229	2,090.29		8,672.47
05/20/2022	052022 51-4350334-8	0968093229		1,264.76	7,407.71
06/01/2022	060122 SOLAR GARDEN	15106	1,176.06		8,583.77
06/15/2022	060822 51-4697130-6	0971039664	142.99		8,726.76
06/17/2022	061722 SOLAR GARDEN	15207	1,233.28		9,960.04
06/20/2022	062022 51-4350334-8	0973290717	2,452.45		12,412.49
06/20/2022	062022 51-4350334-8	0973290717		1,326.31	11,086.18
06/30/2022	101.5129.43810	END BALANCE	10,970.77	3,991.20	11,086.18
04/01/2022	101.5129.43830 GAS	BEG. BALANCE			3,219.32
04/14/2022	041422 8000014661-5	8000014661-5	1,104.94		4,324.26
05/13/2022	051322 8000014661-5	8000014661-5	1,222.23		5,546.49
06/15/2022	061522 8000014661-5	8000014661-5	382.60		5,929.09
06/30/2022	101.5129.43830	END BALANCE	2,709.77	0.00	5,929.09
04/01/2022	101.5129.44000 REPAIR & MAINT. S	BEG. BALANCE			0.00
05/25/2022	SILICONE CAULK	68771	6.29		6.29
06/20/2022	FIRE EXTINGUISHER SVC,CERT MUR	196396	192.20		198.49

06/30/2022	101.5129.44000	END BALANCE	198.49	0.00	198.49
04/01/2022	101.5129.44010 BUILDING MAINT: I	BEG. BALANCE			2,497.74
04/30/2022	22 BUILDING MAINT ALLOCATION	13118	832.58		3,330.32
05/31/2022	22 BUILDING MAINT ALLOCATION	13176	832.58		4,162.90
06/30/2022	22 BUILDING MAINT ALLOCATION	13221	832.58		4,995.48
06/30/2022	101.5129.44010	END BALANCE	2,497.74	0.00	4,995.48
04/01/2022	101.5129.44020 BLDG MAINT CONT	BEG. BALANCE			4,575.94
04/14/2022	MOPS, MATS JPM 041222	4116141726	119.70		4,695.64
04/14/2022	PEST CONTROL JPM 041422	225168561	116.00		4,811.64
04/19/2022	PREVENT MAINT 0222	8105864330	70.74		4,882.38
04/19/2022	PREVENT MAINT 0422	8105919225	70.74		4,953.12
04/21/2022	MOPS, MATS JPM 041922	4116844171	91.33		5,044.45
04/21/2022	FLOW SWITCH JPM	1025-F211969	1,010.00		6,054.45
04/26/2022	REPAIR WATER VALVE	69441	412.68		6,467.13
04/26/2022	BUILDING MAINTENANCE 0422-062	C009966	1,773.00		8,240.13
04/28/2022	MOPS JPM 042622	4117503794	30.10		8,270.23
05/03/2022	NAPKINS, MOPS, LINENS 050322	4118202778	137.90		8,408.13
05/03/2022	GUTTER REPAIR JPM	30451	2,208.00		10,616.13
05/05/2022	WOOD FLOOR REPAIR JPM	11605	3,942.05		14,558.18
05/11/2022	MOPS JPM 051022	4118888926	30.10		14,588.28
05/17/2022	REPAIR BOILER DRAFT MOTOR JPM	S068818	2,500.00		17,088.28
05/17/2022	MOPS, MATS JPM 051722	4119575922	91.33		17,179.61
05/25/2022	PEST CONTROL JPM 051922	226296021	116.00		17,295.61
06/02/2022	MOPS JPM 053122	4120828841	30.10		17,325.71
06/02/2022	ICE MACHINE CLEAN 060122	256480	375.00		17,700.71
06/09/2022	MOPS JPM 060722	4121612423	30.10		17,730.81
06/09/2022	MOPS, LINENS JPM 040522	4115454087	119.70		17,850.51
06/09/2022	PARKING LOT STRIPING JPM	PL22-0862-001	1,411.00		19,261.51
06/09/2022	PREVENT MAINT 0522	8105945559	74.63		19,336.14
06/09/2022	MONITORING 0722-0922	12402801	116.97		19,453.11
06/09/2022	REPLACE FASCIA JPM 050522	30957	625.00		20,078.11
06/15/2022	MATS, MOPS JPM 061422	4122307002	91.33		20,169.44
06/21/2022	PEST CONTROL JPM 061722	227418620	116.00		20,285.44
06/21/2022	REPAIR WOOD FLOOR JPM	11946	400.00		20,685.44
06/21/2022	MOPS JPM 062122	4122968769	30.10		20,715.54
06/30/2022	101.5129.44020	END BALANCE	16,139.60	0.00	20,715.54
04/01/2022	101.5129.44030 SOFTWARE & SOFT	BEG. BALANCE			0.00
06/13/2022	DOMAIN RENEWALS	2204154485	40.34		40.34
06/30/2022	101.5129.44030	END BALANCE	40.34	0.00	40.34
04/01/2022	101.5129.44040 INFORMATION SYS	BEG. BALANCE			1,299.99
04/30/2022	22 IT ALLOCATION	13125	433.33		1,733.32
05/31/2022	22 IT ALLOCATION	13183	433.33		2,166.65
06/30/2022	22 IT ALLOCATION	13228	433.33		2,599.98

06/30/2022	101.5129.44040	END BALANCE	1,299.99	0.00	2,599.98
04/01/2022	101.5129.44100 RENTS & LEASES	BEG. BALANCE			(13,437.03)
04/21/2022	SATELLITE RENT MCKENNA HOCKEY	0001220235	116.00		(13,321.03)
04/21/2022	SATELLITE RENT MCKENNA HOCKEY	0001236151		87.00	(13,408.03)
04/30/2022	22 MURZYN SPACE ALLOCATION	13126		4,479.01	(17,887.04)
05/03/2022	SATELLITE RENT MCKENNA	0001318131	160.28		(17,726.76)
05/25/2022	MOPS JPM 052422	4120260274	30.10		(17,696.66)
05/31/2022	22 MURZYN SPACE ALLOCATION	13184		4,479.01	(22,175.67)
06/02/2022	SATELLITE RENT-MCKENNA	0001327628	204.00		(21,971.67)
06/16/2022	SATELLITE RENT-MCKENNA	0001173826		81.25	(22,052.92)
06/16/2022	SATELLITE RENT-GAUVITT	0001170051	23.00		(22,029.92)
06/21/2022	SATELLITE RENT-MCKENNA	0001344896	204.00		(21,825.92)
06/29/2022	MOPS JPM 062822	4123664956	30.10		(21,795.82)
06/30/2022	22 MURZYN SPACE ALLOCATION	13229		4,479.01	(26,274.83)
06/30/2022	101.5129.44100	END BALANCE	767.48	13,605.28	(26,274.83)
04/01/2022	101.5129.44310 CREDIT CARD FEES	BEG. BALANCE			277.46
04/30/2022	CC FEE ALLOCATION 04/22	13129	54.05		331.51
05/31/2022	CC FEE ALLOCATION 05/22	13169	128.64		460.15
06/30/2022	CC FEE ALLOCATION 06/22	13198	62.33		522.48
06/30/2022	101.5129.44310	END BALANCE	245.02	0.00	522.48
04/01/2022	101.5129.44390 TAXES & LICENSES	BEG. BALANCE			446.25
06/30/2022	101.5129.44390	END BALANCE	0.00	0.00	446.25

07/22/2022 GL ACTIVITY REPORT FOR CITY OF COLUMBIA HEIGHTS					
TRANSACTIONS FROM 04/01/2022 TO 06/30/2022					
Date	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL					
04/01/2022	101.5200.41010 REGULAR EMPLO	BEG. BALANCE			117,778.53
04/01/2022	SUMMARY PRAW 04/01/2022			14,234.33	103,544.20
04/08/2022	SUMMARY PR 04/08/2022		15,815.78		119,359.98
04/22/2022	SUMMARY PR 04/22/2022		18,687.99		138,047.97
04/29/2022	SUMMARY PRAW 04/29/2022		17,552.95		155,600.92
05/01/2022	SUMMARY PRAW 05/01/2022			17,552.95	138,047.97
05/06/2022	SUMMARY PR 05/06/2022		17,552.95		155,600.92
05/20/2022	SUMMARY PR 05/20/2022		17,984.95		173,585.87
05/31/2022	SUMMARY PRAW 05/31/2022		3,838.05		177,423.92
06/01/2022	SUMMARY PRAW 06/01/2022			3,838.05	173,585.87
06/03/2022	SUMMARY PR 06/03/2022		18,148.92		191,734.79
06/17/2022	SUMMARY PR 06/17/2022		19,190.91		210,925.70
06/30/2022	SUMMARY PRAW 06/30/2022		7,639.80		218,565.50
06/30/2022	101.5200.41010	END BALANCE	136,412.30	35,625.33	218,565.50
04/01/2022	101.5200.41011 PART-TIME EMPLO	BEG. BALANCE			327.59
04/01/2022	SUMMARY PRAW 04/01/2022			69.36	258.23
04/08/2022	SUMMARY PR 04/08/2022		77.06		335.29
04/22/2022	SUMMARY PR 04/22/2022		67.09		402.38
04/29/2022	SUMMARY PRAW 04/29/2022		77.06		479.44
05/01/2022	SUMMARY PRAW 05/01/2022			77.06	402.38
05/06/2022	SUMMARY PR 05/06/2022		77.06		479.44
05/20/2022	SUMMARY PR 05/20/2022		51.60		531.04
05/31/2022	SUMMARY PRAW 05/31/2022		9.22		540.26
06/01/2022	SUMMARY PRAW 06/01/2022			9.22	531.04
06/03/2022	SUMMARY PR 06/03/2022		77.06		608.10
06/17/2022	SUMMARY PR 06/17/2022		46.10		654.20
06/30/2022	SUMMARY PRAW 06/30/2022		18.17		672.37
06/30/2022	101.5200.41011	END BALANCE	500.42	155.64	672.37
04/01/2022	101.5200.41012 SEASONAL EMPLO	BEG. BALANCE			0.00
05/31/2022	SUMMARY PRAW 05/31/2022		23.11		23.11
06/01/2022	SUMMARY PRAW 06/01/2022			23.11	0.00
06/17/2022	SUMMARY PR 06/17/2022		115.52		115.52
06/30/2022	SUMMARY PRAW 06/30/2022		752.66		868.18
06/30/2022	101.5200.41012	END BALANCE	891.29	23.11	868.18
04/01/2022	101.5200.41020 OVERTIME-REGU	BEG. BALANCE			5,442.22
04/01/2022	SUMMARY PRAW 04/01/2022			232.63	5,209.59
04/08/2022	SUMMARY PR 04/08/2022		258.46		5,468.05
04/29/2022	SUMMARY PRAW 04/29/2022		17.06		5,485.11

05/01/2022	SUMMARY PRAW 05/01/2022			17.06	5,468.05
05/06/2022	SUMMARY PR 05/06/2022		17.06		5,485.11
05/31/2022	SUMMARY PRAW 05/31/2022		346.69		5,831.80
06/01/2022	SUMMARY PRAW 06/01/2022			346.69	5,485.11
06/03/2022	SUMMARY PR 06/03/2022		17.06		5,502.17
06/17/2022	SUMMARY PR 06/17/2022		1,733.34		7,235.51
06/30/2022	SUMMARY PRAW 06/30/2022		366.41		7,601.92
06/30/2022	101.5200.41020	END BALANCE	2,756.08	596.38	7,601.92
04/01/2022	101.5200.41210 P.E.R.A. CONTRIB	BEG. BALANCE			8,737.34
04/08/2022	SUMMARY PR 04/08/2022		1,197.37		9,934.71
04/22/2022	SUMMARY PR 04/22/2022		1,397.16		11,331.87
05/06/2022	SUMMARY PR 05/06/2022		1,318.58		12,650.45
05/20/2022	SUMMARY PR 05/20/2022		1,347.79		13,998.24
06/03/2022	SUMMARY PR 06/03/2022		1,367.02		15,365.26
06/17/2022	SUMMARY PR 06/17/2022		1,571.60		16,936.86
06/30/2022	101.5200.41210	END BALANCE	8,199.52	0.00	16,936.86
04/01/2022	101.5200.41220 F.I.C.A. CONTRIB	BEG. BALANCE			8,939.68
04/01/2022	SUMMARY PRAW 04/01/2022			1,036.34	7,903.34
04/08/2022	SUMMARY PR 04/08/2022		1,166.88		9,070.22
04/22/2022	SUMMARY PR 04/22/2022		1,353.27		10,423.49
04/29/2022	SUMMARY PRAW 04/29/2022		1,257.52		11,681.01
05/01/2022	SUMMARY PRAW 05/01/2022			1,257.52	10,423.49
05/06/2022	SUMMARY PR 05/06/2022		1,272.95		11,696.44
05/20/2022	SUMMARY PR 05/20/2022		1,306.66		13,003.10
05/31/2022	SUMMARY PRAW 05/31/2022		303.88		13,306.98
06/01/2022	SUMMARY PRAW 06/01/2022			303.88	13,003.10
06/03/2022	SUMMARY PR 06/03/2022		1,316.65		14,319.75
06/17/2022	SUMMARY PR 06/17/2022		1,534.84		15,854.59
06/30/2022	SUMMARY PRAW 06/30/2022		631.70		16,486.29
06/30/2022	101.5200.41220	END BALANCE	10,144.35	2,597.74	16,486.29
04/01/2022	101.5200.41300 INSURANCE	BEG. BALANCE			20,909.58
04/08/2022	SUMMARY PR 04/08/2022		2,691.54		23,601.12
04/22/2022	SUMMARY PR 04/22/2022		3,480.16		27,081.28
05/06/2022	SUMMARY PR 05/06/2022		3,236.57		30,317.85
05/20/2022	SUMMARY PR 05/20/2022		3,324.97		33,642.82
06/03/2022	SUMMARY PR 06/03/2022		3,264.96		36,907.78
06/17/2022	SUMMARY PR 06/17/2022		3,546.79		40,454.57
06/30/2022	101.5200.41300	END BALANCE	19,544.99	0.00	40,454.57
04/01/2022	101.5200.41510 WORKERS COMP	BEG. BALANCE			6,461.46
04/08/2022	SUMMARY PR 04/08/2022		1,106.96		7,568.42
04/22/2022	SUMMARY PR 04/22/2022		1,311.07		8,879.49
05/06/2022	SUMMARY PR 05/06/2022		1,279.47		10,158.96
05/20/2022	SUMMARY PR 05/20/2022		1,264.55		11,423.51

