



CITY COUNCIL MEETING
City Hall—Council Chambers, 590 40th Ave NE
Monday, December 13, 2021
7:00 PM

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

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

*Members of the public who wish to attend may do so in-person, by calling **1-312-626-6799** and entering meeting ID **839 1578 2323** or by Zoom at <https://us02web.zoom.us/j/83915782323>. For questions please call the Administration Department at 763-706-3610.*

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

MISSION STATEMENT

Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively addresses changing citizen and community needs in a fiscally-responsible and customer-friendly manner.

APPROVAL OF AGENDA

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

PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS

CONSENT AGENDA

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

MOTION: Move to approve the Consent Agenda as presented.

1. Approve November 22, 2021 City Council Meeting Minutes.

MOTION: Move to approve the City Council Meeting minutes of November 22, 2021.

2. Accept November 3, 2021 Library Board Minutes.

MOTION: Move to accept the Library Board Minutes of November 3, 2021.

3. Accept September 9, 2021 Park and Recreation Commission Minutes.

MOTION: Move to accept the Parks and Recreation Minutes of September 9, 2021.

4. Accept October 19, 2021 Traffic Committee Minutes.

MOTION: Move to accept the Traffic Commission minutes of October 19, 2021.

5. Authorize School Resource Officer Contract with Columbia Heights School District.

MOTION: Move to authorize the Mayor and Police Chief to enter into a Joint Powers agreement with Columbia Heights Public Schools for the provision of a Police School Resource Officer program as stipulated in the Joint Powers Agreement for the period of January 1 through December 31, 2022.

6. Approve Resolution 2021-96 Approving State of MN Joint Powers Agreement.

MOTION: Move to waive the reading of Resolution 2021-96, there being ample copies available to the public.

MOTION: Move to approve Resolution 2021-96, being a Resolution approving State of Minnesota Joint Powers Agreement with the City of Columbia Heights on behalf of its City Attorney and Police Department.

7. Approve Resolution 2021-98, A Resolution to Accept the Amended Original Allocation and Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act.

MOTION: Move to waive the reading of Resolution 2021-98, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2021-98, a Resolution to Accept the Amended Original Allocation and Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act.

8. Anoka County HRA Levy Request for Reimbursement of Cell Tower Relocation Expenditures.

MOTION: Move to waive the reading of Resolution 2021-99, there being ample copies available to the public.

MOTION: Move to approve Resolution 2021-99, a resolution requesting funds from the Anoka County Housing and Redevelopment Authority to support economic development activities in the City of Columbia Heights.

9. Adopt Resolution 2021-95 Establishing Senior Citizens or Retired and Disabled Persons Hardship Special Assessment Deferral.

MOTION: Move to waive the reading of Resolution No. 2021-95 there being ample copies available to the public.

MOTION: Move to adopt Resolution No. 2021-95, being a resolution establishing a new maximum income of \$41,800 for Senior or Retired and Disabled Persons to be eligible for special assessment deferral.

10. Adopt Resolution 2021-100 Accepting the Feasibility Report for Zones 6 And 7 Street Rehabilitation and Ordering the Public Improvement Hearing, City Project No. 2202.

MOTION: Move to waive the reading of Resolution 2021-100, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2021-100, being a resolution accepting the Feasibility Report for 2022 Street Rehabilitation Improvements - Zones 6 and 7, City Project No. 2202, and ordering the Public Improvement Hearing beginning at 6:15 p.m. on February 7, 2022.

11. Adopt Resolution 2021-103 being a Resolution Ordering Preparation of a Report for MSAS Overlay.

MOTION: Move to waive the reading of Resolution 2021-103, there being ample copies available for the public.

MOTION: Move to adopt Resolution 2021-103, being a Resolution ordering preparation of a feasibility report for MSAS Overlay, Project 2206.

12. Adopt Resolution 2021-101 Accepting the Feasibility Report for State Aid Street Rehabilitation and Ordering the Public Improvement Hearing, City Project No. 2206.

MOTION: Move to waive the reading of Resolution 2021-101, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2021-101 being a resolution accepting the Feasibility Report for 2022 Street Rehabilitation Improvements – M.S.A. Street Overlay, City Project No. 2206, and ordering the Public Improvement Hearing beginning at 6:45 p.m. on February 7, 2022.

13. Construction Management Services for the New City Hall.

MOTION: Move to approve the professional services agreement with Doran Special Projects, LLC in the amount of \$357,534 to provide Construction Manager at Risk Services for the buildout of the new City Hall located at 3989 Central Avenue.

14. Final Compensating Change Order and Payment for 2021 Miscellaneous Concrete, Project No. 2100.

MOTION: Move to approve the final compensating change order and accept the work for 2021 Miscellaneous Concrete Repairs and Installations, City Project No. 2100, and authorize final payment of \$10,178.77 to Standard Sidewalk, Inc. of Blaine, Minnesota.

15. Final Payment for 2020 Columbia Heights Infrastructure Program, Project Numbers 1903, 1909, and 1802.

MOTION: Move to accept the work for 2020 Columbia Heights Infrastructure Program, City Project Numbers 1903, 1909, and 1802, and authorize final payment of \$27,000.05 to Northdale Construction Company, Inc. of Albertville, Minnesota.

16. Final Payment for 2021 Sanitary Sewer Lining, City Project 2104.

MOTION: Move accept the work for 2021 Sanitary Sewer Lining, City Project 2104, and authorize final payment of \$62,990.93 to Hydro-Klean, LLC of Des Moines, IA.

17. Capital Equipment: Authorization to Purchase Engineering Van Replacement.

MOTION: Move to authorize the purchase of one (1) new 2022 Ford E-Transit-350 Fully Electric Cargo Van off the State of Minnesota Purchasing Contract from Boyer Trucks, Minneapolis, MN in the amount of \$55,586.

18. Adopt Resolution 2021-104 Establishing the City of Columbia Heights Fee Schedule for 2022.

MOTION: Move to waive the reading of Resolution No. 2021-104, there being ample copies available to the public.

MOTION: Motion to adopt Resolution No. 2021-104, approving the 2022 City Wide Fee Schedule.

19. Adopt Resolution 2021-105 Establishing Precinct and Polling Locations for 2022 Election Year.

MOTION: Move to waive the reading of Resolution 2021-105 there being ample copies available to the public.

MOTION: Move to adopt Resolution 2021-105, establishing Precinct and Polling Locations for the 2022 Election Year

20. Approval of John P. Murzyn Hall Rental Policy Updates.

MOTION: Move to approve the changes the John P Murzyn Hall rental policies as listed.

21. License Agenda.

MOTION: Move to approve the items as listed on the business license agenda for December 13, 2021 as presented.

22. Rental Occupancy Licenses for Approval.

MOTION: Move to approve the items listed for rental housing license applications for December 13, 2021, in that they have met the requirements of the Property Maintenance Code.

23. Cancel December 27, 2021 City Council Meeting.

MOTION: Move to cancel the December 27, 2021 Regular City Council Meeting.

24. Review of Bills.

MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$1,277,460.40.

PUBLIC HEARINGS

25. Resolution 2021-102, Adopting a Budget for the Year 2022, Setting the City Levy, Approving the HRA Levy, and Approving a Tax Rate Increase.

MOTION: Move to waive the reading of Resolution 2021-102, there being ample copies available to the public.

MOTION: Move to close the public comment and adopt Resolution 2021-102, being a resolution adopting a budget for the year 2022, setting the city levy, approving the HRA levy, and approving a tax rate increase.

26. Approve Suspension of Tobacco Product Shop License for Smoke and Vape Inc, located at 2311 37th Place NE.

MOTION: Move to close the public hearing and waive the reading of the suspension of Tobacco Product Shop License for Smoke and Vape Inc, there being ample copies available to the public.

MOTION: Move to suspend the Tobacco Product Shop license issued to Khader Safi, on

behalf of Smoke and Vape Inc. located at 2311 37th Place NE. The seven-day suspension shall be effective on the dates determined by the City Council.

ITEMS FOR CONSIDERATION

Ordinances and Resolutions

Bid Considerations

New Business and Reports

CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council

Report of the City Manager

Report of the City Attorney

COMMUNITY FORUM

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

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.



CITY COUNCIL MEETING
City Hall—Council Chambers, 590 40th Ave NE
Monday, November 22, 2021
7:00 PM

MINUTES

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

The following are the minutes for the Meeting of the City Council held at 7:00 pm on Monday, November 22, 2021 in the City Council Chambers, City Hall, 590 40th Avenue NE, Columbia Heights, Minnesota. Due to the COVID-19 pandemic, this hybrid meeting was held both virtually and in-person.

CALL TO ORDER/ROLL CALL

Mayor Márquez Simula called the meeting to order at 7:00 pm.

Present: Mayor Márquez Simula; Councilmember Buesgens; Councilmember Jacobs; Councilmember Murzyn, Jr.; Councilmember Novitsky.

Also Present: Lenny Austin, Police Chief; Kelli Bourgeois, City Manager; Britta Dornfeld; Marisa Foye; Tatiana Martin Gonzales; Jim Hoeft, City Attorney; Sara Ion, City Clerk; Rachel James; Joe Kloiber, Finance Director; Mahmoud Mohamed; Lorien Mueller; Dan O'Brien, Assistant Fire Chief; Charlie Thompson, Fire Chief; Felicity Varaclara.

PLEDGE OF ALLEGIANCE

MISSION STATEMENT

Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively addresses changing citizen and community needs in a fiscally-responsible and customer-friendly manner.

APPROVAL OF AGENDA

Mayor Márquez Simula announced 1) the removal of Item 13, "Consideration of Revocation of the License to Operate a Rental Unit at 1070 Grandview Court #206," of the Agenda because the property became compliant and 2) the update to Item 8, "Rental Occupancy Licenses for Approval," which added the 1070 Grandview property, as well as other pending properties.

Motion by Murzyn, Jr., seconded by Councilmember Buesgens, to approve the Agenda as amended. All Ayes, Motion Carried 5-0.

PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS

A. Native American Proclamation

Mayor Márquez Simula recognized members of the Columbia Heights School District's American Indian Parent Community Group who were in the City Council meeting audience or attended via Zoom and read the City's Proclamation recognizing the month of November 2022 as "Native American Heritage Month" and November 25, 2021 as "Native American

Heritage Day.”

Marisa Foye, Tatiana Martin Gonzales and Felicity Varaclara accepted the Proclamation and expressed appreciation to the City for the recognition. Mayor Márquez Simula also noted that Ms. Foye and Ms. Gonzales are members of their Schools Commission and thanked them for their participation.

B. Community Adopt-A-Drain Challenge Recognition

Mayor Márquez Simula reported there were many winners in the Adopt-A-Drain Challenge for Anoka County.

Britta Dornfeld, Outreach Specialist with Coon Creek Watershed District, reported the first Anoka County Adopt-A-Drain Challenge included Columbia Heights, Fridley, Anoka and Blaine from March to October 2021, to see which city could get the most Adopt-A-Drain reports for new adoptions and cleanings. She displayed a map of all the adoptions in the City, which totaled 163 new adoptions, 55 new adopters and 349 reported cleanings during that period. She said Columbia Heights “swept the competition away” and then congratulated everyone. To celebrate the winning, she presented to the City the “Golden Garbage Grabber” as well as a commemorative plaque.

Ms. Dornfeld also thanked all the individual monthly challenge winners, including meeting attendees Samara Bilyea-Anderson (April), Councilmember Buesgens (July) and HeightsNEXT (August), as well as winners who could not attend the evening’s meeting, those being Manessa Christian; Christine T.; and Jennifer, Dan and Mark Greenfield. Lastly, she thanked every drain adopter who has stepped up to protect local water quality as well as all who helped organize the challenge, including the participating cities, the Anoka Conservation District, the Mississippi Watershed Management Organization and the Rice Creek Watershed District. She said the inspiration for the challenge came from Kameron Kytonen of Andover, who suggested it; Michelle Spangler, who was a Minnesota Water Steward in Northwest Minneapolis; and the Adopt-A-Drain program.

Councilmember Buesgens asked whether the competition would become an annual event, and Ms. Dornfeld said that would be the hope. Councilmember Buesgens encouraged those interested to register on “adoptadrain.org.”

C. Columbia Heights Public School District Report

Lorien Mueller, Public School Board liaison to the City Council, said it was good to see Ms. Foye and Ms. Gonzales and that the School and City have recently created Youth Commission “to hear the student voice.”

Much like the City's effort, the School Board added two student representatives, one to the Policy subcommittee and another to the Community Engagement subcommittee. No school was scheduled for Thursday and Friday of Thanksgiving week. She said the "Clue" onstage performance was exceptional, and "Willy Wonka Junior" will be performed by Columbia Academy students December 9-12 at the High School mainstage auditorium. Winter sports and athletics practices have just begun. The Activities Department is creating punch cards for ten upcoming events, at a cost of \$40 for adults and \$20 for students, with a potential savings of over \$20 if attending all ten events (games, musicals, one-act play, etc. at the schools). There will be an early-release day on December 10 for data days, which gives teachers opportunities to look at data to see how they direct their instruction for the best student growth and opportunities. There will be no school beginning December 23, 2021 through January 2, 2022; students will return to school Monday, January 3. She wished everyone a Happy Thanksgiving and said she would give her next report in either December or January.

CONSENT AGENDA

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

1. **Approve November 8, 2021 City Council Meeting Minutes.**
MOTION: Move to approve the City Council Meeting minutes of November 8, 2021.
2. **Accept September 1 and October 6, 2021 Library Board Minutes.**
MOTION: Move to accept the Library Board Minutes of September 1 and October 6, 2021.
3. **Receipt of Body Worn Camera Audit.**
MOTION: Move to acknowledge the receipt of the findings of the Body Worn Camera audit conducted on the Columbia Heights Police Department by the Office of the Minnesota State Auditor on October 6, 2021. A copy of those audit findings will become a part of the record of this meeting.
4. **Authorize Agreement with Swagit for 2022 Recording Services.**
MOTION: Authorize the payment of \$20,340 to Swagit for 2022 video recording services, to include an increase in the total number of indexed and remotely directed meetings annually to 50.
5. **Renew Contract for Annual Audit with Redpath and Company at a fee of \$37,000.**
MOTION: Move to approve renewal of the contract for annual audit with Redpath and Company at a fee of \$37,000.
6. **Approval of Resolution 2021-94, Updating Income Limit for Senior Citizen Utility Rates.**
MOTION: Move to waive the reading of Resolution 2021-94, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2021-94, being a resolution updating the income limit for senior citizen utility rates.

- 7. Approval of Resolution 2021-97, Transfer Funds to the Fire Department 2021 Budget.**
MOTION: Move to waive the reading of Resolution No. 2021-97, there being ample copies to the public.
MOTION: Move to adopt Resolution 2021-97, being a resolution amending the 2021 Fire Department budget.
- 8. Amended Rental Occupancy Licenses for Approval.**
MOTION: Move to approve the items listed for amended rental housing license applications for November 22, 2021, in that they have met the requirements of the Property Maintenance Code.
- 9. License Agenda.**
MOTION: Move to approve the items as listed on the business license agenda for November 22, 2021 as presented.
- 10. Review of Bills.**
MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$1,142,882.03.

PUBLIC HEARINGS

- 11. Consideration of Resolution 2021-91, Revocation of the License to Operate Rental Units Within the City of Columbia Heights Against the Rental Property at 4633 Tyler Street NE for Failure to Meet the Requirements of the Residential Maintenance Codes.**
Assistant Chief O'Brien said there was no additional information to add to the material provided to the Council in their meeting packet that requested revocation of the license to operate rental units within the City of Columbia Heights against the rental property at 4633 Tyler Street NE.

Mayor Márquez Simula opened the public hearing.

No one wished to speak.

Motion by Councilmember Novitsky, seconded by Councilmember Murzyn, Jr., to close the public hearing and waive the reading of Resolution 2021-91, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Novitsky, seconded by Councilmember Murzyn, Jr., to adopt Resolution 2021-91, being a Resolution of the City Council of the City of Columbia Heights approving revocation pursuant to City Code, Chapter 5A, Article IV, Section 5A.408(A) of the rental license listed. All Ayes, Motion Carried 5-0.

- 12. Consideration of Resolution 2021-92, Revocation of the License to Operate Rental Units Within the City of Columbia Heights against the Rental Property at 4975/4977 Tyler Street NE for Failure to Meet the Requirements of the Residential Maintenance Codes.**

Assistant Chief O'Brien said there was no additional information to add to the material provided to the Council in their meeting packet that requested revocation of the license to operate rental units within the City of Columbia Heights against the rental property at 4975/4977 Tyler Street NE.

Mayor Márquez Simula opened the public hearing.

No one wished to speak.

Motion by Councilmember Jacobs, seconded by Councilmember Murzyn, Jr., to close the public hearing and waive the reading of Resolution 2021-92, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Jacobs, seconded by Councilmember Murzyn, Jr., to adopt Resolution 2021-92, being a Resolution of the City Council of the City of Columbia Heights approving revocation pursuant to City Code, Chapter 5A, Article IV, Section 5A.408(A) of the rental license listed. All Ayes, Motion Carried 5-0.

13. ~~Consideration of Resolution 2021-93, Revocation of the License to Operate a Rental Unit Within the City of Columbia Heights against the Rental Property at 1070 Grandview Court #206 for Failure to Meet the Requirements of the Residential Maintenance Codes.~~

The License Revocation at 1070 Grandview Court #206 was cancelled because the Residential Maintenance Codes were met.

CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council

Councilmember Novitsky reported that the Lions hosted their annual fall wrestling event, which was well attended and El Albano won the Lions Open Weights Belt, and there will be another event in the spring. A representative of the Alexandra House spoke at the monthly membership meeting, in an effort "to spread the good word."

Councilmember Murzyn, Jr. wished everyone a safe and happy Thanksgiving.

Councilmember Jacobs attended the National League of Cities (NLC) Summit November 12-19, attending over 15 live sessions as well as several On-Demand sessions; topics included infrastructure, equity, community diversity, transportation, housing crisis and crime prevention. Independent of the Summit, she attended some virtual presentations, one being "Reckoning Wealth Equity, Black Media and Voices" and another being the SBA's "Small Business Recovery in Our Community." She thanked the City for providing her with the opportunity to attend the NLC Summit, recognizing that, although less expensive because of it being virtual, it is still costly for the City to make these educational pieces available. As a board member of the District's Salvation Army, she will be bell ringing 10:00 am to 2:00 pm on December 3 at the Cub in HarMar Mall; and she said that she would like to see residents there and have them make a donation, adding that there is a nationwide and district competition for those who raise the most money during their shifts and if unable to stop by, she encouraged to make a

donation directly to the Salvation Army and mention her name, as she would be credited for that. She had two resident reach-outs.

Councilmember Buesgens attended, along with the other Councilmembers, a tour of the City's new building at 40th and Central, the new City Hall and apartments; she said it is going very well and she is very excited about that. Attended the School Board work session this month and reported that the new School Board member is Brenna Zeimet; she added that the person who conducted the School Board training had authored a book, and the School Board had bought the book and members each read a chapter and discussed it at their work session. Attended the High School choir concert and said the students did a great job. Attended the Park and Recreation Commission meeting, where rate fee increases were discussed for Friday and Saturday nights as well as other changes including ways to reduce overcrowding. Attended the Zoom version of the National League of Cities conference, and the one that really stood out for her was discussion about recycling – where they are at the national level and are discussing closed-loop production (ERPs), a national movement where companies pay for their share of recycling and cleanup; to date there is no ERP for Minnesota for plastics, and she encouraged residents to send emails to House Representative Sandra Feist and Senator Mary Kunesch-Podein to begin looking into creating legislation.

Mayor Márquez Simula toured the new City Hall and apartment building and said it was very exciting to see how they are coming along. Worked with volunteers at First Lutheran Church to create a Las Posadas, which is a Mexican traditional Christmas celebration, and will be held at the church on December 19; more information may be obtained on their website. She hosted a Regional Council of Mayors Coffee in the Community Room at the Library. Joined the Alexandra House Development Committee Board meeting this week. She got her COVID booster and flu shots, which she was excited about, and encouraged residents to be vaccinated. Attended the Park Board meeting, Traffic Commission meeting and National League of Cities conference. Joined the Twin City North Chamber meeting, during which Manager Bourgeois participated at on a panel to share and answer questions on the City is spending its ARPA (American Rescue Plan Act) dollars. Worked with City Clerk Ion to finalize the Mayor's Monarch Pledge details with the National Wildlife Federation and said residents are still welcome to add their yards to the City's Monarch Pledge map before December 1. She saw the production of "Clue" at the High School, which was fantastic; and one of the new School Board member's children participated.

Report of the City Manager

Manager Bourgeois reported that the "Pets of Columbia Heights 2022 City Calendar" is available for preorder ("columbiaheightsmn.gov/photos") and said the photos are wonderful, with over 80 having been submitted; calendars will be available after December 1. She encouraged those interested in the Youth Commission to submit their applications after December 1 at "columbiaheightsmn.gov/youth." The yard waste collection goes through this week, with the last pickup on November 27; then it will go to every-other-week collection for household organics. On December 3, Captain Eric Johnston from the City's Police Department graduates from the Northwestern Staff and Commands School, and the City is very proud of him. At the last City Council meeting, residents spoke about Central Avenue pedestrian safety and storm water pond safety; and she said Kevin Hansen, City Public Works Director, will be addressing those concerns at a December City Council meeting.

Report of the City Attorney

Attorney Hoeft had no update.

COMMUNITY FORUM

Mahmoud Mohamed, 981 43-1/2 Avenue NE resident, said his family is at risk of becoming homeless because the property's rental license was revoked on October 25, though the landlord had attempted to comply with Code within the 45-day period -- and they have to vacate the property by December 10. His hope is that the landlord can complete all of the City's requests but, if not, hopes a 60-day extension would be possible for him find another place to live, as his three children "are not in a position to have unstable arrangements" and he has a three-year-old who has special needs. He said he has lived in Columbia Heights for seven years and has never had any problems with the City -- but is worried if the landlord cannot complete the work and his family has to move out.

Mayor Márquez Simula said the City will follow up with Mr. Mohamed and examine what options may be viable, adding that she is very sorry for the situation that he is in. Councilmember Buesgens added that, although unfortunate, the City has standards that landlords need to meet; and she wants all renters to have a safe, well maintained and clean environment in which to live. She added that when landlords don't meet those standards, the City has steps that they have to go through and, unfortunately, Mr. Mohamed's landlord didn't meet those requirements -- but the City staff will review to see if anything can be done, though no promises can be made.

ADJOURNMENT

Motion by Councilmember Murzyn, Jr., seconded by Councilmember Novitsky, to adjourn. All Ayes, Motion Carried 5-0.

Meeting adjourned at 7:36 pm.

Respectfully Submitted,

Sara Ion, City Clerk



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
Wednesday, November 3rd, 2021

Item 2.

Approved
12/1/2021

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, by calling 1-312-626-6799 and entering **meeting ID 832 1433 7849** and **passcode 654514**, or by Zoom at <https://us02web.zoom.us/j/83214337849> at the scheduled meeting time. For questions please call the library at 763-706-3690.

The meeting was called to order in the Library Community Room by Chair Tricia Conway at 5:30pm.

Members physically present: Tricia Conway; Christopher Polley; Teresa Eisenbise; Carrie Mesrobian; Gerri Moeller; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Public physically/remotely present:** N/A.

1. The **Minutes** of the **October 6th, 2021**, Board Meeting were **moved and unanimously approved**.
2. The **Bill Lists** (October 13th & 27th) were reviewed, **moved, and unanimously approved**.
 - a. Questions about "Dia De Los Muertos" crafting program supplies purchased through Etsy; NADA Used Car Guides and School Library Journal subscription; and drywall repair and painting in public restrooms.
3. Operating **Budget Review**: At 83% through the year, 66% of total budget has been expended, not including September payroll and utilities which are not reflected report.
 - a. Bill Lists and Operating Budget will look different starting next month due to the new BS&A Financial Software; it will output real-time data, and allow line item detail on-demand.

Community Forum: New opportunity for citizen input added to meeting agenda this month; Inspired by a letter written to the Library Board by Paul Cram. **No Public in Attendance at this meeting.** Conway mentioned that she had reached out to Paul thanking him for his concern and passion; he was thankful that the Board would add a forum for citizen input to the future meeting. Conway also thanked Foundation members for attending last month's meeting, and apologized for any misunderstandings arising from the discussion. The Foundation had met since then, and several members expressed interest in being involved in the Library Board's Public Art Sub-Committee; two submitted applications to the Board Chair. The Public Art Sub-Committee will be added to next month's Library Board Meeting Agenda.

New Business:

4. **Approve 2022 Library Holiday/Closed Dates:** There were no objections to the proposed dates; **the 2022 Holiday/Closed Dates were moved and unanimously approved**.
5. **Approve 2022 Library Board of Trustees Meeting Dates:** The meeting dates were reviewed; Polley noted that the June 1st Meeting may conflict with CHHS Graduation, but it was not necessary to cancel the meeting. Library Board By-Laws specify meetings occur at 5:30pm on the first Wednesday of each month; there being no cancellations or re-scheduling, no motion was needed to approve the 2022 Library Board Meeting schedule.

Report from the Library Director:

6. **Budget Work Session:** The budget as submitted (without revenue from overdue fines) was reviewed at a Council work session. The decision about going overdue fine free will occur as part of establishing the City fee schedule for 2022. Extensive discussion of the Board's recommendation to eliminate overdue fines occurred. Highlights of the discussion included:
 - a. The City Council could use additional data and statistics surrounding library usage and fines. It was noted that fine amounts billed do not equal dollars actually collected.
 - b. Library fine revenue has decreased over the past decade; 2020 fine revenue collected was \$4,300 (\$3700-overdue fines; \$120-damage fines \$480 lost item fines).

- c. Fines for lost and damaged items would continue to be billed and collected even if overdue fines were eliminated.
- d. It's difficult to quantify who or how many patrons avoid using the library due to actual or potential overdue fines.
- e. Patrons use libraries throughout the metro area and different systems have different rules and fines.
- f. Standardized test scores show low reading proficiency for ISD-13 students. There is a scarcity of libraries and dedicated school library media specialists with the system schools. The Board envisions the public library supporting the district and student learning by making books available through the public library.
- g. Polley reminded the Board that Heights has some of the lowest per capita income in Anoka County.
- h. Community parents have many responsibilities in addition to monitoring their children's library borrowing in order to avoid fines.

7. Staffing (Page Training, Youth Services Librarian, Library Supervisor):

- a. Two new Pages finished their training will join the regular schedule in November. Both are Columbia Heights residents; one is a college student who speaks Somali/Arabic/English and the other is a K-12 Spanish teacher.
- b. The Youth Services Librarian posting garnered 35 applications. Interviews will be scheduled after Veteran's Day.
- c. A Library Supervisor resigned October 30 to accept a full-time position at Mackin Publishing. The job has been posted.
- d. The Library Aide has taken over some additional tasks in the interim without a youth services librarian and will receive additional compensation for working out of job class.
- e. The Library Director participate in second interviews for the City IT Director, as the Library is a major consumer of technology in the City. The City anticipates hiring an IT Director before yearend.

- 8. Survey Questions:** The Library Board wanted to solicit feedback via a community survey, however, the City has decided to contract out a more comprehensive and statistically significant survey of residents. The prepared questions about library use and awareness have been submitted for inclusion in the city survey.

For Your Information:

- 9. August Operational Reports:** Included in Agenda Packet for informational purposes; no review. There was interest in the "Coding Club" mentioned in the Reports. A kick-off event "Hour of Code" occurred in September to share information with interested kids, then "Coding Club" started in October; hosted by Code Savvy, and funded by the 21st Century Grant. There is a core group of about 5-10 youth involved, and they help guide the direction of the activities (coding, programming, robotics, video games, etc).

From the Floor:

- 10. Agenda Additions from the Board:** Board members were interested in the best way to suggest Agenda item for future meetings; it was advised to send Renee Dougherty (rdougherty@columbiaheightsmn.gov) an e-mail and CC: Nick Olberding (nolberding@columbiaheightsmn.gov) at least a week ahead of the meeting date if they want something added to the agenda.

There being no further business, a motion to adjourn was made at 6:36 pm, and seconded. Meeting adjourned.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees



Park & Recreation Commission Minutes of the Meeting
John P. Murzyn Hall – Senior Center, 530 Mill Street NE
September 22, 2021 - 5:30 pm

Tom Greenhalgh called the meeting to order at 5:30 p.m. and read the opening statement for remote meetings due to a health pandemic and declared emergency. He reported that the meeting could be conducted by a combination of in-person and electronic means.

Roll Call

Members present: Sean Clerkin, Brian Clerkin, Tom Greenhalgh, Becky Groseth, Rachel James, Nicole Peterson
 Staff present: Kevin Hansen, Public Works Director; Keith Windschitl, Recreation Director; Deanna Saefke, Commission Secretary; Connie Buesgens, Council Representative; David Cullen, Public Works Street/Park Superintendent; Liam Genter, Urban Forestry Specialist.

Approval Consent Agenda

Motion by S Clerkin, second by B Clerkin, to approve the consent agenda. Upon vote: All ayes. **Motion Carried.**

Letters and Requests

None at this time.

Old Business

A. Park Rental Rates – Update

Windschitl reported the City Council passed all of the park rental rates and policy changes as recommended by the Commission with the exception of the nonresident park rental rate. The Council felt the proposed \$100 rental fee was not enough to help cover some of the expenses for cleaning the park after such a large group. The Council proposed a rental fee of \$150 for nonresidents. Windschitl reported at the work session discussion that many times people who do not live in the city will find someone who does and have that resident rent the park.

Windschitl summarized all park rentals will be made in a four-hour block of time, all park rentals will end at 8 pm, and the fee for a nonresident will be \$150 with tax.

B. Fertilizer and Weed Control in City Parks.

Hansen reported this is a follow up from a discussion among the Commission from the June meeting. Members were asking for more information on the application of fertilizer and weed control in the City Parks. Hansen indicated the City Council and the Park & Recreation Commission has discussed this topic several years ago. Based on those discussions there are primary goals to treat the high use areas, namely the athletic fields and more intensely used park areas was to keep those areas relatively weed free. It wasn't a directive to keep the areas completely weed free. The objective is to control dandelions and other types of weeds. The parks department has been operating on those goals ever since. To accomplish that weed control the City uses TruGreen throughout the entire parks system at fifteen parks, no service is provided at three parks. Hansen introduced Liam Genter, City Forester and Natural Resource Specialist and David Cullen, Public Works Street/Park Superintendent.

Genter reported TruGreen provides applications at the fifteen parks two times per year. The applications include

fertilizer; a liquid based, mostly nitrogen, a little bit of potassium, no phosphorus, and is applied at the lowest recommended rates. The herbicide application includes a preemergent herbicide that targets crabgrass, and similar grass weeds, and a broadleaf herbicide that targets broadleaf weeds like thistle, dandelions, and other broadleaf weeds. No insecticides are applied including neonicotinoids. The application rates are always very dilute.

Hansen reported the Commission asked about the cost for the service. He indicated the cost can vary from year to year but is typically around \$15,000 annually on a contract. This is the most cost-effective way to get fertilizer applied and get broadleaf weed control applied. Hansen added Commission Member James previously asked about the TruGreen application at Sullivan Lake Park. Medtronic does their own applications around the walking trail area. The City does not go beyond the primary park area of the tennis courts, building area, and shelters, but not beyond that. If any application signs are seen around the walking trail that is done by Medtronic. They own the green open space just to the north of the park building.

James thanked staff for the detailed report. She read through it in careful detail and appreciates the City Forester, Genter being in attendance. James has no problem with the fertilizer and application around the ballfields. Her concern is with the application near the walking trails where people walk their animals and near the playgrounds where children are. Having dandelions in those areas do not impede on anyone's walking or playing. She understands the application is regarded as safe but many people still have allergies to the chemicals. Groseth would like to see a clarification on where the signs are being placed after the application so it is clear as to what areas have been treated and not just the entrance to the park. Cullen replied there isn't any statute that says they have to post signage after applications, so it is really up to TruGreen as to where they place signage. He will reach out to TruGreen and ask what their policy is. Groseth replied that might make people feel better to see signage around the ballfield if that is the area treated and not closer to the playgrounds if they have not been treated. Greenhalgh asked if the signs are dated and how long the signs stay out. Cullen replied the removal of the signs is typically up to the property owner. James stated the signs she sees do not have the date on them regularly. Hansen replied staff will ask TruGreen to write the date on the signs. He indicated that according to the TruGreen literature as soon as the liquid application is dry the area is safe to walk on. Parks staff can work on removing the signs in a timely manner.