06/03/2022	SUMMARY PR 06/03/2022		1,265.89		12,689.40
06/17/2022	SUMMARY PR 06/17/2022		1,439.39		14,128.79
06/30/2022	101.5200.41510	END BALANCE	7,667.33	0.00	14,128.79
04/01/2022	101.5200.42000 OFFICE SUPPLIES	BEG. BALANCE			18.65
04/13/2022	COPY PAPER, HP TONER, CORREC	IN3728150	7.73		26.38
05/05/2022	COPY PAPER, HOT CUPS, BINDER	240182726001	10.81		37.19
06/09/2022	COPY PAPER, PAPER PLATES	IN3815131	9.39		46.58
06/30/2022	COPY PAPER, TAPE, PENCILS, MAR	IN3838290	5.16		51.74
06/30/2022	101.5200.42000	END BALANCE	33.09	0.00	51.74
04/01/2022	101.5200.42010 MINOR EQUIPME	BEG. BALANCE			5,987.08
04/13/2022	BACKUP SENSORS	S064155	27.00		6,014.08
04/13/2022	BACKUP SENSORS	S064155	27.00		6,041.08
05/13/2022	BACKUP SENSORS	S064155		27.00	6,014.08
05/24/2022	CULTIVATOR ATTACHMENT	137987	223.99		6,238.07
06/02/2022	CORDLESS INSPECTION CAMERA	3893492	144.75		6,382.82
06/06/2022	V PLOW W/CONTROLS	2320	1,100.00		7,482.82
06/13/2022	UPROOTER	7669	122.50		7,605.32
06/14/2022	PARKS WATER METER	Q976351	264.05		7,869.37
06/15/2022	PICKLEBALL POST, LINER, NET	2022154	1,163.00		9,032.37
06/17/2022	CHAIRS, TABLES	69541	1,199.72		10,232.09
06/21/2022	WATER METER ADAPTORS	Q997941	263.93		10,496.02
06/30/2022	101.5200.42010	END BALANCE	4,535.94	27.00	10,496.02
04/01/2022	101.5200.42011 END USER DEVIC	BEG. BALANCE			63.75
05/03/2022	SURFACE PRO ACCESSORIES	B13720690	34.00		97.75
06/30/2022	101.5200.42011	END BALANCE	34.00	0.00	97.75
04/01/2022	101.5200.42030 PRINTING & PRIN	BEG. BALANCE			0.00
05/13/2022	82 PRINTS - CVS PHARMACY	050522	48.20		48.20
06/02/2022	WINDOW ENVELOPES	468513	20.16		68.36
06/23/2022	POSTCARDS, DOOR HANGERS	1484	32.62		100.98
06/30/2022	101.5200.42030	END BALANCE	100.98	0.00	100.98
04/01/2022	101.5200.42160 MAINT & CONST	BEG. BALANCE			500.00
04/19/2022	LAWN SEED, PESTICIDE	3086188-00	1,104.00		1,604.00
05/13/2022	GROUNDGRID STABILIZATON SYS	9620	2,647.48		4,251.48
05/18/2022	22 YDS PULV BLACK DIRT	12071	490.00		4,741.48
05/18/2022	22 YDS PULV BLACK DIRT	12070	490.00		5,231.48
05/19/2022	SAND	153267	1,501.13		6,732.61
06/09/2022	FERTILIZER, MULCH	68992	45.48		6,778.09
06/21/2022	CUSTOM BLEND SOIL	W21330	2,399.60		9,177.69
06/22/2022	FLOWERS FOR PARKS 2022	W-100448-01	1,438.50		10,616.19
06/30/2022	101.5200.42160	END BALANCE	10,116.19	0.00	10,616.19
04/01/2022	101.5200.42161 CHEMICALS	BEG. BALANCE			1,268.00

04/19/2022	LAWN SEED, PESTICIDE	3086188-00	814.37		2,082.37
05/18/2022	CHLORINE	INV13677	1,406.68		3,489.05
06/15/2022	POOL CHEMICALS	L183915-IN	898.98		4,388.03
06/30/2022	101.5200.42161	END BALANCE	3,120.03	0.00	4,388.03
04/01/2022	101.5200.42171 GENERAL SUPPLI	BEG. BALANCE			2,722.22
04/11/2022	PLASTIC TUBE, SLIP JOINT NUT	043843/R	8.98		2,731.20
04/13/2022	CLAMP, CEILING FLANGE	01165905-00	10.76		2,741.96
04/13/2022	CLOSET SPUD	01168980-00	7.82		2,749.78
04/13/2022	VALVE, COVER, SPUD ASSY	01168971-00	179.91		2,929.69
04/13/2022	CLOSET REPAIR KIT	01168184-00	66.41		2,996.10
04/13/2022	BUSHING, ADAPTER	01165005-00	20.59		3,016.69
04/13/2022	NIPPLES, ELBOW	5015873	22.53		3,039.22
04/13/2022	VINYL TUBING, TAPE, NUTS, BOLT	10451	31.36		3,070.58
04/13/2022	WRENCH SET, NIPPLE, CAP	9010588	17.03		3,087.61
04/13/2022	ADAPTERS, NIPPLE, PLUGS	3010212	30.63		3,118.24
04/13/2022	CAPS, UNIV COMBO	9010550	16.51		3,134.75
04/13/2022	NIPPLES, BRUSH	9010607	10.00		3,144.75
04/13/2022	COPPER PIPE, PROPANE, CAP	15317	46.11		3,190.86
04/13/2022	COPPER PIPE, PROPANE, CAP	15317		3.07	3,187.79
04/13/2022	PINCHCLAMP, P-TRAP	66012	9.57		3,197.36
04/13/2022	SLIP JOINT NUT & WASHER	66175	5.38		3,202.74
04/13/2022	LEAF RAKE	65748	19.98		3,222.72
04/13/2022	PRUNER HOLSTER	132868	10.50		3,233.22
04/13/2022	SCREEN PROTECTOR, OTTERBOX, C	6993047	51.45		3,284.67
04/14/2022	TOILET VALVE	265389	201.46		3,486.13
04/14/2022	CLOSET REPAIR KIT	265367	80.76		3,566.89
04/14/2022	BOWL GASKET, FLOOR BOLTS	265424	13.08		3,579.97
04/19/2022	SAFETY HASPS, SCHACKLES, BRAC	66203	51.59		3,631.56
04/19/2022	GASKET, WASHER	01169970-00	3.37		3,634.93
04/19/2022	CEDAR 1X4	66477	62.32		3,697.25
04/19/2022	PUTTY	66411	1.47		3,698.72
04/26/2022	SCREWS	5012252	13.96		3,712.68
04/26/2022	CHAINS, WD40	11683	31.44		3,744.12
05/03/2022	SOCKET SET, TRAILER HITCH, TRAS	8013140	331.59		4,075.71
05/03/2022	ADJUSTABLE BALL MOUNT	01C62665	232.37		4,308.08
05/03/2022	PAINT	7983-2	62.32		4,370.40
05/05/2022	WHITEBOARD MARKERS, FORKS, S	IN3763063	7.63		4,378.03
05/16/2022	DRILL BIT, WIRE	J78987/R	10.98		4,389.01
05/16/2022	WEDGE ANCHORS	10319312-00	80.18		4,469.19
05/18/2022	ADHESIVE, SCREWS	4015160	20.90		4,490.09
05/18/2022	ADHESIVE, SCREWS	4015160		1.39	4,488.70
05/18/2022	BIT, BOLTS, WASHERS	9014468	5.07		4,493.77
05/18/2022	BIT, SCREWS, KNIVES, CLIPS	9012993	23.18		4,516.95
05/18/2022	SOAP	68157	10.32		4,527.27
05/18/2022	HOSE, STORAGE CONTAINER, TIED	67928	55.90		4,583.17
05/19/2022	CLEANING RAGS, SPONGES	66912	27.98		4,611.15
05/19/2022	ADHESIVE	66922	2.98		4,614.13

05/19/2022	MOP BUCKET, BROOMS, DUST PA	68500	93.10		4,707.23
05/23/2022	TUBE CUTTER, SAWZALL BLADE	5265945	51.84		4,759.07
05/23/2022	STEEL PLATE, SCREWS	5260568	40.25		4,799.32
05/24/2022	SPARE KEYS	J84849/R	15.54		4,814.86
06/06/2022	ROTOR W/NOZZLE	6079131-00	72.30		4,887.16
06/06/2022	MOWER BLADES	205675	180.21		5,067.37
06/09/2022	TRASH GRABBBERS, PET WASTE B	9325492032	732.50		5,799.87
06/09/2022	CLAMP SETS	3013129	7.00		5,806.87
06/09/2022	AUTO GATE CLOSER	3059757	112.14		5,919.01
06/09/2022	FERTILIZER, MULCH	68992	127.33		6,046.34
06/09/2022	MARKING CHALK	3087592-00	490.00		6,536.34
06/14/2022	VALVES	6079301-00	203.50		6,739.84
06/14/2022	ROPE	J88542/R	13.99		6,753.83
06/15/2022	LED PUFF LIGHT FIXTURES	1013444	324.70		7,078.53
06/15/2022	SPRINKLERS, ADAPTERS, WASHER	13596	225.72		7,304.25
06/15/2022	WEED TRIMMER LINE	138834	23.99		7,328.24
06/15/2022	WEED TRIMMER LINE	138412	33.97		7,362.21
06/17/2022	RED POLY FENCE	0D50592000	602.44		7,964.65
06/17/2022	ROPE	69731	22.99		7,987.64
06/17/2022	SPRAYER, PLANT FOOD, SPRINKLE	69882	100.86		8,088.50
06/17/2022	TRASH CAN	69542	37.97		8,126.47
06/24/2022	SPRINKLER HEADS	6079751-00	301.53		8,428.00
06/24/2022	CRIMP RINGS	70274	3.79		8,431.79
06/30/2022	TRASH BAGS	771244	838.74		9,270.53
06/30/2022	101.5200.42171	END BALANCE	6,552.77	4.46	9,270.53
04/01/2022	101.5200.42172 UNIFORMS	BEG. BALANCE			453.29
04/13/2022	UNIFORM REIMBURSEMENT 0402	040222	134.97		588.26
04/13/2022	UNIFORM REIMBURSEMENT 0329	032922	49.98		638.24
04/26/2022	UNIFORM REIMBURSEMENT	042422	45.98		684.22
04/26/2022	UNIFORM REIMBURSEMENT	042422	26.99		711.21
04/26/2022	UNIFORM REIMBURSEMENT	042422	63.99		775.20
04/26/2022	UNIFORM REIMBURSEMENT	042422	26.99		802.19
05/18/2022	UNIFORM REIMBURSEMENT 0223	022322	250.00		1,052.19
06/09/2022	SAFETY SHIRTS, T-SHIRTS	INV65501	159.00		1,211.19
06/30/2022	101.5200.42172	END BALANCE	757.90	0.00	1,211.19
04/01/2022	101.5200.42173 PROTECTIVE CLO	BEG. BALANCE			870.72
04/26/2022	BOOT REIMBURSEMENT 040322	100516352	200.00		1,070.72
06/09/2022	SAFETY SHIRTS, T-SHIRTS	INV65501	71.25		1,141.97
06/30/2022	101.5200.42173	END BALANCE	271.25	0.00	1,141.97
04/01/2022	101.5200.42175 FOOD SUPPLIES	BEG. BALANCE			0.00
05/13/2022	CANDY FOR JOB FAIR	051222	32.31		32.31
06/30/2022	101.5200.42175	END BALANCE	32.31	0.00	32.31
04/01/2022	101.5200.42280 VEHICLE REPAIR	BEG. BALANCE			5,248.97

04/30/2022	PARKS PARTS	13145	683.16		5,932.13
05/31/2022	PARKS PARTS	13173	595.74		6,527.87
06/30/2022	PARKS PARTS	13199	1,601.39		8,129.26
06/30/2022	101.5200.42280	END BALANCE	2,880.29	0.00	8,129.26
04/01/2022	101.5200.42282 GAS, OIL, LUBRIC	BEG. BALANCE			2,419.81
04/30/2022	PARK FUEL	13149	654.33		3,074.14
05/31/2022	PARK FUEL	13172	1,651.69		4,725.83
06/30/2022	PARK FUEL	13200	1,755.11		6,480.94
06/30/2022	101.5200.42282	END BALANCE	4,061.13	0.00	6,480.94
04/01/2022	101.5200.43050 EXPERT & PROFE	BEG. BALANCE			458.71
04/13/2022	LIDAR COST SHARE	GIS032022	125.00		583.71
04/30/2022	GIS SERVICES 0422	INV-0422-966	134.06		717.77
06/15/2022	GIS SERVICES 0522	INV-0522-1272	127.97		845.74
06/30/2022	101.5200.43050	END BALANCE	387.03	0.00	845.74
04/01/2022	101.5200.43105 TRAINING & EDU	BEG. BALANCE			1,644.67
04/01/2022	0422 SAFETY SERVICES	14779	75.67		1,720.34
05/01/2022	0522 SAFETY SERVICES	14802	75.67		1,796.01
06/01/2022	0622 SAFETY SERVICES	14826	75.67		1,871.68
06/15/2022	0722 SAFETY SERVICES	14849	75.67		1,947.35
06/30/2022	101.5200.43105	END BALANCE	302.68	0.00	1,947.35
04/01/2022	101.5200.43210 TELEPHONE	BEG. BALANCE			59.08
05/12/2022	042622 -10013121	992728338	9.11		68.19
06/02/2022	052622 -10013121	992732926	9.31		77.50
06/30/2022	101.5200.43210	END BALANCE	18.42	0.00	77.50
04/01/2022	101.5200.43211 CELL PHONES	BEG. BALANCE			360.57
04/14/2022	040122 342019817-00001	9903062052	124.08		484.65
05/18/2022	050122 342019817-00001	9905390598	255.50		740.15
06/15/2022	060122 342019817-00001	9907740237	174.34		914.49
06/30/2022	101.5200.43211	END BALANCE	553.92	0.00	914.49
04/01/2022	101.5200.43250 OTHER TELECOM	BEG. BALANCE			41.61
04/28/2022	BROADBAND CONN 0522	B220418G	3.75		45.36
05/12/2022	041522 934571297	144810119	9.72		55.08
05/18/2022	051522 934571297	146886527	9.72		64.80
06/06/2022	BROADBAND CONN 0622	B220517G	3.75		68.55
06/17/2022	061522 934571297	148984597	9.76		78.31
06/30/2022	101.5200.43250	END BALANCE	36.70	0.00	78.31
04/01/2022	101.5200.43310 LOCAL TRAVEL EX	BEG. BALANCE			205.55
06/30/2022	101.5200.43310	END BALANCE	0.00	0.00	205.55
04/01/2022	101.5200.43600 PROP & LIAB INS	BEG. BALANCE			6,825.00
04/30/2022	22 PROPERTY & LIAB INSUANCE A	13123	2,275.00		9,100.00

05/31/2022	22 PROPERTY & LIAB INSUANCE A	13181	2,275.00		11,375.00
06/30/2022	22 PROPERTY & LIAB INSUANCE A	13226	2,275.00		13,650.00
06/30/2022	101.5200.43600	END BALANCE	6,825.00	0.00	13,650.00
04/01/2022	101.5200.43800 UTILITY SERVICES	BEG. BALANCE			1,692.80
04/07/2022	Internal Charge		688.64		2,381.44
04/07/2022	Internal Charge		629.85		3,011.29
05/25/2022	Internal Charge		488.83		3,500.12
06/27/2022	Internal Charge		872.98		4,373.10
06/30/2022	101.5200.43800	END BALANCE	2,680.30	0.00	4,373.10
04/01/2022	101.5200.43810 ELECTRIC	BEG. BALANCE			3,312.52
04/08/2022	040822 51-0012266105-3	0960015260	86.39		3,398.91
04/08/2022	040822 51-9597586-9	0959980447	16.12		3,415.03
04/08/2022	040822 51-8042065-3	0959978525	12.87		3,427.90
04/08/2022	040822 51-0010057576-7	0959982564	116.15		3,544.05
04/08/2022	040822 51-0011039127-7	0959991540	37.39		3,581.44
04/12/2022	041222 51-5950185-0	0960504467	117.90		3,699.34
04/12/2022	041222 51-5950185-0	0960504467	24.25		3,723.59
04/14/2022	041422 51-7654903-4	0961134282	178.80		3,902.39
04/14/2022	041422 51-7654903-4	0961134282	17.17		3,919.56
04/14/2022	041422 51-4159573-1	51-4159573-1	46.24		3,965.80
04/14/2022	041422 51-4159573-1	51-4159573-1	73.54		4,039.34
04/14/2022	041422 51-4159573-1	51-4159573-1	28.54		4,067.88
04/14/2022	041422 51-4159573-1	51-4159573-1	13.25		4,081.13
04/14/2022	041422 51-4159573-1	51-4159573-1	63.26		4,144.39
04/14/2022	041422 51-4159573-1	51-4159573-1	61.28		4,205.67
04/14/2022	041422 51-4159573-1	51-4159573-1	13.25		4,218.92
04/14/2022	041422 51-4159573-1	51-4159573-1	71.47		4,290.39
04/14/2022	041422 51-4159573-1	51-4159573-1	63.95		4,354.34
04/14/2022	041422 51-4159573-1	51-4159573-1	63.54		4,417.88
04/14/2022	041422 51-4159573-1	51-4159573-1	97.76		4,515.64
04/14/2022	041422 51-4159573-1	51-4159573-1	19.20		4,534.84
04/14/2022	041422 51-4159573-1	51-4159573-1	13.24		4,548.08
04/14/2022	041422 51-4159573-1	51-4159573-1	33.08		4,581.16
05/09/2022	050922 51-0012266105-3	0965569402	77.61		4,658.77
05/09/2022	050922 51-8042065-3	0965524723	48.67		4,707.44
05/09/2022	050922 51-0010057576-7	0965528882	110.85		4,818.29
05/09/2022	050922 51-9597586-9	0965543576	16.86		4,835.15
05/09/2022	050922 51-0011039127-7	0965555943	38.41		4,873.56
05/10/2022	051022 51-4159573-1	51-4159573-1	39.13		4,912.69
05/10/2022	051022 51-4159573-1	51-4159573-1	55.73		4,968.42
05/10/2022	051022 51-4159573-1	51-4159573-1	27.87		4,996.29
05/10/2022	051022 51-4159573-1	51-4159573-1	42.26		5,038.55
05/10/2022	051022 51-4159573-1	51-4159573-1	53.37		5,091.92
05/10/2022	051022 51-4159573-1	51-4159573-1	64.36		5,156.28
05/10/2022	051022 51-4159573-1	51-4159573-1	13.60		5,169.88

05/10/2022	051022 51-4159573-1	51-4159573-1	64.95		5,234.83
05/10/2022	051022 51-4159573-1	51-4159573-1	66.89		5,301.72
05/10/2022	051022 51-4159573-1	51-4159573-1	89.09		5,390.81
05/10/2022	051022 51-4159573-1	51-4159573-1	214.22		5,605.03
05/10/2022	051022 51-4159573-1	51-4159573-1	16.18		5,621.21
05/10/2022	051022 51-4159573-1	51-4159573-1	14.32		5,635.53
05/10/2022	051022 51-4159573-1	51-4159573-1	33.41		5,668.94
05/12/2022	051222 51-5950185-0	0966408127	119.54		5,788.48
05/12/2022	051222 51-5950185-0	0966408127	21.31		5,809.79
05/16/2022	051622 51-7654903-4	0967007302	18.16		5,827.95
05/16/2022	051622 51-7654903-4	0967007302	168.46		5,996.41
06/08/2022	060822 51-9597586-9	0971059623	16.37		6,012.78
06/08/2022	060822 51-8042065-3	0971057078	41.57		6,054.35
06/08/2022	060822 51-0010057576-7	0971059341	88.88		6,143.23
06/08/2022	060822 51-0012266105-3	0971096438	56.99		6,200.22
06/08/2022	060822 51-0011039127-7	0971079510	37.45		6,237.67
06/14/2022	061422 51-5950185-0	0972150552	95.51		6,333.18
06/14/2022	061422 51-5950185-0	0972150552	15.01		6,348.19
06/14/2022	061422 51-7654903-4	0972162161	18.19		6,366.38
06/14/2022	061422 51-7654903-4	0972162161	135.07		6,501.45
06/14/2022	061422 51-4159573-1	51-4159573-1	19.08		6,520.53
06/14/2022	061422 51-4159573-1	51-4159573-1	14.12		6,534.65
06/14/2022	061422 51-4159573-1	51-4159573-1	24.31		6,558.96
06/14/2022	061422 51-4159573-1	51-4159573-1	66.93		6,625.89
06/14/2022	061422 51-4159573-1	51-4159573-1	41.30		6,667.19
06/14/2022	061422 51-4159573-1	51-4159573-1	52.63		6,719.82
06/14/2022	061422 51-4159573-1	51-4159573-1	51.74		6,771.56
06/14/2022	061422 51-4159573-1	51-4159573-1	87.21		6,858.77
06/14/2022	061422 51-4159573-1	51-4159573-1	55.53		6,914.30
06/14/2022	061422 51-4159573-1	51-4159573-1	213.16		7,127.46
06/14/2022	061422 51-4159573-1	51-4159573-1	238.05		7,365.51
06/14/2022	061422 51-4159573-1	51-4159573-1	13.30		7,378.81
06/14/2022	061422 51-4159573-1	51-4159573-1	12.43		7,391.24
06/14/2022	061422 51-4159573-1	51-4159573-1	31.23		7,422.47
06/30/2022	101.5200.43810	END BALANCE	4,109.95	0.00	7,422.47
04/01/2022	101.5200.43820 WATER	BEG. BALANCE			0.00
06/30/2022	101.5200.43820	END BALANCE	0.00	0.00	0.00
04/01/2022	101.5200.43830 GAS	BEG. BALANCE			3,049.51
04/06/2022	040622 5452216-4	5452216-4	139.83		3,189.34
04/06/2022	040622 5467671-3	5467671-3	16.80		3,206.14
04/06/2022	040622 10802324-3	10802324-3	55.91		3,262.05
04/14/2022	041422 8000014661-5	8000014661-5	197.05		3,459.10
04/14/2022	041422 8000014661-5	8000014661-5	178.01		3,637.11
04/14/2022	041422 8000014661-5	8000014661-5	78.79		3,715.90

04/14/2022	041422 8000014661-5	8000014661-5	202.78		3,918.68
04/14/2022	041422 8000014661-5	8000014661-5	149.37		4,068.05
05/05/2022	040522 10802324-3	10802324-3	50.18		4,118.23
05/05/2022	050522 545226-4	5452216-4	79.14		4,197.37
05/05/2022	050522 5467671-3	5467671-3	16.80		4,214.17
05/13/2022	051322 8000014661-5	8000014661-5	155.95		4,370.12
05/13/2022	051322 8000014661-5	8000014661-5	137.06		4,507.18
05/13/2022	051322 8000014661-5	8000014661-5	47.97		4,555.15
05/13/2022	051322 8000014661-5	8000014661-5	96.95		4,652.10
05/13/2022	051322 8000014661-5	8000014661-5	124.79		4,776.89
06/07/2022	060722 5452216-4	5452216-4	18.10		4,794.99
06/07/2022	060722 5467671-3	5467671-3	16.80		4,811.79
06/07/2022	060722 10802324-3	10802324-3	18.10		4,829.89
06/15/2022	061522 8000014661-5	8000014661-5	33.64		4,863.53
06/15/2022	061522 8000014661-5	8000014661-5	21.96		4,885.49
06/15/2022	061522 8000014661-5	8000014661-5	16.80		4,902.29
06/15/2022	061522 8000014661-5	8000014661-5	25.89		4,928.18
06/15/2022	061522 8000014661-5	8000014661-5	24.57		4,952.75
06/30/2022	101.5200.43830	END BALANCE	1,903.24	0.00	4,952.75
04/01/2022	101.5200.43850 SEWER	BEG. BALANCE			0.00
06/30/2022	101.5200.43850	END BALANCE	0.00	0.00	0.00
04/01/2022	101.5200.44000 REPAIR & MAINT	BEG. BALANCE			2,160.81
04/13/2022	COPIER MAINT 012522-042422	INV9585217	22.37		2,183.18
04/30/2022	APRIL 2022 COPIER ALLOCATION	13140	11.91		2,195.09
05/03/2022	TROUBLESHOOT LIGHTS-PRESTEM	69437	161.00		2,356.09
05/03/2022	LIGHTING REPAIRS-KEYES BLDG	69440	1,058.77		3,414.86
05/03/2022	REPLACE BALLAST-KEYES BLDG	69442	382.83		3,797.69
05/05/2022	COPIER MAINT SERVICES	INV9909070	22.37		3,820.06
05/18/2022	WEED CNTL, LAWN SVC 0422	156718791	68.25		3,888.31
05/18/2022	WEED CNTL, LAWN SVC 0422	156718791	476.65		4,364.96
05/18/2022	WEED CNTL, LAWN SVC 0422	156718791	103.82		4,468.78
05/31/2022	MAY 2022 COPIER ALLOCATION	13154	24.69		4,493.47
06/09/2022	FURNACE REPAIR-MCKENNA	W61877	316.50		4,809.97
06/14/2022	TROUBLE SHOOT MCKENNA HOCH	69951	1,286.96		6,096.93
06/15/2022	WEED CNTL CENTRAL 052522	158792477	476.65		6,573.58
06/30/2022	101.5200.44000	END BALANCE	4,412.77	0.00	6,573.58
04/01/2022	101.5200.44020 BLDG MAINT CO	BEG. BALANCE			250.00
04/26/2022	BUILDING MAINTENANCE 0422-0	C009966	250.00		500.00
06/30/2022	101.5200.44020	END BALANCE	250.00	0.00	500.00
04/01/2022	101.5200.44030 SOFTWARE & SO	BEG. BALANCE			0.00
04/01/2022	GIS COMPUTER SOFTWARE	INV-0422-002	63.75		63.75
06/30/2022	101.5200.44030	END BALANCE	63.75	0.00	63.75