Peterson asked what the goal is when applying the herbicides. Is the goal aesthetics, is it performance of the turf? Hansen replied a lot of the fields are multipurpose use fields and are really getting beat up. The only field with irrigation is at Ramsdell Park. A goal is to try and sustain as much turf for as long as we can on the fields. Windschitl replied this year is a perfect example when there wasn't a lot of rain. At Huset Park on the field used for soccer the grass has completely disappeared in the drought areas. As soon as there was rain this season the areas in front of Murzyn Hall where fertilizer is applied grew fast and greened up quickly. The areas in the soccer fields have little to no grass and the teams that play have been complaining about the conditions. The fertilizer sustains the turf conditions when there is not a lot of rain water. Without the rain the weeds are opportunists and take over. Windschitl indicated the ballfields are used for co-ed, men's, and youth leagues and we want to make the area look as nice as we can. Peterson asked if this process is the best use of money. If the field conditions are an ongoing battle to maintain it should be looked at to allocate funds for using a more robust seed mixture. She asked if the fields are over seeded. Hansen replied yes. An athletic seed mix is purchased for the fields. Peterson asked if it is over seeded every year. Cullen replied yes. Typically, parks are aerated in the fall, and then spec out or pick a specific seed to what the needs are in the area that was aerated. For example, along a boulevard there is a specific seed mixture that is tolerant of salt used on the roads in the winter. Peterson indicated the take away from this is that the conversation began because a citizen saw the signs at Sullivan Park, was concerned and posted on social media. She feels if the public is educated on the process and the

information is published it will ease peoples concerns. Hansen replied that is a great idea to publish information about the procedures. It will be beneficial if TruGreen will date the signs, and the signs are removed as soon as possible after applications.

Buesgens noticed in the past years a liquid spray was used on weeds along the sidewalk, and is wondering if that is still happening. Hansen replied yes that is done as need and most commonly along Central Avenue at the concrete medians. Buesgens has seen a torch used for weed control instead of chemicals. Cullen replied that application burns off the leaves and you do not always kill the root system below. Buesgens asked by using a spray application do the weeds come back in the same area. Cullen replied typically no, but yes weeds can reappear in that same area. Buesgens indicated the concern is when the herbicide is applied and it rains it will run off of the sidewalk, draining into the water system. Peterson replied the solution being used is very diluted. Spot application is the best practice. It is not her favorite procedure but if it is being done correctly it is reasonable.

Groseth indicated at a previous meeting the topic was brought up on updated the Tobacco Free Policy in the parks to include the whole park system and not just in the youth activity areas. Minneapolis changed their policy in 2017 making all parks tobacco and alcohol free. Why is the policy only effective during youth events? Peterson agrees with having tobacco free parks but wonders how that type of policy can be enforced. Groseth reported the City of Minneapolis policy indicated the first year was a grace period and after that year a person violating the policy could be asked to leave the park. S Clerkin replied he frequently visits Minneapolis Parks and the policies are not being enforced. Windschitl replied the enforcement of the policy was the biggest issue when the Commission was initiating the policy. The focus was given to the youth areas and where youth would be for games and practices, or even at the shelters. Some of the fields are also used for adult athletics and at that time some of the commission members had a problem with trying to stop an adult from using tobacco during an adult event. Secondly the question about enforcement was a big concern because if there isn't any enforcement who would abide by the rule. Saefke added there was a parent who said it is more comfortable for them to approach another adult using tobacco and ask them to leave the area when there is a sign indicating the ban during youth activities. Groseth brought up the policy of picking up after your dog and that there isn't a sign in the park where she frequents. S Clerkin stated the number of signs in the parks was reduced years ago. Hansen replied there is a backstory to that. Previous Commissions had reviewed the number of signs in the park and when there is sign proliferation people generally ignore the signs because there is too many. The Commission at that time choose to take down most of the signage in the parks. For areas of importance choose to do different things. One thing is to have availability of poop bags for pet owners. Instead of placing signage there is the opportunity to clean up after the animals. Groseth is okay with that. Hansen replied he has attended many meetings with discussions on smoking/nonsmoking issue and it is always a discussion on if there is any type of regulation, if it cannot be enforced do you really want to have the regulation in place. The City Council has had that dialogue over the years. Buesgens indicated if there is a no smoking sign in the parks maybe it would encourage more people not to smoke. Not every person might abide by it but it would give other people in the park some backup when asking another person not to smoke.

Greenhalgh asked if security cameras are being installed in the parks. S Clerkin replied additional lighting will be installed at the parks. Buesgens replied security cameras are being installed at Huset, Sullivan, and LaBelle Park to start. S Clerkin indicated brighter lighting will be more effective than cameras. Hansen the parking lot around Murzyn Hall is getting cameras. This was put together by the police department. The camera technology is much greater than even two years ago and they will be able to switch between day and night mode. The library is getting cameras next year. Hansen is not aware of LaBelle Park. The incandescent lighting at the parks is being changed to LED. It is a brighter and whiter light. S Clerkin asked if the outlets at the park shelters can be turned

off at a certain time. Hansen replied not currently. The breaker would need to be physically switched off. The usage of those park outlets is not costing much. S Clerkin replied increased lighting and the lack of outlets would deter people from being at the park after hours.

Peterson asked what was decided regarding the smoking policy. Greenhalgh replied the main thing is how to enforce it. Peterson stated she agrees with the other members that if there are leash laws posted and not being enforced, why can't there be a sign for a no smoking policy. It could still be a deterrent or a reminder. Groseth replied it might reduce the amount of smoking and garbage of cigarette butts on the ground. James feels the signage around the playground and shelter areas have been very effective. She has seen people smoking walk by the sign and then leave the area. S Clerkin asked if there is a primary park of concern for smoking. He suggesting tying to place a sign at that park to see if it helps the situation. Windschitl reported Medtronic does not allow smoking on their property. B Clerkin suggested trying a no smoking sign at Sullivan Park and see how it goes. Windschitl replied one other problem with the policy is that Murzyn Hall is located within Huset Park and there is smoking at almost every event from guests.

Motion by B Clerkin, second by Groseth, to use Sullivan Park as an experimental park of no smoking in the park.

James suggested setting a time period for the trial and revisit the results seen at the park. James suggested six months. Peterson suggested one year. Hansen suggested placing signage along the trail from 53rd all the way down to the existing primary park land that incorporates Medtronic. Rather than placing signage around the entire park. S Clerkin agrees with that suggestion. Windschitl indicated there are existing signs around the playground and shelter. Hansen replied these signs would just be along the trail. Buesgens knows of a resident that could monitor what they see for changes in the park. That person is at the park very frequently and had brought up this concern multiple times. Greenhalgh suggests revisiting the results in six months and finalizing the signage in one year.

Amendment: B Clerkin and Groseth approve the amendment to revisit the results after placing the signage at Sullivan Park trail in six months and finalize signage in one year.

Upon vote: All ayes. **Motion Carried.**

New Business

None at this time.

Reports

A. Recreation Director

Windschitl indicated there has been some questions on how to get an item on an agenda. At any time, a commission member can call or email Windschitl or Hansen to receive any background and history on a particular issue. Items can always be added to the agenda for discussion.

Windschitl reported Murzyn Hall has been very busy over the past year because of all the postponed events from 2020. Most weekends Friday, Saturday, and Sunday are booked. It has resulted in a lot of additional cleaning, upkeep, and a lot of mess. With that there has been issues with the HVAC system. It has been a costly summer with repairs.

Windschitl conveyed the youth summer program participation numbers were very good this year. The participation number were up from last year. We were very fortunate to have healthy participants and no

sicknesses go through the programs. We ran a few youth trips using a school bus and were unsure at the beginning of the summer if those types of trips would even be able to occur. The kids had fun and the trips were successful. The Senior Program has been running very well. Recently a group of senior citizens who play cribbage in New Brighton with many Columbia Heights residents, were displaced from their usual meeting place and are now meeting here. The adult softball leagues have been very good this spring and summer. An adult fall league for Co-Ed and Men's teams is currently underway.

Greenhalgh asked about the status of the Hylander Gym opening up. Windschitl replied it is still closed. He has had many discussions with the City Manager about it. Currently the gym is closed to the public because they feel it is too difficult to enforce the mask mandate all of the time with young adults during an open gym time. The school district has a mask mandate policy on school property. Currently there are a few select youth teams that are able to use the gym in a controlled environment where they are wearing a mask all of the time. The only exception is that the police department is running an open gym time for High School and Columbia Academy students. Windschitl indicated as soon as he is able to open the gym to the public he will.

B. Public Works Director/City Engineer

Hansen reported typically there are fourteen or fifteen seasonal workers and this year there were five or six seasonal staff. The parks staff usually runs with six employees and are currently at five. Recently staff had a nice discussion with the City Council regarding infrastructure. City parks were a part of that discussion. The parks capital improvement plan that the Commission helped to develop in 2018-2019 was part of that. On average there has been a 12-15% increase in building related costs due to COVID and the economy. The discussion will continue on the condition of the city parks and future improvements.

Buesgens added part of the discussion was hiring an architect to evaluate the condition of the John P Murzyn Hall facility; similar to what was done for city hall. Continuing with that progression the Park & Recreation Commission would be asked for involvement on changes to Murzyn Hall.

Greenhalgh asked how the solar panels are working that are on the city liquor store buildings. Hanen replied there are solar panels on two liquor stores, one public works building, public safety, and the library. There are five solar subscriptions and we have been operating off of one system. Two of the other systems came online today. This reduces the electric bills.

C. Commission Members

S Clerkin stated the Columbia Heights Lions Club is having a Halloween Bash on October 30. City Nights band will be playing for the event. The Lions Club is asking for the requirement of a security officer during the event be waived because there will be many of the Lions Club members present and controlling the event. Peterson asked how the liability is covered for the event. S Clerkin replied the Club has insurance. The event doors will open at 6 pm and band at 6:30 pm. The fee is \$10. There will be a \$1000 prize for the best costume.

Motion by Greenhalgh, second by James, to waive the requirement for a security officer during the event on October 30. Upon vote: All ayes, B Clerkin and S Clerkin abstain. **Motion Carried.**

Greenhalgh adjourned the meeting at 6:22 pm.
Deanna Saefke, Recreation Secretary



TRAFFIC COMMISSION

City Hall—Council Chambers, 590 40th Ave NE

Tuesday, October 19, 2021

6:00 PM

APPROVED MINUTES

CALL TO ORDER/ROLL CALL

The meeting was called to order by Chairperson Schluender at 6:01 p.m.

ROLL CALL

Members present: Ciesynski, Davis, Nekora, Schluender

Members absent: Finkelson

Staff present: Kathy Young, Assistant City Engineer
Captain Markham, Police
Sue Schmidtbauer, Administrative Assistant

Council Liaison: Amáda Márquez Simula (Absent)

APPROVE MINUTES

1. Motioned by Davis, seconded by Ciesynski, to approve the minutes of September 21, 2021 as presented. Motion passed unanimously.

PUBLIC HEARINGS

2. REQUEST FOR STOP SIGNS AT THE INTERSECTION OF 6TH STREET AND 41ST AVENUE

Residents Present:	Alexandra Evens, 4040 6 th Street	Martha Grave, 4048 6 th Street
	Brad Walters, 4044 6 th Street	Adam Dodge, 4048 6 th Street
	Krista Ehrenberg, 4044 6 th Street	

At the September Traffic Commission meeting commissioners called for a Public Hearing to install stop signs at the intersection of 6th Street and 41st Avenue stopping traffic on 6th Street.

Ms. Alexandra Evens lives at 4040 6th Street. She attended the Traffic Commission meeting two months ago in support of the stop signs. She feels they are absolutely needed and will make things a lot safer. She is here today to again express her support for the stop signs.

Brad Walters lives at 4044 6th Street. He was involved in the accident on August 14 and is lucky to have survived. He has seen multiple non-conforming accidents at this intersection where someone could have lost their life. There was also a recent accident on 7th Street and 41st Avenue. Mr. Walters stated he was eastbound on 41st Avenue at a standstill and the other driver was traveling northbound at approximately 65 mph when he was hit. States they see this every day, vehicles are never going less than 35 mph. There are children and dogs in the neighborhood. He wants a stop sign.

Krista Ehrenberg, Mr. Walters' fiancée, stated she is lucky to have him with her after the accident. She was informed at the scene the person who hit him did not have a license or insurance and was a repeat offender. She thanked the commission for bringing this forward and putting in the stop sign.

Martha Grave lives at 4048 6th St. She and her husband were home when Brad was hit and it was horrifying. There are a lot of children in the neighborhood. If a child would have been playing outside they would have been killed. She's doesn't think a stop sign will prevent accidents but feels drivers need some signage to give them direction. This intersection is one block from 40th Avenue with no warning that it is an uncontrolled intersection so feels a stop sign is warranted.

Ciesynski asked the residents which direction would be more effective for the stop signs, east-west or north-south. Mr. Walters feels north-south on 6th Street would be better; there's more north-south traffic than east-west, especially with the traffic that comes off 40th Avenue.

Davis advised that per discussion at the previous meeting, commissioners also felt stopping traffic north-south would make the most sense.

Motion by Davis to recommend the City Council install stop signs at the intersection of 6th Street and 41st Avenue stopping traffic on 6th Street. Seconded by Nekora. Motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

Davis asked Captain Markham about the accident on 7th Street and 41st Avenue. Captain Markham did not have the report in front of him but thinks it was a violation of the yield sign. Davis asked if this will give the commissioners another opportunity to take a look at that intersection and look at Finkelson's suggestion to alternate stop signs--this may be the opportunity to put an east-west stop sign on 7th Street. Captain Markham will gather more information.

Davis stated he lives in the apartment building at 3932 Central Avenue across from the Heights Theater. There are only 11 parking spots and one is handicapped so there is not enough parking for everyone. There is two hour parking outside of the building. Tenants used to park in the vacant lot at the library, then they went to the east side but the new City Hall is being built there, so that leaves the lot next to Fairview which is currently under maintenance. This leaves them in a difficult position. Citations were issued to at least three tenants so he is requesting the two hour parking in front of their building be modified or removed. He knows this is an apartment building and typically this is the responsibility of the owner so he's not sure how this will work. Young advised staff can notify the residents of the building. Davis would like to call a Public Hearing to get input from community members to see what would be most beneficial. He would like to see the hours changed. Young cautioned against making a motion today and to just modify the two hour parking if calling for a Public Hearing.

Motion by Davis to call for a Public Hearing at the next Traffic Commission meeting for modification to the two hour parking zone in front of 3932 Central Avenue. Seconded by Ciesynski. Motion passed unanimously.

REPORTS

City Engineer

The bicycle lane striping is completed on Reservoir Boulevard. Staff is still waiting for symbols and signs for the bicycle lanes.

The flashing lights and stop bars were added at 50th Avenue and Jackson Street.

A disabled parking sign was installed at 5141 4th Street and one is or will be installed at 4208 Monroe Street.

Police Chief

None

Commissioners

Schluender stated he talked to a couple people over the last month which raised some questions regarding general street safety plans and asked if the City has any policies for this. Young advised the City has not adopted the Complete Streets policy citywide but as we redo streets we do look for opportunities to improve safety; one example being extending the trail on 37th Avenue to the east in 2023 and adding a connection between 37th Avenue and Stinson Boulevard along 37th Place. Staff does try to improve safety as they are designing projects. If residents want to speak with someone directly they can speak to Kevin Hansen, if they have a more formal request they can submit it to Traffic Commission.

Ciesynski asked about the pedestrian crosswalk at 49th Avenue and Washington Street. Stated there are a lot of drivers that are confused and are stopping there. Young advised the intent was to remind motorists that if a pedestrian is waiting to cross the street they need to stop. If there is no one waiting to cross, traffic does not need to stop. Markham advised that if someone is in the crosswalk vehicles need to stop. Young advised part of this is due to the school and there were a couple of calls regarding residents trying to get across and having trouble. This is marked as a school crossing. Davis suggested a yield to pedestrians sign instead of stop for pedestrians sign may work better. He's seen both versions.

ADJOURNMENT

Motion by Davis, seconded by Schluender to adjourn the meeting at 6:25 p.m. Motion passed unanimously.

**CITY COUNCIL MEETING**

Item 5.

AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Authorize School Resource Officer Contract with Columbia Heights School District		
DEPARTMENT: Police		BY/DATE: Chief Lenny Austin/Nov 24, 2021	
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold “X” in front of the selected text below)</i>			
X Safe Community		_Diverse, Welcoming “Small-Town” Feel	
_Economic Strength		_Excellent Housing/Neighborhoods	
_Equity and Affordability		_Strong Infrastructure/Public Services	
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

For well over 20 years, the City of Columbia Heights and the Columbia Heights School District have partnered on an agreement to fund a School Resource Services program. The program continues to provide benefits to the School District and the Police Department and is an important part of our police/youth initiative.

The School District shares expenses with the Police Department during the school year at the rate of one half of 9/12ths of the cost of providing the officer at the high school and middle school. The School District's share for calendar year 2022, which includes wage, fringe and miscellaneous costs, is \$56,074.00 for the high school officer and \$54,036.00 for the middle school officer, totaling \$110,110.00. The wage and miscellaneous cost amounts are based on the 2020 amounts, increased by 3%. The contract has been approved by the Columbia Heights School Board at their November 23 meeting.

Officer Jason Piehn is currently assigned as the High School Resource Officer, and Officer Ibrahim Farah is the Resource Officer at the Middle School (Columbia Academy). In their role as Resource Officers, they develop contacts with the students and staff at the schools that are invaluable in our investigation of juvenile crime. They are also excellent role models to students, and their interaction at the schools is an important link between law enforcement and the educational system. Connecting with community partners such as the School District to focus on youth issues is part of the department's Strategic Plan.

RECOMMENDED MOTION(S):

MOTION: Move to authorize the Mayor and Police Chief to enter into a Joint Powers agreement with Columbia Heights Public Schools for the provision of a Police School Resource Officer program as stipulated in the Joint Powers Agreement for the period of January 1 through December 31, 2022.

ATTACHMENT(S): School Resource Officer Contract 2022

SCHOOL RESOURCE OFFICER PROGRAM

**January 1 through
December 31, 2022**

Columbia Heights Police Department

and

Columbia Heights Public Schools

Prepared and Submitted by:

Chief Lenny Austin
November 15, 2021

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MISSION, GOALS AND PRIMARY RESPONSIBILITIES OF THE SCHOOL RESOURCE OFFICER

Mission Statement:

The School Resource Officer is placed in the school environment to identify, correct, and prevent delinquent behaviors and activities, and to create a positive relationship between youth, police, and other authority figures.

Goals:

To work with and through school administrators, counselors, teachers, and students to develop a better understanding and a more positive attitude among students as to the role of a police officer.

To work in Resource with school officials to provide, as much as possible, a safe and crime-free environment for students and staff.

To act as a law enforcement consultant and educator to Columbia Heights School District #13 schools located in Columbia Heights and Hilltop.

Primary Responsibilities:

Law Enforcement

The School Resource Officer shall function as a law enforcement officer within the school environment and under the direction of the Columbia Heights Police Department Captain. The School Resource Officer shall act as a resource for students, teachers, counselors, school administrators and parents. The School Resource Officer shall remain conscious that the primary responsibility is that of a law enforcement officer.

The School Resource Officer plans and coordinates all functions of investigations relating to juveniles and children, in both criminal and non-criminal matters to effectively solve criminal cases and build a basis for successful prosecution when warranted and/or make all appropriate dispositions of non-criminal matters.

The School Resource Officer also develops and presents investigative reports to the County Attorney and/or City Prosecuting Attorney for complaints and coordinates with other juvenile referral agencies to appropriately handle juvenile criminal and non-criminal acts that have come to the attention of the Department.

Education

The School Resource Officer also has additional responsibilities to help educate students, staff and parents. The School Resource Officer does presentations on safety, internet

crime, substance abuse and other relevant topics.

School Resource

The School Resource Officer shall act as a resource for students, teachers, counselors, school administrators and parents.

THE OBJECTIVES OF THE SCHOOL RESOURCE OFFICER POSITION ARE:

Objective #1:

To provide a formal process or rationale to:

- a. Enhance the general safety to students and faculty staff in and around public schools.
- b. Monitor and/or prevent juvenile gang activity and provide intelligence.
- c. Reduce the use of uniform officer intervention at school sites for response to school related service demands.
- d. Maintain community contact for:
parents, students, neighborhoods, community organizations (PTA and other service providers)
- e. Handle incidents such as minor assaults, thefts, and threats as they occur in the officer's assigned schools.

Indicator #1:

Lack of formal or informal complaints or concerns, either written or verbal.
Receipt of letters, phone calls or personal verbal contacts regarding individual or program successes.

Objective #2:

To provide the following services to Columbia Heights School District #13 schools located in Columbia Heights and Hilltop:

- a. To coordinate and directly provide for, in appropriate circumstances, the general safety of students and staff.
- b. To monitor gang activity throughout school property and respond appropriately to non-school related intelligence regarding gang activity.

- c. To reduce the number of calls responded to by uniform officers at school sites.

Indicator #2:

Maintain adequate knowledge through review of daily reports, keeping abreast of the above current problems and disseminating information to Investigations and Patrol.

Objective #3:

Complete all investigations assigned or generated in the field to their proper conclusion.

Indicator #3:

Pass Resource supervisor's review of completed cases. One hundred percent of cases must pass this review.

Objective #4:

Improvement and continual update of Resource Program.

Indicator #4:

A School District representative and Police Department representative will meet quarterly to discuss the Resource Office program. Yearly evaluations to be prepared by School Officials, Police Department and Resource Officer for annual review and evaluation.

Objective #5:

Provide cultural relevant services in schools.

Indicator #5:

Participate in annual cultural competency and equity training offered by the district including onsite and offsite training.

**POSITION DESCRIPTION - SCHOOL RESOURCE OFFICER
ACCOUNTABILITY AND EDUCATION REQUIREMENTS**

The School Resource Officer is a member of the department below the rank of Sergeant. Officer may be assigned from the rank of police officer to serve as School Resource Officer. Officers who desire to serve in this assignment may submit their requests in writing to the Police Captain. Officers serving in the assignment may be removed at the discretion of the Chief of Police. The appointed School Resource Officer may vacate this position with thirty days written notice to the Chief of Police. While serving in this assignment, officers shall receive a pay differential in accordance with the labor agreement in effect at the time of the assignment.

Accountable to:

The School Resource Officer reports to and is directly accountable to the Chief of Police or his designee.

Education and Training Requirements:

POST licensed, supplemented by course work in investigative techniques, interview and interrogation techniques and crime scene processing techniques.

**POSITION DESCRIPTION - SCHOOL RESOURCE OFFICER
QUALIFICATIONS**

1. Considerable knowledge of the principles of modern investigation techniques.
2. Thorough knowledge of scientific methods of crime detection and criminal identification.
3. Thorough knowledge of federal, state and local laws and ordinances that are enforced by the department.
4. The ability to communicate effectively both orally and in writing.
5. The ability to analyze complex criminal transactions and trends and to use information obtained to successfully charge criminal offenders.
6. The ability to develop informants.
7. The ability to independently manage a number of investigations at any one time.
8. The ability to manage time effectively.
9. The ability to speak effectively in public.
10. The ability to work effectively with juveniles.
11. The ability to gain cooperation, support, and assistance of the area church organizations, County Welfare, County Court Services, Juvenile Court, County and City law enforcement, and other agencies in the community.
12. To meet as needed with members of the personnel team and police department representatives to discuss individual student and student body problems that affect school or police department objectives.
13. The ability to provide educational materials and lectures for the students, the school staff and the community on juvenile problems and problem areas, available assistance services for the students and their parents, and other topics deemed important.
14. The ability to assist in the classroom in the teaching of physical, mental and social effects of alcohol and narcotic use and abuse.
15. The ability to train the school staff in matters of school security, symptoms of drug abuse, etc.

16. The ability to identify and take proactive steps to prevent activities that lead or could lead to delinquent behavior and/or activities.
17. The ability to establish a favorable rapport with students as a means for preventing delinquent behavior and activities.
18. The ability to maintain the police image. The School Resource Officer is responsible for the enforcement of city and state law, but whose treatment is fair and recognizes he/she is working in a juvenile environment. The School Resource Officer must assure the students and the staff that he/she is not in the school to create a police state, he/she is there to assist the administrative staff and students.
19. The ability to promote informal contacts between the students and the police, to increase communication and understanding between the two.
20. The ability to meet all other requirements and performance criteria defined for patrol officer position.
21. The ability to serve as a resource person for law enforcement and juvenile court procedures. The officer will be in a position with the school to develop a better understanding and have additional pertinent information for juvenile court determinations.
22. The School Resource Officer is often in a favorable position to work on many creative programs and can work with juvenile group leaders trying to interest them in constructive activities of a recreational or social nature.

MAJOR AREAS OF ACCOUNTABILITY OF THE SCHOOL RESOURCE OFFICER POSITION

1. To attend school staff meetings as a resource person in developing and adopting procedures that will contribute to the prevention of juvenile delinquency.
2. To communicate and cooperate with county welfare officers, probation personnel, and other members of the professional community when appropriate.
3. To assist school staff members in understanding the Anoka County Juvenile Court System, law enforcement ramifications, and the technique of court referrals when necessary.
4. To be a part of the total team effort to provide role models and prevent undesirable behavior patterns from developing. Endeavor to build and maintain rapport between youth, school, and police by day-to-day contact as a resource person.
5. To become involved in school and outside youth activities in order to understand special problems of youth and how they may be positively addressed. Participate in community affairs as requested or assigned, and be available for lectures to school and community groups.
6. To facilitate education programs for students; i.e., acts as a resource person in the continuing development of drug education, etc.
7. To assist and advise in security matters regarding school buildings and properties that are normally supervised by school staff members upon request of appropriate school official(s).
8. To maintain individual police skills, including physical conditioning. Stay abreast of developments in the crime prevention and youth relations fields and changes in related laws and ordinances.
9. To prepare and submit necessary case files regarding cases assigned or investigated.
10. To work under the direction of the investigative supervisor and will accept input from appropriate school administrative personnel.
11. Investigates reported crimes, both in and out of the school environment, for the purpose of collecting evidence and identifying, locating, questioning witnesses and suspects, and making legal arrests as justified by the facts developed.
12. Obtains and processes physical evidence. Handles or arranges for the processing of a crime scene including measurements, fingerprints, photos and drawings, etc.

13. Ensures proper development of cases for prosecution, builds an accurate and complete case file through reports of actions and findings. Coordinates the disposition of all juvenile matters to provide for unified approach.
14. Ensures proper disposition of cases for prosecution, builds an accurate and complete case file through reports of actions and findings. Coordinates the disposition of all juvenile matters to provide for a unified approach.
15. Ensures proper disposition of all assigned cases, meets with the Police Captain regularly to review the status of all cases and determines whether to pursue, delay or close the matter.
16. Confers with parents, other members of the Criminal Justice System, and those private and public agencies within the community which are involved in the case, counseling or treatment of juveniles, children or family units, in the disposition of matters involving juveniles and/or children.
17. Preparation and presentation of appropriate material to students of elementary, junior and senior high schools.

GUIDELINES FOR THE SCHOOL RESOURCE OFFICER POSITION

1. Work week will be based on a 40-hour week.
2. Work hours will be proximate to the school day.
3. Will be assigned a department vehicle while on-duty.
4. Time commitment is appropriately divided in each of the following categories:
 - a. In-school activity at high school or middle school
 - b. Case investigation, training, and meetings as scheduled
 - c. Elementary schools
5. Primarily reports to the Police Captain. Secondary supervisor is the on-duty police supervisor.
6. Must report to a supervisor daily, but is authorized to report immediately to the school each day if approved.
7. Must be prepared to perform all police functions, as the officer is subject to immediate call-out for other activities, but must be discreet in the visibility of police equipment.
8. Will be assigned a cellular phone, and the phone must be operational during all hours when on duty.
9. Break time will be as defined in the union agreement.
10. Will be assigned desk space at the Police Department and will be provided appropriate office space and supplies by the schools.
11. Must dress in a manner that is acceptable to school administrators and with the approval of the Chief of Police.
12. The officer is at all times under police supervision, but is expected to work closely with school administrators and staff. The objective is to solve problems, assist school staff, and to assist students.

JOINT POWERS AGREEMENT

This Joint Powers Agreement dated this ____ day of _____ is made pursuant to M.S. 471.59 by and between the *City of Columbia Heights (City)* and *Columbia Heights Public Schools (School District)*.

1. **Purpose:** The purpose of this agreement is to create, fund, and implement the positions of ***Police School Resource Officer***.
2. **Duties and Responsibilities:** The job description for the School Resource Officer is attached.
3. **Selection Process:** From applications of qualified applicants for the position of School Resource Officer, one or more candidates will be selected by a selection board made up of School District #13 personnel and appointed Police Department personnel. Oral interviews are to be administered by the same selection board. The final appointment of the School Resource Officers are at the discretion of the Chief of Police. The assigned officer may be removed from the School Resource position by a written request from the School District or at the discretion of the Chief of Police.
4. **Funding:** The School District and City will share the following expenses equally during the school year, except in no event may the School District's share of the expenses exceed 1/2 of 9/12 of the total officer compensation and benefit package for the High School Resource Officer and the Middle School Resource Officer.
 - A. Officer's Salary
 - B. Position Grade Enhancement
 - C. Holiday Pay
 - D. F.I.C.A.
 - E. Workers Compensation
 - F. P.E.R.A.
 - G. Hospitalization
 - H. Training and Equipment
 - I. Vehicle-related Costs

The cost breakdowns for the period of January 1, 2022 through December 31, 2022 are attached.

5. **Billing:** The City shall submit a bill to the School District, which will be paid within thirty days of receipt.
6. **Term:** This agreement shall commence on **January 1, 2022**, and shall end on **December 31, 2022**.
7. **General Provisions:** The Police School Resource Officer is a city employee and shall not be considered an employee of the School District for any purpose, including but not limited to salaries, wages, other compensation or fringe benefits, Workers Compensation, Unemployment Compensation, P.E.R.A., Social Security, liability insurance, keeping of personnel records, termination of employment, individual contracts or other contractual rights. The officer will report to and be directed by the Police Captain, but will consult regularly with the School District officials. The officer will have office space and phone at the assigned school without cost to the City.
8. **Indemnification by City:** The School Resource Officer is a city employee. The City shall indemnify, hold harmless, and defend the School District, its elected officials and employees against any and all liability, loss, costs, damages, expenses, claims or actions which the School District, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent or willful act or omission of the City, its agents or employees, in the execution, performance, or failure to adequately perform the City's obligations pursuant to this agreement.
9. **Indemnification by School District:** The School District shall indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or action which the city, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent or willful act or omission of the School District, its agents or employees, in the execution, performance or failure to adequately perform the School District's obligations pursuant to this agreement.
10. **Termination of Agreement:** Ninety day written notice by either School District or City is required to terminate the program. The Resource Officer can be removed at any time following the written notification of termination of the program.
11. **Temporary Reassignment:** Temporary reassignment of the Resource Officer is at the discretion of the Chief of Police not to exceed thirty consecutive days, contract to be renegotiated after thirty days.

12. The resolution of unforeseen problems arising in this program shall be negotiated by representatives appointed by the School District and the Chief of Police.
13. ***Learning Model Changes.*** The above terms assume a normal, in-person learning model at the Middle School and High School. Due to the COVID-19 pandemic, the School District may switch to a Modified Hybrid or Distance Learning model, resulting in fewer or no students in the Middle School and/or High School. In the event the School Board changes either School to a Modified Hybrid or Distance Learning model, no Liaison Officer will be needed in the school(s) and the District will not incur any costs under this Agreement relating to the school(s) operating under those models from the date the learning model is changed until such time that the District moves to either the in-person or Full Hybrid learning model in that School. While a School is operating under an in-person or Full Hybrid learning model, liaison officers will be utilized and the District is obligated to pay the full cost of liaison services as contemplated by this Agreement.

In witness whereof, the parties have executed this agreement the day and year first written above.