04/01/2022	101.5200.44040 INFORMATION S	BEG. BALANCE			0.00
06/30/2022	101.5200.44040	END BALANCE	0.00	0.00	0.00
04/01/2022	101.5200.44050 GARAGE, LABOR	BEG. BALANCE			7,911.01
04/30/2022	PARKS LABOR	13145	2,448.25		10,359.26
05/31/2022	PARKS LABOR	13173	2,333.53		12,692.79
06/30/2022	PARKS LABOR	13199	1,333.24		14,026.03
06/30/2022	101.5200.44050	END BALANCE	6,115.02	0.00	14,026.03
04/01/2022	101.5200.44100 RENTS & LEASES	BEG. BALANCE			22,889.01
04/26/2022	SATELLITE RENT-HUSET	0001312378	214.00		23,103.01
04/26/2022	SATELLITE RENT-HUSET	0001312377	68.00		23,171.01
04/26/2022	SATELLITE RENT-RAMSDELL	0001312376	146.00		23,317.01
04/26/2022	SATELLITE RENT-PRESTEMON	0001312375	68.00		23,385.01
04/26/2022	SATELLITE RENT-GAUVITTE	0001312374	68.00		23,453.01
04/26/2022	SATELLITE RENT-LABELLE	0001312373	62.00		23,515.01
04/26/2022	SATELLITE RENT-KEYES	0001312372	62.00		23,577.01
04/26/2022	SATELLITE RENT-SULLIVAN	0001312371	140.00		23,717.01
04/26/2022	SATELLITE RENT-MCKENNA	0001312370	124.00		23,841.01
04/26/2022	SATELLITE RENT-HUSET	0001312369	220.00		24,061.01
04/26/2022	SATELLITE RENT-GAUVITTE	0001310341	27.43		24,088.44
04/26/2022	SATELLITE RENT-HUSET	0001310340	27.43		24,115.87
04/26/2022	SATELLITE RENT-LOMIANKI	0001310339	27.43		24,143.30
04/26/2022	SATELLITE RENT-HUSET	0001310338	100.71		24,244.01
04/26/2022	SATELLITE RENT-RAMSDELL	0001310337	73.28		24,317.29
04/26/2022	SATELLITE RENT-PRESTEMON	0001310336	27.43		24,344.72
04/26/2022	SATELLITE RENT-LOMIANKI	0001312379	68.00		24,412.72
04/30/2022	22 GARAGE SPACE ALLOCATION	13124	6,866.67		31,279.39
05/31/2022	22 GARAGE SPACE ALLOCATION	13182	6,866.67		38,146.06
06/09/2022	SATELLITE RENT-LOMIANKI	0001327627	68.00		38,214.06
06/09/2022	SATELLITE RENT-HUSET	0001327626	260.00		38,474.06
06/09/2022	SATELLITE RENT-HUSET	0001327625	68.00		38,542.06
06/09/2022	SATELLITE RENT-RAMSDELL	0001327624	146.00		38,688.06
06/09/2022	SATELLITE RENT-PRESTEMON	0001327623	68.00		38,756.06
06/09/2022	SATELLITE RENT-GAUVITTE	0001327622	68.00		38,824.06
06/09/2022	SATELLITE RENT-LABELLE	0001327621	62.00		38,886.06
06/09/2022	SATELLITE RENT-KEYES	0001327620	62.00		38,948.06
06/09/2022	SATELLITE RENT-SULLIVAN	0001327619	140.00		39,088.06
06/09/2022	SATELLITE RENT-MCKENNA	0001327618	124.00		39,212.06
06/09/2022	SATELLITE RENT-HUSET	0001327617	220.00		39,432.06
06/09/2022	SATELLITE RENT-SILVER LK	0001333808	130.36		39,562.42
06/22/2022	SATELLITE RENT-MCKENNA	0001344885	124.00		39,686.42
06/22/2022	SATELLITE RENT-HUSET	0001344884	220.00		39,906.42
06/22/2022	SATELLITE RENT-SULLIVAN	0001344886	140.00		40,046.42
06/22/2022	SATELLITE RENT-KEYES	0001344887	62.00		40,108.42

06/22/2022	SATELLITE RENT-LABELLE	0001344888	62.00		40,170.42
06/22/2022	SATELLITE RENT-GAUVITTE	0001344889	68.00		40,238.42
06/22/2022	SATELLITE RENT-PRESTEMON	0001344890	68.00		40,306.42
06/22/2022	SATELLITE RENT-RAMSDSELL	0001344891	146.00		40,452.42
06/22/2022	SATELLITE RENT-SILVER LK	0001344892	146.00		40,598.42
06/22/2022	SATELLITE RENT-HUSET	0001344893	68.00		40,666.42
06/22/2022	SATELLITE RENT-HUSET	0001344894	214.00		40,880.42
06/22/2022	SATELLITE RENT-LOMIANKI	0001344895	68.00		40,948.42
06/28/2022	SATELLITE RENT-HUSET	0001350863	115.50		41,063.92
06/28/2022	SATELLITE RENT-HUSET	0001350862	51.00		41,114.92
06/28/2022	SATELLITE RENT-SILVER LK	0001350861	64.50		41,179.42
06/28/2022	SATELLITE RENT-RAMSELL	0001350860	64.50		41,243.92
06/28/2022	SATELLITE RENT-JAMBOREE	0001350736	352.00		41,595.92
06/28/2022	SATELLITE RENT-JAMBOREE	0001350733	242.00		41,837.92
06/28/2022	SATELLITE RENT-JAMBOREE	0001350732	960.00		42,797.92
06/30/2022	22 GARAGE SPACE ALLOCATION	13227	6,866.67		49,664.59
06/30/2022	101.5200.44100	END BALANCE	26,775.58	0.00	49,664.59
04/01/2022	101.5200.44330 SUBSCRIPTION, M	BEG. BALANCE			115.63
04/13/2022	AMAZON PRIME MEMBERSHIP	7245066	44.75		160.38
06/30/2022	101.5200.44330	END BALANCE	44.75	0.00	160.38
04/01/2022	101.5200.44390 TAXES & LICENSE	BEG. BALANCE			802.50
06/30/2022	101.5200.44390	END BALANCE	0.00	0.00	802.50
04/01/2022	101.5200.45180 OTHER EQUIPME	BEG. BALANCE			0.00
05/16/2022	JOHN DEERE Z960M ZTRAK	117312930	7,417.97		7,417.97
06/30/2022	101.5200.45180	END BALANCE	7,417.97	0.00	7,417.97



Facility Assessment Report



City of Columbia Heights

Project No.: 222018

Draft: June 16, 2022

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**PLANNERS
ARCHITECTS
ENGINEERS**



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Executive Summary

PROJECT PURPOSE

The purpose of this report was to assess the condition of the City of Columbia Heights' John P. Murzyn Hall facility and to determine reinvestment needs to preserve this facility. The outcome of this study was to provide a planning tool for the City Council to aid in decision-making and budget development.

Goals and Objectives discussed for this study included:

1. Determine the condition of the facility and document the results in an easy to understand and easy to update report that allowed easy access to facility information.
2. Document the condition of the facility and document the information in a format that shows the condition of the facilities and the current replacement cost.
3. Develop a FCI (Facility Condition Index) for the facility studied. The FCI rates the condition of the building in a numerical format that can be used by facility managers to prioritize maintenance projects that will preserve the building's assets and evaluate whether building replacement would be a wise financial decision.



RECOMMENDATIONS

OVERVIEW

The building is quite old, and is facing numerous maintenance challenges. While the facility has had some level of investment for repair, significant work is still needed to maintain and improve it. It appears, through observations and discussions, that most repair work is reactionary versus being proactive and part of an overall reinvestment strategy.

The Facility Condition Index, or FCI percentage on Murzyn Hall was calculated at **22.4%** (see next page). A higher FCI percentage indicates a greater expense for repairs to return a building to good or excellent condition. Ideally, your FCI for all your buildings should be under 5%.

RECOMMENDATIONS

We are recommending that the City consider one of two primary options:

1. **Invest sufficient funds in Murzyn Hall to improve the condition of the facility to a 5% FCI or better and prevent further deterioration.** The short-term Priority 1 projects listed in the Facility Assessment will address a backlog of projects totaling approximately **\$3 million**. These Priority 1 projects include projects that affect the integrity of the building exterior, life safety issues, code compliance issues that were observed, handicap accessibility issues that limit access to buildings and mechanical and electrical issues that adversely affect the building occupants.
2. **Plan for replacement of Murzyn Hall in the next 5 years**, and limit ongoing investment to life safety concerns until a new facility can be built. Our estimates anticipate full building replacement could be achieved for approximately \$13.5 million

If the city chooses to maintain Murzyn Hall, additional reinvestment to further lower the building FCI and improve energy performance of the facility is recommended long term. In working with City staff, we are recommending budgeting **\$340,000** annually to address long-term maintenance and repair. This targets approximately 2-3% of the FCI replacement cost of the facility as a benchmark. If this goal is not achievable, it would be prudent to provide adequate funding for annual maintenance of the facility and to set aside future funding for expected replacement of larger systems (HVAC, roofs, carpet, etc.)



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BUILDING CONDITION ASSESSMENT SUMMARY

This Facility Condition Assessment focused on the John P. Murzyn Hall facility at 530 Mill Street Northeast in Columbia Heights, Minnesota.

The analysis is a comprehensive review of the existing building condition with a heavy focus on deterioration issues and health and safety issues. The main project goal was to provide a planning tool to the City for reinvestment or replacement of the building, and to maintain the resulting facility in good condition for future use.

Some of the most costly and necessary repairs identified through this analysis relate to the building’s foundation and roof. There are significant water infiltration and ice dam issues that need immediate attention. Additionally, the windows throughout the facility are in urgent need of replacement, and the interior finishes throughout are showing significant signs of wear. There are also major mechanical and electrical systems that will need replacement in the next 5-10 years if not sooner.

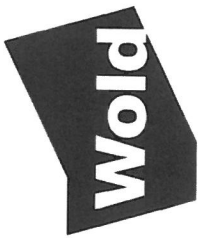
Once all of the major repairs are completed (or a new building is built to replace Murzyn Hall), it will be important to invest annually in maintenance and repair in order to keep the FCI of the facility in the good range (5% or below).

Based on current construction market research, the total project cost (including fees, furniture & equipment and contingencies) to build a comparable 25,000 GSF facility would be approximately **\$13.5 million**.

With an FCI of **22%** (see calculation below) and the total cost of recommended repairs equaling approximately **55%** of the estimated value of building replacement, replacing the building with a modern facility that meet’s the city’s programmatic needs becomes a very realistic consideration.

Murzyn Hall FCI:

$$\frac{\$3,026,500 \text{ in Priority 1 Projects}}{\$13,500,000 \text{ Current Replacement Value}} \times 100 = \mathbf{22.4\% \text{ FCI}}$$



John P. Murzyn Hall Cost Summary

City of Columbia Heights
Facility Assessment Report

Item 1.

Project No.: 222018

Draft: June 16, 2022

Building: John P. Murzyn Hall

Project Costs Category	Priority	1	2	3	4	5	Grand Total
Site	\$	251,500.00	\$ 788,000.00	\$ 34,500.00	\$ 35,500.00	\$	1,109,500.00
Exterior	\$	1,733,000.00	\$ 53,000.00	\$	776,500.00	\$ 5,000.00	2,567,500.00
Interior	\$	473,500.00	\$ 347,000.00	\$ 181,500.00	\$ 402,500.00	\$ 31,000.00	1,435,500.00
Accessibility	\$	39,500.00	\$ 58,000.00				97,500.00
Mechanical Systems	\$	518,000.00	\$ 991,500.00	\$ 191,000.00			1,700,500.00
Electrical Systems	\$	11,000.00	\$ 540,000.00	\$ 21,500.00			572,500.00
Grand Total	\$	3,026,500.00	\$ 2,777,500.00	\$ 428,500.00	\$ 1,214,500.00	\$ 36,000.00	7,483,000.00

All costs shown are estimated project costs. A project multiplier of 30% was added to the base construction cost to cover fees, construction contingency, and estimating margin of error. 8% annual inflation has also been applied such that the costs shown in the report align with a midpoint of construction in July 2023. Additional annual inflation should be taken into account if projects are forecasted further into the future.



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TERMINOLOGY

The following represents definitions of terminology used in development of this report:

Facility Condition Index (FCI)

Your Facility Condition Index is calculated based on the value of the needed deferred maintenance to maintain the facility (Priority 1 Projects) divided by the current replacement value of the building represented as a percentage:

$$\frac{\text{PRIORITY 1 PROJECTS}}{\text{CURRENT REPLACEMENT VALUE}} \times 100 = \text{FCI \%}$$

There are a number of recognized organizations (AME, APPA, NACUBO) whose standards have been utilized as a rating scale for facility assessments. It is recommended that for any building, the FCI should not be greater than 5% for a building to be considered in good condition. A fair rating is a FCI between 5% and 10% and a FCI greater than 10% is considered in poor condition.

Deferred Maintenance Backlog

As noted previously there is approximately \$3 million in Priority 1 projects that are needed in order to maintain the facilities and infrastructure. Priority 1 projects include projects to preserve the buildings from continued deterioration that will cost additional dollars in the future to repair or replace, that are a life safety/ occupant safety need or are a health concern.

Further, it is recommended that a minimum of 3% of the Current Replacement Value be budgeted on an annual basis for maintaining the current condition of the building to maintain a FCI of 5% or less. This 3% value does not represent the cost of lowering a building’s FCI. Facilities with an FCI greater than 5% will need additional investment to improve such facility’s condition.

Current Replacement Value

Current replacement value is the cost to replace a building in your inventory utilizing current year construction costs. This number is also increased by 35% to account for project soft costs such as fees, testing, contingencies and equipment. The current replacement cost utilizes a cost per square foot based on the type of construction. These numbers would need to be inflated on an annual basis. We recommend the following unit costs be utilized in calculating Replacement Value:

Building Type	Unit Cost for Construction	Project Cost Factor	Total Project Cost
Community Education Buildings	\$400 / sq. ft.	x 1.35	\$540 / sq. ft.



CATEGORY DEFINITIONS

The following report investigates current physical and programmatic conditions and deficiencies evident in the Client's buildings. The information documented in this report was gathered primarily through field observation and supplemented by evaluation of existing documentation and discussion with Client personnel.

The facility analysis report explores conditions and deficiencies in six important areas, which are outlined as follows:

SITE

This section describes the site and its surroundings, including parking areas, sidewalks, landscape features and any site signage.

EXTERIOR

This section describes the exterior envelope including exterior walls, windows, entrances, and roofing.

INTERIOR

This section describes the physical condition of the interior spaces and finishes within the facility.

ACCESSIBILITY

This section addresses the conformance of the facility to the intentions of accessibility requirements with focus on the following issues: accessible parking, an accessible route to the main entrance, ability to access all levels of the facility, and access to restroom facilities.

MECHANICAL SYSTEMS

This section documents the existing mechanical systems and components, and their known deficiencies.

ELECTRICAL SYSTEMS

This section documents the existing electrical systems and components, and their known deficiencies.

Each category noted above includes a list of "analysis" statements which describes conditions or deficiencies. Following the "analysis" portion of each category is a list of "issues" which describe the action necessary to resolve mentioned conditions or deficiencies. Accompanying the "issue" is a cost, based on the projected year indicated by the client project costs.



PRIORITY DEFINITIONS

Priority 1 (0-2 Years)

Life Safety Issue
Deterioration Item

Health Issue

Accessibility Issue

Hazardous Materials

Priority 2 (2-5 Years)

Energy Issue
Deterioration Item

Accessibility Issue
Modernization
Hazardous Materials

Priority 3 (6-10 Years)

Energy Issue
Health Issue

Deterioration Item

Hazardous Materials

Priority 4 (10+ years)

Aesthetics
Hazardous Materials

Accessibility Issue

Priority 5 (low priority)

Deferred Maintenance Backlog

As typically noted by Fire Marshal/ Life Safety Official. Further deterioration will create higher future repair costs or will damage other areas in the building.

Rooms with no ventilation or items that do not meet state health code requirements and have been identified as needing to be repaired.

Must complete to provide access into the building, to the services within the building, or to access a restroom, or obtain a drink of water.

Item posing a significant impact on the building occupants.

Item replaced would result in a payback in 10 years or less. Material or system that currently functions but will require replacement or major maintenance within 5 years.

Modifications required to meet state code guidelines.

Modifications required to support future modernizations.

Inadequate exhaust and ventilation in environments lacking in adequate ventilation.

Items replaced results in a payback in more than 10 years. Items that have not been specifically identified, but do not meet current state health code requirements.

Materials or systems that currently function, but will need replacement in 6-10 years.

Removal of items affected by other changes occurring in Priority 3.

Items which impacts the visual environment.

Removal of items affected by other changes occurring in Priority 4.

To fully meet all requirements of the Americans with Disabilities Act (ADA).

Items that are minimal cost impact, are not urgent, and are elective/ aesthetic or programmatic. These can be done anytime, and may even be performed by building maintenance staff.



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John P. Murzyn Hall City of Columbia Heights



- Address:** 530 Mill Street Northeast
Columbia Heights, Minnesota 55421
- Contact:** Kevin Hansen, City Engineer
- Phone:** (763) 706-3705
- Year(s) Built:** 1938 - Original Recreation Hall Constructed
1969 - South Addition, Renovation
1985 - West Addition, Renovation (the last major renovation of the building was more than 35 years ago)
- Gross Area:** Approx. 25,000 sf
- Site Area:** 22 acres including athletic fields and playground east of Jefferson
- Parking:** 112 parking spaces in South lot, including 6 accessible stalls
59 parking spaces in North lot, including 6 accessible stalls (this lot is located across Mill Street, and is shared with City Hall)



John P. Murzyn Hall City of Columbia Heights Site

Analysis

- The parking lot on the south side of the building is in poor condition with significant alligator cracking throughout. It was last replaced 22 years ago.
 - Full replacement and re-design of the south lot is included in the park masterplan, but a cost estimate for in-kind replacement will be provided for reference.
- The monument sign on the north side of the building functional but dated. The stone base has significant mortar deterioration
 - Recommend tuckpointing the stone base.
 - Consider replacing the sign with a newer design with a digital marquee.
- The wood enclosure around the condensing unit on the west end of the site is in poor condition, with peeling paint, warped wood members, etc.
 - Recommend replacing with a prefinished metal enclosure or a stone wall to match the building with a metal louver as required for airflow
- There is a section of fascia trim at the peak of the roof gable on the west end of the addition that doesn't match the color of the rest of the trim.
 - Replace all of the fascia trim on this end of the building
- The downspout at the northwest corner of the addition is missing a section that had connected it to an in-ground drain pipe that runs behind the retaining wall and away from the building. This has resulted in a large hole forming in the landscaping at the bottom of the downspout.
 - Recommend redirecting the downspout to the landscaped area on the south side of the building. Repair damaged landscaping above retaining wall.
- The field stone retaining wall at the Southeast corner of the building has large cracks running the full height of the wall with wide gaps, and shifting that suggests structural failure.
 - Recommend rebuilding the retaining wall, and adding drain tile behind it.



John P. Murzyn Hall Cost Estimates

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Building
Category

John P. Murzyn Hall
Site

Item and Priority	Estimated Project Cost
1 Rebuild fieldstone retaining wall at Southeast corner of building. Provide new drain tile behind wall to provide necessary drainage.	\$ 251,500.00
	\$ 251,500.00
2 Full replacement of South parking lot, including new base, paving, curb, gutter, striping, signage, etc	\$ 788,000.00
	\$ 788,000.00
3 Tuckpoint stone base of monument sign Replace wood enclosure around condensing unit with masonry wall to match building	\$ 34,500.00
	\$ 6,000.00
	\$ 28,500.00
4 Replace monument sign with newer design with digital marquee	\$ 35,500.00
	\$ 35,500.00
Grand Total	\$ 1,109,500.00



John P. Murzyn Hall City of Columbia Heights Exterior

Analysis

- Exterior storefront doors at Main Entry vestibule lack panic hardware, which likely does not meet code.
 - Recommend replacing entry doors with new ones to match doors at senior center and lounge entrances, and provide appropriate exit devices
 - Replace rec entry door as well (appears to be same vintage)
- All of the exterior windows are past their usable life (35+ years). Some are leaking, others have been broken into, and all look worn. Operable windows have also been a maintenance problem.
 - Recommend replacing all windows with new fixed aluminum windows (safer, more energy conscious, and less maintenance than operable windows)
- The age of the building and some of the reported leaking issues suggest the weather tightness of the exterior building envelope may be compromised in some areas
 - Thermal imaging scans made of the building will help to determine areas of significant heat loss, and inform decisions pertaining to window replacement and other exterior envelope repairs or modifications.
- There are cracks in the stucco on the West and South sides of the building, particularly at the corners of windows and entrances. There is also staining at window sills and eaves in some areas.
 - Recommend patching cracks, cleaning and repainting all exterior stucco
 - Consider replacing stucco with new exterior cladding system. Cost to remove old stucco and install new metal panel
- The patching performed in the original stone wall above the main entry doesn't match the surrounding stone and mortar. There is a second location (the gift room) where the wood wasn't removed.
 - Consider replacing this area with a prefabricated decorative element.
- The illuminated exterior building signage above the main entry is dated
 - Consider replacing building signage with a more modern design



- There are issues with snow melting and ice dams forming at roof valleys in several areas, particularly at the gift room on the North side of the building, and where the roof of the addition meets the roof over the original building on the north side. This has resulted in roof leaks that have caused significant damage to interior ceilings. Ceilings have since been repaired. The asphalt roof shingles were last replaced in 2008.
 - Recommend relocation of Attic HVAC equipment to a lower level to reduce the heat being exhausted into the attic. Once HVAC equipment has been removed, new vapor barrier, insulation and venting should be provided in the attic to make it a true “cold attic.” Additionally, the shingles should be replaced, and ice shield applied to the roof deck. See Interior section for build out of new
 - Recommend replacement and redesign of entire roof system to address ice dams. Necessary work may include: opening up attic interior, adding venting on the North side of the building, increasing the depth of the roof joists, moving the insulation to the underside of the roof, adding mechanical ventilation, replacing the asphalt shingles and associated flashings and weather barriers.
- There are several cracked concrete window sills on the North side of the building.
 - Recommend replacement of cracked sills
- The basement has significant water infiltration issues, particularly along the North and East sides of the original building. Water also seeps up through the slab in the dance room and other select areas of the basement.
 - Recommend excavating around these sides of the building, waterproofing the foundation walls, adding insulation and backfilling
 - Recommend adding drain tile around the exterior foundation and below the floor slab and installing new sump pump(s) to expel water from around the foundation walls and below the floor slab before it enters the building.



John P. Murzyn Hall Cost Estimates

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Building
Category

John P. Murzyn Hall
Exterior

Item and Priority	Estimated Project Cost
1	\$ 1,733,000.00
Replace all exterior windows with new fixed aluminum windows	\$ 179,500.00
Perform thermal imaging scans of building to identify areas of significant heat loss	\$ 6,000.00
Replace cracked concrete window sills (and lintel) on north façade (should be performed concurrently with window replacment)	\$ 8,500.00
Excavate around building exterior, provide waterproofing and insulation, drain tile and sump pump(s), backfill and replace any damaged landscaping	\$ 535,000.00
Complete roof replacement including deck, shingles, insulation, vapor barriers, ventilation, etc.	\$ 1,004,000.00
2	\$ 53,000.00
Replace downspout at northwest corner and redirect to landscaped area to south side of building. Repair damaged landscaping above retaining wall	\$ 4,000.00
Replace main entry storefront doors with new to match other entrance doors and provide appropriate exit devices	\$ 11,000.00
Replace Recreation entry storefront door with new to match other entrance doors and provide appropriate exit device	\$ 6,000.00
Clean and repaint all exterior stucco, patch cracks	\$ 32,000.00
4	\$ 776,500.00
Replace stucco with new exterior metal panel	\$ 757,000.00
Provide prefabricated decorative roof eave element at main entry gable and gift room gable on North side of building	\$ 8,500.00
Replace building signage above main entry with more modern lighted sign	\$ 11,000.00
5	\$ 5,000.00
Replace the fascia trim on the west gable to match rest of trim on the building	\$ 5,000.00
Grand Total	\$ 2,567,500.00



John P. Murzyn Hall City of Columbia Heights Interior

Analysis

- Wood floor in Banquet Hall is original to the building (84 years old), has frequent maintenance issues, and is very difficult to repair due to the wide spacing of the sleepers beneath.
 - Recommend replacing with a new floating wood floor system
- The large, stone fireplace in the banquet hall raises safety concerns during large gatherings due to the public's ability to access the open flame, throw garbage on the gas element, etc.
 - Recommend a gas insert with integral glass enclosure for budgeting purposes
 - Consider electric insert fireplace as alternative
- The faux-quarry tile vinyl flooring in the main entry vestibule and lobby is in poor condition, and is not an appropriate flooring solution for such a high-traffic area. This flooring is also present in the small gift area on the north side of the banquet hall, and the hallways on the West end of the main level.
 - Recommend new porcelain or quarry tile to replace the vinyl
- The storage room for tables and chairs off the main lobby is functional, but there are mismatched ceiling tiles and other aesthetic deficiencies present
 - Consider updating finishes in the storage room
- The double doors into the storage room for tables and chairs off the main lobby are not secure due to the lack of a center mullion or drop rod.
 - Recommend adding drop rod or center mullion to secure the doors.
- Finishes and Partitions in Restrooms are dated but in fair condition.
 - Consider updating finishes and partitions concurrently with ADA upgrades described in Accessibility section.
- The carpet in the Parks Department office was replaced in 2013 and appears to still be in good condition.
- There is some cracking present in the gyp walls at a few windows in the Parks Department offices and the Kitchen.