City of Columbia Heights

Columbia Heights Public Schools

Amáda Márquez Simula
Mayor

Zena Stenvik
Superintendent of Schools

Lenny Austin
Chief of Police

Naty Severson
School Board Chair

COST FACTOR BREAKDOWN MIDDLE SCHOOL RESOURCE OFFICER PROGRAM

2022

Base Wage – Middle School Resource Officer:

Patrol Top Wage	\$7,486.00/month	\$ 89,832.00/year
Resource Officer Premium	\$ 200.00/month	\$ 2,400.00/year
Longevity	\$ 130.19/month	\$ 1,562.00/year
Holiday pay		\$ 5,234.00/year
Deferred Compensation		\$ 450.00/year
Overtime Allocation		<u>\$ 6,120.00/year</u>
<i>Total Base Wage</i>		<i>\$105,598.00/year</i>

Compensation and Fringe:

F.I.C.A. (1.45%)	\$ 1,531.00/year
Workers Comp (3.45%)	\$ 3,643.00/year
P.E.R.A. (17.70%)	\$ 18,691.00/year
Employee Insurance	<u>\$ 11,460.00/year</u>
<i>Total Fringe Benefit Costs</i>	<i>\$ 35,325.00/year</i>

Miscellaneous Costs:

Training and equipment allowance	\$ 1,987.00/year
Vehicle related expense	<u>\$ 1,184.00/year</u>
<i>Total Miscellaneous Costs</i>	<i>\$ 3,171.00/year</i>

Total Yearly Costs ***\$144,094.00/year***

To compute monthly total:

\$144,094.00 divided by 12 months = \$ 12,008.00

To compute school year total:

\$12,008.00 X 9 months (school yr) = \$108,072.00

To compute School District cost:

½ of 9/12 funding formula = \$ 54,036.00

***Total Cost to Columbia Heights Public Schools
For Middle School Officer for 2022:*** ***\$ 54,036.00***

COST FACTOR BREAKDOWN HIGH SCHOOL RESOURCE OFFICER PROGRAM

2022

Base Wage – High School Resource Officer:

Patrol Top Wage	\$7,486.00/month	\$ 89,832.00/year
Resource Officer Premium	\$ 200.00/month	\$ 2,400.00/year
Longevity	\$ 499.76/month	\$ 5,997.00/year
Holiday pay		\$ 5,234.00/year
Deferred Compensation		\$ 450.00/year
Overtime Allocation		<u>\$ 6,120.00/year</u>
<i>Total Base Wage</i>		<i>\$110,033.00/year</i>

Compensation and Fringe:

F.I.C.A. (1.45%)	\$ 1,595.00/year
Workers Comp (3.45%)	\$ 3,796.00/year
P.E.R.A. (17.70%)	\$ 19,476.00/year
Employee Insurance	<u>\$ 11,460.00/year</u>
<i>Total Fringe Benefit Costs</i>	<i>\$ 36,327.00/year</i>

Miscellaneous Costs:

Training and equipment allowance	\$ 1,987.00/year
Vehicle related expense	<u>\$ 1,184.00/year</u>
<i>Total Miscellaneous Costs</i>	<i>\$ 3,171.00/year</i>

Total Yearly Costs ***\$149,531.00/year***

To compute monthly total:

\$149,531.00 divided by 12 months = \$ 12,461.00

To compute school year total:

\$12,461.00 X 9 months (school yr) = \$112,149.00

To compute School District cost:

½ of 9/12 funding formula = \$ 56,074.00

***Total Cost to Columbia Heights Public Schools
For High School Officer for 2022:*** ***\$ 56,074.00***

AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Approve Resolution 2021-96 Approving State of MN Joint Powers Agreements										
DEPARTMENT: Police		BY/DATE: Chief Austin/Nov 17, 2021									
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>				<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
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<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population										

BACKGROUND:

The City's current Master Joint Powers Agreement (JPA) with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension (MN BCA) expires soon. This will require executing a new Joint Powers Agreement. Our current Court Amendment expires with the Joint Powers Agreement, so a new Court Amendment will need to be executed as well. This action requires a Resolution of the City Council.

The Joint Powers Agreement and the Court Amendment have been reviewed by Chief Austin and City Attorney Jim Hoeft. Our recommendation is that the Council adopt Resolution 2021-96 Approving State of Minnesota Joint Powers Agreements with the City of Columbia Heights on Behalf of its City Attorney and Police Department.

RECOMMENDED MOTION(S):
<p>MOTION: Move to approve Resolution 2021-96, being a Resolution approving State of Minnesota Joint Powers Agreements with the City of Columbia Heights on behalf of its City Attorney and Police Department.</p>

ATTACHMENT(S):

State of Minnesota Joint Powers Agreement
Court Data Services Subscriber Amendment to CJDN Subscriber Agreement

RESOLUTION NO. 2021-96**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH
THE CITY OF COLUMBIA HEIGHTS ON BEHALF OF ITS CITY ATTORNEY AND POLICE
DEPARTMENT**

WHEREAS, the City of Columbia Heights on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Columbia Heights, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Columbia Heights on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the Chief of Police, Lenny Austin, or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the City Attorney, James Hoeft, or his successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. That Amáda Márquez Simula, the Mayor for the City of Columbia Heights, and Sara Ion, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 13th day of December, 2021.

CITY OF COLUMBIA HEIGHTS

By: Amáda Márquez Simula
Its Mayor

ATTEST: _____
By: Sara Ion
Its City Clerk

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the City of Columbia Heights on behalf of its Police Department (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 200585, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. “Rules of Public Access” means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. “Court” shall mean the State of Minnesota, State Court Administrator's Office.

h. “Subscriber” shall mean the Agency.

i. “Subscriber Records” means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. Activation. Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. Rejection. Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. Requests for Termination of One or More Authorized Court Data Services. The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.

Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: Amáda Márquez Simula
(PRINTED)

Signed: _____

Title: Mayor
(with delegated authority)

Date: _____

Name: Sara Ion
(PRINTED)

Signed: _____

Title: City Clerk
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY,
BUREAU OF CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Columbia Heights on behalf of its Police Department ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.
- 2.2 Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

 - A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
 - B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
 - C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
 - A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court Information Access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.
- 2.13 Vendor Personnel Screening.** The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent quarterly for the amount of Six Hundred Thirty Dollars (\$630.00) or a total annual cost of Two Thousand Five Hundred Twenty Dollars (\$2,520.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Dana Gotz, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue Saint Paul, MN 55106

Telephone: 651.793.1007
Email Address: Dana.Gotz@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Lenny Austin, Chief
Address: 825 41st Ave NE
Columbia Heights, MN 55421
Telephone: 763.706.8100
Email Address: police@columbiaheightsmn.gov

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 Sanctions Involving Only BCA Systems and Tools.**
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.
- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.
- 9.3 Sanctions Involving Only Court Data Services**
The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and

the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____ Amáda Márquez Simula _____
(PRINTED)

Signed: _____

Title: _____ Mayor _____
(with delegated authority)

Date: _____

Name: _____ Sara Ion _____
(PRINTED)

Signed: _____

Title: _____ City Clerk _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Resolution 2021-98, A Resolution to Accept the Amended Original Allocation and Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act									
DEPARTMENT: Finance		BY/DATE: Jackie Zillmer, 11/30/21								
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input checked="" type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>			<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input checked="" type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
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<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services									
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population									

BACKGROUND:

In June of this year, council approved a resolutions accepting American Rescue Plan Act recovery. This amount was calculated based off an estimated per capita amount. This original resolution estimate was slightly lower than the actual allocation being \$2,141,878.

After October 11th cities that declined the recovery funds were to have those funds redistributed to participating cities. The unclaimed amount was nearly \$12 million dollars. Of this, the City of Columbia Heights will be receiving an additional \$70,784 in recovery funds as part of the redistribution. In total, Columbia Heights will receive \$2,232,308 in American Rescue Plan Act funds.

This resolution is to only accept the funds. It does not establish how the City will utilize the funds (except for following the guidance of the Department of Treasury). Staff has recommended using the ARPA funds for qualifying sewer and water infrastructure projects. The deadline for spending the funds is December 31, 2024.

RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution 2021-98, there being ample copies available to the public
MOTION: Move to adopt Resolution 2021-98, a Resolution to Accept the Amended Original Allocation and Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act.

ATTACHMENT(S):

Resolution 2021-98

RESOLUTION NO. 2021-98

A resolution of the City Council for the City of Columbia Heights, Minnesota, accepting the amended original allocation and redistribution of unrequested coronavirus local fiscal recovery fund established under the American Rescue Plan Act.

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

ORDER OF COUNCIL

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs).

WHEREAS, NEUs generally have populations below 50,000.

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, an amount equal to \$2,161,524 has been allocated to the City of Columbia Heights pursuant to ARPA (“Allocation”).

WHEREAS, after the deadline of October 11, 2021, passed for NEUs to request ARPA funds, nearly \$12 million of the \$377 million available to Minnesota’s NEUs remained unrequested.

WHEREAS, as allowed by the U.S. Treasury, the State of Minnesota has redistributed these remaining funds amongst eligible local governments who requested ARPA funds.

WHEREAS, the redistribution amount is approximately \$3.47 per capita, capped at 75% of the most recent budget adopted as of January 27, 2020.

WHEREAS, \$70,784 has been allocated to the City of Columbia Heights (“City”) pursuant to the ARPA (Redistribution).

WHEREAS, the Redistribution will be distributed in two tranches with half received in 2021 and the second half in 2022.

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

NOW, THEREFORE, BE IT RESOLVED by the City of Columbia Heights as follows:

The City accepts the Amended Original Allocation and Redistribution of unrequested coronavirus local fiscal recovery fund established under the ARPA to be used in a manner consistent with guidance adopted by the United State Department of Treasury.

Passed this 13th day of December, 2021

Offered by:

Seconded by:

Roll Call:

Amáda Márquez Simula, Mayor

Attest:

Sara Ion, City Clerk/Council Secretary

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	DECEMBER 13, 2021

ITEM:	Anoka County HRA Levy Request for Reimbursement of Cell Tower Relocation Expenditures		
DEPARTMENT: Community Development		BY/DATE: Aaron Chirpich – 12-7-2021	
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold “X” in front of the selected text below)</i>			
<input type="checkbox"/> Safe Community		<input type="checkbox"/> Diverse, Welcoming “Small-Town” Feel	
<input checked="" type="checkbox"/> Economic Strength		<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input type="checkbox"/> Equity and Affordability		<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	
<input type="checkbox"/> Opportunities for Play and Learning		<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

When the EDA acquired the vacant six story office building at 3989 Central Avenue NE for redevelopment purposes, it was known that the rooftop of the building was occupied by active wireless communication antennas. By acquiring the building, the EDA became obligated to the terms of an existing long-term lease of the building’s rooftop for the operation of the equipment. At the time of the EDA’s purchase, there were two carriers operating from the site, Sprint and AT&T. Both carriers were sub-leasing antenna space under a master lease agreement held by a third-party broker, Crown Castle. To redevelop the site and move forward with razing the office building, the cellular assets had to be relocated.

The negotiation process for the relocation of the antennas ultimately ended in a mediated settlement agreement between all parties. As part of that settlement, the City agreed to facilitate, and pay for the relocation of the antennas by building a new monopole tower on the City’s library property located at 3939 Central Avenue NE. The estimate for all relocation expenses including the construction of the new tower is \$1,200,000. To pay for a portion of the relocation expenses, the City has utilized \$479,249 of pooled TIF funds that have accumulated from multiple TIF districts within the City. These TIF funds have been exhausted. Therefore, staff recommends utilizing the Anoka County Housing and Redevelopment Authority (ACHRA) economic development levy funds to cover the balance of the relocation expenditures. At this time, the balance of additional costs not covered by the pooled TIF funding is \$692,930.88.

FUNDING BACKGROUND:

In 2007, the Anoka County Board of Commissioners authorized the ACHRA to exercise the powers of an economic development authority. These powers were only authorized in cities or townships within the county that adopted a resolution electing to participate in Anoka County sponsored economic development activities. If a city or township adopts a resolution electing to participate, they have access to an additional source of revenue for economic development activities. The access to the additional county funding has four primary conditions: (1) participation for a minimum of five years in the program, (2) the ACHRA may levy additional property tax in the city or township, (3) the ACHRA may deduct a 15% administration fee from the levied property tax, and (4) the ACHRA retains absolute authority and discretion in determining whether or not a fund reimbursement request meets the statutory objectives of the program. The City has elected to

participate in the program since 2007, and renewed its five year commitment to the program twice. The current five year term ends on December 31, 2022.

RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution 2021-99, there being ample copies available to the public.

MOTION: Move to approve Resolution 2021-99, a resolution requesting funds from the Anoka County Housing and Redevelopment Authority to support economic development activities in the City of Columbia Heights.

ATTACHMENT(S):

- Resolution 2021-99

RESOLUTION REQUESTING FUNDS FROM THE ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY TO SUPPORT ECONOMIC DEVELOPMENT ACTIVITIES WITHIN THE CITY OF COLUMBIA HEIGHTS

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

WHEREAS, on June 26, 2017, the Council adopted Resolution 2017-70, a resolution authorizing the approval of participation in the Anoka County Housing and Redevelopment Authority (the “ACHRA”) economic development activities; and

WHEREAS, the City is eligible to receive funding from the ACHRA for projects and programs that meet the requirements of MN Statute 469 (“Eligible Activity”); and

WHEREAS, the City’s Economic Development Authority acquired the vacant and blighted property located at 3989 Central Avenue NE (“the Property”), for redevelopment purposes; and

WHEREAS, the Property contained certain rooftop cellular antennas and other related equipment (“the Equipment”) that required relocation for the redevelopment project to move forward; and

WHEREAS, the City, after appropriate examination and review, entered into a Settlement Agreement with Crown Castle AS LLC, and New Cingular Wireless PCS, LLC to relocate the Equipment to the City owned property located at 3939 Central Avenue NE (“the Relocation Property”); and

WHEREAS, per the Settlement Agreement, the City has constructed at its own cost a new monopole tower on the Relocation Property to serve as the new location for the Equipment; and

WHEREAS, the City desires to request funding from the ACHRA to pay for the costs incurred to date that are associated with the Equipment relocation efforts.

NOW, THEREFORE BE IT RESOLVED, the City does hereby request that the ACHRA contribute the sum of \$692,930.88 to pay for costs related to the Equipment relocation as an Eligible Activity of the City.

ORDER OF COUNCIL

Passed this 13th day of December, 2021

Offered by:

Seconded by:

Roll Call:

Mayor, Amáda Márquez Simula

Attest:

Sara Ion, City Clerk/Council Secretary

AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Adopt Resolution 2021-95 Establishing Senior Citizens or Retired and Disabled Persons Hardship Special Assessment Deferral		
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen / November 17, 2021	
CITY STRATEGY: (please indicate areas that apply by adding a bold “X” in front of the selected text below)			
_Safe Community		_Diverse, Welcoming “Small-Town” Feel	
_Economic Strength		_Excellent Housing/Neighborhoods	
X_Equity and Affordability		_Strong Infrastructure/Public Services	
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: In 1982 the City Council adopted a resolution allowing the deferral of assessments for senior citizens and disabled persons. The resolution established eligibility criteria including a maximum income. The income level is updated annually by resolution.

STAFF RECOMMENDATION: The attached resolution retains the criteria in the 2021 resolution and updates the previous income eligibility amount of \$39,300. The 2022 income eligibility amount is \$41,800, which is the same dollar amount used for reduced rates for senior citizens utility bills.

RECOMMENDED MOTION(S):
<p>MOTION: Move to waive the reading of Resolution No. 2021-95 there being ample copies available to the public.</p> <p>MOTION: Move to adopt Resolution No. 2021-95, being a resolution establishing a new maximum income of \$41,800 for Senior or Retired and Disabled Persons to be eligible for special assessment deferral.</p>

ATTACHMENT(S): Resolution 2021-95

RESOLUTION NO. 2021-95

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

WHEREAS, immediate payment of special assessments or installments on special assessments cast an undue hardship on some persons owning homestead properties who are 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make payments, and

WHEREAS, Minnesota Statutes 435.193 – 435.195 makes it possible for a home rule charter city to pass a resolution establishing standards and guidelines for determining the existence of a hardship and for determining the existence of a disability.

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

FINDINGS OF FACT

1. This deferral procedure shall apply only to assessments which are payable in five or more annual installments.
2. This deferral procedure shall apply only to property owned and occupied by the elderly, retired, or disabled applicant. Ownership and occupancy must be the same nature as would qualify the applicant for a homestead exemption for tax purposes.
3. This deferral procedure shall apply only to homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make payments. Permanent and total disability shall have the same definition for purposes of assessment deferral as is used for social security purposes.
4. This deferral procedure shall not be construed as to prohibit the determination of hardship on the basis of exceptional and unusual circumstances not covered by the standards and guidelines herein so long as determination is made in a nondiscriminatory manner and does not give the applicant an unreasonable preference or advantage over other applicants.
5. In order to obtain a deferral of an assessment, the homeowner must make application on the forms prescribed by the City Clerk.
6. The option of the homeowner to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due and payable upon the occurrence of any of the following events:
 - a. the death of the owner, provided that the spouse is not otherwise eligible for benefits hereunder;
 - b. the sale, transfer or subdivision of the property or any part thereof;
 - c. if the property should for any reason lose its homestead status; or
 - d. if for any reason the City shall determine that there would be no hardship to require immediate or partial payment.

7. No deferral may be granted unless the homeowner makes application to the City Clerk within thirty (30) days after adoption of the assessment by the Council.
8. The deferral shall apply to only 50% of the annual installment payment. If the 50% is not paid in a timely manner, the balance of the annual installment along with all future installments shall become immediately due and payable.
9. No deferral shall be granted to any owner who has a gross annual household income from all sources in excess of \$41,800.
10. No deferral may be continued from year to year unless the owner shall file a renewal application before September 15th of each year.
11. No special assessment may be deferred for a period longer than the time set by the Council as the time over which the project is to be assessed.
12. Interest on deferred assessments shall be at the rate set by the Council in its resolution adopting the assessment roll, and such interest shall be added to the amount deferred and shall be paid in accordance with Minnesota Statute 435.195 and this Resolution.

ORDER OF COUNCIL

Passed this 13rd day of December, 2021

Offered by:

Seconded by:

Roll Call:

Amáda Márquez Simula, Mayor

Attest:

Sara Ion, City Clerk/Council Secretary

AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Adopt Resolution 2021-100 Accepting the Feasibility Report for Zones 6 And 7 Street Rehabilitation and Ordering the Public Improvement Hearing, City Project No. 2202		
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen / December 7, 2021	
CITY STRATEGY: (please indicate areas that apply by adding a bold “X” in front of the selected text below)			
_Safe Community		_Diverse, Welcoming “Small-Town” Feel	
_Economic Strength		_Excellent Housing/Neighborhoods	
_Equity and Affordability		X_Strong Infrastructure/Public Services	
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: Staff has developed preliminary plans and prepared the Feasibility Report for Zones 6 and 7 of the Annual Street Rehabilitation Program. Zone 6 is bounded by University Avenue on the west, Central Avenue on the east, 44th Avenue on the north, and 40th Avenue on the south. Zone 7 is bounded by California Street/Main Street on the west, University Avenue on the east, 45th Avenue on the north, and 37th Avenue on the south, along with the area bounded by University Avenue on the west, Central Avenue on the east, 40th Avenue on the north, and 37th Avenue on the south.

ANALYSIS /CONCLUSIONS:

Attached is the Feasibility Report that details the scope of work for Street Rehabilitation in Zones 6 and 7. Particular issues are summarized below:

1. Rehabilitation Strategies

Three treatment strategies are utilized in the street rehabilitation program: mill and overlay, partial reconstruction, and full reconstruction. In Zone 6, partial reconstruction and mill and overlay is proposed for the streets identified on the attached area map. In Zone 7, mill and overlay is proposed for the street identified on the attached area map.

A fourth strategy, seal coating, is addressed under separate engineering reports when seal coating work is proposed.

Staff utilizes three methods in evaluating the condition of the street and determining appropriate treatment:

1. Present physical structure (cross-section): Each street within Zones 6 and 7 has been excavated down to the sub-base material and the individual street segment cross-sections are catalogued.
2. Non-destructive strength determination and condition rating: Braun Intertec, a geo-technical engineering consultant, conducted tests on all streets at 50-foot intervals with a dropping weight deflection test. From this test, the strength of the road segment is determined. Braun Intertec also develops their own pavement conditions index.
3. Overall Condition Index (OCI): Staff also reviews each street segment by measuring the type and

quantity of each type of cracking in the pavement. This information, along with other factors, such as drainage and physical structure is used to determine an “overall condition index”. An OCI of 70 or greater suggests seal coat is the appropriate treatment. An OCI between 69 and 55 reflects that the bituminous pavement is showing signs of significant deterioration and a mill and overlay is required to strengthen the pavement. An OCI of less than 55 suggests the best course of action is to reconstruct the street, typically because both the pavement and the base under the pavement are failing. The need for full or partial reconstruction depends on the condition of the curb and gutter. The results are then used to determine the appropriate treatment to maximize the life of the street.

2. Utilities Replacement

Utilities have been reviewed in Zones 6 and 7. Staff utilized structure inspections, televising, history of water main breaks, age of water main and services, leakage testing (independent testing), and previous engineering reports in determining utility recommendations.

Only minor water main, sanitary sewer, and storm sewer utility work is proposed.

3. Assessment Methodology

Street Rehabilitation in Phase 1, Zones 1, 2 and 3 all followed the **previous assessment policies** for each area. Under the 1999 Alley Construction Program and in subsequent zones, a “unit” assessment methodology was employed rather than using a “front foot” rate basis. The area of Columbia Heights west of Central Avenue is essentially a block type development pattern with streets and avenues. The **existing assessment policy** for this area would involve “street” assessments and “avenue” assessments. The “street” frontage (typical front of property or where driveway access is) would pay a particular rate for the full frontage for that type of treatment (mill and overlay or full reconstruction, for example) used on that street. That same parcel would pay a reduced rate for the avenue for the full frontage.

4. Scope of Work

The cost sharing policy provides a 70/30 cost share for partial reconstruction, and 85/15 for mill and overlay.

5. Financing: Street Rehabilitation Zones 6 and 7

The estimated construction costs are as follows:

Partial street reconstruction (FDR):	\$903,260.
Mill & Overlay construction:	\$508,225.
Utilities:	\$ **

Project funding is proposed as follows:

Assessments:	\$1,161,775.
Infrastructure Fund:	\$ 249,710.
Sanitary Sewer Fund:	\$ **
Water Construction Fund:	\$ **
Storm Sewer Fund:	\$ **

The costs and associated funding for utility work (**) will be further developed during the final design.

6. Past Assessments:

The information provided below lists assessment areas for previous street rehabilitation projects. These assessment areas are shown on a map with the feasibility study.

2020 Project on alley from Washington St to Jefferson St, 41st Ave to 42nd Ave: Reconstruction

Assessment term: 10 years (2021-2030)

Washington Street (east side) and Jefferson Street (west side): Owners had an *alley* assessment.2020 Project on alley from Madison St to Monroe St, 42nd Ave to 43rd Ave: Reconstruction

Assessment term: 10 years (2021-2030)

Madison Street (east side) and Monroe Street (west side): Owners had an *alley* assessment.2016 Project on 45th Avenue, Main St to 3rd St: Partial Reconstruction

Assessment term: 10 years (2017-2026)

3rd Street: For one-half block south of 45th Avenue, owners had an *avenue* assessment.2016 Project on Jefferson Street, 40th Ave to 44th Ave: Mill and Overlay

Assessment term: 10 years (2017-2026)

Jefferson Street (west side): For one-half block south of 41st Avenue to one-half block north of 43rd Avenue, owners had a *street* assessment.Jefferson Street (east side): For one-half block south of 42nd Avenue to one-half block north of 43rd Avenue, owners had a *street* assessment.2015 Project on 4th Street, 40th Ave to 42nd Ave: Full Reconstruction

Assessment term: 15 years (2016-2030)

4th Street: For one-half block south of 42nd Avenue, owners had a *street* assessment.2015 Project on alley from Monroe St to Quincy St, 42nd Ave to 43rd Ave: Reconstruction

Assessment term: 10 years (2016-2025)

Monroe Street (east side) and Quincy Street (west side): Owners had an *alley* assessment.2011 Project on 6th Street, 40th Ave to 44th Ave: Full Reconstruction

Assessment term: 15 years (2012-2026)

6th Street: From one-half block south of 42nd Avenue to one-half block north of 43rd Avenue, owners had a *street* assessment.**7. Concurrent Projects**

Proposed Municipal State Aid Street mill and overlay on 47th Avenue. Water main structural lining on 37th Avenue from Central Avenue to Lincoln Street, Pierce Street from 37th Avenue to cul-de-sac (CDS) and Lincoln Street from 37th Avenue to CDS. Sanitary sewer manhole construction on Central Avenue from 37th Avenue to 43rd Avenue.

8. Utility Issues

Water hydrants and gate valves that have reached their service life will be replaced. For the sanitary and storm sewer systems, staff is proposing structure replacement/repair where existing structures are substandard/deteriorated.

9. Meeting Dates

Staff has established the following meeting dates:

Resident Informational: TBD*
Public Hearing: Monday, February 7, 2022

RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution 2021-100, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2021-100, being a resolution accepting the Feasibility Report for 2022 Street Rehabilitation Improvements - Zones 6 and 7, City Project No. 2202, and ordering the Public Improvement Hearing beginning at 6:15 p.m. on February 7, 2022.

ATTACHMENT(S): Resolution 2021-100
Feasibility Report
Maps

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

WHEREAS, the City Council is proposing to rehabilitate select local streets in Zones 6 and 7 that have not been rehabilitated under the street program, and

WHEREAS, pursuant to Resolution No. 2021-64, a report has been prepared by the City Engineer with reference to the Program, and the following street(s):

Zone 6 is bounded by University Avenue on the west, Central Avenue on the east, 44rd Avenue on the north, and 40th Avenue on the south.

Zone 7 is bounded by California Street/Main Street on the west, University Avenue on the east, 45th Avenue on the north, and 37th Avenue on the south, along with the area bounded by University Avenue on the west, Central Avenue on the east, 40th Avenue on the north, and 37th Avenue on the south, and

WHEREAS, the report provides information regarding whether the proposed project is feasible, necessary and cost-effective, and

Said report is hereby received by the City Council of Columbia Heights on December 13, 2021.

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

FINDINGS OF FACT

1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting or benefited property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,511,485.
2. A public hearing shall be held on such proposed improvement on the 7th day of February, 2022, in the City Council Chambers at 590 40th Avenue N.E. at 6:15 P.M. and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

ORDER OF COUNCIL

Passed this 13th day of December, 2021

Offered by:

Seconded by:

Roll Call:

Attest:

Amáda Márquez Simula, Mayor

Sara Ion, City Clerk/Council Secretary



City of Columbia Heights

FEASIBILITY REPORT FOR 2022 STREET REHABILITATION IMPROVEMENTS: ZONES 6 AND 7 CITY PROJECT 2202

DECEMBER, 2021

ENGINEERING DEPARTMENT
637 38th Avenue NE, Columbia Heights, MN 55421
763-706-3700 ❖ publicworks@columbiaheightsmn.gov

STREET REHABILITATION IMPROVEMENTS

COLUMBIA HEIGHTS, MINNESOTA

ZONES 6 AND 7

PROJECT NUMBER 2202

LOCATION: ZONE 6 – AREA BOUNDED BY
UNIVERSITY AVENUE TO CENTRAL AVENUE
40TH AVENUE TO 44TH AVENUE

 ZONE 7 – AREA BOUNDED BY
UNIVERSITY AVENUE TO CENTRAL AVENUE
37TH AVENUE TO 40TH AVENUE AND
CALIFORNIA STREET/MAIN STREET TO UNIVERSITY AVENUE
37TH AVENUE TO 45TH AVENUE

This feasibility study includes an analysis of proposed street rehabilitation within Zones 6 and 7.

IMPROVEMENTS: Partial Street Reconstruction (Full Depth Reclamation: FDR) –
Random curb and gutter and sidewalk replacement as required, including pedestrian ramp construction, reclamation and stockpiling of bituminous surface and underlying aggregate base, subgrade excavation, grading and placement of reclaimed material, and new 4" bituminous surfacing.

Mill and Overlay -
Random curb and gutter and sidewalk replacement as required, including pedestrian ramp construction, milling pavement surface, and new 1" to 2" bituminous overlay.

Utility Construction –
No major water main, sanitary sewer replacement, or storm sewer is proposed. Manhole and catch basin structure rehabilitation/repair is anticipated.

INITIATION: City Council in accordance with the Street Rehabilitation Policy.

OWNERS The location of each street is described below and shown on the attached map.
BENEFITTING: The total number of assessed parcels is 605.

OWNERS

ABUTTING

OR IMPACTED:

Partial Reconstruction (FDR)

1. Jackson Street NE, 40th Avenue to 41st Avenue (6)
2. 41st Avenue NE, Monroe Street to Quincy Street (25)
3. 41st Avenue NE, Quincy Street to Jackson Street (10)
4. 41st Avenue NE, Jackson Street to Van Buren Street (9)
5. 41st Avenue NE, Van Buren Street to Central Avenue (13)
6. 42nd Avenue NE, 7th Street to Washington Street (27)
7. 42nd Avenue NE, Washington Street to Jefferson Street (23)
8. 42nd Avenue NE, Jefferson Street to Madison Street (27)
9. 42nd Avenue NE, Madison Street to Monroe Street (26)
10. 42nd Avenue NE, Monroe Street to Quincy Street (25)
11. 43rd Avenue NE, 4th Street to 5th Street (29)
12. 43rd Avenue NE, 5th Street to 6th Street (31)
13. 43rd Avenue NE, 7th Street to Washington Street (27)

Mill and Overlay

1. 5th Street NE, 40th Avenue to 41st Avenue (26)
2. 3rd Street NE, 44th Avenue to 45th Avenue (21)
3. 41st Avenue NE, 7th Street to Washington Street (23)
4. 41st Avenue NE, Washington Street to Jefferson Street (23)
5. 42nd Avenue NE, University Ave Service Drive to 4th Street (21)
6. 42nd Avenue NE, 4th Street to 5th Street (27)
7. 42nd Avenue NE, 5th Street to 6th Street (28)
8. 42nd Avenue NE, 6th Street to 7th Street (30)
9. 43rd Avenue NE, 6th Street to 7th Street (28)
10. 43rd Avenue NE, Washington Street to Jefferson Street (24)
11. 43rd Avenue NE, Jefferson Street to Madison Street (23)
12. 43rd Avenue NE, Madison Street to Monroe Street (25)
13. 43rd Avenue NE, Monroe Street to Quincy Street (28)

ISSUES:

The following is a study of the key project issues.

Partial Street Reconstruction (FDR)

The proposed construction would consist of reclaiming and stockpiling the bituminous pavement and underlying granular base across the entire street surface, grading, replacing the reclaimed material and if needed additional aggregate base, and paving a new bituminous mat. Existing concrete curb and gutter would be preserved except for older style v-curb, sections with poor drainage or are considered to be a hazard to the snowplows. Sidewalk would be replaced as needed to comply with ADA pedestrian ramps and to replace sections considered hazardous under the City's policy.

Mill and Overlay

The proposed construction would consist of milling off 1" to 2" of bituminous

pavement and paving a new 1" to 2" thick bituminous mat. Depending on the bituminous thickness and cross slope of the pavement, the milling would be a combination of a 7'–8' strip along the curb and gutter or across the entire pavement surface. Existing concrete curb and gutter would be preserved except for sections with poor drainage or are considered to be a hazard to the snowplows. Sidewalk would be replaced as needed to comply with ADA pedestrian ramps and to replace sections considered hazardous under the City's policy.

Utilities

No major water main, sanitary sewer or storm sewer replacement is proposed.

Water hydrants and gate valves that have reached their service life will be replaced. For the sanitary and storm sewer systems, staff is proposing structure replacement/repair where existing structures are substandard/deteriorated.

Roadway construction will include minor modifications to existing water main, sanitary and storm sewer utility surface structures in order to meet proposed finish grades.

Past Assessments

The information provided below lists assessment areas for previous street rehabilitation projects. These assessment areas are also shown on the attached map.

2020 Project on alley from Washington to Jefferson, 41st to 42nd: Reconstruction

Assessment term: 10 years (2021-2030)

Washington Street (east side) and Jefferson Street (west side): Owners had an *alley* assessment.

2020 Project on alley from Madison to Monroe, 42nd to 43rd: Reconstruction

Assessment term: 10 years (2021-2030)

Madison Street (east side) and Monroe Street (west side): Owners had an *alley* assessment.

2016 Project on 45th Avenue, Main St to 3rd St: Partial Reconstruction

Assessment term: 10 years (2017-2026)

3rd Street: For one-half block south of 45th Avenue, owners had an *avenue* assessment.

2016 Project on Jefferson Street, 40th Ave to 44th Ave: Mill and Overlay

Assessment term: 10 years (2017-2026)

Jefferson Street (west side): For one-half block south of 41st Avenue to one-half block north of 43rd Avenue, owners had a *street* assessment.

Jefferson Street (east side): For one-half block south of 42nd Avenue to one-half

block north of 43rd Avenue, owners had a *street* assessment.

2015 Project on 4th Street, 40th Ave to 42nd Ave: Full Reconstruction

Assessment term: 15 years (2016-2030)

4th Street: For one-half block south of 42nd Avenue, owners had a *street* assessment.

2015 Project on alley from Monroe to Quincy, 42nd to 43rd: Reconstruction

Assessment term: 10 years (2016-2025)

Monroe Street (east side) and Quincy Street (west side): Owners had an *alley* assessment.

2011 Project on 6th Street, 40th Ave to 44th Ave: Full Reconstruction

Assessment term: 15 years (2012-2026)

6th Street: From one-half block south of 42nd Avenue to one-half block north of 43rd Avenue, owners had a *street* assessment.

FEASIBILITY: The proposed improvement project is necessary to provide consistency with the street rehabilitation policy, cost-effective with the inclusion of partial city funding, and technically feasible as prescribed in the construction recommendations found elsewhere in this report. The project and project elements should be implemented as proposed in this study. The improvements, once completed, will provide a benefit to the properties served.

SCHEDULE: Construction is scheduled to begin in the spring of 2022 with substantial completion occurring in late summer.

Council receives Feasibility Report and orders Public Improvement Hearing	Dec 13, 2021
Public Informational meeting prior to Public Improvement Hearing	TBD
Public Improvement Hearing and Council orders Public Improvement Project	Feb 7, 2022
Council Approves Plans and Specifications, Authorizes Advertisement for Bids	Feb 14, 2022
Bid Opening	Mar 22, 2022
Council Awards Contract	Mar 28, 2022
Begin Construction	May, 2022
Construction Completed	Aug, 2022

FINANCING: Financing would be a combination of assessments to benefitted properties, infrastructure fund including Municipal State Aid funds (population apportionment), utility and general funds.

The estimated construction costs for each option are as follows:

<u>Type of Construction</u>	<u>Construction Cost</u>	<u>Proposed Assessments</u>	<u>Infrastructure/ MSAS Fund</u>
-----------------------------	--------------------------	-----------------------------	----------------------------------

Partial Reconstruction (FDR)	\$903,260	\$724,500	\$178,760
Mill and Overlay	\$508,225	\$437,275	\$ 70,950

Engineering and Administration \$128,320.

The assessments reflect a flat fee of 10% of the construction cost included in the amount to assess for a portion of the Engineering and Administration costs.

Percentages proposed to be assessed for street rehabilitation are consistent with the policy followed under each of the prior street rehabilitation zones.

Utility work performed as part of the project will be paid for from the appropriate utility fund.

ASSESSMENT:

Assessments will be in accordance with the City's Street Rehabilitation Ordinance and past practice. Assessments can be based on a per foot basis or a parcel basis. Following the other Zones assessment *policies*, assessments would be on a Street and Avenue parcel basis. A Street assessment would be at the developed rate for the particular rehab strategy while Avenue assessments would be at approximately $\frac{1}{3}$ of the street rate extending $\frac{1}{2}$ block in either direction of the Avenue. This assumes that all parcels benefit equally for the strategy in front of their property or abutting it, in the case of the Avenue.

**2022 IMPROVEMENT PROGRAM
COLUMBIA HEIGHTS, MINNESOTA**

ESTIMATED ASSESSMENTS - PROJECT NUMBER 2202

**ZONES 6 AND 7 STREET REHABILITATION PROGRAM
(Section 35, T30N, R24W)**

I. PARTIAL RECONSTRUCTION (FDR)

Estimated Cost:	\$ 903,260.
Assessable Construction Cost:	\$ 724,500.

Estimated Assessed Cost per Parcel

C, I, MF Street:	\$ 7,251.00
C, I, MF Avenue:	\$ 2,417.00

Estimated Assessed Cost per Parcel

Residential Street:	\$ 5,075.70
Residential Avenue:	\$ 1,691.90

II. MILL AND OVERLAY

Estimated Cost:	\$ 508,225.
Assessable Construction Cost:	\$ 437,275.

Estimated Assessed Cost per Parcel

C, I, MF Street:	\$ 3,471.00
C, I, MF Avenue:	\$ 1,157.00

Estimated Assessed Cost per Parcel

Residential Street:	\$ 2,950.35
Residential Avenue:	\$ 983.45



PROPOSED 2022 STREET REHABILITATION CONSTRUCTION

ZONE 6

5th Street
40th Ave to 41st Ave
Jackson Street
40th Ave to 41st Ave
41st Avenue
7th St to Jefferson St
Monroe St to Central Ave
42nd Avenue
University Ave to Quincy St
43rd Avenue
4th St to Quincy St

ZONE 7

3rd Street
44th Ave to 45th Ave

LEGEND

Street Rehabilitation

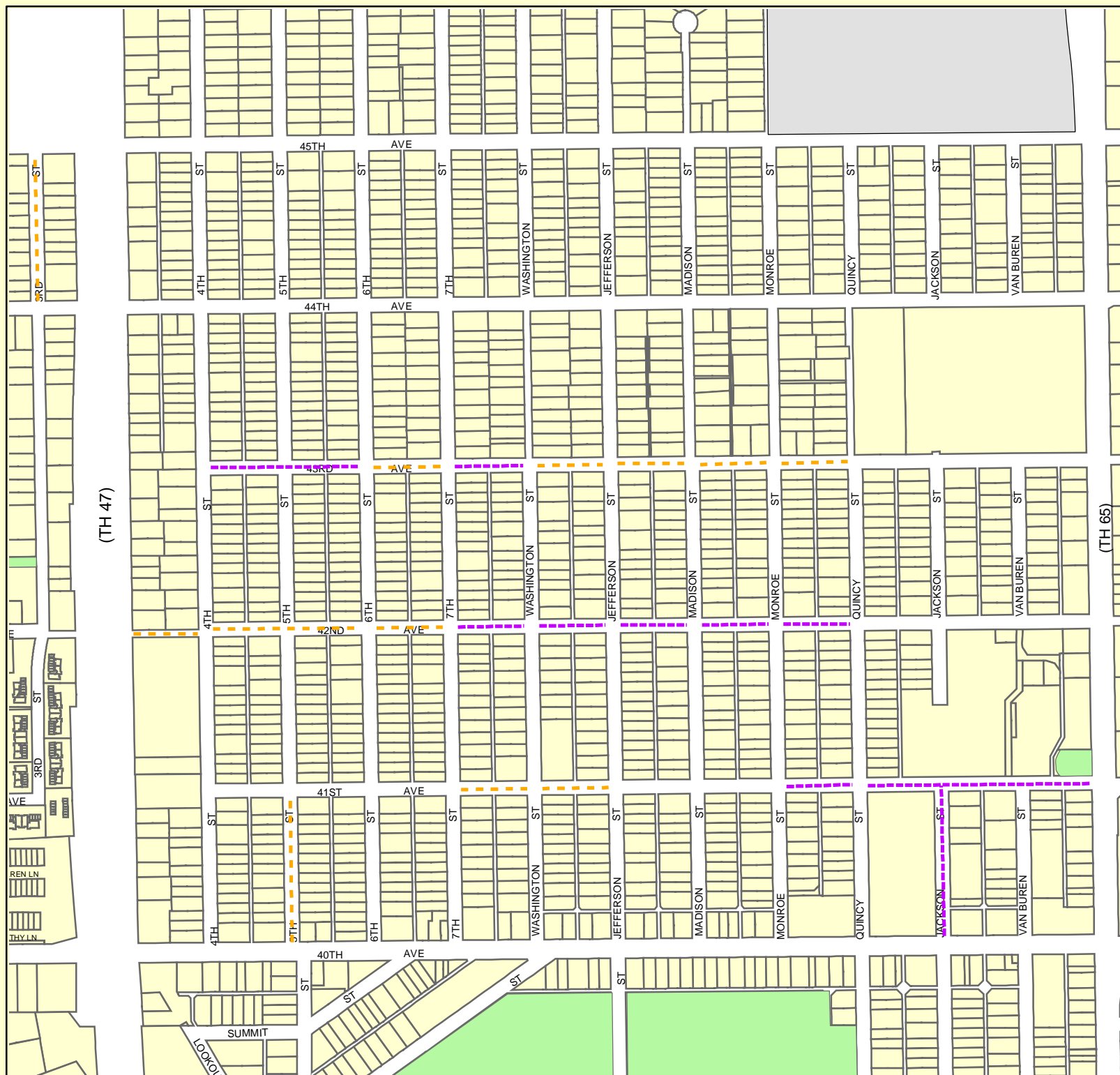
Partial Reconstruction
(Full Depth Reclamation)

Mill and Overlay



CITY OF COLUMBIA HEIGHTS
GIS / ENGINEERING DEPT

Map Date: December 2021
Map Author: K Young





PROPOSED 2022 STREET REHABILITATION CONSTRUCTION

ZONE 6

5th Street
40th Ave to 41st Ave
Jackson Street
40th Ave to 41st Ave
41st Avenue
7th St to Jefferson St
Monroe St to Central Ave
42nd Avenue
University Ave to Quincy St
43rd Avenue
4th St to Quincy St

ZONE 7

3rd Street
44th Ave to 45th Ave

LEGEND

Street Rehabilitation

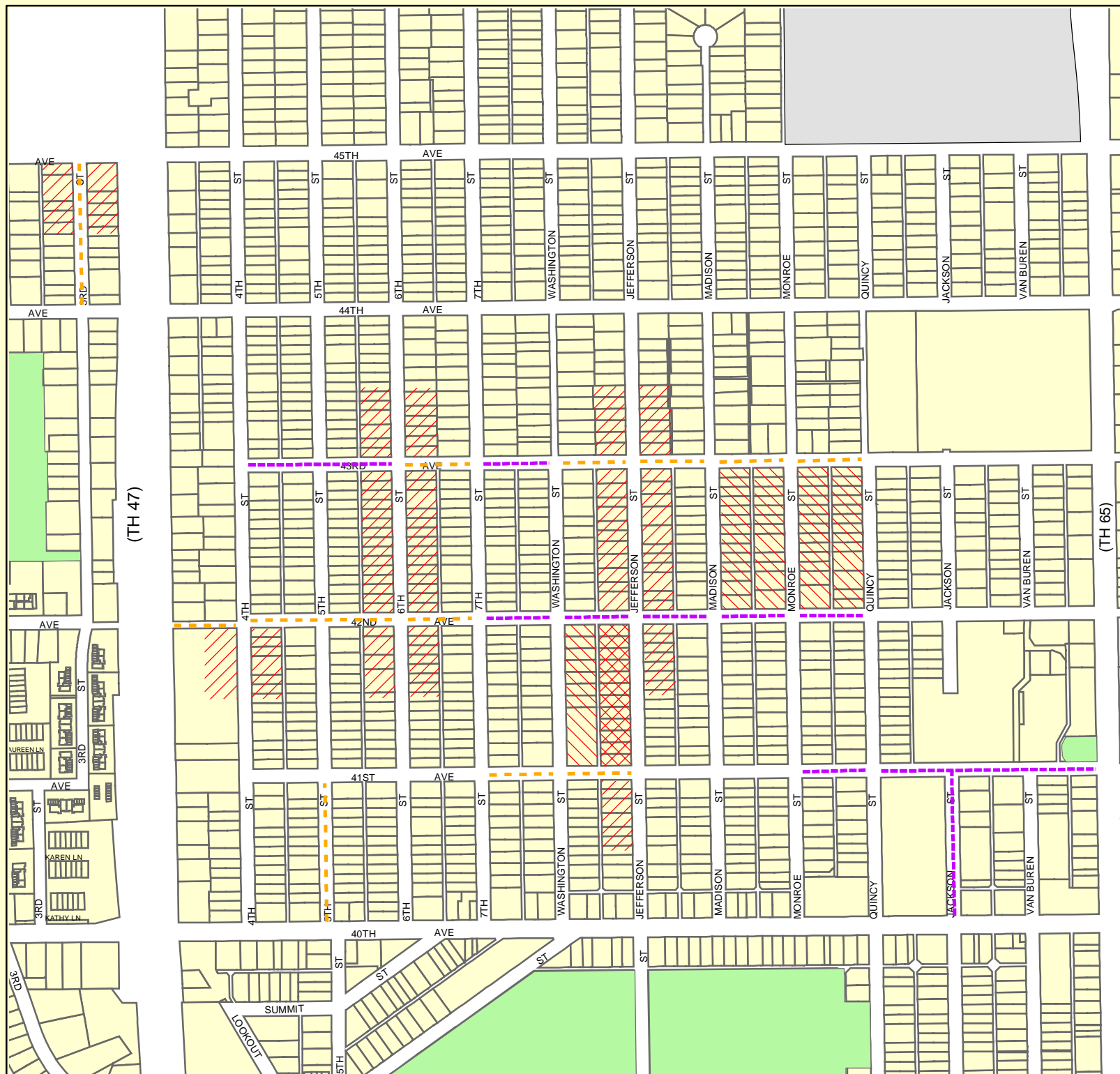
Partial Reconstruction
(Full Depth Reclamation)

Mill and Overlay



CITY OF COLUMBIA HEIGHTS
GIS / ENGINEERING DEPT

Map Date: December 2021
Map Author: K Young



AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Adopt Resolution 2021-103 being a Resolution Ordering Preparation of a Report for MSAS Overlay										
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen / December 8, 2021									
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input checked="" type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>				<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
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<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services										
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population										

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

STAFF RECOMMENDATION: The attached resolution calls for the City Engineer to prepare the required report for State Aid Street segments located on 47th Avenue between Central Avenue and Fillmore Street.

A public improvement hearing will need to be held for MSAS streets following completion and acceptance of the feasibility report.

RECOMMENDED MOTION(S):
<p>MOTION: Move to waive the reading of Resolution 2021-103, there being ample copies available for the public.</p> <p>MOTION: Move to adopt Resolution 2021-103, being a Resolution ordering preparation of a feasibility report for MSAS Overlay, Project 2206.</p>

ATTACHMENT(S): Resolution 2021-103

RESOLUTION NO. 2021-103

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

Whereas, the City Council of Columbia Heights is proposing to rehabilitate select state aid streets in the city that have not been rehabilitated under the street program, and

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

2206 STATE AID STREET OVERLAY PROGRAM

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

FINDINGS OF FACT

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

ORDER OF COUNCIL

Passed this 13th day of December, 2021

Offered by:
Seconded by:
Roll Call:

Amáda Márquez Simula, Mayor

Attest:

Sara Ion, City Clerk/Council Secretary

AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Adopt Resolution 2021-101 Accepting the Feasibility Report for State Aid Street Rehabilitation and Ordering the Public Improvement Hearing, City Project No. 2206		
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen / December 8, 2021	
CITY STRATEGY: (please indicate areas that apply by adding a bold “X” in front of the selected text below)			
_Safe Community		_Diverse, Welcoming “Small-Town” Feel	
_Economic Strength		_Excellent Housing/Neighborhoods	
_Equity and Affordability		X_Strong Infrastructure/Public Services	
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: Staff has developed preliminary plans and prepared the Feasibility Report for Street Rehabilitation Improvements on select Municipal State Aid streets.

ANALYSIS /CONCLUSIONS: Attached is the Feasibility Report that details the scope of work for street rehabilitation. Particular issues are summarized below:

1. Rehabilitation Strategies

Three treatment strategies are utilized in the street rehabilitation program: mill and overlay, partial reconstruction, and full reconstruction. In the 2022 program, mill and overlay is proposed for 47th Avenue NE from Central Avenue to Fillmore Street. State aid streets are constructed with a 6" to 9" bituminous pavement. (In comparison, local streets have a 3" to 5" pavement thickness.) Staff utilized non-destructive testing and visual rating to evaluate the condition of the street and determine appropriate treatment:

Non-destructive strength determination and condition rating: Braun Intertec, a geo-technical engineering consultant, conducted tests on all streets with a falling weight deflection (FWD) test. From this, the strength of the road segment is determined. Braun Intertec also provided a visual rating based on the Pacer method.

Every two years, MnDOT rates the condition of state aid streets based on visual observation.

Structurally the majority of state aid streets are in good condition, however, the surface wear course (2-3" layer) is deteriorating. A 3" deep mill and overlay are recommended on those streets where the surface layer is deteriorating. Other state aid streets will receive major maintenance (patching and crack sealing) and seal coating in the next 1 to 4 years.

2. Utilities Replacement

Utilities have been reviewed. Staff utilized structure inspections, televising, history of water main breaks, age of water main and services, leakage testing (independent testing), and previous engineering reports in determining utility recommendations. Only minor water main, sanitary sewer, and storm sewer utility work is

proposed.

3. Assessment Methodology

Street Rehabilitation in Phase 1, Zones 1, 2 and 3 all followed the **previous assessment policies** for each area. Under the 1999 Alley Construction Program and in subsequent Zones, a “unit” assessment methodology was employed rather than using a “front foot” rate basis. The area of Columbia Heights west of Central Avenue is essentially a block type development pattern with streets and avenues. The area east of Central Avenue has the block type pattern as well as other styles of development patterns. The **existing assessment policy** would involve “street” assessments and “avenue” assessments. The “street” frontage (typical front of property or where driveway access is) would pay a particular rate for the full frontage for that type of treatment (mill and overlay or full reconstruction, for example) used on that street. That same parcel would pay a reduced rate for the avenue for the full frontage.

4. Scope of Work

The cost sharing policy provides an 85/15 split for mill and overlay. In addition, the revised MSA Assessing Policy provides an additional 15% credit based on the traffic volume on 47th Avenue.

5. Financing Street Rehabilitation State Aid Streets

The estimated construction costs are as follows:

Mill & Overlay construction:	\$ 76,435
Utilities:	\$ **

Project funding is proposed as follows:

Assessments:	\$ 60,955
MSA/Infrastructure Fund:	\$ 15,480
Sanitary Sewer Fund:	\$ **
Water Construction Fund:	\$ **
Storm Sewer Fund:	\$ **

The costs and associated funding for utility work (**) will be further developed during the final design.

6. Past Assessments

None.

7. Concurrent Projects

Proposed partial street reconstruction (FDR) and mill and overlay in Zones 6 and 7. Water main structural lining on 37th Avenue from Central Avenue to Lincoln Street, Pierce Street from 37th Avenue to cul-de-sac (CDS) and Lincoln Street from 37th Avenue to CDS. Sanitary sewer manhole construction on Central Avenue from 37th Avenue to 43rd Avenue.

8. Utility Issues

Gate valves that have reached their service life will be replaced. For the sanitary and storm sewer systems, staff is proposing structure replacement/repair where existing structures are substandard/deteriorated.

9. Meeting Dates

Staff has established the following meeting dates:

Resident Informational:	TBD*
Public Hearing:	Monday, February 7, 2022

RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution 2021-101, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2021-101 being a resolution accepting the Feasibility Report for 2022 Street Rehabilitation Improvements – M.S.A. Street Overlay, City Project No. 2206, and ordering the Public Improvement Hearing beginning at 6:45 p.m. on February 7, 2022.

ATTACHMENT(S): Resolution 2021-101
Feasibility Report
Map

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

WHEREAS, the City Council is proposing to rehabilitate select municipal state aid streets in the city that have not been rehabilitated under the street program, and

WHEREAS, pursuant to Resolution No. 2021-103, a report has been prepared by the City Engineer with reference to the Program, and the following street(s):

47th Avenue NE, Central Avenue to Fillmore Street, and

WHEREAS, the report provides information regarding whether the proposed project is feasible, necessary and cost-effective, and

Said report is hereby received by the City Council of Columbia Heights on December 13, 2021.

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

FINDINGS OF FACT

1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting or benefited property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$152,900.
2. A public hearing shall be held on such proposed improvement on the 7th day of February, 2021 in the City Council Chambers at 590 40th Avenue N.E. at 6:45 P.M. and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

ORDER OF COUNCIL

Passed this 13th day of December, 2021

Offered by:

Seconded by:

Roll Call:

Amáda Márquez Simula, Mayor

Attest:

Sara Ion, City Clerk/Council Secretary



City of Columbia Heights

FEASIBILITY REPORT FOR 2022 STREET REHABILITATION IMPROVEMENTS: M. S. A. STREET OVERLAY CITY PROJECT 2206

DECEMBER, 2021

ENGINEERING DEPARTMENT
637 38th Avenue NE, Columbia Heights, MN 55421
763-706-3700 ❖ publicworks@columbiaheightsmn.gov

STREET REHABILITATION IMPROVEMENTS

COLUMBIA HEIGHTS, MINNESOTA

M. S. A. STREET OVERLAY

PROJECT NUMBER 2206

LOCATION: 47TH AVENUE NE, CENTRAL AVENUE TO FILLMORE STREET

This feasibility study includes an analysis of proposed street rehabilitation on the municipal state aid system.

IMPROVEMENTS: Mill and Overlay -
Random curb and gutter replacement as required, pedestrian ramp construction, milling of existing pavement surface, and placement of new 3" bituminous overlay.

Utility Construction -
No major water main, sanitary sewer, or storm sewer replacement is proposed. Manhole and catch basin structure rehabilitation/repair is anticipated.

INITIATION: City Council in accordance with the Street Rehabilitation Policy.

OWNERS BENEFITTING: The mill and overlay location shown is on the attached map. The total number of assessed parcels is 42.

OWNERS	<u>Mill and Overlay</u>		
ABUTTING	South of 47 th Avenue NE		
OR	1.	47 th Avenue NE, Central Avenue to Tyler Street	(5)
IMPACTED:	2.	47 th Avenue NE, Tyler Street to Polk Street	(10)
	3.	47 th Avenue NE, Polk Street to Taylor Street	(10)
	4.	47 th Avenue NE, Taylor Street to Fillmore Street	(11)
	North of 47 th Avenue NE		
	1.	47 th Avenue NE, Central Avenue to Grand Avenue	(3)
	2.	47 th Avenue NE, Grand Avenue to Fillmore Street	(3)

ISSUES: The following is a study of the key project issues.

Mill and Overlay

The proposed construction would consist of milling off 3" of bituminous pavement across the entire street surface and paving a new 3" bituminous mat. Existing concrete curb and gutter would be preserved except for sections with poor drainage or are considered to be a hazard to the snowplows. Pedestrian ramps will be reconstructed to meet current ADA standards.

Utilities

No major water main, sanitary sewer, or storm sewer replacement is proposed. Minor manhole and catch basin structure rehabilitation/repair is anticipated. New rings and castings will be installed on structures as needed.

Roadway construction will include minor modifications to existing water main, sanitary and storm sewer utility surface structures in order to meet proposed finish grades.

Past Assessments

None.

FEASIBILITY: The proposed improvement project is necessary to provide consistency with the street rehabilitation policy, cost-effective with the inclusion of partial city funding, and technically feasible as prescribed in the construction recommendations found elsewhere in this report. The project and project elements should be implemented as proposed in this study. The improvements, once completed, will provide a benefit to the properties served.

SCHEDULE: Construction is scheduled to begin in late spring/early summer of 2022, with substantial completion occurring in the summer/early fall of 2022.

Council receives Feasibility Report and orders Public Improvement Hearing	Dec 13, 2021
Public Informational meeting prior to Public Improvement Hearing	TBD
Public Improvement Hearing and Council orders Public Improvement Project	Feb 7, 2022
Council Approves Plans and Specifications, Authorizes Advertisement for Bids	Feb 14, 2022
Bid Opening	Mar 22, 2022
Council Awards Contract	Mar 28, 2022
Begin Construction	May, 2022
Construction Completed	Aug, 2022

FINANCING: Financing would be a combination of assessments to benefitted properties, infrastructure fund including Municipal State Aid funds,

utility and general funds.

The estimated costs are as follows:

<u>Type of Construction</u>	<u>Construction Cost</u>	<u>Proposed Assessments</u>	<u>Infrastructure/ MSAS Fund</u>
Mill and Overlay	\$76,435	\$60,955	\$15,480

Engineering and Administration \$6,950.

The estimated costs shown above are for a typical overlay on a residential street. The costs do not reflect the proposed 3" deep mill and overlay costs on the wider state aid streets. The assessments reflect a flat fee of 10% of the construction cost included in the amount to assess for a portion of the Engineering and Administration costs.

Percentages proposed to be assessed for street rehabilitation are consistent with the policy followed under each of the prior street rehabilitation zones.

In 2014, the City Council amended the assessing policy to include MSA streets, and to subsidize properties along MSA streets, based on traffic volume of the street.

47th Avenue from Central Avenue to Fillmore Street has an ADT of 1,150. Properties will be subsidized 15%.

Utility work performed as part of the overlay project will be paid for from the appropriate utility fund.

ASSESSMENT:

Assessments will be in accordance with the City's Street Rehabilitation Ordinance and past practice. Assessments can be based on a per foot basis or a parcel basis. Following the other Zones assessment *policies*, assessments would be on a Street and Avenue parcel basis. A Street assessment would be at the developed rate for the particular rehab strategy while Avenue assessments would be at approximately $\frac{1}{3}$ of the street rate extending $\frac{1}{2}$ block in either direction of the Avenue. This assumes that all parcels benefit equally for the strategy in front of their property or abutting it, in the case of the Avenue.

**2022 IMPROVEMENT PROGRAM
COLUMBIA HEIGHTS, MINNESOTA**

ESTIMATED ASSESSMENTS - PROJECT NUMBER 2206

**M. S. A. STREET REHABILITATION PROGRAM
(Section 25, T30N, R24W)**

I. MILL AND OVERLAY

The estimated costs are for a typical overlay on a residential street. The costs do not reflect the actual deeper mill depth and overlay costs on the wider state aid streets.

Estimated Cost:	\$76,435.
Assessable Construction Cost:	\$60,955.

Estimated Assessed Cost per Parcel*

C, I, MF Street:	\$2,950.35
C, I, MF Avenue:	\$ 983.45

Estimated Assessed Cost per Parcel*

Residential Street:	\$2,507.80
Residential Avenue:	\$ 835.93

*Estimated costs include 15% M.S.A.S. subsidy



PROPOSED 2022 CONSTRUCTION

Municipal
State Aid Street
Mill and Overlay

47th Avenue NE
Central Avenue
to Fillmore Street

LEGEND

— Mill and Overlay



CITY OF COLUMBIA HEIGHTS
GIS / ENGINEERING DEPT
Map Date: December 2021
Map Author: K Young

**M. S. A.
STREET
OVERLAY**



AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Construction Management Services for the New City Hall		
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen / December 6, 2021	
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold “X” in front of the selected text below)</i>			
_ Safe Community		_ Diverse, Welcoming “Small-Town” Feel	
_ Economic Strength		_ Excellent Housing/Neighborhoods	
_ Equity and Affordability		X Strong Infrastructure/Public Services	
_ Opportunities for Play and Learning		_ Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: Working with the City of Columbia Heights' architect, Leo A Daly (LAD), the plans for the build out of the new City Hall are 99% complete. As defined in the project development agreement(s), the developer, Alatus, is constructing the 256 unit apartment building that will include the building shell in a condo type arrangement. The City is responsible for the buildout of the 24,000 square foot space. The construction firm of Doran Companies is currently building the Alatus project.

City staff evaluated two approaches to complete the buildout of our City Hall: traditional Design/Bid/Build where a single general contractor bids on the project and is responsible for all necessary sub-contractors to facilitate the construction. This is how the Library was built with the general construction (although we separated out a few primary building components). The other approach is Construction Manager at Risk (CMaR). This method manages the full construction of the project and includes the public bidding process following State bidding requirements – this is how the Public Safety Building was built. For a CMaR approach to the City Hall project, they replace a General Contractor. Staff has reviewed our project with Doran's Special Projects Division resulting in a CM at Risk proposal, attached.

Staff is recommending this approach with Doran Special Projects providing CMaR services, as they are already on site building the apartments, and with the site constraints and logistics, it just makes sense to have them coordinate all of this. Within the scope of work, Doran cannot bid on any of the construction work. Doran will strictly be the construction manager. As part of the CM service, Doran will also be performing cost estimating, value engineering - looking for cost savings or alternatives throughout the project, managing all of the contracts (we expect 20–30) and subcontractors, handling all quantities calculations, contractor payments and any change orders, provide project closeout and HVAC commissioning, including training (this is especially important as we have several systems integrated with the overall building such as HVAC and fire protection). A general contractor will typically markup sub-contracts for a project in the 5-10% range. Doran is right in that range at about 7%.

Doran's scope of work includes:

Pre-construction Phase

- Project Estimating
- Preliminary Contract Schedule

- Bid Package Preparation and “Ad for Bids”
- Vendor Selection and Prequalification
- Facilitate Bidding and bid questions
- Analyze and review bids for accuracy, compliance and recommendation to award
- Value Engineering
- Assist/facilitate with Project Permitting

Construction Phase

- Create and Manage Construction Schedule
- Organize and deliver submittals to Owner
- Manage/schedule subcontractors including coordination meetings with vendors/subcontractors
- Document job progress and reporting to Owner
- Change Order Management
- Coordinate materials and deliveries with Vendors
- Manage any third-party consultants required for project
- Manage efforts between Vendors and Architecture for Interpretation of drawings
- Review shop drawings with Owner and Architect
- Schedule and manage OAC meetings
- Perform Quality Control Monitoring
- Create all punch list and warranty control

Post Construction Phase

- Ensure completion on all punch list and warranty Protocols
- Coordinate MEP commissioning
- Job Completion Documents
- Project accounting Analysis

There are two parts to the proposal: Staff time for a 7-month construction schedule for preconstruction review, onsite superintendent and project manager, support services and cleanup during and prior to move in. The estimated cost of this work is \$294,159 or 5.88%.

The other primary part is materials and control during construction such small tools, computer/access, dumpsters, site control and security, temporary facilities such as restrooms and project insurance for the construction period. The estimated cost of this portion of the work is \$63,375 or 1.2%. It should be noted that the proposal provides for an estimate of the hours and quantities, Doran will invoice only on actual time/materials/quantities spent.

STAFF RECOMMENDATION: Staff recommends approval of the Construction Manager at Risk services agreement with Doran Special Services, LLC in the amount of \$357,534.

RECOMMENDED MOTION(S):

MOTION: Move to approve the professional services agreement with Doran Special Projects, LLC in the amount of \$357,534 to provide Construction Manager at Risk Services for the buildout of the new City Hall located at 3989 Central Avenue.

ATTACHMENT(S): Doran Proposal

CONSTRUCTION MANAGEMENT SERVICES PROPOSAL COLUMBIA HEIGHTS CITY HALL



SUBMITTED TO
CITY OF COLUMBIA HEIGHTS

DATE

NOVEMBER 19, 2021

PROPOSED BY

DORAN
SPECIAL PROJECTS



TABLE OF CONTENTS

1. Cover Letter
2. General Conditions Estimate
3. Project Team & Bios





COVER LETTER

November 15, 2021

Mr. Kevin Hansen
City of Columbia Heights
637-38th Ave NE
Columbia Heights, MN 55421

Re: Columbia Heights City Hall
3839 Central Ave
Columbia Heights, MN 55421

Dear Mr. Hansen,

We are pleased to provide you with a Construction Management at Risk proposal for the above-referenced project. The Proposal for services is based on plans completed by Leo A Daly dated 6/22/2020 for the Columbia Heights City Hall. Initial estimate for the General Conditions provided is based on a project evaluation of \$5,000,000.00. Final cost values to be clarified post actual construction budget analysis. Project duration is assumed to be 7-months. Actual project scheduling will be presented after subcontractor/vendor award of bid is complete. See specific services listed below. Project completion is expected to align with opening of the Alatus apartment project opening date.

We propose to provide our construction services for the sum of: \$357,534.00
(THREE HUNDRED FIFTY-SEVEN THOUSAND FIVE HUNDRED THIRTY-FOUR Dollars and Zero Cents)

CM at Risk Services

Pre-construction Phase

- Project Estimating
- Preliminary Contract Schedule
- Bid Documents management
- Bid Package Preparation and "Ad for Bids"
- Vendor Selection and Prequalification
- Facilitate Bidding Activity, Verification, and bid questions
- Analyze and review bids for accuracy and compliance
- Value Engineering
- Bid tracking, comparison, and recommendation to award
- Assist with Ownership with Project Permitting

Construction Phase

- Create and Manage Construction Schedule
- Organize and deliver submittals to Ownership
- Manage subcontractors
- Conduct coordination meetings with Vendors
- Document job progress and reporting to Owner
- Change Order Management

- Coordinate Materials and deliveries with Vendors
- Manage any third-party consultants required for project
- Manage efforts between Vendors and Architecture for Interpretation of drawings
- Review shop drawings with Ownership
- Schedule and manage OAC meetings
- Perform Quality Control Monitoring
- Create all punch list and warranty control

Post Construction Phase

- Create all punch list and warranty Protocols
- Coordinate MEP commissioning
- Job Completion Documents
- Project accounting Analysis

Thank you for the opportunity to submit this proposal. If you have any questions, please feel free to contact me at 612-715-3325.

Yours truly,



Brent Lindstrom
Vice President

GENERAL CONDITIONS ESTIMATE

Item 13.