- Recommend repairing / patching the gyp and repainting
- This work should be performed concurrently with window replacement (see Exterior section)
- There is dated VCT flooring throughout the lower level in hallways, classrooms and storage rooms. The flooring in the Prestemon room is peeling up near the door. There is also VCT on the upper level in the Coat room and storage room.
 - Recommend replacing VCT with new resilient flooring or carpet depending on space use
- The dance room on the lower level is functional, but finishes are dated
 - Consider new flooring, paint, and other finishes for this space
- The Preschool / Theater room on the lower level is functional, and the finishes appear to be in good condition, but the colors and patterns are very specific to the current use
 - If another program is envisioned for this space in the future, having a budget for new finishes is advised
- Door hardware throughout the facility is showing signs of wear, and in some cases is out of compliance with accessibility code (Mathaire room, Parks Department break room, etc.)
 - Consider replacing all interior door locksets with new. This would also provide the opportunity to establish new building standards for appearance, functionality and keyways
- The ACT ceiling tiles in several areas of the building, particularly the lower level are visibly sagging, suggesting they are approaching the end of their usable life (Prestemon, Ostrander and Mathaire rooms and Kitchen were noted in particular)
 - Recommend replacing ACT ceilings throughout the lower level, and in any other areas with noticeable sagging or staining (Kitchen & Gauvite Room) with new, commercial grade ACT ceiling tiles.
- There are operable walls in the Ostrander and in the Mathaire rooms that may be due for replacement
 - Consider replacing the operable walls
- The carpet in the Mathaire and Ostrander rooms, the Seating area on the south side of the Banquet Hall, and the Labelle Lounge (including loft) is showing signs of wear
 - Recommend replacement of carpet in areas indicated



- The casework in the Prestemon room on the lower level appears dated and has minor delamination / chipping in some areas.
 - Recommend replacement of casework & countertop in Prestemon room
- The paneled wood vaulted ceiling in the Labelle Lounge appears to have different stain colors on some portions. This may have been due to replacement, water damage, or other unknown cause
 - Consider sanding and refinishing the wood ceiling to have a consistent stain color
- The interior wood doors of the West vestibule (near the Gauvitte room and Labelle Lounge) have minor damage (chipping and scratches)
 - Replace double wood doors and hardware
- A hazardous materials report is being compiled for the facility
 - Recommend remediation of any hazardous materials identified in the report.
- The current commercial kitchen is larger than required for most events held in the banquet hall and the range, oven and other equipment are well past recommended replacement.
 - Recommend downsizing to a warming / catering kitchen to save on costs and simplify food safety code compliance.
- Due to the recommendation to move the mechanical units out of the attic, a new mechanical space needs to be created somewhere else in the building.
 - Recommend creating a mechanical room in the space left by the kitchen remodel to house the displaced mechanical units (approx.. 800 sf)



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Building
Category

John P. Murzyn Hall
Interior

Item and Priority	Estimated Project Cost
1	\$ 473,500.00
Reconfigure / renovate all restrooms to meet ADA requirements and update finishes and fixtures. Includes removal of showers in lower level restrooms.	\$ 211,000.00
Remediate hazardous materials throughout facility as identified in hazardous materials report	\$ -
Build out dedicated mechanical room for HVAC equipment being relocated from the attic. See mech and elec for related work.	\$ 168,500.00
Patch / repair gyp bd around windows in kitchen and parks department where craking has occurred (concurrent with the window replacment)	\$ 9,500.00
New warming / catering kitchen to replace full commercial kitchen	\$ 84,500.00
2	\$ 347,000.00
Replace banquet hall floor with new floating wood floor system	\$ 109,500.00
Replace all interior door locksets with new	\$ 38,000.00
Replace ceiling tiles throughout lower level, and in Gauvitte Room and Kitchen on upper level	\$ 120,500.00
Replace carpet in Ostrander & Mathaire rooms on lower level, banquet hall, and Labelle Lounge (including loft) on upper level	\$ 79,000.00
3	\$ 181,500.00
Provide gas insert with integral glass enclosure at banquet hall fireplace	\$ -
Replace faux-quarry tile vinyl flooring with porcelain floor tile	\$ 89,500.00
Replace damaged and dated VCT throughout the facility with new resilient flooring	\$ 76,500.00
Replace casework and countertop in Prestemon room	\$ 15,500.00
4	\$ 402,500.00
Update finishes in storage room East of Banquet Hall	\$ 25,500.00
Provide new flooring, paint and other finishes for edgemoor room on lower level	\$ 148,000.00
Budget for renovation of Preschool / Theater room in the event the use / program needs to change in the future	\$ 119,500.00
Replace operable walls in Ostrander and Mathaire rooms on lower level	\$ 49,500.00
Sand and refinish the wood paneled ceiling in the Labelle Lounge	\$ 55,000.00



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	Replace double wood doors and hardware at West vestibule	\$	5,000.00
5		\$	31,000.00
	Add drop rod or center mullion to storage room double doors for added security	\$	2,500.00
	Expand upper level restrooms to provide sufficient fixtures to meet peak demand during banquet hall events	\$	28,500.00
Grand Total		\$	1,435,500.00



John P. Murzyn Hall City of Columbia Heights Accessibility

Analysis

- Restrooms (both levels & genders) lack ADA Accessible toilet stalls
 - Recommend reconfiguring restroom fixtures to meet current MN Accessibility code
 - Expansion of upper level restrooms is recommended to provide sufficient fixtures to meet the demand of events in the dance / banquet hall
- Wall mounted accessories in the restrooms encroach on the clear floor space of some of the plumbing fixtures.
 - Recommend replacing with new shallow-profile or recessed accessories to meet accessibility code requirements
- The showers in the lower level restrooms do not meet current accessibility code. They do not appear to get much use, and the program of the building does not require them.
 - Recommend removal of underutilized non-compliant showers. This work can be included in the restroom renovations recommended to meet ADA requirements.
- There is no ADA height counter at the front desk of the Parks Department office.
 - Recommend modifying the front desk to provide at least one station at ADA height
- The break area / kitchenette in the Parks Department office does not have sufficient floor space to meet current accessibility code, and the knob on the door is also not in compliance
 - Move fridge and microwave out to open office area. Add countertop and electrical:
- The IT / supply closet in the Admin office does not have sufficient floor space to meet current accessibility code
 - Recommend relocation of IT rack to dedicated IT closet
- The guardrails and handrails at the stairs throughout the facility (4 locations including Labelle Lounge loft) do not meet current codes
 - Replace guardrails and handrails with new code-compliant design



- The drinking fountain outside the Preschool / Theater room on the lower level is an old porcelain fixture that does not meet ADA accessibility code. The drinking fountain in the senior center hallway is newer, but also may not be in compliance with current code.
 - Recommend replacement of (2) drinking fountains on lower level to meet current accessibility code
- The kitchenettes in the Ostrander and Mathaire rooms on the lower level do not meet current accessibility code.
 - Recommend replacing cabinets, countertops, sinks and resilient flooring at (2) kitchenette locations in the lower level senior center to meet current accessibility standards and update finishes.
- There is a step up at the Recreation entry door on the East end of the building which appears to be the result of the sidewalk settling over time. This results in a barrier to access
 - Recommend providing a new level concrete stoop meeting ADA accessibility requirements with foundations that extend below the frost line to prevent heaving or sinking in the future.



John P. Murzyn Hall Cost Estimates

City of Columbia Heights
Facility Assessment Report
Project No.: 222018
Draft: June 16, 2022

Item 4.
Item 1.

Building
Category

John P. Murzyn Hall
Accessibility

Item and Priority	Estimated Project Cost
1	
Modify front desk at Parks Department office to provide ADA height counter.	\$ 39,500.00
Includes new workstations, counter, and glass divider	\$ 31,000.00
Provide a new concrete stoop level with the recreation entrance door with foundations that extend below the frost line	\$ 8,500.00
2	\$ 58,000.00
Replace wall mounted accessories in all restrooms with shallow profile or recessed accessories to meet ADA requirements	\$ 4,500.00
Provide countertop and electrical outlets for fridge and microwave in open office area of parks department to ensure accessibility for all staff	\$ 4,000.00
Replace handrails at stairs throughout the facility with code compliant design	\$ 6,500.00
Replace cabinets, countertops, sinks and resilient flooring at kitchenettes in Ostrander and Mathaire rooms to meet current accessibility codes	\$ 9,000.00
Build out dedicated IT closet for IT equipment rack. See mech and elec for related work.	\$ 13,500.00
Modify guard rails at stairs throughout the facility to ensure code compliance.	\$ 20,500.00
Grand Total	\$ 97,500.00



John P. Murzyn Hall City of Columbia Heights Mechanical Systems

Analysis

HVAC

- The central heating plant was replaced in 2008 and currently consists of three (3) Triangle Tube SOLO 399 boilers. Four system pumps with 50% glycol mix are modulated through VFDs. Two pumps serve the perimeter radiation and two pumps serve the four air handlers. A separate pump was added to supplement the outdoor sidewalk snow melt system.
- HVAC for all of the lower level and half of the upper level is provided by S-1 installed in 1985 and located on the lower level, the motor and VFD were replaced in 2008. The condensing unit appears to be original from 1985 and is past its life cycle. Existing refrigerant charge is R-22 which is no longer produced and increasingly expensive to service.
 - Recommend replacing 1985 condensing unit and considering replacing 1985 air handling unit S-1 that is beyond its useful life.
- Fourteen (14) VAVs with reheat serve the zones supplied by S-1 and were replaced in 2008 along with new control valves. Owner reports issues with the VAV serving the kitchen
 - Recommend replacement of the malfunctioning VAV in the Kitchen. This work should be done concurrently with the project to downsize to a Catering Kitchen.
- Three (3) McQuay air handling units with hot water heat and direct expansion cooling were installed in 2008. Two AHU units in the attic serve the main room and sitting area on the upper level and a third AHU in the attic serves the east side of the upper level. Condensing unit for AHU-4 replaced in 2021.
 - The two 2008 Trane condensing units CU-2 and CU-3 are nearing the end of their useful life and should be considered for replacement.
 - Recommend adding economizer capability to the three air handlers in the attic. Requires larger ductwork, larger intake and relief hoods, added controls, and associated control dampers.
 - Recommend raising air handlers and associated equipment to allow for adequate insulation next to air handlers.



- Recommend installing properly sloped drain pan and properly sized condensate drain for three air handlers in the attic to prevent condensate clog.
- Recommend insulating fan and return ductwork in attic.
- The three air handling units in the attic are likely significant contributors to the iced dam problems with the roof, as they are above the insulation layer. The drip pan has overflowed at times, causing damage to the ceiling of the banquet hall. Accessing and servicing the units in the attic proves challenging for facility maintenance staff due to steep ships ladder and the confined space.
 - Consider relocating air handlers to a new mechanical space created by reducing the size of the kitchen. This work to address the other issues related to these (3) AHUs.
- GPS Ionization was added in the last two years to all four air handlers.
- Humidifier for S-1 has history of failing.
 - Recommend replacing humidifier if the owner still desires humidification.
- Balcony space in room 112 is consistently too warm.
 - Recommend rebalancing, upsizing VAV serving area, and adding additional destratification fans.
- Ductwork appears to be internally lined with insulation. The liner should be inspected and potentially replaced.
- VAVs missing heating water supply and return insulation.
 - Recommend adding insulation to last couple of feet of bare pipes serving the VAV boxes.
- Finned tube radiation serves areas with exposed exterior walls with the exception of the main room.
- Vestibules are served by cabinet unit heaters and are likely at the end of their life expectancy.
- Telecommunications equipment is not currently cooled.
 - Recommend adding a dedicated cooling unit for the technology room.
- Roof mounted PRV exhaust fans serve the kitchens and the restrooms.
 - Recommend replacing non-operational dishwasher exhaust fan switch.



- Recommend replacing non-operational exhaust fan switch in restroom room number 17 in the daycare area.