Project Name: Columbia Heights City Hall
 Location: Columbia Heights, MN
 Architect: Leo A Daly
 Project Type: Municipal
 Sqft.: 21,293
 Date: 11/19/2021
 Duration: 7 Months / 30 Weeks

Based on \$5,000,000 construction costs

SEC #	WORK ITEM	QUANTITY	UNIT	UNIT COST	MATERIAL	LABOR	SUBCONTRACT	TOTAL
GENERAL CONDITIONS LABOR ONLY								
01-0001	Preconstruction Fees	1	ls	\$12,500.00	\$12,500	\$0	\$0	\$12,500
01-0150	General Superintendent	0	hr.	\$0.00	\$0	\$0	\$0	\$0
01-0200	Senior Superintendent	0	hr.	\$0.00	\$0	\$0	\$0	\$0
01-0300	Superintendent	1,386	hr.	\$105.00	\$0	\$145,488	\$0	\$145,488
01-0350	Asst. Superintendent		hr.	\$0.00	\$0	\$0	\$0	\$0
01-0400	Project Assistant	455	hr.	\$57.00	\$0	\$25,915	\$0	\$25,915
01-0415	Senior Vice President	0	hr.	\$0.00	\$0	\$0	\$0	\$0
01-0420	Vice President	0	hr.	\$0.00	\$0	\$0	\$0	\$0
01-0450	Senior Project Manager	0	hr.	\$0.00	\$0	\$0	\$0	\$0
01-0500	Project Manager	1,212	hr.	\$90.00	\$0	\$109,116	\$0	\$109,116
01-0540	Project Estimator	0	hr.	\$0.00	\$0	\$0	\$0	\$0
01-0550	Project Engineer / Asst PM		hr.	\$0.00	\$0	\$0	\$0	\$0
01-0560	Field Coordinator/Operations	0	hr.	\$0.00	\$0	\$0	\$0	\$0
01-0570	Safety Consultant, Visit Bi-Weekly	0	mo.	\$0.00	\$0	\$0	\$0	\$0
GENERAL CONDITIONS								
01-1300	Small Tools and Equipment		ls	\$2,500.00	\$0	\$0	\$0	\$2,500
01-1350	Truck / Sup Vehicle Maint.	0	mo.	\$0.00	\$0	\$0	\$0	\$0
01-1400	Equipment Rental	0	mo.	\$0.00	\$0	\$0	\$0	\$0
01-1410	Forklift Rental	0	mo.	\$0.00	\$0	\$0	\$0	\$0
01-1600	Dumpsters	20	ea.	\$375.00	\$7,500	\$0	\$0	\$7,500
01-2300	Travel / Parking	0	mo.	\$0.00	\$0	\$0	\$0	\$0
01-3123	Project Computers / Internet Connection	7	mo.	\$600.00	\$4,200	\$0	\$0	\$4,200
01-3233	Progress photos	0	ls	\$0.00	\$0	\$0	\$0	\$0
01-3246	Procure based on 5,000,000.00	1	ls	\$5,400.00	\$5,400	\$0	\$0	\$5,400
01-3300	Jobsite Office Equipment	7	mo.	\$100.00	\$700	\$0	\$0	\$700
01-3526	Safety	0	ls	\$0.00	\$0	\$0	\$0	\$0
01-3591	Site Security	0	mo.	\$0.00	\$0	\$0	By Owner	\$0
01-3592	Site Security Cameras	7	mo.	\$500.00	\$3,500	\$0	\$0	\$3,500
01-3600	Street Sweeping	0	mo.	\$0.00	\$0	\$0	\$0	\$0
01-4123	Architectural Fees	0	ls	\$0.00	\$0	\$0	\$0	\$0
01-4124	Legal Fees	0	ls	\$0.00	\$0	\$0	\$0	\$0
01-4125	Engineering Fees	0	ls	\$0.00	\$0	\$0	\$0	\$0
01-4126	Building Permit	0	ls	\$0.00	\$0	\$0	By Owner	\$0
01-4129	Street Closure Permits	0	ls	\$0.00	\$0	\$0	\$0	\$0
01-4130	Demolition Permit	0	ls	\$0.00	\$0	\$0	\$0	\$0
01-4131	SAC/WAC Fees	0	ls	\$0.00	\$0	\$0	By Owner	\$0
01-4516	QA/QC Manager, Visit bi-weekly	0	hr.	\$0.00	\$0	\$0	\$0	\$0
01-5113	Temporary Electric	0	mo.	\$0.00	\$0	\$0	By Owner	\$0
01-5116	Temporary Fire Extinguishers	1	ls	\$1,000.00	\$1,000	\$0	\$0	\$1,000
01-5129	Temporary Gas (not winter heat)	0	mo.	\$0.00	\$0	\$0	By Owner	\$0
01-5133	Temporary Phone	0	mo.	\$0.00	\$0	\$0	\$0	\$0
01-5136	Temporary Water	0	mo.	\$0.00	\$0	\$0	\$0	\$0
01-5137	Temporary Drinking Water	7	mo.	\$25.00	\$175	\$0	By Owner	\$175
01-5139	Temporary Trash Chutes	0	ea.		\$0	\$0	\$0	\$0
01-5213	Temporary Office and Set up (buildout)	1	ls.	\$3,000.00	\$3,000	\$0	\$0	\$3,000
01-5214	Storage Trailer	6	mo.	\$300.00	\$1,800	\$0	\$0	\$1,800
01-5216	Temporary Toilets	7	mo.	\$500.00	\$3,500	\$0	\$0	\$3,500
01-5613	Temporary Partitions, Barricades & Protection	1	ls	\$10,000.00	\$0	\$0	\$10,000	\$10,000
01-5813	Temporary Project Signs	1	ls	\$3,000.00	\$3,000	\$0	\$0	\$3,000
01-6500	Postage/FED EX/Courier services	7	mo.	\$100.00	\$700	\$0	\$0	\$700
01-6505	Plan Reproduction	7	mo.	\$200.00	\$1,400	\$0	\$0	\$1,400
01-7410	Progress Cleaning - Labor	248	hr.	\$55.00	\$0	\$13,640	\$0	\$13,640
01-7413	Progress Cleaning - Materials	1	ls	\$1,000.00	\$1,000	\$0	\$0	\$1,000
	Project insurance	1	ls	\$4,000.00	\$0	\$0	\$4,000	\$4,000
01-7836	12 Month Warranty		ls	\$0.00	\$0	\$0	\$0	\$0
	TOTAL GENERAL CONDITIONS				\$49,375	\$294,159	\$14,000	\$357,534

PROJECT TEAM - BRENT LINDSTROM



DORAN

SPECIAL PROJECTS

VICE PRESIDENT OF
SPECIAL PROJECTS

As Vice President of Special Projects, Brent Lindstrom brings his 20 years of experience of leading very specialized tenant improvement projects ranging from \$100,000 to \$53 million in value to Doran Special Projects. Brent, whose strength is leading multiple projects across different market sectors such as industrial, retail, office, hospitality and medical, is a graduate of Dunwoody institute with A.A.S. in construction management and architectural drafting.

PROJECT TEAM - DAVID HUBER



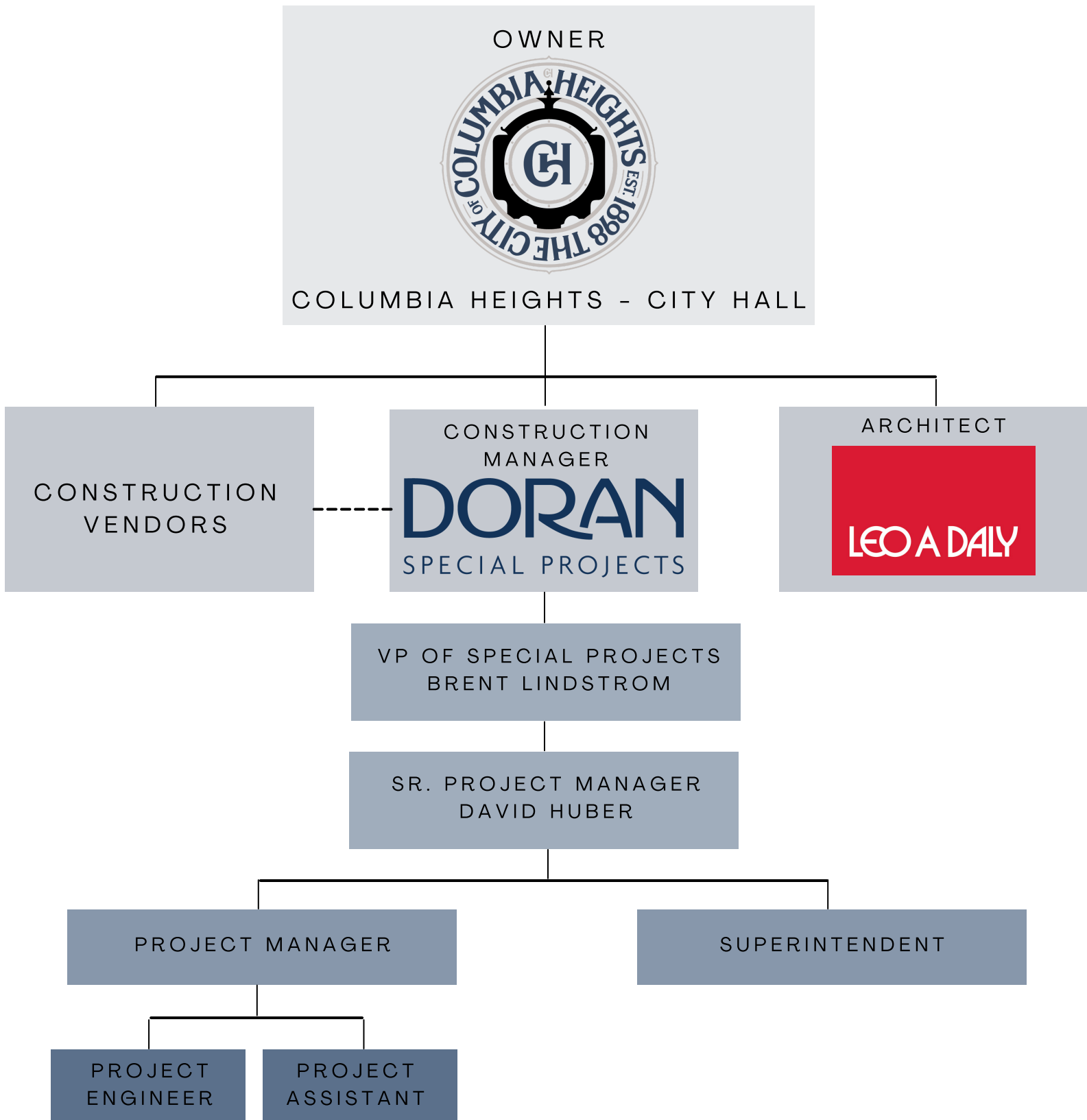
DORAN

SPECIAL PROJECTS

SENIOR PROJECT MANAGER OF
SPECIAL PROJECTS

As Senior Project Manager of Special Projects, David Huber offers nearly two decades of construction experience. He draws on his passion for the industry and expertise in a wide array of building types. David is an effective communicator and prides himself on being not only a problem solver, but problem identifier, helping clients successfully create solutions and provide information and data that allow owners to make informed decisions.

ORGANIZATION CHART



AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Final Compensating Change Order and Payment for 2021 Miscellaneous Concrete, Project No. 2100		
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen / December 8, 2021	
CITY STRATEGY: (please indicate areas that apply by adding a bold "X" in front of the selected text below)			
_Safe Community		_Diverse, Welcoming "Small-Town" Feel	
_Economic Strength		_Excellent Housing/Neighborhoods	
_Equity and Affordability		X_Strong Infrastructure/Public Services	
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: The contractor has completed the 2021 Miscellaneous Concrete Repairs and Installations. This annual program consisted of curb and gutter, driveway, refuse cart pads, sidewalk, pedestrian ramps, and step improvements/repairs throughout the city.

The Miscellaneous Concrete program is set up on an annual basis with a preliminary estimate of quantities. The quantities of work will vary from year to year based upon actual work performed in the two phases (late spring and fall).

STAFF RECOMMENDATION: Staff recommends approval of the final payment to Standard Sidewalk, Inc. and acceptance of the work. The Engineer's Report of Final Acceptance is attached.

RECOMMENDED MOTION(S):
<p>MOTION: Move to approve the final compensating change order and accept the work for 2021 Miscellaneous Concrete Repairs and Installations, City Project No. 2100, and authorize final payment of \$10,178.77 to Standard Sidewalk, Inc. of Blaine, Minnesota.</p>

ATTACHMENT(S): Final Compensating Change Order
Engineer's Report of Final Acceptance

FINAL COMPENSATING CHANGE ORDER

Project: 2021 Miscellaneous Concrete Repairs and Installations

City Project: 2100

Owner: City of Columbia Heights
637 - 38th Avenue NE
Columbia Heights, MN 55421

Date of Issuance: November 29, 2021

Contractor: Standard Sidewalk, Inc.
PO Box 490504
Blaine, MN 55449

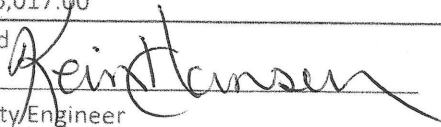

Engineer: City Engineer

You are directed to make the following changes in the Contract Documents.

Description: Change in original contract price to compensate for additional work added to the contract by the City.

No.	Item Description	Unit	Quantity	Unit Price	Total
1	Remove curb and gutter	L.F.	51.0	\$9.00	\$459.00
2	Construct concrete curb and gutter	L.F.	233.0	\$36.00	\$8,388.00
3	Construct 6" concrete driveway/apron	S.F.	260.0	\$10.00	\$2,600.00
4	Construct 4" concrete refuse cart pad	S.F.	439.0	\$10.00	\$4,390.00
5	Remove sidewalk	S.F.	1365.0	\$3.00	\$4,095.00
6	Construct 4" concrete sidewalk	S.F.	1300.0	\$6.00	\$7,800.00
7	Remove step	S.F.	52.0	\$45.00	\$2,340.00
8	Construct concrete step	S.F.	70.0	\$45.00	\$3,150.00
TOTAL CHANGE ORDER					\$33,222.00

Purpose of Change Order: The contract has been modified to include additional quantities for removal/ construction of concrete curb and gutter, flatwork and steps.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ 32,795.00	Original Contract Time:
Additional to the contract approved by Council: \$ 0.00	Net Change from Previous Change Order:
Contract Price Prior to this Change Order: \$ 32,795.00	Contract Time Prior to this Change Order:
Net increase of this Change Order: \$ 33,222.00	Net Increase (Decrease) of Change Order:
Contract Price with all Approved Change Orders: \$ 66,017.00	Contract Time with Approved Change Orders:
Approved By:  City Engineer	Approved By:  Contractor

City Manager Kelli Bourgeois

**CITY OF COLUMBIA HEIGHTS
ANOKA COUNTY, MINNESOTA**

ENGINEER'S REPORT OF FINAL ACCEPTANCE

**2021 MISCELLANEOUS CONCRETE REPAIRS AND INSTALLATIONS
CITY PROJECT NUMBER 2100**

December 8, 2021

**TO THE CITY COUNCIL
COLUMBIA HEIGHTS, MINNESOTA**

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

This is to advise you that I have reviewed the work under contract to Standard Sidewalk, Inc. The work consisted of concrete curb and gutter, driveway, refuse cart pads, sidewalk including pedestrian ramps, and step improvements/repairs throughout the City. The contractor has substantially completed the project in accordance with the contract.

It is recommended; herewith, that final payment be made for said improvements to the contractor in the amount as follows:

ORIGINAL CONTRACT PRICE	\$32,795.00
CHANGE ORDERS	<u>\$33,222.00</u>
FINAL CONTRACT AMOUNT	\$66,017.00
FINAL WORK APPROVED	\$66,015.30
ALL PRIOR PAYMENTS	<u>(\$55,836.53)</u>
BALANCE DUE	\$10,178.77

Sincerely,

CITY OF COLUMBIA HEIGHTS

Kevin R. Hansen
City Engineer

AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Final Payment for 2020 Columbia Heights Infrastructure Program, Project Numbers 1903, 1909, and 1802		
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen / December 8, 2021	
CITY STRATEGY: (please indicate areas that apply by adding a bold "X" in front of the selected text below)			
_Safe Community		_Diverse, Welcoming "Small-Town" Feel	
_Economic Strength		_Excellent Housing/Neighborhoods	
_Equity and Affordability		X_Strong Infrastructure/Public Services	
_Opportunities for Play and Learning		_Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: The contractor has completed the 2020 Columbia Heights Infrastructure Program, City projects 1903, 1909, and 1802. The work included the following:

Project 1903: 2020 Water Main Improvements on 39th Avenue from Johnson Street to Arthur Street, Arthur Street from 39th Avenue to 40th Avenue, and Stinson Boulevard from 400' south of 43rd Avenue to 43rd Avenue. Work consisted of water main replacement and restoration.

Project 1909: Polk Street Sanitary Sewer Construction on Polk Street, 40th Avenue to 250' north of 40th Avenue. Work consisted of sanitary sewer pipe replacement and restoration.

Project 1802: Street Rehabilitation Program, Zone 4A on 5th Street from 50th Avenue to 51st Avenue and on 6th Street from 50th Avenue to 51st Avenue. The water main on 5th Street was replaced. Street work consisted of full street reconstruction with new concrete curb and gutter, driveway aprons, and entrance walks, bituminous paving and restoration.

STAFF RECOMMENDATION: Staff recommends acceptance of the work and final payment to Northdale Construction Company. The Engineer's Report of Final Acceptance is attached.

RECOMMENDED MOTION(S):
MOTION: Move to accept the work for 2020 Columbia Heights Infrastructure Program, City Project Numbers 1903, 1909, and 1802, and authorize final payment of \$27,000.05 to Northdale Construction Company, Inc. of Albertville, Minnesota.

ATTACHMENT(S): Engineer's Report of Final Acceptance

**CITY OF COLUMBIA HEIGHTS
ANOKA COUNTY, MINNESOTA**

ENGINEER'S REPORT OF FINAL ACCEPTANCE

**2020 COLUMBIA HEIGHTS INFRASTRUCTURE PROGRAM
2020 WATER MAIN IMPROVEMENTS, PROJECT 1903
POLK STREET SANITARY SEWER, PROJECT 1909
STREET REHABILITATION ZONE 4A, PROJECT 1802 (S.A.P. 113-050-015)**

December 8, 2021

**TO THE CITY COUNCIL
COLUMBIA HEIGHTS, MINNESOTA**

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

This is to advise you that I have reviewed the work under contract to Northdale Construction Company, Inc. for 2020 Columbia Heights Infrastructure Program. The work consisted of the following:

Project 1903: 2020 Water Main Improvements on 39th Avenue from Johnson Street to Arthur Street, Arthur Street from 39th Avenue to 40th Avenue, and Stinson Boulevard from 400' south of 43rd Avenue to 43rd Avenue.

Work included removals, new water main and related water service construction, new granular subbase as needed, new aggregate base, concrete curb and gutter, bituminous and concrete surfacing, bituminous paving, and restoration.

Project 1909: Polk Street Sanitary Sewer Construction on Polk Street, 40th Avenue to 250' north of 40th Avenue.

Work included removals, new sanitary sewer main and related sanitary sewer service construction, tire derived aggregate fill, new aggregate base, bituminous paving, and restoration.

Project 1802: Street Rehabilitation Program, Zone 4A on 5th Street and 6th Street from 50th to 51st Avenues.

Work included removals, new water main on 5th Street and related water service construction, new aggregate base, concrete curb and gutter, bituminous and concrete surfacing, bituminous paving, and restoration.

The contractor has completed the project in accordance with the contract.

It is recommended; herewith, that final payment be made for said improvements to the contractor in the amount as follows:

ORIGINAL CONTRACT PRICE	\$1,845,959.68
CHANGE ORDERS	\$ 0.00
FINAL CONTRACT AMOUNT	\$1,845,959.68
 FINAL WORK APPROVED	 \$1,804,853.18
ALL PRIOR PAYMENTS	<u>(\$1,777,853.13)</u>
BALANCE DUE	\$ 27,000.05

Sincerely,

CITY OF COLUMBIA HEIGHTS

Kevin R. Hansen
City Engineer

AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Final Payment for 2021 Sanitary Sewer Lining, City Project 2104										
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen / December 6, 2021									
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input checked="" type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>				<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel										
<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods										
<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services										
<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population										

BACKGROUND: The City has an ongoing annual program to use Cured in Place Pipe (CIPP) to restore sanitary sewer mains throughout the city-owned system. Annually, staff identify through Closed Circuit Television (CCTV) sanitary sewer lines that are root intruded, allowing Inflow and Infiltration (I/I), or have damage that could lead to a backup or failure. The lines identified as being the most likely to fail, cause issues or add clear water to the sanitary system are prioritized and lined the following years. In 2021 staff identified 6,323 feet of sanitary sewer to be repaired and awarded the contract to Hydro-Klean.

Hydro-Klean has completed the Sanitary Sewer Lining, City Project 2104. The work included lining 6,323 LF of 8" VCP sanitary sewer and the installation of two short liners.

Staff recommends payment to Hydro-Klean and acceptance of the work. The Engineer's Report of Final Acceptance is attached.

STAFF RECOMMENDATION: Authorize final payment of \$62,990.93 to Hydro-Klean, LLC of Des Moines, IA.

RECOMMENDED MOTION(S):
MOTION: Move accept the work for 2021 Sanitary Sewer Lining, City Project 2104, and authorize final payment of \$62,990.93 to Hydro-Klean, LLC of Des Moines, IA.

ATTACHMENT(S): Engineer's Report of Final Acceptance

**CITY OF COLUMBIA HEIGHTS
ANOKA COUNTY, MINNESOTA
ENGINEER'S REPORT OF FINAL ACCEPTANCE
2020 SANITARY SEWER LINING PROGRAM
CITY PROJECT NUMBER 2004**

Item 16.

December 6, 2021

**TO THE CITY COUNCIL
COLUMBIA HEIGHTS, MINNESOTA**

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

This is to advise you that I have reviewed the work under contract to Hydro-Klean, LLC. The sanitary sewer work consisted of lining the following mains:

<u>LOCATION</u>	<u>Length</u>	<u>Size</u>	<u>Material</u>
POLK PLACE N OF 50TH AVE	138	8	VCP
MULCARE DR 5TH SEGMENT S OF POLK PL	90	8	VCP
FILMORE ST S OF LINCOLN TERRACE	96	8	C/V
FILMORE ST N OF 49TH AVE	124	8	VCP
7TH ST S OF 52ND AVE	360	8	VCP
WASHINGTON ST S OF SULLIVAN DR W	115	8	VCP
WASHINGTON ST S OF 53RD AVE	335	8	VCP
WASHINGTON ST N OF SULLIVAN DR W	28	8	VCP
51ST AVE BETWEEN WASHINGTON AND JEFFERSON	384	8	VCP
WASHINGTON ST S OF 51ST AVE	300	8	CIP
49 1/2 AVE W OF JACKSON ST	224	8	VCP
49 1/2 AVE ACROSS QUINCY	250	8	VCP
50 1/2 AVE E OF MONROE ST	367	8	VCP
5TH ST N OF 52ND AVE	399	8	VCP
4TH ST S OF 50TH AVE	300	8	VCP
UNIVERSITY AVE N OF 47TH AVE	364	8	VCP
4TH ST N OF 48TH AVE	328	8	VCP
5TH STREET N OF 47TH AVE	330	8	VCP
5TH STREET 2ND SEGMENT N OF 45TH AVE	292	8	VCP
6TH ST N OF 47TH AVE	320	8	VCP
6TH ST S OF 46TH AVE	340	8	VCP
WASHINGTON ST S OF 49TH AVE	175	8	VCP
MONROE ST N OF 44TH AVE	330	8	VCP
44TH AVE W OF JACKSON ST	332	8	VCP

Compensating Change Orders for Approval:

1. Addition of 2 repair short liners \$ 6,005.00

The contractor has completed the project in accordance with the contract.


It is recommended; herewith, that final payment be made for said improvements to the contractor in the amount as follows:

ORIGINAL CONTRACT PRICE	\$ 153,648.00
CHANGE ORDER	\$ 6,005.00
FINAL CONTRACT AMOUNT	\$ 159,653.00
 FINAL WORK APPROVED	 \$ 161,379.20
ALL PRIOR PAYMENTS	(\$ 98,388.27)
 BALANCE DUE	 \$ 62,990.93

Sincerely,

CITY OF COLUMBIA HEIGHTS

Kevin R. Hansen
City Engineer

 COLUMBIA-HEIGHTS- REDISCOVER THE HEIGHTS		AGENDA SECTION	CONSENT
		MEETING DATE	DECEMBER 13, 2021
ITEM:	Capital Equipment: Authorization to Purchase Engineering Van Replacement		
DEPARTMENT: Public Works		BY/DATE: Kevin Hansen / December 6, 2021	
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold “X” in front of the selected text below)</i>			
<input type="checkbox"/> Safe Community		<input type="checkbox"/> Diverse, Welcoming “Small-Town” Feel	
<input type="checkbox"/> Economic Strength		<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input type="checkbox"/> Equity and Affordability		<input type="checkbox"/> Strong Infrastructure/Public Services	
<input type="checkbox"/> Opportunities for Play and Learning		<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: Unit #403 is a Chevrolet C15 cargo van purchased in 2010 for \$40,000 with a projected life expectancy of 12 years. This vehicle is powered by a gas engine and has a recorded mileage of just over 20,000. It is used primarily for transporting engineering survey staff and materials to their job sites.

Vehicle maintenance and repair records indicate that \$8,735 has been spent on unit #403 since it was put into service. The Vehicle Maintenance Supervisor has rated the overall condition of this vehicle as average to above average. The 2021 Engineering Capital Equipment Budget has allocated \$41,000 for the replacement of Unit #403.

Public Works staff has carefully reviewed past, current and projected use of Unit #403. A summary of the review is as follows: Unit #403 will be continuing its 12th year of operation in 2022 and the body and drivetrain are in fair condition. Due to its low mileage, the 2021 approved budget has this vehicle being transferred to liquor operations to replace their van. Liquor operations will transfer the used van market value (\$9,000) into the Capital Replacement Fund.

The engineering van is a primary vehicle used by the engineering technicians when they are surveying and inspecting construction projects. The vehicle needs to be reliable and able to safely store and carry all the expensive surveying equipment in an organized manner to keep it safe, dry and in good working condition. As indicated in budget meetings, the van is a fully electric full size van. The size and function are identical to a gas powered Ford 350 van, except with an electric motor. This will be the first fully electric vehicle in the Public Works fleet!

STAFF RECOMMENDATION: Staff recommends replacing Unit #409 with one (1) new Ford E150 Cargo Van from the **State of Minnesota Purchasing Contract**, at a purchase price of \$55,856.

RECOMMENDED MOTION(S):
MOTION: Move to authorize the purchase of one (1) new 2022 Ford E-Transit-350 Fully Electric Cargo Van off the State of Minnesota Purchasing Contract from Boyer Trucks, Minneapolis, MN in the amount of \$55,586.

ATTACHMENT(S): None

**CITY COUNCIL MEETING**

Item 18.

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	DECEMBER 13, 2021

ITEM:	Adopt Resolution 2021-104 Establishing the City of Columbia Heights Fee Schedule for 2022.		
DEPARTMENT:		Administration	
BY/DATE:		Sara Ion, December 8, 2021	
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>			
<input checked="" type="checkbox"/> Safe Community		<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	
<input checked="" type="checkbox"/> Economic Strength		<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input type="checkbox"/> Equity and Affordability		<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	
<input type="checkbox"/> Opportunities for Play and Learning		<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

Staff has reviewed the 2021 City wide Fee schedule and submitted changes for 2022. A draft version of the updated fee schedule is attached, with changes indicated in red.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Resolution No. 2021-104, there being ample copies available to the public.
MOTION: Motion to adopt Resolution No. 2021-104, approving the 2022 City Wide Fee Schedule.

ATTACHMENT:

Draft 2022 Fee Schedule
Resolution 2021-104



DRAFT

The City of Columbia Heights 2022 Fee Schedule

Adopted December __, 2021

ADMINISTRATION/GENERAL

DATA PRACTICES REQUEST FEES

Paper Copies/Documents (100 pages or fewer of 8.5 x 11 or 8.5 x 14)*

.25/copy; .50/2 sided

Special requests from public for information (electronic or more than 100 pages)*

Hourly wage of lowest paid employee able to retrieve/copy data plus copying, materials and mailing costs

*Waived if the total cost is under \$5.00

Library copier

.10 per black and white copy; .50 per color copy

Copy of City Charter

\$5

City Code-Book (unbound)

\$100

City Code-Chapter

\$15

Copy of meeting- CD, DVD or flash drive

\$20

COMMUNITY DEVELOPMENT

Comprehensive Plan

\$10

Multiple Dwelling List

.50 for 1st Copy

.25 for each additional copy

Appeal

\$200

Comprehensive Plan Amendment

\$1,000

Conditional Use Permit (Residential)

\$250

Conditional Use Permit (All Others)

\$500

Site Plan (Under 1 acre)

\$500

Site Plan (1 acre and Over)

\$1,000

Preliminary Plat

\$1,000

Final Plat

Included w/prelim plat fee

Interim Use

\$250

Minor Subdivision (Lot Split)

\$275

Vacation

\$150

Variance (Residential)

\$250

Variance (All Others)

\$500

Zoning Amendment

\$1,000

Zoning Letter

\$75

BUSINESS LICENSE FEES

Arcades/Amusement Centers

(\$5,000 Bond/\$100 Inv. Fee) (PD)

\$500

Auto Recycling Dealer/Junk Yard

\$500

(\$10,000 Surety Bond) PD,FD, ZA

Beer Sales

On Sale (\$250 Inv. Fee 1st time application)

\$400

Off Sale (\$250 Inv. Fee 1st time application) Formerly \$150

\$200

Merchants & Brewers

\$200

Temporary Beer (per day basis)

\$100

(\$250 Investigation Fee)

Brewer Taprooms & Brew Pubs (On Sale)

(\$250 Investigation Fee 1st time Applicant)

Brewers manuf. Less than 2,000 barrels/yr.

\$150

Brewers manuf. 2,000-3,500 barrels/yr.

\$500

Brewers manuf. 3,500+ barrels/yr.

\$4,000

Carnivals

\$50/day

(\$500 deposit & insurance)

Christmas Tree Sales

\$50

(\$200 Clean-up Deposit)

Contractor's License/Registration*

(Bond and Insurance Required)

Building –Commercial Projects (not licensed by State)

\$80

Blacktop

\$80

Excavator

\$80

City of Columbia Heights Fee Register

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Masonry/Concrete	\$80
Moving	\$80
Demolition	\$80
Plaster/Stucco	\$80
Heating/Cooling	\$80
Sign Installation	\$80
*City contractor license may only be issued to contractors who are not required to be licensed by the State	
Courtesy Benches (Insurance Required)	\$25/each
Exhibition/Convention/Shows/Expos (\$5,000 Bond)	
First Day	\$50
Each Additional Day	\$10
Food Truck Registration Fee	\$100
Games of Skill	\$15/Location, Plus \$15/machine
Kennels	\$50
Each additional cage	\$10
Massage Therapist, Business (\$250 Inv. Fee)	\$500
Massage Therapy, Individual (\$250 Inv. Fee)	\$100
Motor Vehicle Fuel Dispensing Stations	
First Metering Device	\$50
Each Additional Metering Device	\$10
L.P. Gas per Metering Device	\$50
Motor Vehicle Rental/Leasing	
New Application	\$75
Renewal Application	\$50
Motor Vehicle Sales (New & Used)	\$300
Pawnbroker (\$5,000 Bond/\$100 Inv. Fee)	\$12,000
Peddlers/Solicitors & Transient Merchant	
Itinerant Hawker/Peddler	\$50/day; \$100/mo.; \$500/yr.
Transient Merchant	\$50/day; \$100/mo.; \$500/yr.
Pet Shop	\$50
Pool/Billiard Hall (\$100 Inv. Fee)	\$100
Popcorn, Candy, Food Catering Vehicles (Insurance - Public & Vehicle Liability)	\$50
Precious Metal Dealers (\$5,000 Bond, \$100 Inv. Fee)	
New Applicant	\$300
Renewal	\$200
Secondhand Merchant Business (\$5,000 Bond, \$100 Inv. Fee)	\$100
Sexually Oriented/Adult Business (Inv. Fee \$500-\$10,000)	\$10,000

City of Columbia Heights Fee Register

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Tobacco Sales	
Accessory Sales	\$500
Smoke Shop (no indoor sampling)	\$500
Smoke Shop (indoor sampling)	\$1,000
Tree Removal & Treatment (Insurance Required)	\$80
LIQUOR LICENSING FEE	
Intoxicating Liquor Sales	
Class A (Inv. Fee \$500-\$2000)	\$8,000
Class B (Inv. Fee \$500-\$2000)	\$6,500
Class C (Inv. Fee \$500-\$2000)	\$6,500
Class D (Inv. Fee \$500-\$2000)	\$8,000
Class E (Inv. Fee \$500-\$2000)	\$5,500
On Sale Wine (Inv. Fee \$500-\$2000)	\$1,200/\$2,000
(\$1,200 for restaurants w/ seats 25-74: \$2,000 for seats 75+)	
Sunday On-Sale Liquor	\$200
Temporary On-Sale (Inv. Fee \$500-\$2000)	\$ 100/day
2:00 am Closing Time Adopted in June 2017	\$300
Club On-Sale Liquor (Inv. Fee \$500-\$2000)	Per membership
1 to 200 members	\$300
201 to 500 members	\$500
501 to 1,000 members	\$650
1,001 to 2,000 members	\$800
2,001 to 4,000 members	\$1,000
4,001 to 6,000 members	\$2,000
Over 6,000 members	\$3,000
BUILDING PERMITS, FIRE ALARM SYSEMS, AND FIRE SUPPRESSION SYSTEM FEES	
Total Valuation	Fee
\$1.00 to \$500.00	\$65.00 minimum
\$501.00 to \$2,000.00	\$65.00 for the first \$500.00, plus \$3.70 for each additional \$100.00 or fraction thereon, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$107 for the first \$2,000.00, plus \$17.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$25,001.00 to \$50,000.00	\$510.00 for the first \$25,000, plus \$13.40 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$845.00 for the first \$50,000.00, plus \$9.15 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,302.50 for the first \$100,000.00, plus \$6.18 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,262.50 for the first \$500,000.00 plus \$6.18 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7,352.50 for the first \$1,000,000.00, plus \$4.80 for each additional \$1,000.00 or fraction thereof
Plan Review Fees- 65% of Permit Fees	
Surcharge- As mandated by State of Minnesota	
BUILDING PERMIT FIXED FEE	
Residential roofing replacement	\$160 + Surcharge
Residential roofing repair (limited to 300sq.ft.)	\$120 + Surcharge
Residential roofing multi-family (townhomes)	\$70 per unit + Surcharge
Residential siding replacement	\$160 + Surcharge
Residential siding repair (limited to one side/elevation of the house)	\$120 + Surcharge
Residential siding and roofing combined	\$300 + Surcharge
Residential siding multi-family (townhomes)	\$70 per unit + Surcharge
Residential windows	\$160 + Surcharge
Residential roofing, windows, and siding combined	\$450 + Surcharge
HEATING/COOLING PERMIT FEES	
Minimum permit fee	\$65 + surcharge
Fireplace	\$75 + Surcharge
Furnace and/or AC	\$75 + Surcharge

Boiler (also requires backflow preventer permit) \$75 + Surcharge
 All other plumbing fees to remain with a minimum fee of \$65 applied to all permit applications.

Fees for Residential Mechanical Permits shall be calculated as follows on a per unit basis, with a minimum permit fee of \$65.00. Surcharges shall be collected as mandated by the State.

Air to Air Exchanger	\$15
Chimney liner	\$10
Ductwork	\$10
Gas Dryer	\$10
Gas Piping	\$10
Gas Range/Oven	\$10
Gas Grill	\$10
Pool Heater	\$10

Fees for Commercial/Industrial/Institutional Mechanical Permits will be based on total cost of work calculated by using the Building Permit Fee Schedule. The total cost of work shall include all labor and materials supplied by the contractor. The minimum Permit fee shall be \$65.00. The surcharge shall be calculated as mandated by the State.

PLUMBING PERMIT FEES/GAS PIPING PERMITS

Residential Permit Fees shall be computed on the basis of the number of fixtures provided for in the permit in accordance with the following schedule
 Residential is defined as single family, two family dwelling, townhouse unit and multi-family unit.

Fees for Group "A" fixtures at \$10.00 each with a minimum fee of \$65.00

bathtub	laundry tray	washer
bidet	lavatory	gas piping
dryer	shower	water supply-inside
dishwasher	sink	sewer repair-inside
floor drain	water closet	water supply-outside
pool heater		

Minimum permit fee	\$65 + Surcharge
Water heater	\$65 + Surcharge
Water softener	\$65 + Surcharge
Backflow preventer	\$65 + Surcharge
All other plumbing fees to remain with a minimum fee of \$65 applied to all permit applications.	

Surcharges shall be collected as mandated by the State.

Fees for Commercial/ Industrial/Institutional Plumbing Installations/Repairs will be based on the total cost of the work calculated by using the Building Permit Fee Schedule. The total cost of the work shall include all labor and materials supplied by the Contractor. The Minimum Fee shall be \$65.00. The surcharge shall be calculated as mandated by the State.

SEWER/WATER PERMITS

Permits will be required for all installation, alterations, repairs of any domestic water or sewer lines, commercial water/sewer lines or any water line to be used for fire suppression systems. For any job requiring City crews to make a water or sewer tap, the Contractor must provide an OSHA approved trench box before City Crews will perform tapping operations. Fees will be \$35.00 plus parts and tax when applicable. Surcharges shall be collected as mandated by the State.

WATER METER PERMITS

The fees collected for the installation of water meters for residential, commercial, industrial, institutional installations will be calculated at 15% over the cost of the meter, plus sales tax. No surcharge will be collected.

DEMOLITION PERMITS

Permit fees and surcharges will be based on same schedule as for Building Permits, based on the cost of the job.

MOVING PERMITS

Fees for the moving or raising of any minor building such as a utility building or garage will be calculated at a fee of \$50.00 per structure. Fees for the moving or raising of all other building will be calculated at a fee of \$100 per structure. Permits will be required if passing through the City off of US Highways or County streets. Fees shall be calculated at \$50 per structure.

INSTALLATION/REMOVAL of FLAMMABLE/COMBUSTIBLE STORAGE TANKS and LP GAS TANKS

Fees for the installation, removal, or alteration of any above ground or below ground storage tanks or LP tanks will be calculated at \$35.00 per tank. All installations must be approved by the State Fire Marshall and the local Fire Department.

STREET EXCAVATION/DUMPSTER PERMITS

Permits are obtained at the Public Works Department. Fees will be charged for the permits, but no surcharge is collected.

ADDITIONAL FEES

Inspections for which no fee is specifically indicated	\$65.00 per hour (minimum 1 hour)
Inspections outside normal business hours	\$92.00 per hour (minimum 1 hour)
Reinspection fee:	\$32.50 for the first and \$65 for each inspection thereafter
Reinstate expired permit	½ the permit fee
Business use certificate of occupancy	\$120.00 to meet on site with the fire department. One reinspection included. Additional inspections see fee schedule for reinspection fee
Investigation fee	Up to but not to exceed the permit fee.
Initial Rental Inspection Fee:	\$160.00 for single-family dwellings. \$320 for two-family dwellings. \$320.00 plus \$25.00 for each unit over 2 rental units for multiple-family dwellings.
	No initial rental inspection fee for new construction of two-family and multiple-family residential dwellings.

PERMIT REFUND POLICY

The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The Building Official may also authorize refunding of not

ECONOMIC DEVELOPMENT

Proposal Consideration	\$100
Single Family Home Lot Sales Program Application	\$50
Tax Exempt Conduit Revenue Bond Application	\$1,000
Escrow Deposit	\$10,000
Tax Increment Financing Application	\$1,000
Escrow Deposit	\$10,000
Legal or Financial Consultant Review Escrow Deposit	\$3,000

*Please Note: The unused amount of an escrow deposit will be refunded upon the completion of legal or financial consultant services. If additional expenses are incurred beyond the amount of the escrow deposit, an

FINANCE

Abandoned account fee	\$1 per month
Convenience fee for payments by telephone for Water, Sewer, and Refuse Bills	\$3 per transaction
Convenience fee for customer deposits made by debit card, credit card, or paypal	The deposit amount multiplied by 3%

FIRE**RENTAL LICENSING FEES**

Rental property license - 1 thru 3 units	\$300 per building
Rental property license – over 3 units	\$250 per building plus \$22 per unit
Family Exempt properties	\$75 per bldg

License Reinstatement after Revocation/Suspension	Five times annual license fee
License Transfer Fee	\$25.00

Licensing Late Fee	\$150.00
Reinspection Fee	\$150.00 per inspection

ABATEMENT FEES

Immediate Abatement Administrative Fee	\$75.00 per abatement
Abatement Administrative Fee	\$200.00 per abatement

FIRE DEPARTMENT SERVICE CHARGES

Engine	Refer to DNR Fee Schedule
Ladder Truck	Refer to DNR Fee Schedule
Rescue Truck Crew of 3	Refer to DNR Fee Schedule
Ambulance Crew of 3	Refer to DNR Fee Schedule
Any Other Apparatus	Refer to the DNR Fee Schedule
Fire Watch	Actual Cost

REPEAT NUISANCE CALL SERVICE FEES

Repeat False Smote of Fire Alarms: 3rd Event

\$250

Repeat False Smote of Fire Alarms: 4+ Events

\$350

FIRE PERMITS

Recreational Fire Permit:

Daily (up to 9 per year)

\$0.00

Annual

\$25.00

Festival Bonfire

\$200.00

Permit Burn (requires Council approval)

\$500.00

Explosives:

Operational permit required for the manufacture, storage, handling, sale or use of any quantity

(Permits obtained by State Fire Marshal)

Fireworks:

Outdoor fireworks displays by State certified operator.

\$50.00

Fireworks sales in existing retail establishments.

\$0.00

Fireworks stands or tent sales. (NFPA 1124)

\$200.00

Fire Code Operational Permits

\$200.00

Operational Permits as set forth in Section 105.6

NEW CONSTRUCTION/ MODIFICATIONS/FIRE PLAN REVIEW:

For all occupancies with the exception of detached one- and two-family dwellings.

Structures:

New construction/modification fire review fee.

\$75.00

Automatic Fire-Extinguishing Systems:

New construction/modification fire review fee.

\$90.00

Fire Alarm and Detection Systems and Related Equipment:

New construction/modification fire review fee.

\$75.00

Fire Pumps and Related Equipment:

New construction/modification fire review fee. If part of an automatic fire-extinguishing system

review no separate fee will be charged.

\$50.00

Standpipe Systems:

\$50.00

Spray Rooms, Dip Tanks, or Paint Booths:

\$50.00

LP Gas:

\$180.00

Exterior installations only: Plan review and inspections to be conducted by Fire Department.

Interior installations only: New construction/modification fire review fee.

\$90.00

Flammable & Combustible Liquids:

New construction/modification fire review fee.

\$90.00

(includes tank installations & removals)

Hazardous Materials:

\$90.00

New construction/modification fire review fee.

Temporary Membrane Structures, Tents and Canopies:

Less than 180 days: Plan review and inspections to be conducted by Fire Department.

\$90.00

Under a Conditional Use Permit.

\$50.00

Greater than 180 days: New construction/modification fire review fee.

\$50.00

LIBRARY

Video rental (for feature films less than 2 years old)

\$1.00 (21-day loan period)

Replacement library card	\$2.00
Out-of-State/Non-resident library card	\$60.00 (annually)
Earbuds	\$5.00
Flash Drive	\$5.00
Hardcover adult sale book	\$1.00
Trade/Oversize paperback sale book	\$0.75
Mass Market paperback sale book	\$0.50
Children's hardcover sale book	\$1.00
Children's paperback sale book	\$0.25
Sale DVD	\$1.00
Sale audiobook	\$2.00
Sale audio CD	\$1.00
Print/Copy (black and white)	\$0.10
Print/Copy (color)	\$0.50
Misc.	Variable
Dishonored check fee	\$30.00
Replacement of lost or damaged materials	Discounted cost of item plus a \$8.00 processing charge for print material or a \$10.00 processing charge for media material.

Magazines = \$6.00 or list price if higher

Barcode \$0.50 (charged if 5 or more barcodes are missing or damaged.)

RFID tag \$0.25 (charged if 5 or more tags are missing or damaged.)

Book Jacket \$0.50 (charged if 3 or more are missing or damaged)

~~Audio bags, all sizes~~ ~~\$1.00~~

Compact disc Jewel case (CD) \$0.75

CD book case (up to 10 in a case) \$2.50

CD book case (11-24/case) \$5.00

CD book case (25+/case) \$15.00

DVD case (1-4 in case) \$1.00

DVD case (5+/case) \$2.50

Compact disc or DVD insert (1 page) \$1.00

Compact disc or DVD insert (multiple pages) \$3.00

Overdue fine: Adult (hardbound and paperback books, audio discs, magazines, video discs) \$0.30 per day (\$7.00 maximum fine)

Overdue fine: Juvenile (hardbound and paperback books, audio discs, magazines, video discs) \$0.10 per day (\$2.00 maximum)

Referral to Collection Agency ~~Formerly \$10.00~~ ~~\$12.00~~

Community room rental \$25.00 per hour

POLICEFalse alarm response by police ~~or fire~~

Third in calendar year \$50.00

Fourth in calendar year \$75.00

Fifth and any subsequent in a calendar year \$100.00

No parking 2 a.m. to 6 a.m. \$25.00

No parking April 1 to May 1 when there is 3 ½ inches of snow or more on the streets \$25.00

Copies of Reports \$0.25 per page

Report on an Address or Person \$5.00

Administrative Vehicle Impound Fee \$35.00

Administrative Animal Impound Fee \$8.00

Dog Impound (per day) \$26.00

Cat Impound (per day) \$24.00

Digital Photos \$5.00

Copy of Color Photos \$5.00 for 1st page, \$1 each additional page

Audio/Video CD \$15.00

Letter of Good Standing \$10.00

Weekly Accident Report \$5.00

Admin Parking/Moving Violations Varies

Repeat Nuisance Call Service Fee \$250 plus add'l fees for excess costs

No Trespassing Signs (yellow) \$4/each

Dangerous Dog Registration (annual)

\$50.00

PUBLIC WORKS

Right of Way Permits	
Annual Registration for Utility Companies	\$75.00
Small Cell	\$850.00 per site
Street Excavation	\$150.00 per Street Penetration
Trench or Boring	\$150.00 plus \$.25 per Lineal Foot of Trench
Boulevard Excavation	\$50.00 per Boulevard Disturbance
Non-Excavation (Obstruction)	\$50.00 plus \$.05 per Lineal Foot
Extension	\$35.00 plus \$15.00 per Week Extension
Penalty	Two (2) times the amount of the Standard Permit
Degradation*	To be calculated by City (see below for estimates)
Resident Boulevard Excavation	\$35.00
Resident Boulevard Excavation Deposit	\$750.00
Resident Driveway Apron/Curb and Gutter Deposit	\$750.00
Senior Excavation Permit (over 62 years old)	\$35.00 per Excavation
Sidewalk by Property Owners	
Senior Sidewalk (over 62 years old)	\$20.00
Property Owner Sidewalk	\$40.00

***Degradation**

Due to the difficulty in determining the possible scope of some projects, the City will only be able to provide an estimate of the degradation fee when a permit is issued. The City Right-of-Way inspector will calculate the degradation fee after the complete scope of work is determined.

Degradation Fee Estimates for Bituminous Street:		
	HOLE (Maximum length=street width)	TRENCH
New Street - 0 to 5 Years	$(\$2.25 \times \text{street width} \times \text{length}) +$ $(\$3.75 \times \text{lane width} \times \text{hole length})$	$(\$2.25 \times \text{street width} \times \text{length}) + (\$3.75 \times \# \text{ of lanes} \times \text{lane width} \times \text{lengths})$
Existing Street - 5 years old to 20 years old	$(\$2.00 \times \text{lane width} \times \text{length}) +$ $(\$3.00 \times \text{lane width} \times \text{hole length})$	$\$3.00 \times \# \text{ of lanes} \times \text{lane width} \times \text{length}$
Existing Street - over 20 years old	$\$2.75 \times (\text{hole width} + 4 \text{ feet}) \times$ $(\text{hole length} + 4 \text{ feet})$	$\$2.75 \times (\text{trench width} + 4 \text{ feet}) \times \text{length}$
Street to be reconstructed in next two (2) years	$\$2.00 \times (\text{hole width}) \times (\text{hole length})$	$\$2.00 \times \text{trench width} \times \text{length}$

Degradation Fee Estimates for Concrete Street:

City of Columbia Heights Fee Register

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	HOLE	TRENCH
New Street-0 to 5 Years	(\$3.00 x street width x length) + (\$4.50 x lane width x hole length)	(\$3.00 x street width x length) + (\$4.50 x # of lanes x lane width x lengths)
Existing Street- 5 years old to 20 years old	(\$2.75 x lane width x length) + (\$4.25 x lane width x hole length)	\$3.75 x # of lanes x lane width x length
Existing Street – over 20 years old	\$3.75 x (hole width + 4 feet) x (hole length +4 feet)	\$3.75 x (trench width + 4 feet) x length
Street to be reconstructed in next 2 years	\$3.25 x (hole width) x (hole length)	\$3.25 x trench width x length

Street Obstruction Permit	
Street Obstruction Permit (Valid for 30 days)	\$30.00
Extension Fee	\$15.00 per week
Flasher Deposit	\$150.00

Load Limit Permit	
Load limit permit required for spring weight restrictions	N/C

Water Hydrant Meter Rentals	
5/8" Water Meter	\$200.00
2-1/2 Water Meter with 2" RPZ Backflow Preventer	\$2,500.00

Special Assessment Search	
Basic special assessment search	\$25.00
Additional information	\$15.00

Engineering Copy Requests	
AsBuilts	\$2.50 per sheet
Plotter Copies (22" x 34" or 24" x 36")	\$15.00 each
Regular Photocopies (8-1/2 x 11, 8-1/2 X 14, 11 x 17)	\$.25 each

Maps	
Full color city map, zoning map or parks map	\$15.00
Shaded Relief Map (36" x 36")	\$15.00
Standard Address Map	\$20.00
Large Address Map	\$30.00
Utility Maps (watermain, sanitary sewer, storm sewer) (36" by 28")	\$20.00
Property Only (Urban) 1/2 Section (22" x 34")	\$15.00
Property & Planimetric (Urban) 1/2 Section (22" x 34")	\$25.00
Property, Planimetric & Contours (Urban) 1/2 Section (22" by 34")	\$50.00
Color Aerial Photo (Urban) 1/2 Section (22" x 34")	\$30.00
Special Request (See City Engineer)	\$15.00 plus \$50/hour (\$25.00 minimum)

GIS Data Requests (Digital Data)	
Planimetric & Contours	\$15.00 plus \$50/hour (\$25.00 minimum)
CD ROM	\$12.00

Notary	N/C
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RECREATION

City of Columbia Heights Fee Register

Item 18.

RENTAL INFORMATION	2022 RATES		2023 RATES	
	(Sun - Fri)	(Saturday)	(Sun - Fri)	(Saturday)
Hall/Kitchen/LaBelle Lounge w/Tax	\$1,134.46	\$1,801.11	\$1,236.56	\$2,017.24
Hall/Kitchen/LaBelle Lounge	\$1,059.01	\$1,681.32	\$1,159.01	\$1,881.32
Hall	\$810.80	\$1,274.30	\$891.80	\$1,414.47
LaBelle Lounge	\$244.97	\$341.71	\$264.53	\$382.72
Gauvitte, Prestemon, Edgemoor, or Keyes Room	\$193.05	\$221.38	\$210.42	\$247.95
Senior Center or Malthaire/McKenna Room	\$275.78	\$323.55	\$300.60	\$362.38
Down Payment (non-refundable)	\$500 / \$100	\$500 / \$100	\$500/\$100	\$500 /\$100
Damage Deposit (refundable)	\$500 / \$250	\$500 / \$250	\$500/\$250	\$500/\$250
Security Officer Deposit Formerly \$200	\$250	\$250	\$250	\$250
Security Officer hourly rate	\$35	\$35	\$35	\$35
Pop/CO2 Charge	\$100/\$150/\$200		\$100/\$150/\$200	
Early Entry Fee *Preapproved*	\$60	\$60	\$60	\$60
Custodial Charge per hour	\$30	\$30	\$30	\$30
Events Lasting 2 hours or less	50%	N/A	50%	N/A
Events Lasting 4 hours or less	25%	N/A	25%	N/A
Heights Resident Discount**	25%	25%	25%	25%

All rental rates, fees, and deposits are subject to State Sales Tax.

All JPM rentals end at 1:00 a.m. An \$80 plus tax late fee will be assessed every 30 minutes. Saturday/Sunday rental time: 12:00 noon - 1:00 a.m. Friday rental time: 9:00 a.m. - 1:00 a.m. A storage fee of \$100 will be charged for items left in the building outside of rental time. **Single room rentals have a maximum rental time of 7 hours.**

Linen and Napkin rental is available upon request. 2022 Prices are as follows:

White or Ivory Linens \$7.00 per hall table (60" rounds and 8' x 2 1/2' banquet tables) Tax additional \$3.50 per bar table .70 per napkin (various colors available)

White Melamine Dinnerware, Silverware and Plastic Tumblers are available for a rental fee of \$50 plus tax per rental.

Saturday rentals may decorate Friday before their event from 9:00 am - 4:30 pm for a \$150 fee. This reservation can only be made if the hall is available within 3 weeks of the rental date.

PARK RENTAL FEES	w/tax included
Resident	\$50
Non-Resident	\$150
Large groups 100+ people	\$125
EVENT WAGON	\$45
BALLFIELD RENTAL	\$40 per day or \$10 per hr
GARDEN PLOTS	\$25

RESOLUTION APPROVING THE CITY OF COLUMBIA HEIGHTS FEE SCHEDULE

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

WHEREAS, certain fees are associated within the various city departments; and

WHEREAS, occasionally, fees are evaluated and adjusted based on comparable area rates as well as staff time used for processing and evaluating requests; and

WHEREAS, the passage of this Resolution will update the comprehensive city-wide fee schedule.

NOW, THEREFORE BE IT RESOLVED that the City Council hereby adopts the attached City of Columbia Heights Fee Schedule, which will take effect January 1st, 2022.

ORDER OF COUNCIL

Passed this 13th day of December, 2021

Offered by:

Seconded by:

Roll Call:

Amáda Márquez Simula, Mayor

Attest:

Sara Ion, City Clerk/Council Secretary



CITY COUNCIL MEETING

Item 19.

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	DECEMBER 13, 2021

ITEM:	Adopt Resolution 2021-105 Establishing Precinct and Polling Locations for 2022 Election Year.		
DEPARTMENT:		Administration	
BY/DATE:		Sara Ion, December 8, 2021	
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>			
<input type="checkbox"/> Safe Community		<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	
<input type="checkbox"/> Economic Strength		<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input type="checkbox"/> Equity and Affordability		<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	
<input type="checkbox"/> Opportunities for Play and Learning		<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND:

Each year it is required by MN State Statute to pass a resolution setting polling places for the upcoming year.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Resolution 2021-105 there being ample copies available to the public.
MOTION: Move to adopt Resolution 2021-105, establishing Precinct and Polling Locations for the 2022 Election Year

ATTACHMENT:

Resolution 2021-105

RESOLUTION # 2021-105

Resolution of the City Council for the City of Columbia Heights, Minnesota, establishing precinct and polling locations for the 2022 Election Year.

Whereas, Minnesota Statute 2048.16, subd. 1 requires the governing body of each municipality to designate by ordinance or resolution each year no later than December 31st, polling places for each election precinct; and

Whereas, the polling places designated by resolution by December of each year are the polling places to be used for elections in the following calendar year.

Now, therefore be it resolved, the polling places designated by resolution by December of each year are the polling places to be used for elections in the following calendar year.

Precinct 1	John P. Murzyn Hall	530 Mill St NE
Precinct 2	Greater Life Tabernacle	4000 Quincy St NE
Precinct 3	Columbia Heights Library	3939 Central Ave NE
Precinct 4	Highland Elementary School	1500 49th Ave NE
Precinct 5	First Lutheran Church	1555 40th Ave NE
Precinct 6	Highland Center	1300 49th Ave NE
Precinct 7	Valley View Elementary School	800 49th Ave NE
Precinct 8	Christ Life Church	4555 University Ave NE

Be it further resolved, that the Columbia Heights City Council directs the clerk to make all necessary notifications and preparations for elections held in 2022 as required by MN Statute, Rule and Administrative Policy of the City.

ORDER OF COUNCIL

Passed this 13th day of December, 2021

Offered by:

Seconded by:

Roll Call:

Amáda Márquez Simula, Mayor

Attest:

Sara Ion, City Clerk/Council Secretary

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	12/13/2021

ITEM:	Approval of John P. Murzyn Hall Rental Policy Updates.		
DEPARTMENT: Recreation		BY/DATE: Keith Windschitl / December 2, 2021	
<div>CITY STRATEGY:</div> <div><div><div><input checked="" type="checkbox"/> Safe Community</div><div><input type="checkbox"/> Economic Strength</div><div><input type="checkbox"/> Equity and Affordability</div><div><input type="checkbox"/> Opportunities for Play and Learning</div></div><div><div><input type="checkbox"/> Diverse, Welcoming “Small-Town” Feel</div><div><input type="checkbox"/> Excellent Housing/Neighborhoods</div><div><input type="checkbox"/> Strong Infrastructure/Public Services</div><div><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</div></div></div>			

BACKGROUND:

At the November 17, 2021 Park & Recreation Commission Meeting several Murzyn Hall policy changes were recommended for approval by City Council. The Park & Recreation Commission would like to be proactive and update the policy to prevent problems during rentals.

It has been observed that larger events have created more problems due to the amount of attendees. These problems include wear on the building and large messes left behind. The Recreation Commission feels that these concerns could be reduced by: limiting the amount of attendees to 300 for any event, concluding alcohol service and music by 12:00 a.m., and mandating that any event with over 200 attendees serving alcohol use the Lion’s Club bar.

STAFF RECOMMENDATIONS:

Staff recommends following the directive given by the Park & Recreation Commission on the following John P. Murzyn Hall rental policy changes effective on all new rentals:

- John P Murzyn Hall event capacity updated to include a maximum of 300 attendees. This is a change from the current capacity of 375 attendees.
- Events to end at 12:00 a.m. (midnight), including ending alcohol service and music. This is a change to the current policy ending alcohol service and concluding music at 12:30 a.m.
- Any event requesting alcohol for a group of 200 attendees or more must use the Lion’s Club bar service. This is a change to the current policy mandating the use of Lions Bar service for 275 people.

RECOMMENDED MOTION(S):
MOTION: Move to approve the changes the John P Murzyn Hall rental policies as listed.

ATTACHMENT(S):

2022 Rental Brochure

FACILITY INFORMATION

- A. The maximum capacity is 300 people in the main hall. Tables and chairs for dining can be set up to accommodate up to 300 people.
- B. The main hall rental package (main hall, kitchen and LaBelle Lounge) includes the following:
- The use of the kitchen facilities includes an automatic dishwasher, garbage disposal, refrigerator, freezer, warming oven, coffee urns, and ice machine. Plates, plastic tumblers and silverware (one fork, knife and spoon per setting) are available for a rental fee, to serve up to 300 people. Kitchen is not equipped with serving utensils, pots, pans, dishtowels, dishcloths, potholders, etc.
 - LaBelle Lounge facilities include a complete wet bar, three soda dispensers, four beer taps and coolers, and use of ice machine. No supplies are provided for the bar (i.e. cups, towels, pourers, etc.). All events serving any pop or soda from the LaBelle Lounge are required to purchase the product from John P. Murzyn Hall (JPM). Diet Cola, Cola, Lemon Lime, Citrus, Orange, Root Beer, Ginger Ale, Club Soda, and Tonic are available. The usage fee is required in advance. The lessee shall be charged additional dollars if the soda charges exceed normal usage.
 - The City will set up tables and chairs for an event. It will be the responsibility of the lessee to graphically indicate at the time the final arrangements are made any specific plan or arrangement they desire. They may, however, choose from several standard layouts the City provides. If tables need to be moved, please contact the caretaker for assistance.
 - The use of the coatroom is provided. However, the City will not provide an attendant, and if one is desired, the lessee must provide their own. The City of Columbia Heights is not responsible for lost or stolen articles.
- c. The lessee (or caterer) is required to wash all utensils (plates, plastic tumblers, silverware, etc.), empty all kitchen trash receptacles, and clean the kitchen appliances used. All leftover food and beverages must be removed from the main hall at the end of the rental. Grease may not be dumped down the drain. The lessee is required to wash down the bar and back bar area. The Lessee is to leave the kitchen and bar in the same condition as they received it. The City will provide final cleaning of the facilities and put all tables and chairs away. Failure to clean the facility properly may result in forfeiture of the damage/cleaning deposit. **Only licensed caterers are allowed to cook and prepare food at JPM events. All caterers must provide the City with a copy of their catering license and a certificate of insurance listing the City of Columbia Heights as additional insured if they cook at JPM.**
- D. The City is not responsible for lost or stolen articles, and the Lessee shall hold the City harmless from any liability whatsoever during the use of the facility.
- E. The City shall provide a uniformed security officer for all paid rentals inside JPM. The lessee, in addition to the hall rental fee, shall pay this service. The security service fee shall be paid even if other fees are waived. If deemed needed by the City, additional security may be added and charged to the lessee.
- F. Gambling or gambling devices are not allowed on the premises without proper licenses.
- G. No smoking, JPM is a non-smoking facility.
- H. Use of the hall shall be limited to 9:00 a.m. to 1:00 a.m. the following day for Friday rentals, 12:00 Noon to 1:00 a.m. the following day all other rentals. Earlier entrance may be available upon prior arrangement at an additional hourly charge. **City ordinance requires the bar to close no later than 12:00 a.m., and music to end no later than 12:00 a.m.** Everyone including guests, caterer, band, etc. must be out the building by 1:00 a.m. Late fees will be applied if in the building after 1:00 a.m.

- I. No food, beverages or other gratuities shall be given to an employee of the City for services rendered.
- J. Requests for facility use that are deemed inappropriate or illegal will not be accepted.
- K. Absolutely no tape or sharp objects on the main hall wooden floor. Do not drag any objects across the main hall wooden floor.
- L. No open flame candles are permitted; flame may not be above glass container (Fire Code regulation).
- M. No artificial smoke, pyrotechnics, fog or bubble machines allowed (may set off smoke detectors/fire alarm and make wooden dance floor very slippery).
- N. Food may not be served from the carpeted areas of the hall or LaBelle Lounge.
- O. No confetti, "silly" string, glitter, rice, sand, birdseed, rocks, or water balloons allowed in or around the building.
- P. Food carts must remain inside the building (two wheeler hand truck available).
- Q. No powders, sawdust or similar materials allowed on the wooden floor.
- R. Deliveries of supplies or equipment are allowed only during the times listed on the lease agreement. The lessee shall bear all responsibilities and liabilities for deliveries for their event. The City will not be responsible for accepting or unloading any deliveries. The Lessee is not allowed to leave items in the building after their rental ends at the time specified on the lease agreement. This includes decorations, beer kegs, food, linens, china, etc. A storage fee will be charged for any items delivered prior to the rental time or left within the building after the rental time.
- S. Audio/visual equipment (cordless microphone, projection screen) available.
- T. The lessee is responsible for passing on the information in this rental policy to all people involved with the rental (decorators, DJ/Band, caterer, guests, etc.).
- U. All single room rentals rates are based on a rental time of 7 hours.
- V. Linen tablecloths and napkins are available for rent; tax additional. Table skirting is not available. Linen and napkin rental orders must be place 2 weeks prior to the event. A Service Charge may apply to special orders made within the week prior to the event. Lessee is responsible for placing linens in a provided linen bag for cleaning. Payment is due no later than 1 week prior to the event date.

LEASE AGREEMENT

- A. No person shall be permitted to rent JPM for any event without having first obtained a lease agreement for such use from the City of Columbia Heights Recreation Department.
- B. No lease agreement shall be granted to any applicant hereunder unless:
- The applicant personally appears before the Recreation Director or his/her authorized representative, fills out the required lease, and answers all questions put to him/her on said lease form.
 - Said applicant shall not have been convicted of a crime involving illegal use, consumption or sale of intoxicating liquor or non-intoxicating malt liquor during the five (5) years immediately preceding the Lease Agreement.
 - Said applicant shall not have been convicted of any felony within said year immediately preceding the application.
 - Said applicant shall have attained the minimum age of eighteen (18) years, or twenty-one (21) years if alcoholic beverages will be present during the rental.

5. **Said applicant shall provide for file purposes, a photocopy of insurance policy indicating that they have Personal Liability coverage at a minimum of one hundred thousand dollars (\$100,000.00) per occurrence. This shall be on file no later than when the final rental payment is due.**
6. Said applicant shall agree to abide by all the rules and regulations set by the City of Columbia Heights and the Columbia Heights Park & Recreation Commission concerning the use of said facility.
- C. Once a lease agreement is granted:
- It shall not be transferred to another person.
 - If because of circumstances beyond the City's control or an act of God, JPM is not available for use, the City and its' agents are not liable to furnish another hall.
 - If any of the representations, including residence, made at the time of entering into the lease agreement are no longer accurate within 20 days of the date of the event, the City of Columbia Heights shall have the sole discretion to declare the lease agreement null and void.

RESERVATIONS & FEE PAYMENTS

Reservations may be made by telephone or in person at the Recreation Office located in JPM. A reservation request shall be held for only two (2) weeks, at which time a non-refundable down payment on the rental fee is due. This down payment will assure your reservation. If no down payment is made within two (2) weeks from when the reservation was made, the reservation will be CANCELED. For reservations made within one (1) month of the requested date, a 25% down payment is due no later than one (1) week from when the reservation was made. Down payments are nonrefundable. The balance of the rental fee is due no later than one (1) month prior to the rental date. For reservations made within one (1) month of the requested date, the balance is due no later than one (1) week prior to the rental date. Upon request, a deposit fee for damages, breakage, losses or failure to clean the facility properly shall be made in accordance with the Lease Agreement at the time the balance of the rental fee is due. The City upon receipt shall cash all deposits. In the case of a *cancellation*, down payment is nonrefundable unless the date is re-rented. If the date is re-rented the City will refund 80% of the down payment. Any other payments made towards the rental will be fully refunded. All cancellations must be received in writing before the rented date will be reopened.

ESTABLISHMENT OF FEES

The Park & Recreation Commission shall establish a rate schedule for the rental of the premises or any portion thereof.

- A. The Park & Recreation Commission may, by action, designate waiving the rental fee, or any portion thereof, for any individual, business or organization when it deems the action to be in the best interests of the City.
- B. The Park & Recreation Commission may, by action, designate whether or not any portion of a rental fee is to be refunded.
- C. Columbia Heights residents will receive a 25% discount on rental rates; however, the 25% discount is exclusively limited to the renter or their parents, providing one is a Columbia Heights resident.