Controls

- MN Controls installed an upgraded controller in 2020 with remote access.
 - Consider controlling building lighting through BAS – parking lot and interior of building.
 - Recommend replacing high pressure static sensor on unit S-1
 - Recommend relocating freeze stats on three units in the attic to a better location to prevent tripping.
 - Consider converting to Delta system to match other city facilities

Plumbing

- Cold water is supplied to the building through the east end of the building. Minneapolis City water is softened at the plant, so there is no water softener in the building.
 - Recommend the visibly corroded water main fittings be replaced.
 - Recommend a water hardness test be conducted and a water softener be installed based on results of water hardness test.
- Hot water is provided by one AO Smith gas water heater installed in 2000. A recirculation pump and loop is connected to the water heater.
 - Recommend insulation be added to the domestic piping in the water heater room and all other areas of the building that are currently uninsulated.
 - Recommend considering replacing the water heater as it nears the end of its life cycle.
- Plumbing fixtures in the building have manual faucets and flush valves and are original to the 1985 renovations.
 - Recommend considering automatic fixtures.
- Restroom lavatories lack protective insulation on piping underneath the sink.
 - Recommend providing insulation to meet ADA requirements.



- Pipes are not in very good condition due to corrosion and sediment build up. Building is piped with galvanized piping that should be replaced.
 - Recommend replacing all galvanized domestic water piping.
- Roof is guttered and storm water is routed away from the building and to the green space east of the building.

Fire Protection

- The entire building is sprinkled and the main fire protection line comes through Mill Ave on the west side of the building.
- The kitchen hood does not appear to have a fire suppression system.
 - Recommend adding fire suppression system to the hood.
 - If the kitchen is downgraded to a catering kitchen, the hood can be removed along with the range and oven.



John P. Murzyn Hall Cost Estimates

City of Columbia Heights
Facility Assessment Report
Project No.: 222018
Draft: June 16, 2022

Item 4.
Item 1.

Building
Category

John P. Murzyn Hall
Mechanical Systems

Item and Priority	Estimated Project Cost
1	\$ 518,000.00
Replace all galvanized domestic water piping (Assuming 450' length)	\$ 70,500.00
Install floor drains for new mech room	\$ 21,500.00
New plumbing for new kitchen area	\$ 35,500.00
New drinking fountains (2)	\$ 11,000.00
Sprinkler new mech room	\$ 7,500.00
Move (and make new?) AHU-2 through AHU-4 to kitchen space	\$ 140,500.00
Reducting to supply and return mains	\$ 42,500.00
Install relief louver and ductwork	\$ 28,500.00
Ducting to outside air hood and/or moving location of hood	\$ 28,500.00
Move condensing units, replace CU-2 and CU-3	\$ 49,500.00
Extend heating water piping and insulate	\$ 35,500.00
HVAC for new kitchen area, additional VAV on S-1 and EF	\$ 21,500.00
Replace non operating exhaust fans switches / exhaust fans	\$ 7,500.00
Testing and Balancing	\$ 18,000.00
2	\$ 991,500.00
Replace high efficiency water heater and pump	\$ 21,500.00
Lower level kitchenette new sink	\$ 7,500.00
Parks department kitchenette remodel	\$ 7,500.00
Lower level restroom remodel (19 Fixtures if all toilet rooms)	\$ 105,500.00
Upper level restroom remodel and expansion (11 Fixtures)	\$ 63,500.00
Sprinkler reroute and move heads	\$ 7,500.00



John P. Murzyn Hall Cost Estimates

City of Columbia Heights
Facility Assessment Report
Project No.: 222018
Draft: June 16, 2022

Item 4.

Item 1.

Replace sprinkler heads in areas of new ceiling replacement. Entire lower level and portions of upper level (Approx 13,000 sq. ft.)	\$	35,500.00
Replace S-1 and condensing unit	\$	105,500.00
Replace ductwork internal insulation (apprx 70% of the building) and add external insulation	\$	70,500.00
Replace cabinet unit heaters (5)	\$	21,500.00
Add a dedicated cooling unit for the technology room	\$	25,000.00
Replace GRDs at areas of new ceiling replacement. Entire lower level and portions of upper level (Approx 13,000 sq. ft.)	\$	25,000.00
Replace Boilers	\$	105,500.00
Replace Pumps and VFDs	\$	56,500.00
Replace Humidifier	\$	10,000.00
New GPS Ionization (4)	\$	20,000.00
Remove existing and replace with new temp sensors	\$	35,500.00
Replace control valves on perimeter radiation (approx 15)	\$	35,500.00
Replace all building controls (convert to Delta controls)	\$	211,000.00
Control building lighting through BAS	\$	21,500.00
3	\$	191,000.00
Replace faucets and flush valves	\$	84,500.00
Add additional destrat fans in the balcony space room 112 and upsize VAV	\$	14,500.00
Replace existing 2 small condensing units on east side and split system	\$	21,500.00
Replace 14 VAVs	\$	70,500.00
Grand Total	\$	1,700,500.00



John P. Murzyn Hall City of Columbia Heights Electrical Systems

Analysis

- The existing electrical service is a 1200 ampere, 208/120 volt, 3 phase, 4 wire fusible switch switchboard. Switchboard is manufactured by Cutler-Hammer and parts are readily available. The 12 month billing history indicates a Peak Demand of 107KW. Using National Electric Code calculations, the system is operating at approximately 30% of capacity. The service was updated in approximately 1986. It is of adequate size for future remodeling or additions.
 - Recommend exercising switches and check fuses for proper operation.
 - There exists several spare switches available for future work.
- Panelboards have been mostly replaced with newer (1986) units. One exception is panelboard L1 adjacent to the switchboard. Panelboards are typically manufactured by Cutler-Hammer. Parts are readily available for expansion. Panelboard L3 appears to be of load center design and has a variety of brands of circuit breakers.
 - Recommend replacing panelboards L1 and L3.
- The entire building appears to be backed-up by a diesel fueled generator. The generator is located adjacent to the main service on the southeast exterior portion of the building. The generator and associated transfer switch are manufactured by Cummings Power Generation and appear in good condition. Size of unit is reported to be 175kw.
 - Provide a separate life safety branch as required by code.
 - Provide load bank test of generator and operate Transfer Switch for proper operation.
- A variety of mechanical equipment including Air Handling Units, Condensers, Pumps, etc. exist in the facility. Additional units may be added.
 - Provide disconnection and reconnection as well as new feeders as required by the new plan.
- The existing lighting appears to be entirely fluorescent and incandescent lamped fixtures. 2x4 lay-in fixtures in office and general spaces and Stup (Cove) fixtures, with incandescent fixtures in public spaces. Lighting control is line voltage switches and dimmers throughout.
 - Recommend replacing entirely with LED fixtures and low voltage controls.



- Parking lot lighting is HID (source unknown). Typically this lighting is controlled with a time clock/switch control. It is unclear if there is a BAS interface.
 - Recommend replacing fixtures with LED sourced units with occupancy controlled dimming.
- Telecommunications appears to be a hybrid of analog telephones and a recently installed fiber backbone, category 5e cabling plant. It is believed to have been installed for the City Hall Office function.
 - Recommend providing a dedicated environmentally controlled room and expanding to full building coverage.
 - Consider replacing all data cabling with category 6 to match city standard.
- The fire alarm system is a Gamewell FCI system and was installed approximately 10 years ago. The strobes are out of sync, as noted by the Fire Marshall's last inspection. Firenet has not been out to correct the issue despite multiple requests.
 - Recommend repairs be pursued to address the code non-compliance
 - Consider replacing the system with a non-proprietary one.



John P. Murzyn Hall Cost Estimates

City of Columbia Heights
Facility Assessment Report
Project No.: 222018
Draft: June 16, 2022

Item 4.
Item 1.

Building
Category

John P. Murzyn Hall
Electrical Systems

Item and Priority	Estimated Project Cost
1	\$ 11,000.00
Repair fire alarm system to address out of sync strobes	\$ 11,000.00
2	\$ 540,000.00
Replace panelboards L1 and L3	\$ 10,000.00
Provide a separate life safety branch as required by code	\$ 35,500.00
Provide load bank test of generator and operate transfer switch for proper operation	\$ 5,500.00
Provide disconnection and reconnection as well as new feeders as required by mechanical upgrades and replacements	\$ 15,000.00
Replace lighting throughout the facility with LED fixtures and low voltage controls	\$ 105,500.00
Replace parking lot lighting with LED sourced units with occupancy controlled dimming	\$ 32,500.00
Replace all data cabling throughout the facility with category 6 to match city standard	\$ 316,000.00
Move telecom equipment to a dedicated IT closet and expand to full building coverage. Concurrent Arch and mech work.	\$ 20,000.00
3	\$ 21,500.00
Replace fire alarm system with non-proprietary equivalent	\$ 21,500.00
Grand Total	\$ 572,500.00

Silverwood Park Great Hall





Silverwood Park Great Hall:

Located in St. Anthony, Silverwood Park is a regional center devoted to connecting the community with the natural world through artistic creation. An elegant design with green technology, the Visitor Center provides spectacular views of the lake and the 20-acre mature upland oak forest. The center is home to the gallery, Great Hall, coffee shop, gift shop, and classroom. The Great Hall is beautiful and unique featuring cathedral-style ceiling and large picture windows overlooking Silver Lake.

Great Hall Rental Hours:

Rentals of the Great Hall begin at 10am and extend no later than midnight. Nothing can enter the space before the rental timeframe and early vendors will be refused entry. Your event *must end by 11pm* to allow adequate clean up before midnight. All your personal belongings, guests, and vendors need to be out of the building by midnight. Excessive cleanup or staff being required to stay late may result in all or part of your damage deposit being withheld.

Rental Fees:

Friday—Sunday + holidays 10am-midnight	Monday-Thursday (10am-midnight or 9am-5pm)	Friday & Sunday Off-Season (Nov-Mar, 10am-midnight)
Room Rental: \$2800 *Damage Deposit: \$600 Security Fee: \$240+tax	10am-midnight: \$1700 (**requires security \$240+tax) 9am-5pm Rental: \$900 Damage Deposit: \$600 Classroom Option: \$200	Room Rental: \$1900 Damage Deposit: \$600 Security Fee: \$240+tax

* All rentals of the Great Hall will be charged a \$600 damage deposit. That will be refunded after the event barring any damage or issues with guideline compliance.

** Any event extending past the end of our normal operating hours will require additional security. All events serving alcohol will be charged the security fee regardless of event end time

Reservation and Payment:

Payment is due in full at the time of reservation to hold a date. Credit card payment can be made with a MasterCard, Visa, Discover, or American Express over the phone by calling our Reservations Office at **763-559-6700**. Payment can be made by cash or check in person at Silverwood.



Cancellation Policy:

- If a cancellation is made more than 365 days from the reservation date, 100% of the fee will be refunded.
- If a cancellation is made between 240-365 days from the reservation date, 50% of the fee will be refunded.
- If a cancellation is made between 180-240 days from the reservation date, 25% of the fee will be refunded.
- All cancellations made within 180 days from the reservation date are non-refundable.

*"Beautiful location and a great value."
-Michael L.*

Great Hall Rental Includes:

- Great Hall, Classroom, and attached patio
- Banquet style seating for up to 240
- Sound system with wireless microphones for toasts and speeches
- Cordless outdoor PA system with up to 2 microphones for speaking
- Projector and projection screen
- Wooden podium
- Standard microphone stand and black music stand
- Outdoor patio with wood burning fireplace & wood
- Dressing room
- Coat racks
- Ample restrooms
- Event specific Silverwood staff

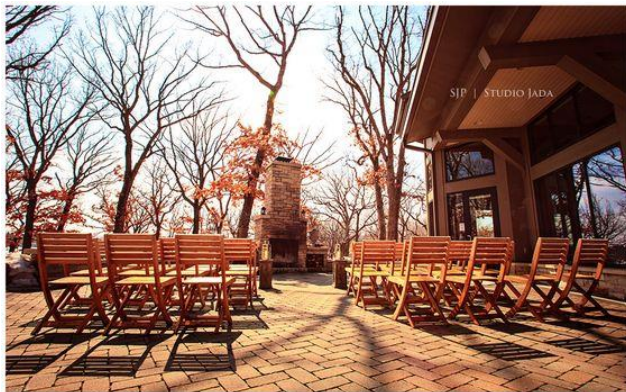


Ceremonies in the Park:

Patio Ceremonies: The outdoor patio space adjacent to the Great Hall is included in your rental of the Great Hall. Any formal tables or seating for outdoors are **not** provided by Silverwood. ***Chairs and tables for outdoors must come from a third-party vendor.*** Set up and take down of all rental chairs/tables and décor must be completed within the 10am-midnight rental timeframe.



Indoor Ceremonies: Silverwood provides a reception layout with round tables and chairs set up for guests, but we do not provide a staff to flip the room for a ceremony. If you would like chairs set in rows for a ceremony, your party is responsible for setting up the room how you would like it.



Wedding Rehearsals:

You may schedule a wedding rehearsal in the Great Hall for \$50 for a one-hour time period during normal business hours if the space is not being used for another event. Rehearsals can be booked no more than 30 days prior to your event.



Item 6.