SCHEDULING PRIORITY POLICY

The Park & Recreation Commission is committed to the policy that all Columbia Heights residents, groups and organizations shall have a fair and equitable opportunity to use JPM. Due to the number of individuals and organizations that request use of JPM Hall, the Park and Recreation Commission has deemed it necessary to group by activity these organizations and establish a priority in order to insure that JPM Hall is made available so as to best meet community needs. As a result, the building will be scheduled in accordance with a scheduling priority policy established by the Commission.

BAR REGULATIONS

- A.

For groups with 250 or less people, with approval from the Park & Recreation Commission the Lessee may choose to bring in a licensed liquor establishment or contract with the Columbia Heights Lions Club to provide complete bartending services for their event. For groups with more than 250 people, the Lessee **must** contract with the Columbia Heights Lions Club to provide complete bartending services for their event.

Open bars are not allowed. The Columbia Heights Lions Club is the only organization allowed to sell liquor on the premises. BYOB events are prohibited.
- B.

The bar attendant, secured by the lessee, shall not consume any liquor while tending bar or just prior to tending bar. Bar attendants may accept freely given tips from customers. However, events may not employ a "suggested" or "required" dollar amount of tip from customers for beverages.
- C.

All bottles shall be kept in plain sight on or behind the bar. Alcoholic beverages may only be dispensed from behind the bar (except for wedding champagne toasts as described below). No liquor containers are allowed in the seating areas. Alcoholic beverages are not to be taken out of the building during an event.
- D.

Champagne bottles and/or an alcohol-free champagne fountain will be allowed in the main hall for wedding champagne toasts only. The licensed liquor vendor serves the champagne. Champagne bottles may only be opened behind the bar. The shooting of champagne corks in or around the building is strictly prohibited. Once the champagne toast is served; all bottles must be stored behind the bar.
- E.

All events serving any pop or soda from the LaBelle Lounge are required to purchase the product from JPM.
- F.

No person, except wholesalers or manufacturers to the extent authorized under State license, is permitted to directly or indirectly deal in, sell, or keep for sale, any intoxicating liquor without first having received a license to do so. The terms "sale" and "sell" mean and include all barter and all manners or means of furnishing intoxicating liquor in violation or evasion of the law and also include the usual meanings of the terms.
- H.

It is unlawful to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age.MN Statute 340A.503.
- I.

The lessee shall be on the actual premises at all times while liquor is being served.
- J.

There may be no open bar event with an admission fee. The Columbia Heights Lions Club must be used if there is an admission charge for all rentals serving alcohol. If deemed needed, at the sole discretion of the Columbia Heights Recreation Department, additional security may be added and charged to the lessee hereunder.
- K.

All persons present at any activity where intoxicating liquor or non-intoxicating malt liquor is permitted, served or displayed, shall abide by the rules and regulations of the Commission and the Director. Should any violation of such rules, or the laws or ordinances of the State of Minnesota or the City of Columbia Heights occur, the Director, his/her authorized representative or authorized security officer, may:

1.

Order the removal of such offender forthwith; or

2.

Order the immediate removal of all beer, wine and intoxicating liquor from the premises; or

3.

Revoke the lease immediately and order all persons from the premises without refund of any fees.
- L.

City ordinance requires the bar to close no later than 12:00 a.m.
- M.

The City shall provide a uniformed security officer to be stationed on the premises during all paid rentals.

DECORATING RULES

- A.

A wood decorating board is provided around perimeter of hall (approximately 9' above the floor.) Use of tacks, tape, pins, staples, etc. to hang decorations are allowed on this board only (no tacks, tape, etc. allowed on walls, floors or ceilings.)
- B.

The six permanent hooks in the ceiling may also be used for hanging decorations.
- C.

Decorations may not be hung from the sprinkler heads (Fire Code regulation) or from the ceiling tile T-bars.
- D.

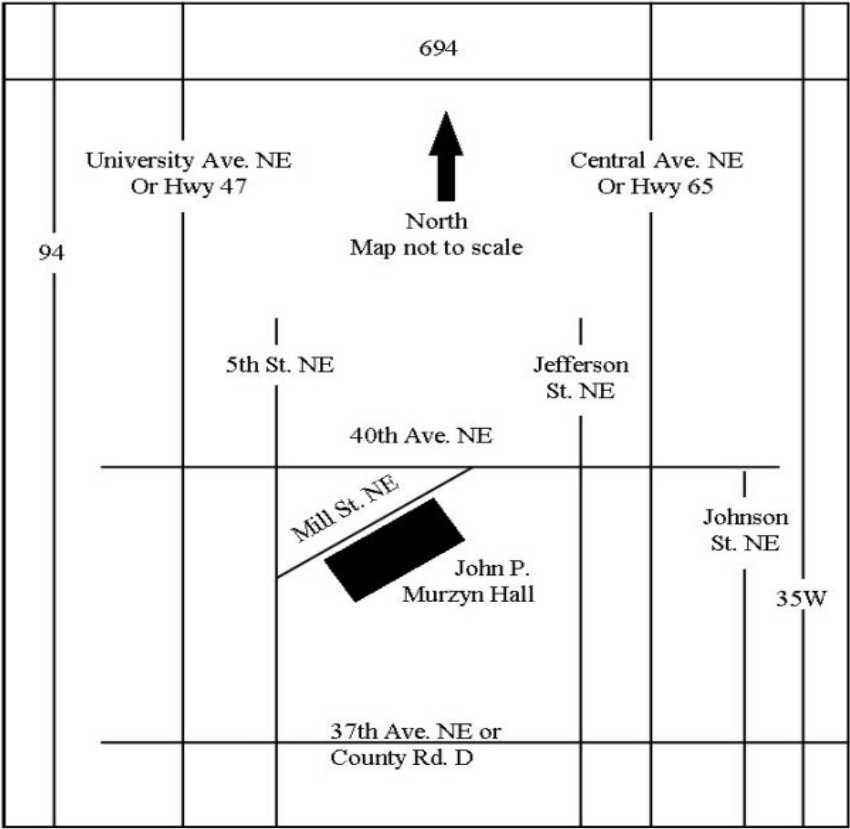
Decorations may not be hung in the main (northeast) entrance to hall or bathrooms.
- E.

Decorations may not be hung over exit signs, no-smoking signs, fire alarm boxes, thermostats, or emergency lights.
- F.

Helium filled balloons may be used for decorating and can be weighted down with balloon weights. The use of sand, birdseed, rice, rocks, water balloons or similar items to weigh down helium balloons is prohibited.
- G.

Renter shall contact the Recreation Department at least one week prior to the rental date to confirm their decorating plans comply with the hall's decorating rules.

Columbia Heights Recreation
John P. Murzyn Hall
530 Mill Street N.E.
Columbia Heights, MN 55421
(763) 706-3730



JOHN P. MURZYN HALL

RENTAL POLICY

John P. Murzyn Hall



COLUMBIA
-HEIGHTS-
REDISCOVER THE HEIGHTS

John P. Murzyn Hall
530 Mill Street N.E.
Columbia Heights, MN 55421
(763) 706-3730

www.columbiaheightsmn.gov

The City of Columbia Heights is committed to the policy that all persons shall have access to its facilities without regard to race, creed, color, sex, national origin or disability.

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	DECEMBER 13, 2021

ITEM:	LICENSE AGENDA										
DEPARTMENT: COMMUNITY DEVELOPMENT		BY/DATE: Minerva Hark, City Planner / December 8, 2021									
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input checked="" type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>				<input checked="" type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
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<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population										

BACKGROUND:

Attached is the business license agenda for the December 13, 2021 City Council meeting. This agenda consists of applications for a 2022 Catering-Food, Popcorn and Candy License, 2022 Cigarette/Tobacco Accessory Sales Licenses, a 2022 Contractor's License, 2022 Courtesy Benches Licenses, 2022 Food Truck Licenses, 2022 Games of Skill Licenses, a 2022 Massage Therapists License, a 2021 Motor Vehicle Sales License, 2022 Motor Vehicle Sales Licenses, 2022 Off-Sale Beer Licenses, 2022 On-Sale Club Liquor Licenses, 2022 On-Sale Beer Licenses, 2022 On-Sale Liquor Licenses, 2022 On-Sale Wine Licenses, a 2022 Pool/Billiards Hall License, a 2022 Tobacco Product Shop License, and 2022 Tree Contractors Licenses.

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

RECOMMENDED MOTION(S):
MOTION: Move to approve the items as listed on the business license agenda for December 13, 2021 as presented.

ATTACHMENT(S):

Catering-Food, Popcorn and Candy License – 2022
 Cigarette/Tobacco Accessory Sales Licenses – 2022
 Contractor's License – 2022
 Courtesy Benches Licenses - 2022
 Food Truck Licenses – 2022
 Games of Skill Licenses – 2022
 Massage Therapist License – 2022
 Motor Vehicle Sales License – 2021
 Motor Vehicle Sales Licenses – 2022
 Off-Sale Beer Licenses – 2022

On-Sale Club Liquor Licenses – 2022

On-Sale Beer Licenses – 2022

On-Sale Liquor Licenses – 2022

On- Sale Wine Licenses – 2022

Pool/Billiards Hall License – 2022

Tobacco Product Shop License – 2022

Tree Contractors Licenses – 2022

TO CITY COUNCIL DEC 13, 2021

*Signed Waiver Form accompanied application

Catering-Food, Popcorn and Candy License – 2022

Renewals:

*NAFIE ICE CREAM	1000 LYNDE DRIVE NE, FRIDLEY	\$50.00
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Cigarette/Tobacco Accessory Sales Licenses – 2022

Renewals:

*COLUMBIA MARKET	4901 UNIVERSITY AVENUE NE	\$500.00
*FAMILY DOLLAR	4037 CENTRAL AVENUE NE	\$500.00
*NY GROCERY LLC	4635 CENTRAL AVENUE NE	\$500.00
*BIG STOP MART	334 40 TH AVENUE NE	\$500.00
*JEFF'S BOBBY & STEVE'S AUTOWORLD	3701 CENTRAL AVENUE NE	\$500.00
*STOP IN LLC	5257 UNIVERSITY AVENUE NE	\$500.00

Contractor's License – 2022

Renewals:

*CENTRAIRE HEATING & AIR CONDITIONING INC	6811 WASHINGTON AVENUE S, EDINA	\$80.00
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Courtesy Benches Licenses – 2022

Renewals:

*U.S. BENCH CORPORATION	3300 SNELLING AVENUE, MINNEAPOLIS	\$450.00
*AFFORDABLE COURT RESOURCES	8844 CENTRAL AVENUE NE, BLAINE	\$150.00

Food Truck Licenses – 2022**Renewals:**

*CUERNAVACA MARKET	4110 CENTRAL AVENUE NE	\$0.00
*EL TACO LOCO	4220 CENTRAL AVENUE NE	\$0.00

Games of Skill Licenses – 2022**Renewals:**

*THEISEN VENDING INC.	2335 NEVADA AVE N, GOLDEN VALLEY	\$30.00
*JIMMY'S PRO BILLIARDS	4040 CENTRAL AVENUE NE	\$45.00

Massage Therapist License – 2022**Renewals:**

*JEANNE ANNE RAMIREZ	5075 JOHNSON STREET NE	\$100.00
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Motor Vehicle Sales License – 2021**New:**

*CAPITAL FLEET & REMARKETING CORP	5009 UNIVERSITY AVENUE NE	\$300.00
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Motor Vehicle Sales Licenses – 2022**Renewal:**

*DAVID'S AUTO INC	573 40 TH AVENUE NE	\$300.00
*CAPITAL FLEET & REMARKETING CORP	5009 UNIVERSITY AVENUE NE	\$300.00

Off-Sale Beer Licenses – 2022**Renewal:**

*CUERNAVACA MARKET	4110 CENTRAL AVENUE NE	\$200.00
*JEFF’S BOBBY & STEVE’S AUTOWORLD	3701 CENTRAL AVENUE NE	\$200.00

On-Sale Club Liquor Licenses – 2022**Renewal:**

*COLUMBIA HEIGHTS VFW POST 230	4446 CENTRAL AVENUE NE	\$700.00
*COLUMBIA HEIGHTS LIONS CLUB	530 MILL STREET NE	\$700.00

On-Sale Beer Licenses – 2022**Renewal:**

*CHIPOTLE MEXICAN GRILL	5200 CENTRAL AVENUE NE	\$400.00
*EL TACO LOCO	4220 CENTRAL AVENUE NE	\$400.00
*MILLER’S CORNER BAR	547 40 TH AVENUE NE	\$650.00
*CRAFTY CRAB	4920 CENTRAL AVENUE NE	\$400.00

On-Sale Liquor Licenses – 2022**Renewal:**

*EL TEQUILA MEXICAN GRILL & BAR	4005 CENTRAL AVENUE NE	\$7,000.00
*SARNA’S CLASSIC GRILL	3939 UNIVERSITY AVENUE NE	\$6,700.00
*LA CASITA	5085 CENTRAL AVENUE NE	\$6,700.00

New:

*JIMMY’S PRO BILLIARDS	4040 CENTRAL AVENUE NE	\$7,200.00
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On-Sale Wine Licenses – 2022**Renewal:**

*CHIPOTLE MEXICAN GRILL	5200 CENTRAL AVENUE NE	\$1,200.00
*CRAFTY CRAB	4920 CENTRAL AVENUE NE	\$1,200.00

Pool/Billiard Hall License – 2022**Renewal:**

*JIMMY'S PRO BILLIARDS	4040 CENTRAL AVENUE NE	\$100.00
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Tobacco Product Shop License – 2022**New:**

*FOG TOBACCO PLUS INC	4919 CENTRAL AVENUE NE	\$500.00
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Tree Contractors Licenses – 2022**Renewals:**

*ARBOR TREE SERVICE	7300 NOBLE AVE N, BROOKLYN PARK, MN	\$80.00
*PRECISION LANDSCAPE AND TREE	50 S. OWASSO BLVD E, LITTLE CANADA	\$80.00
*AUSTIN'S TREE & LANDSCAPING	PO BOX 120542, NEW BRIGHTON	\$80.00

AGENDA SECTION	CONSENT
MEETING DATE	DECEMBER 13, 2021

ITEM:	Rental Occupancy Licenses for Approval										
DEPARTMENT: Fire		BY/DATE: Daniel O'Brien, 12/13/21									
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Safe Community</td> <td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td> </tr> <tr> <td><input type="checkbox"/> Economic Strength</td> <td><input checked="" type="checkbox"/> Excellent Housing/Neighborhoods</td> </tr> <tr> <td><input type="checkbox"/> Equity and Affordability</td> <td><input type="checkbox"/> Strong Infrastructure/Public Services</td> </tr> <tr> <td><input type="checkbox"/> Opportunities for Play and Learning</td> <td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td> </tr> </table>				<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input checked="" type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
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<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population										

BACKGROUND: Consideration of approval of attached list of rental housing license applications

RECOMMENDED MOTION:
MOTION: Move to approve the items listed for rental housing license applications for December 13, 2021, in that they have met the requirements of the Property Maintenance Code.

ATTACHMENT:
Rental Occupancy Licenses for Approval 12-13-21



City Council Rental Occupancy Licenses for Approval.

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Atwood, Michael 14033 Commerce Ave NE#300 Prior Lake, MN 55372	4330 Washington St NE	21-0004176 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Begashaw, Zemenay 4017 14th Ave S#16E Minneapolis, MN 55407	253 Maureen Ln NE	21-0004120 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Bulle, Mujahidin 3577 Woodland Ct. Eagan, MN 55123	3955 Hayes St NE	21-0004144 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Edlich, Richard CEL Morton 1845 Stinson Pkwy#212 Minneapolis, MN 55418	968 42nd Ave NE	21-0004240 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Ficek, Scott 34 Thirteenth Ave NE#B002E Minneapolis, MN 55413	1225 43rd Ave NE	21-0004256 Rental License [1 - 3 Units] Number of licensed units: 1 \$450.00
<i>*New License</i>		
Filho, Rene 1395 Commerce Dr Mendota Heights, MN 55120	1070 Grandview Ct NE #301	21-0004331 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Flint, Marina 5130 148th St W Apple Valley, MN 55124	563 51st Ave NE 561 51st Ave NE	21-0003953 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Jones, Kyle Jones Family Investments 33 20th Ave SW New Brighton, MN 55112	2200 39th Ave NE	21-0004117 Rental License [Over 3 Units] Number of licensed units: 35 \$1,020.00
<i>*New License</i>		
Khalil, Emann 1202 Hathaway Ln NE Fridley, MN 55432	4358 3rd St NE VACANT Duplex - No Rental - Hassan	21-0004336 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Lillemoe, Deanna Highview Manor LLC 3601 18th St S#117 Saint Cloud, MN 56301	4650 Johnson St NE	21-0004200 Rental License [Over 3 Units] Number of licensed units: 17 \$624.00

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Lysyj, Bohdan 245 Park Lane Concord, MA 01742	4000 Hayes St NE	21-0004146 Rental License [1 - 3 Units] Number of licensed units: 2 \$450.00
Marler, Gary 8304 Keokuk Avenue Winnetka, CA 91306	4510 Taylor St NE	21-0004062 Rental License [1 - 3 Units] Number of licensed units: 1 \$450.00
McDonal, Antonio 428 Carissa Lane SW Saint Michael, MN 55376	1011 41st Ave NE #115	21-0003644 Family Exempt Rental License Number of licensed units: 1 \$225.00
<i>*New License</i>		
McNeill, Patrick 1574 2nd St SW New Brighton, MN 55112	3702 Polk St NE	21-0004328 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Nelson, Bernard 1121 177th Ln NE Ham Lake, MN 55304	3911 Ulysses St NE	21-0004140 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Nordstrom, Craig Can Properties, LLC 3500 Vicksburg Lane N#402 Plymouth, MN 55447	4625 Tyler St NE	21-0003754 Rental License [Over 3 Units] Number of licensed units: 4 \$338.00
Oyugi, Jehoshaphat 4610 Washington St NE Columbia Heights, MN	4610 Washington St NE 4612 Washington St NE	21-0003751 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Quito, Daysi 1817 41st Ave NE Columbia Heights, MN 55421	1817 41st Ave NE 1815 41st Ave NE	21-0004115 Rental License [1 - 3 Units] Number of licensed units: 2 \$450.00
<i>*New License</i>		
Rojas, Marco 4957 Tyler St NE Columbia Heights, MN 55421	4957 Tyler St NE	21-0004334 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Yan, Lee 5998 Highview Pl Shoreview, MN 55126	3849 Central Ave NE	21-0003690 Rental License [1 - 3 Units] Number of licensed units: 3 \$450.00
Yan, Lee MPH Central LLC 5998 Highview Pl Shoreview, MN 55126	950 39th Ave NE	21-0003401 Rental License [Over 3 Units] Number of licensed units: 7 \$554.00
Yang, Joseph 3904 Reservoir Blvd NE Columbia Heights, MN 55421	3902 Reservoir Blvd NE	21-0003694 Family Exempt Rental License Number of licensed units: 1 \$225.00



CITY COUNCIL MEETING - CANCELED
City Hall—Council Chambers, 590 40th Ave NE
Monday, December 27, 2021
7:00 PM

AGENDA

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

**The City Council Meeting scheduled for
Monday, December 27, 2021 at 7:00 pm
has been canceled.**

CITY OF COLUMBIA HEIGHTS

FINANCE DEPARTMENT

COUNCIL MEETING OF: December 13, 2021 .

STATE OF MINNESOTA

COUNTY OF ANOKA

CITY OF COLUMBIA HEIGHTS

Motion: Move that in accordance with Minnesota Statutes the City Council has reviewed the enclosed list of claims paid by check and by electronic funds transfer in the amount of \$1,277,460.40.

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
11/26/2021	MAIN	188332	5616485	56 BREWING LLC	102821 INV	609.0000.14500	220.00
		188332	5616486		102821 INV	609.0000.14500	304.00
							524.00
11/26/2021	MAIN	188333	3068	A-Z UNDERGROUND	REF PER FEE-1300 46TH	101.0000.32150	28.00
11/26/2021	MAIN	188334	419-21337678	AEP ENERGY INC	110421 SOLAR POWER	101.2100.43810	437.56
		188334	419-21337678		110421 SOLAR POWER	101.2200.43810	437.56
		188334	419-21337678		110421 SOLAR POWER	240.5500.43810	1,940.03
		188334	419-21337678		110421 SOLAR POWER	701.9950.43810	1,001.70
							3,816.85
11/26/2021	MAIN	188335	67255	AID ELECTRIC SERVICE INC	ADD 2 CKTS & OUTLETS TO PSC SERVER	101.1940.44000	1,565.58
11/26/2021	MAIN	188336	2029024	ALLIED 100, LLC	AED WALL CABINET	101.2100.42171	140.29
11/26/2021	MAIN	188337	11933073	ALLIED UNIVERSAL SECURITY	SISECURITY	101.5129.43050	224.00
		188337	11963970		SECURITY	101.5129.43050	128.00
							352.00
11/26/2021	MAIN	188338	CI00012154	ALLINA HEALTH SYSTEMS	MED DIRECTORSHIP Q4 2021	101.2200.43105	783.50
11/26/2021	MAIN	188339	0073	AMADA MARQUEZ SIMULA	COOKIES	101.1110.42175	3.00
11/26/2021	MAIN	188340	192727	AMERICAN CYLINDER INC	FIRE EXTINGUISHER SVC,CERTIFICATION	101.2100.44000	243.95
		188340	192353		FIRE EXTGR CERT, PARTS	101.2200.44000	168.02
							411.97
11/26/2021	MAIN	188341	1666	ANOKA COUNTY LIBRARY	1021 NOTICES	240.5500.43050	100.00
11/26/2021	MAIN	188342	AR019148	ANOKA COUNTY TREASURER	10 APX SHOULDER MICS	101.2100.42171	997.50
		188342	AR019140		LANGUAGE LINE 1021	101.2100.43250	442.90
							1,440.40
11/26/2021	MAIN	188343	250000016595	ARAMARK UNIFORM & CAREER API	110221 MOPS,MATS,TOWELS	609.9791.44020	85.91
		188343	250000018804		110421 MOPS,MATS,TOWELS	609.9792.44020	87.21
							173.12
11/26/2021	MAIN	188344	17-000032	ARES NEE HOLDINGS, LLC	101921 SOLAR GARDEN	609.9791.43810	1,595.58
		188344	17-000046		111721 SOLAR GARDEN	609.9791.43810	998.29
		188344	17-000032		101921 SOLAR GARDEN	609.9792.43810	1,099.32
		188344	17-000046		111721 SOLAR GARDEN	609.9792.43810	746.51
							4,439.70
11/26/2021	MAIN	188345	283680	ASPEN MILLS, INC.	PANTS,SHIRTS,PATCHES	101.2100.42172	
		188345	284322		PATCHES SEWN OFCR MFARAH	101.2100.42172	

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		188345	283430		BOOTS	101.2200.42173	125.00
							456.50
11/26/2021	MAIN	188346	34619	ASSET MANAGEMENT SYSTEMS INC	ALARM MONITORING UPGRADE	609.9792.44020	1,135.50
11/26/2021	MAIN	188347	2036275694	BAKER & TAYLOR	BOOK ORDER	240.5500.42180	774.73
		188347	2036300540		BOOK ORDER	240.5500.42180	479.41
		188347	2036326797		BOOK ORDER	240.5500.42180	4.54
		188347	5017339326		BOOK ORDER	240.5500.42180	34.93
							1,293.61
11/26/2021	MAIN	188348	237523	BARNA GUZY & STEFFEN LTD	CIVIL CHGS 1021	101.1610.43041	4,209.00
		188348	237525		PROSECUTION 1021	101.1610.43042	9,318.00
		188348	237526		IN CUSTODY 1021	101.1610.43042	600.00
							14,127.00
11/26/2021	MAIN	188349	0104199500	BELLBOY BAR SUPPLY	110321 INV,BAGS	609.0000.14500	61.20
		188349	0104199300		110321 BAGS,INV	609.0000.14500	58.85
		188349	0104199500		110321 INV,BAGS	609.9791.42171	521.45
		188349	0104199300		110321 BAGS,INV	609.9791.42171	304.10
							945.60
11/26/2021	MAIN	188350	0092129700	BELLBOY CORPORATION	110321 INV/DEL	609.0000.14500	169.75
		188350	0092129900		110321 INV/DEL	609.0000.14500	44.00
		188350	0092130000		110321 INV/DEL	609.0000.14500	2,642.25
		188350	0092179300		110421 INV/DEL	609.0000.14500	(75.75)
		188350	0092130000		110321 INV/DEL	609.9791.42199	20.25
		188350	0092129700		110321 INV/DEL	609.9792.42199	2.70
		188350	0092129900		110321 INV/DEL	609.9792.42199	1.35
		188350	0092179300		110421 INV/DEL	609.9792.42199	(1.35)
							2,803.20
11/26/2021	MAIN	188351	105149	BENEFIT EXTRAS, INC.	COBRA LETTERS 1021	101.1320.43050	132.00
11/26/2021	MAIN	188352	E-4903	BERGMAN LEDGE LLC	110221 INV	609.0000.14500	180.00
11/26/2021	MAIN	188353	341737601	BREAKTHRU BEVERAGE MN BEER	110921 INV 700297717	609.0000.14500	188.40
		188353	341737603		110921 INV 700297736	609.0000.14500	28.20
		188353	341667965		110221 INV 700297736	609.0000.14500	26.60
		188353	341667884		110221 INV 700297717	609.0000.14500	93.80
		188353	341667883		110221 INV 700297717	609.0000.14500	7,147.75
		188353	341689592		110321 INV 700297782	609.0000.14500	2,766.10
		188353	408932714		082521 INV 700297782	609.0000.14500	
							10,147.85

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11/26/2021	MAIN	188354	341805150	BREAKTHRU BEVERAGE MN W&S	LJ111221 INV/DEL 700297736	609.0000.14500	340.83
		188354	341713910		110521 INV 700297782	609.0000.14500	63.00
		188354	341805145		111221 INV/DEL 700297717	609.0000.14500	1,452.00
		188354	341805148		111221 INV/DEL 700297736	609.0000.14500	8,440.50
		188354	341713905		110521 INV 700297736	609.0000.14500	63.00
		188354	341713901		110521 INV/DEL 700297717	609.0000.14500	606.90
		188354	341713907		110521 INV/DEL 700297736	609.0000.14500	664.14
		188354	409123401		102821 INV/DEL 700297717	609.0000.14500	(83.00)
		188354	341805145		111221 INV/DEL 700297717	609.9791.42199	23.00
		188354	341713901		110521 INV/DEL 700297717	609.9791.42199	17.25
		188354	409123401		102821 INV/DEL 700297717	609.9791.42199	(1.15)
		188354	341805150		111221 INV/DEL 700297736	609.9792.42199	4.60
		188354	341805148		111221 INV/DEL 700297736	609.9792.42199	54.05
		188354	341713907		110521 INV/DEL 700297736	609.9792.42199	6.90
							11,652.02
11/26/2021	MAIN	188355	211108	BREW D'ETAT LLC	110821 INV	609.0000.14500	144.00
11/26/2021	MAIN	188356	5662	BROKEN CLOCK BREWING COOP	110321 INV	609.0000.14500	42.00
		188356	5665		110321 INV	609.0000.14500	336.00
							378.00
11/26/2021	MAIN	188357	111721 CB	BUESGENS/CONNIE	REIMB FOR NATL LEAGUE OF CITIES CON	101.1110.43105	660.00
11/26/2021	MAIN	188358	CHPD2021-7	CARDINAL INVESTIGATIONS	EMPLOYMENT BACKGROUND	101.2100.43050	850.00
11/26/2021	MAIN	188359	76132313	CENGAGE LEARNING INC	LARGEPRINT BOOKS	240.5500.42180	189.68
		188359	76132845		LARGEPRINT BOOKS	240.5500.42180	55.48
							245.16
11/26/2021	MAIN	188360	8268239-4	CENTER POINT ENERGY	110521 8268239-4	101.2100.43830	91.22
		188360	8268239-4		110521 8268239-4	101.2200.43830	91.23
		188360	5452216-4		110521 5452216-4	101.5200.43830	29.92
		188360	5467671-3		110521 5467671-3	101.5200.43830	15.00
		188360	10802324-3		110521 10802324-3	101.5200.43830	21.39
		188360	10570341-7		110721 10570341-7	240.5500.43830	609.14
		188360	6401438486-7		110521 6401438486-7	408.6414.43830	38.68
		188360	11299887-7		110521 11299887-7	602.9600.43830	17.15
		188360	9644621-6		110521 9644621-6	602.9600.43830	16.05
							929.78
11/26/2021	MAIN	188361	7637894821851	CENTURYLINK	110421 763 789-4821 851	101.2100.43210	149.67
		188361	7637894821851		110421 763 789-4821 851	101.2200.43210	
		188361	5452216-4		100721 5452216-4	101.5200.43830	

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		188361	7637880064164		110721 763 788-0064 164	609.9792.43210	51.55
		188361	7637880290045		110721 763 788-0290 045	609.9792.43210	51.55
							350.89
11/26/2021	MAIN	188362	4100937427	CINTAS INC	TOWELS, AIR FRESH 110521	101.2100.44020	14.60
		188362	4102380509		TOWELS, AIR FRESH, MATS 111921	101.2100.44020	33.28
		188362	4100937427		TOWELS, AIR FRESH 110521	101.2200.44020	14.60
		188362	4102380509		TOWELS, AIR FRESH, MATS 111921	101.2200.44020	9.60
		188362	4095793180		MOPS	101.5129.44020	26.53
		188362	4101829107		MOPS 11/16/21	101.5129.44020	26.53
		188362	4101107688		MOPS	101.5130.44020	26.53
							151.67
11/26/2021	MAIN	188363	132686197	COMCAST	COMCAST	101.1110.43250	12.98
		188363	132686197		COMCAST	101.1320.43250	19.47
		188363	132686197		COMCAST	101.1510.43250	42.19
		188363	132686197		COMCAST	101.1940.43250	3.27
		188363	132686197		COMCAST	101.2100.43250	87.62
		188363	132686197		COMCAST	101.2200.43250	81.13
		188363	132686197		COMCAST	101.3100.43250	45.43
		188363	132686197		COMCAST	101.3121.43250	6.49
		188363	132686197		COMCAST	101.5000.43250	22.72
		188363	132686197		COMCAST	101.5129.43250	6.49
		188363	132686197		COMCAST	101.5200.43250	6.49
		188363	132686197		COMCAST	201.2400.43250	9.74
		188363	132686197		COMCAST	204.6314.43250	12.98
		188363	132686197		COMCAST	225.9844.43250	358.58
		188363	132686197		COMCAST	240.5500.43250	136.29
		188363	132686197		COMCAST	601.9600.43250	3.25
		188363	132686197		COMCAST	602.9600.43250	3.25
		188363	132686197		COMCAST	609.9791.43250	632.86
		188363	132686197		COMCAST	609.9792.43250	740.64
		188363	132686197		COMCAST	609.9793.43250	606.90
		188363	132686197		COMCAST	701.9950.43250	6.49
		188363	132686197		COMCAST	720.9980.43250	87.58
							2,932.84
11/26/2021	MAIN	188364	23970	COMMERCIAL STEAM TEAM	CARPET CLEANING 110621	101.1940.44020	1,389.36
		188364	23968		CARPET CLEANING 110621	101.2100.44020	724.05
		188364	23968		CARPET CLEANING 110621	101.2200.44020	724.05
							2,837.46
11/26/2021	MAIN	188365	0120932	DAVIS/SHYQUERA	REFUND DAMAGE DEPOSIT 80%	101.0000.20810	26.60

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		188365	0120932		REFUND DAMAGE DEPOSIT 80%	101.0000.34781	373.40
							400.00
11/26/2021	MAIN	188366	111221	DIAZ/FILADELFO	REFUND DAMAGE DEPOSIT LESS SECURITY	101.0000.20810	19.31
		188366	111221		REFUND DAMAGE DEPOSIT LESS SECURITY	101.0000.34781	270.94
							290.25
11/26/2021	MAIN	188367	1637934	EBSCO PUBLISHING	MAGAZINE SUBSCRIPTIONS	240.5500.42181	2,793.73
11/26/2021	MAIN	188368	861600	ECM PUBLISHERS INC	ORDINANCE #1671	101.1110.43500	67.50
11/26/2021	MAIN	188369	90	EMERGENCY TECHNICAL DECON	TURNOUT GEAR CLEANING	101.2200.43050	800.00
11/26/2021	MAIN	188370	1654	ETHICAL LEADERS IN ACTION	IMORAL COURGAGE & DUTY TO INTERVENE	101.2100.43105	3,000.00
11/26/2021	MAIN	188371	2507242110	FIRST ADVANTAGE LNS SCREEN	DRUG TESTING 1021	101.1320.43050	30.16
11/26/2021	MAIN	188372	SP-035-000062	HINTERLAND CSG, LLC	111621 SOLAR GARDEN	101.2100.43810	146.05
		188372	SP-035-000062		111621 SOLAR GARDEN	101.2200.43810	146.05
							292.10
11/26/2021	MAIN	188373	W58893	HORWITZ INC	BUILDING MAINTENANCE	101.2100.44020	69.15
		188373	W58868		BUILDING MAINTENANCE	101.2100.44020	919.68
		188373	W58893		BUILDING MAINTENANCE	101.2200.44020	69.15
		188373	W58868		BUILDING MAINTENANCE	101.2200.44020	919.68
							1,977.66
11/26/2021	MAIN	188374	107209	INDEED BREWING COMPANY LLC	111021 INV	609.0000.14500	358.25
		188374	106899		110221 INV	609.0000.14500	258.65
							616.90
11/26/2021	MAIN	188375	IN3545246	INNOVATIVE OFFICE SOLUTNS	ICALENDARS	101.1320.42000	34.01
		188375	IN3545246		CALENDARS	101.1410.42000	9.46
		188375	IN3540567		OFFICE SUPPLIES	101.1510.42000	27.38
		188375	IN3545291		CALENDARS	101.5000.42000	18.74
		188375	IN3545293		CALENDARS	204.6314.42000	28.25
							117.84
11/26/2021	MAIN	188376	3708	INVICTUS BREWING CO LLC	102821 INV	609.0000.14500	233.00
11/26/2021	MAIN	188377	11/24/2021	JAMES LUND	UB refund for account: 104-0292-00-433.0000.11501		0.99
		188377	11/24/2021		UB refund for account: 104-0292-00-601.0000.11501		125.66
		188377	11/24/2021		UB refund for account: 104-0292-00-602.0000.11501		34.76
		188377	11/24/2021		UB refund for account: 104-0292-00-603.0000.11501		
		188377	11/24/2021		UB refund for account: 104-0292-00-604.0000.11501		