Amphitheater Ceremonies: The Amphitheater can be reserved for an additional \$750 for your event. You will have access to the Amphitheater 10am-sunset. All set up and take down will need to be done within this timeframe. ***Chairs and tables for outdoors must come from a third-party vendor.*** This space has access to electricity and stone seating for roughly 50 people built into the hillside. Silverwood staff are not responsible for valuables or personal belongings left on the Amphitheater.



"The Great Hall is architecturally beautiful and... the outdoor spaces are gorgeous as well."

-Jessica O.

Additional Rental Spaces:

Item 6.

Classroom:

The classroom adjoining the Great Hall is included in the rental of the Great Hall. The rental timeframe of the classroom is 10am-midnight unless otherwise noted.

Amphitheater:

The Amphitheater can be reserved for \$750 in addition to the rental of the Great Hall. Rental of the amphitheater is 10am-sunset and all setup and takedown must happen within that timeframe.

Island Picnic Shelter:

The Island Picnic Shelter is an additional rental space in the park; however, it cannot be used for outdoor ceremonies. Please contact Mary Stennes for further information regarding the Island Picnic Shelter.

"Beautiful location and a great value."

-Michael L.

Great Hall Details:

Music/Amplification: Live bands and DJs are allowed; however, lighting and music sound levels must comply with Park District Ordinance and building electric capacity. Our building is equipped with standard 20 amp circuits. Amplified music is not allowed on the patio.

Photography: Photography is allowed in public spaces. Please respect our landscaping and stay on marked or obvious trails. Vehicles and carts are not permitted.

Pets in the Park: Designated trails are provided for walking with pets. A trail map is available at ThreeRiversParks.org. Pets must be attended at all times and on a maximum of a 6-foot non-retractable leash. Pets are not allowed inside park buildings. Exceptions are made for marked service animals.

Outdoor Fireplace: An outdoor fireplace with a supply of wood is provided for use during your rental period. You may not bring your own wood into the park. The site host will start and tend to the fire. We ask that park guests do not start and maintain the fire; please see the host.

Want to make your wedding day part of the Silverwood Legacy?

Add us to your wedding registry!

Donations can be made to Silverwood in your name and with a minimum donation of \$250 your names or special date can be added to our Donor Wall as a symbol of your support.

This is a gift that will keep Silverwood's unique dedication to natural sciences and the arts alive.

With questions on how to add Silverwood Donations to your gift registry contact:

Alyssa Baguss, 763-694-2084

alyssa.baguss@threeriversparks.org





Approved Caterers

As part of our commitment to providing you the highest level of service and guest satisfaction, we have established an approved catering list. This list will ensure a distinctive and personalized experience for your event. If you choose to have your special event catered, please select your caterer from the approved catering list. The catering companies were selected based on their commitment to excellence in customer service as well as their ability to provide a wide variety of catering options and exceptional value. Please note that a 13% caterer's usage fee is assessed to each caterer by the Park District. It is the caterer's responsibility to pay this fee; however, you should expect it to be incorporated into your bid from the caterer.

Alcohol Policy

In accordance with Three Rivers Park District's ordinance pertaining to alcohol use (Chapter 3, Section 1C – Drug and Alcohol Use) **any alcohol served at your event at Silverwood Great Hall *must* be purchased *and* provided by an approved caterer or licensed beverage provider identified on a current Board approved caterer list.** Beer, wine, ciders, hard lemonades, and other malt based beverages are permitted in aluminum cans, glass bottles and kegs. Hard liquor is not allowed anywhere on Park District property.



Dessert

Wedding Cakes and desserts can be brought in from anywhere. We love to see your personal style in your dessert choice.

"Beautiful location, required minimal decorating and amazing opportunities for guests to explore."

-Zachary P.

Zero Waste Facility

Three Rivers Park District is committed to lessening our impact on the environment by reducing the amount of waste generated at events. And now your nuptials can have a "green" touch, too. All of our caterers provide either reusable dinnerware, tablecloths and napkins, or compostable substitutes. Single serving plastic containers are not allowed. Three Rivers Parks practices the use of products that are both convenient for our facilities and far more environmentally friendly. Compostable products are also available for purchase through Three Rivers Park District for your convenience.



Decorating Guidelines

Indoor Decorating:

Tables and Chairs: Tables and chairs: Silverwood provides 60" rounds and 8' rectangular banquet tables for events; as well as wooden, Silverwood custom, non-folding chairs. All tabletop decorations on our tables must be freestanding. Tape, staples, pins, glue, or nails are not allowed to affix decorations to tables or chairs. Indoor tables and chairs may not be moved outside. ***Chairs and tables for outdoors must come from a third-party vendor.***

Indoor Flames: Candles and oil lamps are permitted. Candles must be in a container in which the sides are higher than the wick to prevent wax from dripping on the tabletop. Candles cannot be on window sills.

Walls and Windows: Taping, stapling, nailing, or pinning, or draping are not allowed on the walls, windows, or ceilings in the Great Hall or Classroom.

Extension Cords: We do not provide extension cords. You will need to supply your own.

Glitter and Confetti: Confetti, rice, birdseed, streamers, glitter, gel beads, or poppers may not be used in or around the hall or park. Bubbles are allowed outdoors only.

Fog and Smoke: Fog and smoke machines are not allowed in the Great Hall.

Risers, Stages, and Dance Floors: Risers, stages, and dance floors may not be used in the Great Hall or Classroom.

All decorating set-up and takedown must be done within your rental period

Outdoor Decorating:

Patio: Decorations may not be placed beyond the edge of the outdoor patio area or anywhere in the natural areas or gardens within the park.

Outdoor Fireplace: An outdoor fireplace with a supply of wood is provided for use during your rental period. You may not bring your own wood into the park. The site host will start and tend to the fire. We ask that park guests do not start and maintain the fire; please see the host.

Glitter and Confetti – Confetti, rice, birdseed, streamers, flower petals, glitter, gel beads, or poppers may not be used in or around the hall or park

Balloons: Balloons are allowed; however, all fragments that are on the ground must be picked up. Balloon fragments are dangerous to wildlife. Balloons may not be released in the park.

Outside Flames: Candles, tiki torches, luminaries, sparklers, fireworks, wish lanterns, or any type of flames outside are not allowed.

Canopies: Canopies are allowed. No staking is allowed; all canopies must be weighted and set up in designated areas.

Outdoor Furniture: Silverwood does not provide any formal outdoor seating for your event. Any metal patio tables, patio chairs, or wooden rockers belong to Silverwood's public entity and are not for the exclusive use of your party. They will be cleared from the rental area prior to your event and cannot be moved back until after the close of business.

Signs and Banners: Temporary signs on independent laths may be located within the park. Banners or signs may not be tied, taped, or otherwise affixed to or across trees, signs, or other post-type structures. All signs and banners must be set-up and taken-down within the rental time frame.



2022 Rental Rates

Vadnais Room (Capacity 400+)

Standard Rate

Off-Season Rate (Jan-April & Dec)

Monday - Thursday (non-wedding)	\$800.00	\$775.00
Friday	\$3,600.00	\$3,200.00
Saturday	\$4,400.00	\$3,800.00
Sunday	\$3,400.00	\$3,100.00
	\$900.00 Youth Rate	\$800.00 Youth
Refundable Damage Deposit (for all events)	\$400.00	\$400.00
Security Fee	\$425.00	\$425.00
(Room rental includes 8 consecutive hours Sun. - Thur. and 10 consecutive hours Fri. & Sat. only)		

East Vadnais Room (Capacity 200)/ West Vadnais Room (Capacity 150) (Weddings Excluded)

Monday - Thursday	\$150.00/Hour	\$125.00/Hour
Friday	n/a	n/a
Saturday	n/a	n/a
Sunday	\$175.00/Hour	\$125.00/Hour
6 hour minimum		
Refundable Damage Deposit (for all events)	\$400.00	\$400.00

Fireside Room (Capacity 60)

Monday - Sunday	\$125.00/Hour	\$100.00/Hour
6 hour minimum		
Refundable Damage Deposit (for all events)	\$400.00	\$400.00

Willow Room (Capacity 20 - 22)/Lambert Room (Capacity 12 - 14) (Business Use Only)

Monday - Sunday	\$65.00/Hour	\$65.00/Hour
6 hour minimum		
Refundable Damage Deposit (for all events)	\$200.00	\$200.00

Wedding Ceremonies

Inside/Outside Ceremony	\$1,500.00	\$1,200.00
Change-over due to weather	\$400.00	\$400.00
Ceremony Includes 2 additional hours & 1 hour rehearsal		

Cash or check only. Prices subject to change. Holiday rates upon request.
Early/Late access \$100.00/hour. Corporate/Social Event Manager charges \$80.00 per hour.
Additional fees may be charged for supplementary services.
Off-Season Rates are good December through April.

**Resident rate shall be 5% less than the current rate for Friday, Saturday, or Sunday rental of the Vadnais Room.
All Preferred Caterers and Decorators will apply a 15% VHC usage fee. See Rental Contract for more details.**

Rates Effective 1/1/20



2023 Rental Rates

Vadnais Room (Capacity 400+)

Standard Rate

Off-Season Rate (Jan-April & Nov-Dec)

Monday - Thursday (non-wedding)	\$900.00	\$800.00
Friday	\$3,600.00	\$3,000.00
Saturday	\$4,400.00	\$3,500.00
Sunday	\$3,400.00	\$2,900.00
	\$900.00 Youth Rate	\$800.00 Youth Rate
Refundable Damage Deposit (for all events)	\$500.00	\$500.00
Security Fee	\$450.00	\$450.00
(Room rental includes 8 consecutive hours Sun. - Thur. and 10 consecutive hours Fri. & Sat. only)		

Fireside Room (Capacity 60)

Monday - Sunday 6 hour minimum	\$150.00/Hour	\$125.00/Hour
Refundable Damage Deposit (for all events)	\$500.00	\$500.00

Willow Room (Capacity 20 - 22)/Lambert Room (Capacity 12 - 14) (Business Use Only)

Monday - Sunday 6 hour minimum	\$70.00/Hour	\$70.00/Hour
Refundable Damage Deposit (for all events)	\$200.00	\$200.00

Wedding Ceremonies

Inside/Outside Ceremony	\$1,700.00	\$1,400.00
Change-over due to weather	\$500.00	\$500.00
Ceremony Includes 2 additional hours & 1 hour rehearsal		

Rates Effective 11/17/22

Cash or check only. Prices subject to change. Holiday rates upon request.

Early access prior to 7 am - \$150/hour. After hours fee midnight to 1 am - \$250/hour.

Corporate/Social Event Manager charges \$100.00 per hour for av usage.

Additional fees may be charged for supplementary services.

Off-Season Rates are good January through April and November through December.

Change of Date fee will be assessed \$500.00.

Lobby furniture removal: If a conference room is available to store furniture, a fee of \$400.00 will be assessed to move furniture.

Renter will receive a 15% room rental discount for rental of the Vadnais Room if room is booked within 60 day of rental date.

All Preferred Caterers and Decorators will apply a 15% VHC usage fee. See Rental Contract for more details.

Resident rate shall be 5% less than the current rate for Friday, Saturday, or Sunday rental of the Vadnais Room.

MEMO

CITY OF COLUMBIA HEIGHTS

TO: Parks and Recreation Commission

FROM: Keith Windschitl, Recreation Director

DATE: July 21 2022, for Commission meeting of Wednesday, July 27, 2022

SUBJECT: John P. Murzyn Hall Rental Rates and Policies Update

Staff would like to review rental fees, damage deposit and policies for Murzyn Hall. The last several years have highly impacted the building with more repairs and cleanup from large events. Operational costs have significantly increased with utility costs rising and HVAC repairs becoming very expensive. Recently the city did a staff wage comparison study, and the end result increased our custodial wages by approximately 41%.

All these items combined have forced staff to recommend fees be increased significantly to cover all the operating costs. Staff also feels some of the policies need to be redefined to reduce liability and wear and tear on the building.

Below are several items staff would like to discuss:

1. All rentals of 50 or more people must use the Lions Club for Bar Service (current policy is over 200 people must use the Lions Bar).
2. Increase damage deposit from \$500 to \$700.
3. Renters lose all damage deposit if attendance is 50 or more people over the disclosed amount.
4. Rental Rates – Have a weekend rate for Fridays, Saturdays, and Sundays. Have a weekday rate for Mondays – Thursdays. Residents will still receive a 25% discount on rentals.

<u>Current 2022 Rates</u>			<u>2023 Rates</u>		
Sun – Fri	\$1,059.01	w/tax \$1,134.46	Sun – Fri	\$1,154.32	w/tax \$1,236.56
Sat	\$1,681.32	w/tax \$1,801.11	Sat	\$1,883.07	w/tax \$2,017.24

Proposed Rates, effective immediately for all new 2022 and 2023 rentals

Fri – Sun	\$3,362.64	w/tax \$3,602.23
Mon – Thurs	\$2,118.02	w/tax \$2,268.92

Attached are price sheets for Silverwood Park and Vadnais Heights Commons for comparison purposes. The city is currently working with Wold Architects on a facility assessment report. In the preliminary report, they have indicated many major repairs that will require significant funding.

Attachments: Silverwood Park guidelines, and Vadnais Heights Commons price sheets