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							171.91
11/26/2021	MAIN	188378	30567	JUNK GENIUS	JUNK 841 49TH AVE NE	415.6450.44000	220.61
		188378	30566		JUNK 4501 4TH ST. NE	415.6450.44000	583.50
		188378	30003		JUNK 4341 TYLER PLACE NE	415.6450.44000	115.63
							919.74
11/26/2021	MAIN	188379	3865278	LOFFLER COMPANIES INC	MAINT 110121-113021	101.0000.20815	(0.45)
		188379	3865278		MAINT 110121-113021	101.1940.44000	733.44
		188379	3865277		MAINT 110121-113021	101.1940.44000	114.78
							847.77
11/26/2021	MAIN	188380	41141	LUPULIN BREWING CO	110121 INV	609.0000.14500	74.00
11/26/2021	MAIN	188381	21001	LYRIC ARTS COMPANY OF ANOKA	ZOMBIE MAKEUP PROGRAM	262.5017.42170	632.38
11/26/2021	MAIN	188382	331635	M AMUNDSON CIGAR & CANDY CO	111221 INV	609.0000.14500	1,027.60
11/26/2021	MAIN	188383	SP-001-000127	MADISON ENERGY INVESTMENTS	1111621 SOLAR GARDEN	101.1940.43810	60.62
11/26/2021	MAIN	188384	INV9233147	MARCO, INC	CAMERAS	101.2100.42011	14,292.62
		188384	INV9271815		CAMERAS	101.2100.42011	2,375.00
		188384	INV9298123		INSTALL CAMERAS AT MURZYN & HUSET	101.2100.42011	37,542.34
		188384	INV9252754		INSTALL CAMERAS	101.2100.42011	678.36
		188384	INV9271815		CAMERAS	101.2100.43050	10,470.00
							65,358.32
11/26/2021	MAIN	188385	10463	MEGA BEER LLC	110321 INV	609.0000.14500	165.00
11/26/2021	MAIN	188386	58634	MENARDS CASHWAY LUMBER-FRIDI	FLR SCRUBER, BRUSH, CLNR, DEGRS	101.2200.42171	37.43
		188386	58755		DEGREASER, RAZORS	101.2200.42171	28.60
							66.03
11/26/2021	MAIN	188387	860743	MICROMARKETING, LLC	AUDIOBOOK	240.5500.42185	33.99
		188387	866761		AUDIOBOOK	240.5500.42185	33.99
		188387	867374		AUDIOBOOK	240.5500.42185	34.00
		188387	868662		AUDIOBOOKS	240.5500.42185	59.48
		188387	867699		DVD	240.5500.42189	36.53
							197.99
11/26/2021	MAIN	188388	501251568	MIDWEST TAPE	CD & DVDS	240.5500.42185	11.99
		188388	501208660		DVDS	240.5500.42189	108.71
		188388	501251568		CD & DVDS	240.5500.42189	104.20
11/26/2021	MAIN	188389	110521	MINNEAPOLIS FINANCE DEPT.	WATER PURCHASE 1021	601.9400.42990	122,024.25

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11/26/2021	MAIN	188390	E-26511	MODIST BREWING CO LLC	110421 INV	609.0000.14500	148.00
11/26/2021	MAIN	188391	206825294001	OFFICE DEPOT	SUPPLIES	101.1320.42000	21.29
		188391	206825294001		SUPPLIES	101.1510.42000	5.08
		188391	206825294001		SUPPLIES	101.1940.42000	4.98
		188391	206825294001		SUPPLIES	101.1940.42171	27.95
		188391	207514449001		MEMO NOTEBOOKS	101.2100.42000	15.48
		188391	207509947001		BROCHURE HOLDERS	101.2100.42000	43.38
		188391	203299738001		PAPER LAMINATE, POST-ITS, PENS, NOT	101.2200.42000	72.23
							190.39
11/26/2021	MAIN	188392	5265	OPG-3 INC	BS&A INTEGRATION - CAPTURE FILING	431.1510.45180	7,400.00
11/26/2021	MAIN	188393	217025858	ORKIN INC	PEST CONTROL 101521	240.5500.44020	103.00
11/26/2021	MAIN	188394	144303	PAUSTIS & SONS WINE COMPANY	102721 INV/DEL	609.0000.14500	3,782.00
		188394	146027		111021 INV/DEL	609.0000.14500	1,449.00
		188394	144303		102721 INV/DEL	609.9791.42199	48.75
		188394	146027		111021 INV/DEL	609.9791.42199	16.25
							5,296.00
11/26/2021	MAIN	188395	8253-1006496	PIEHN/JASON	REIMB LUNCH FOR TOBACCO/ALCOHOL COM	101.2100.42175	24.17
		188395	060321		REIMB LUNCH COMMAND & CNTRL TRAINI	101.2100.43310	14.06
		188395	080221BIALKE		MEAL REIMBURSEMENT FOR OFCR JPIEHN	101.2100.43320	33.90
							72.13
11/26/2021	MAIN	188396	10357622	PIONEER PRESS	ONE YEAR SUBSCRIPTION	240.5500.42181	705.00
11/26/2021	MAIN	188397	318453768	PREMIUM WATERS INC	110821 WATER	609.9791.42171	9.00
		188397	318452486		110521 WATER	609.9792.42171	9.00
							18.00
11/26/2021	MAIN	188398	N9139022	QUADIENT INC	LEASE 091621-121521	101.1940.43220	693.72
		188398	N9139022		LEASE 091621-121521	101.1940.44100	75.16
		188398	N9139022		LEASE 091621-121521	601.9690.44100	225.47
		188398	N9139022		LEASE 091621-121521	602.9690.44100	225.47
		188398	N9139022		LEASE 091621-121521	603.9520.44100	112.73
		188398	N9139022		LEASE 091621-121521	603.9530.44100	112.73
							1,445.28
11/26/2021	MAIN	188399	8105762585	SCHINDLER ELEVATOR CORP INC	BUILDING MAINTENANCE	101.1940.44020	68.51
		188399	8105762586		BUILDING MAINTENANCE	101.5129.44020	68.51

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11/26/2021	MAIN	188400	185047	SETPOINT SYSTEMS CORPORATION	EXHAUST FANS	101.2100.44020	99.50
		188400	185047		EXHAUST FANS	101.2200.44020	99.50
							199.00
11/26/2021	MAIN	188401	2694597	SHAMROCK GROUP-ACE ICE	POP	101.5129.42990	54.50
11/26/2021	MAIN	188402	5076255	SOUTHERN GLAZER'S	102821 INV/DEL	609.0000.14500	1,000.00
		188402	2143559		110421 INV/DEL	609.0000.14500	786.00
		188402	2143551		110421 INV/DEL	609.0000.14500	316.80
		188402	5076520		102921 INV/DEL	609.0000.14500	160.00
		188402	2145827		111121 INV/DEL	609.0000.14500	290.00
		188402	2145826		111121 INV/DEL	609.0000.14500	787.50
		188402	2145825		111121 INV/DEL	609.0000.14500	787.50
		188402	2145831		111121 INV/DEL	609.0000.14500	971.40
		188402	2145823		111121 INV/DEL	609.0000.14500	2,538.00
		188402	2145821		111121 INV/DEL	609.0000.14500	1,130.00
		188402	2145820		111121 INV/DEL	609.0000.14500	76.55
		188402	5076521		102921 INV/DEL	609.0000.14500	336.00
		188402	2145808		111121 INV/DEL	609.0000.14500	412.83
		188402	2145807		111121 INV/DEL	609.0000.14500	76.55
		188402	2144441		110521 INV/DEL	609.0000.14500	1,164.75
		188402	2145814		111121 INV/DEL	609.0000.14500	96.00
		188402	2143558		110421 INV/DEL	609.0000.14500	786.00
		188402	2143557		110421 INV/DEL	609.0000.14500	786.00
		188402	2143555		110421 INV/DEL	609.0000.14500	1,066.50
		188402	2143553		110421 INV/DEL	609.0000.14500	160.00
		188402	2143563		110421 INV/DEL	609.0000.14500	648.00
		188402	2141869		102921 INV/DEL	609.0000.14500	2,431.90
		188402	2145829		111121 INV/DEL	609.0000.14500	338.00
		188402	2143564		110421 INV/DEL	609.0000.14500	1,730.00
		188402	2143562		110421 INV/DEL	609.0000.14500	6,064.42
		188402	2145830		111121 INV/DEL	609.0000.14500	971.40
		188402	2145824		111121 INV/DEL	609.0000.14500	554.40
		188402	2143550		110421 INV/DEL	609.0000.14500	15,005.99
		188402	2145815		111121 INV/DEL	609.0000.14500	734.00
		188402	2145812		111121 INV/DEL	609.0000.14500	1,090.00
		188402	5076255		102821 INV/DEL	609.9791.42199	7.68
		188402	2143559		110421 INV/DEL	609.9791.42199	6.40
		188402	2143551		110421 INV/DEL	609.9791.42199	5.12
		188402	2145808		111121 INV/DEL	609.9791.42199	0.64
		188402	2145807		111121 INV/DEL	609.9791.42199	1.28
		188402	2145814		111121 INV/DEL	609.9791.42199	
		188402	2143558		110421 INV/DEL	609.9791.42199	

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		188402	2143557		110421 INV/DEL	609.9791.42199	6.40
		188402	2143555		110421 INV/DEL	609.9791.42199	8.96
		188402	2143553		110421 INV/DEL	609.9791.42199	2.56
		188402	2141869		102921 INV/DEL	609.9791.42199	19.84
		188402	2143550		110421 INV/DEL	609.9791.42199	59.84
		188402	2145815		111121 INV/DEL	609.9791.42199	14.30
		188402	2145812		111121 INV/DEL	609.9791.42199	25.60
		188402	5076520		102921 INV/DEL	609.9792.42199	2.56
		188402	2145827		111121 INV/DEL	609.9792.42199	7.68
		188402	2145826		111121 INV/DEL	609.9792.42199	7.68
		188402	2145825		111121 INV/DEL	609.9792.42199	7.68
		188402	2145831		111121 INV/DEL	609.9792.42199	8.96
		188402	2145823		111121 INV/DEL	609.9792.42199	8.96
		188402	2145821		111121 INV/DEL	609.9792.42199	6.72
		188402	2145820		111121 INV/DEL	609.9792.42199	1.28
		188402	5076521		102921 INV/DEL	609.9792.42199	5.12
		188402	2143563		110421 INV/DEL	609.9792.42199	19.20
		188402	2145829		111121 INV/DEL	609.9792.42199	7.68
		188402	2143564		110421 INV/DEL	609.9792.42199	16.64
		188402	2143562		110421 INV/DEL	609.9792.42199	30.72
		188402	2145830		111121 INV/DEL	609.9792.42199	8.96
		188402	2145824		111121 INV/DEL	609.9792.42199	10.24
		188402	2144441		110521 INV/DEL	609.9793.42199	6.40
							43,619.27
11/26/2021	MAIN	188403	3491418550	STAPLES ADVANTAGE	OFFICE SUPPLIES	101.1320.42000	29.49
		188403	3491418550		OFFICE SUPPLIES	101.1510.42020	8.29
							37.78
11/26/2021	MAIN	188404	43119	STEEL TOE BREWING LLC	110421 INV	609.0000.14500	368.00
11/26/2021	MAIN	188405	I1533349	STREICHER'S GUN'S INC/DON	AMMO	101.2100.42171	2,913.72
		188405	I1533564		UNIFORM	101.2100.42172	260.97
		188405	I1533777		FLASHLIGHT, HOLDER	101.2100.42172	165.98
		188405	I1509918		VEST, CARRIERS, TRAUMA PLATE	101.2100.42173	1,326.00
							4,666.67
11/26/2021	MAIN	188406	M26888	TIMESAVER OFF SITE SECRETR	CC MINUTES 11/08/21	101.1410.43050	151.00
		188406	M26890		EDA MINUTES 11/01/21	204.6314.43050	173.50
							324.50
11/26/2021	MAIN	188407	150199543	TRUGREEN CHEMLAWN	LAWN SVC 102821	240.5500.44000	
11/26/2021	MAIN	188408	92440	TRUST IN US, LLC.	DRUG SCREEN COLL FEE	101.1320.43050	29.00

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11/26/2021	MAIN	188409	606845	UNIQUE MANAGEMENT SERVICES	11021 PLACEMENTS	240.5500.43050	17.90
11/26/2021	MAIN	188410	112421	USPS - PREPAY	POSTAGE #48443014	101.2300.43220	2,900.00
11/26/2021	MAIN	188411	9891828389	VERIZON WIRELESS	110121 542000689-00001	101.2100.43211	1,623.80
		188411	9892589550		111021 742128747-00001	101.2100.43250	743.17
		188411	9891828389		110121 542000689-00001	101.2200.43211	247.50
		188411	9891828389		110121 542000689-00001	101.5000.43211	41.25
							2,655.72
11/26/2021	MAIN	188412	0290459-IN	VINOCOPIA INC	110321 INV/DEL	609.0000.14500	224.00
		188412	0290459-IN		110321 INV/DEL	609.9792.42199	5.00
							229.00
11/26/2021	MAIN	188413	CH-11162021	VIRIDI INVESTMENTS LLC	111621 SOLAR GARDEN	609.9791.43810	350.54
11/26/2021	MAIN	188414	010760509271	WALL STREET JOURNAL/THE	ONE YEAR SUBSCRIPTION	240.5500.42181	599.88
11/26/2021	MAIN	188415	P4883	WELLNESS BY WISHLIST INC	FSA TPA PROCESSING 1021	887.9250.43050	125.00
11/26/2021	MAIN	188416	09324	XCEL ENERGY (N S P)	110421 51-4217828-3	101.2200.43810	111.30
		188416	931753060		110121 51-4941920-1	101.3160.43810	9.14
		188416	931984059		110221 51-4174399-1	101.3160.43810	9.13
		188416	0932529677		110421 51-7867950-2	101.3160.43810	28.85
		188416	0932530631		110421 51-7867659-8	101.3160.43810	195.10
		188416	0932497307		110421 51-4697130-6	101.5129.43810	183.86
		188416	09325		110421 51-0012266105-3	101.5200.43810	54.60
		188416	0932535401		110421 51-9597586-9`	101.5200.43810	15.14
		188416	0932521748		110421 51-8042065-3	101.5200.43810	37.77
		188416	0933721854		111121 51-5950185-0	101.5200.43810	148.27
		188416	0932562178		110421 51-0011039127-7	101.5200.43810	34.36
		188416	0933008266		110821 51-0010057576-7	101.5200.43810	110.88
		188416	0932536467		110421 51-9893848-4	212.3190.43810	47.31
		188416	0932568245		110421 51-0011980129-4	212.3190.43810	187.60
		188416	0932586489		110421 51-0013059132-8	228.6317.43810	1,020.76
		188416	09325		110421 51-0012469064-3	408.6414.43810	15.08
		188416	0932590723		110421 51-0013099828-3	602.9600.43810	168.18
		188416	0932566861		110421 51-0010836533-8	604.9600.43810	59.40
		188416	0932979782		110821 51-8335213-4	609.9791.43810	1,611.35
		188416	0932756466		110521 51-8335212-3	609.9792.43810	1,395.32
		188416	09324		110421 51-4436024-5	609.9793.43810	458.85
							5,902.25
11/26/2021	MAIN	188417	669	YOUNG/JORDAN	GRASS/WEEDS/BRUSH CUTTING, HAUL AWA	415.6450.44000	2,

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12/02/2021	MAIN	1(S)	318474719	PREMIUM WATERS INC	112221 WATER	609.9791.42171	4.50
		1(S)	318471840		111921 WATER	609.9792.42171	13.50
		1(S)	318453771		110821 WATER	609.9793.42171	(18.00)
							0.00
12/02/2021	MAIN	188418	5616721	56 BREWING LLC	111721 INV	609.0000.14500	76.00
12/02/2021	MAIN	188419	67537	AID ELECTRIC SERVICE INC	TROUBLE SHOOT PARKING RAMP SIGNS	101.3170.44000	146.00
		188419	67540		TROUBLE SHOOT LIGHTS @ 40TH & 5TH	101.3170.44000	616.32
		188419	67361		SPARE HEADS	101.5200.44000	1,220.00
		188419	67614		HUSET PARK CAMERAS	101.5200.44000	6,650.00
		188419	67276		LIGHTING RETROFIT	609.9791.44020	4,100.00
		188419	67276		LIGHTING RETROFIT	609.9792.44020	4,100.00
							16,832.32
12/02/2021	MAIN	188420	12007451	ALLIED UNIVERSAL SECURITY SISECURITY		101.5129.43050	416.00
12/02/2021	MAIN	188421	3562827684	AMERICAN BOTTLING COMPANY	111021 INV	609.0000.14500	568.39
		188421	3562827814		111721 INV	609.0000.14500	656.78
		188421	3562827813		111721 INV	609.0000.14500	590.69
							1,815.86
12/02/2021	MAIN	188422	250000026644	ARAMARK UNIFORM & CAREER AP	111621 MOPS,MATS,TOWELS	609.9791.44020	85.91
		188422	25000031758		112321 MOPS,MATS,TOWELS	609.9791.44020	85.91
		188422	250000023778		111121 MOPS,MATS,TOWELS	609.9792.44020	87.21
		188422	250000033886		112521 MOPS,MATS,TOWELS	609.9792.44020	87.21
		188422	250000028800		111821 MOPS,MATS,TOWELS	609.9792.44020	87.21
							433.45
12/02/2021	MAIN	188423	3493278	ARTISAN BEER COMPANY	082721 INV	609.0000.14500	1,936.70
		188423	3505204		110421 INV	609.0000.14500	865.60
		188423	3505540		110521 INV	609.0000.14500	712.15
		188423	3506357		111121 INV	609.0000.14500	120.00
		188423	3506358		111121 INV	609.0000.14500	795.60
		188423	6298645		110421 INV	609.0000.14500	59.00
		188423	3506687		111221 INV	609.0000.14500	1,310.50
		188423	3507924		111921 INV	609.0000.14500	1,717.55
		188423	6298645		110421 INV	609.9791.42199	1.21
		188423	3505204		110421 INV	609.9792.42199	30.00
							7,548.31
12/02/2021	MAIN	188424	10232297	ASPEN EQUIPMENT	HAND HELD CONTROLLER	701.0000.14120	
12/02/2021	MAIN	188425	238321	BARNA GUZY & STEFFEN LTD	LEGAL SVCS RE DANGEROUS DOG MRB	101.2100.43050	1,411.55

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		188425	237524		CELL TOWER SETTLEMENT	408.6314.43050	15.00
							1,426.55
12/02/2021	MAIN	188426	211031	BARTON SAND & GRAVEL	CLASS 5 RECYCLE	101.3121.42160	399.94
		188426	211031		CLASS 5 RECYCLE	601.9600.42160	399.94
		188426	211031		CLASS 5 RECYCLE	601.9600.44300	300.00
							1,099.88
12/02/2021	MAIN	188427	0104274400	BELLBOY BAR SUPPLY	111721 INV,BAGS	609.0000.14500	256.98
		188427	0104274400		111721 INV,BAGS	609.9791.42171	487.25
							744.23
12/02/2021	MAIN	188428	0092130400	BELLBOY CORPORATION	110321 INV/DEL	609.0000.14500	461.75
		188428	0092376200		111721 INV/DEL	609.0000.14500	350.00
		188428	0092179400		110421 INV/DEL	609.0000.14500	(169.75)
		188428	0092130400		110321 INV/DEL	609.9791.42199	5.40
		188428	0092376200		111721 INV/DEL	609.9791.42199	14.00
		188428	0092179400		110421 INV/DEL	609.9791.42199	(2.70)
							658.70
12/02/2021	MAIN	188429	15191	BLACK STACK BREWING	111821 INV	609.0000.14500	208.00
12/02/2021	MAIN	188430	182681	BOURGET IMPORTS LLC	111921 INV/DEL	609.0000.14500	240.00
		188430	182681		111921 INV/DEL	609.9791.42199	3.50
							243.50
12/02/2021	MAIN	188431	341830678	BREAKTHRU BEVERAGE MN BEER	1111621 INV	609.0000.14500	215.00
		188431	341760529		111021 INV	609.0000.14500	712.50
							927.50
12/02/2021	MAIN	188432	341805147	BREAKTHRU BEVERAGE MN W&S LI	111221 INV/DEL 700297717	609.0000.14500	810.00
		188432	341805154		111221 INV/DEL 700297782	609.0000.14500	1,529.15
		188432	341713902		110521 INV/DEL 700297717	609.0000.14500	7,848.29
		188432	341805144		111221 INV/DEL 700297717	609.0000.14500	12,205.97
		188432	341614426		102921 INV/DEL 700297736	609.0000.14500	3,940.77
		188432	341713904		110521 INV/DEL 700297736	609.0000.14500	7,268.47
		188432	409135147		110221 INV/DEL 700297736	609.0000.14500	(148.60)
		188432	409155765		110921 INV/DEL 700297736	609.0000.14500	(95.95)
		188432	341805147		111221 INV/DEL 700297717	609.9791.42199	3.45
		188432	341713902		110521 INV/DEL 700297717	609.9791.42199	62.10
		188432	341805144		111221 INV/DEL 700297717	609.9791.42199	121.90
		188432	341614426		102921 INV/DEL 700297736	609.9792.42199	
		188432	341713904		110521 INV/DEL 700297736	609.9792.42199	

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		188432	409135147		110221 INV/DEL 700297736	609.9792.42199	(1.15)
		188432	409155765		110921 INV/DEL 700297736	609.9792.42199	(1.15)
		188432	341805154		111221 INV/DEL 700297782	609.9793.42199	11.50
							33,639.85
12/02/2021	MAIN	188433	10309354-00	BUILDING FASTENERS INC	NUTS,BOLTS	101.3170.42171	45.37
12/02/2021	MAIN	188434	2621400	CAPITOL BEVERAGE SALES LP	111821 INV	609.0000.14500	4,757.88
		188434	2619390		111521 INV	609.0000.14500	2,287.75
		188434	2618049		111021 INV	609.0000.14500	3,906.02
		188434	2620888		111721 INV	609.0000.14500	8,926.40
		188434	2623241		112421 INV	609.0000.14500	2,326.45
							22,204.50
12/02/2021	MAIN	188435	14439	CARLSON COMMUNITY SOLAR LLC	112221 SOLAR GARDEN	101.1940.43810	101.89
		188435	14439		112221 SOLAR GARDEN	602.9600.43810	61.28
		188435	14439		112221 SOLAR GARDEN	701.9950.43810	575.14
							738.31
12/02/2021	MAIN	188436	8000014661-5	CENTER POINT ENERGY	111521 8000014661-5	101.1940.43830	511.63
		188436	8000014661-5		111521 8000014661-5	101.5129.43830	409.29
		188436	8000014661-5		111521 8000014661-5	101.5200.43830	307.27
		188436	8000014661-5		111521 8000014661-5	601.9600.43830	114.20
		188436	8000014661-5		111521 8000014661-5	609.9791.43830	323.95
		188436	8000014661-5		111521 8000014661-5	609.9792.43830	275.45
		188436	8000014661-5		111521 8000014661-5	609.9793.43830	21.73
		188436	8000014661-5		111521 8000014661-5	701.9950.43830	529.97
							2,493.49
12/02/2021	MAIN	188437	0000516263	CENTRAL MCGOWAN	WELDING TORCH CART	701.9950.42010	252.07
12/02/2021	MAIN	188438	376565-00	CHAMBERLAIN OIL COMPANY INC	PURUS,OIL,WIPER BLADES	701.0000.14120	899.58
		188438	376970-00		WINDSHIELD WASHER	701.9950.42161	154.85
							1,054.43
12/02/2021	MAIN	188439	4102443134	CINTAS INC	MOPS & LINENS	101.5129.44020	104.45
		188439	4100937260		UNIFORMS	701.9950.42172	13.97
		188439	4101617795		UNIFORMS	701.9950.42172	30.43
		188439	4102380483		UNIFORMS	701.9950.42172	44.82
							193.67
12/02/2021	MAIN	188440	23969	COMMERCIAL STEAM TEAM	CARPET CLEANING 110621	701.9950.44020	576.00
12/02/2021	MAIN	188441	P267309	CORE & MAIN LP	WATER METERS	601.9600.42990	1,

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12/02/2021	MAIN	188442	14440	CORNILLIE 2 COMMUNITY SOLAR	112221 SOLAR GARDEN	101.5129.43810	726.49
		188442	14440		112221 SOLAR GARDEN	604.9600.43810	30.10
							756.59
12/02/2021	MAIN	188443	2004894	CRYSTAL SPRINGS ICE LLC	112221 INV	609.0000.14500	103.33
		188443	2004902		112321 INV	609.0000.14500	116.02
		188443	2004905		112321 INV	609.0000.14500	172.18
							391.53
12/02/2021	MAIN	188444	0128177-IN	EARL F ANDERSEN INC	SIGNAGE	212.3190.42171	583.25
12/02/2021	MAIN	188445	861601	ECM PUBLISHERS INC	PUBLIC NOTICES 110521	101.3100.43500	67.50
12/02/2021	MAIN	188446	88434	EHLERS & ASSOCIATES INC	TIF ADMIN NE BUSINESS CENTER	392.7000.43050	2,400.00
12/02/2021	MAIN	188447	11/24/2021	ELIZABETH TURNER	UB refund for account: 100-0642-00-433.0000.11501		1.38
		188447	11/24/2021		UB refund for account: 100-0642-00-601.0000.11501		28.03
		188447	11/24/2021		UB refund for account: 100-0642-00-602.0000.11501		20.52
		188447	11/24/2021		UB refund for account: 100-0642-00-603.0000.11501		7.89
		188447	11/24/2021		UB refund for account: 100-0642-00-604.0000.11501		6.57
							64.39
12/02/2021	MAIN	188448	MNTC5121958	FASTENAL COMPANY	WEDGE ANCHORS,DRILL BIT	101.3170.42171	34.11
		188448	MNTC5122118		NUTS, BOLTS	701.9950.42171	352.59
							386.70
12/02/2021	MAIN	188449	120121	FIRST NATIONAL INSURANCE	INSURANCE SERVICE 1221	884.0000.15510	1,000.00
12/02/2021	MAIN	188450	2083980	FISH/JACOB	BOOT REIMBURSEMENT	101.3121.42173	200.00
12/02/2021	MAIN	188451	37737	FLAHERTYS HAPPY TYME COMPAN	111521 INV	609.0000.14500	118.80
		188451	37747		111821 INV	609.0000.14500	118.80
							237.60
12/02/2021	MAIN	188452	85186735	FLEETPRIDE INC	BRAKE SHOES,BRAKE KITS	701.0000.14120	118.98
		188452	85402791		HOSE,CLAMP	701.0000.14120	18.33
		188452	86141012		FILTERS	701.0000.14120	228.13
		188452	86141334		FILTER	701.0000.14120	51.85
		188452	86232641		MASTER DISCONNCT SWITCH	701.0000.14120	60.37
		188452	85943452		HOSE END	701.0000.14120	24.04
							501.70
12/02/2021	MAIN	188453	4342-842839	GENUINE PARTS/NAPA AUTO	GASKETS	701.0000.14120	
		188453	4342-843915		BLISTER PACK CAPSULES	701.0000.14120	
		188453	4342-838788		FUSE HOLDER,FUSE	701.0000.14120	

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		188453	4342-838686		PB SWITCH	701.0000.14120	4.99
		188453	4342-841774		POLISH	701.0000.14120	10.99
							111.24
12/02/2021	MAIN	188454	3615212417	GREAT LAKES COCA-COLA DISTRI	111521 INV	609.0000.14500	818.00
		188454	3629201630		111521 INV	609.0000.14500	2,358.17
							3,176.17
12/02/2021	MAIN	188455	2083978	HANSEN/JEREMY	BOOT REIMBURSEMENT	101.3121.42172	200.00
12/02/2021	MAIN	188456	147337	HASSAN SAND & GRAVEL	7 TON LIMESTONE	408.9999.42160.2014	283.50
12/02/2021	MAIN	188457	464298	HEINRICH ENVELOPE CORP	ASSESSING INFORMATION ENVELOPES	101.1550.42030	87.24
12/02/2021	MAIN	188458	458237	HOHENSTEINS INC	111221 INV	609.0000.14500	2,572.70
		188458	458202		111221 INV	609.0000.14500	1,386.80
		188458	460241		111921 INV	609.0000.14500	3,893.40
		188458	460250		111921 INV	609.0000.14500	1,246.00
		188458	460090		111921 INV	609.0000.14500	4,229.55
							13,328.45
12/02/2021	MAIN	188459	3620805	HOME DEPOT #2802	BUTT SPLICE HEAT SHIRNKS	101.3121.42171	9.86
12/02/2021	MAIN	188460	C009383	HORWITZ INC	PREVENTIVE BUILDING MAINTENANCE	101.1940.44020	2,472.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	101.2100.44020	1,124.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	101.2200.44020	1,124.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	101.5129.44020	1,773.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	101.5200.44020	250.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	240.5500.44020	2,722.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	601.9600.44020	25.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	602.9600.44020	75.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	609.9791.44020	824.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	609.9792.44020	724.00
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	609.9793.44020	275.00
		188460	W59121		REBUILD THREE RPZ VALVES	701.9950.44020	2,833.08
		188460	C009383		PREVENTIVE BUILDING MAINTENANCE	701.9950.44020	1,074.00
							15,295.08
12/02/2021	MAIN	188461	52263	IDEAL ADVERTISING INC.	SHIRTS	101.5000.42171	671.00
12/02/2021	MAIN	188462	107447	INDEED BREWING COMPANY LLC	111721 INV	609.0000.14500	463.60
12/02/2021	MAIN	188463	IN3564726	INNOVATIVE OFFICE SOLUTNS	INTONER, LABELS	101.1320.42000	9.34
		188463	IN3564726		TONER, LABELS	101.1320.42020	
		188463	IN3545259		CALENDARS, PLANNERS	101.1510.42000	

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		188463	SCN-109833		RETURN FOLDER	101.1510.42000	(8.78)
		188463	IN3547355		PENS	101.1940.42000	9.83
		188463	IN3545264		CALENDARS	101.2200.42000	69.74
							285.59
12/02/2021	MAIN	188464	2104543AH	J. BECHER & ASSOC INC	DATA WIRING PER PROPOSAL	609.9794.45120	3,385.27
12/02/2021	MAIN	188465	11/24/2021	JAMES & RENAYE DAY	UB refund for account: 202-0675-00-433.0000.11501		4.72
		188465	11/24/2021		UB refund for account: 202-0675-00-601.0000.11501		106.00
		188465	11/24/2021		UB refund for account: 202-0675-00-602.0000.11501		76.31
		188465	11/24/2021		UB refund for account: 202-0675-00-603.0000.11501		27.08
		188465	11/24/2021		UB refund for account: 202-0675-00-604.0000.11501		22.51
							236.62
12/02/2021	MAIN	188466	11/24/2021	JAMES LUND	UB refund for account: 104-0291-00-433.0000.11501		1.22
		188466	11/24/2021		UB refund for account: 104-0291-00-601.0000.11501		51.71
		188466	11/24/2021		UB refund for account: 104-0291-00-602.0000.11501		33.84
		188466	11/24/2021		UB refund for account: 104-0291-00-603.0000.11501		7.01
		188466	11/24/2021		UB refund for account: 104-0291-00-604.0000.11501		5.84
							99.62
12/02/2021	MAIN	188467	3239086	JJ TAYLOR DIST OF MN	111121 INV/DEL	609.0000.14500	2,201.60
		188467	3239108		111721 INV/DEL	609.0000.14500	9,286.45
		188467	3239087		111121 INV/DEL	609.0000.14500	4,319.80
		188467	3239112		111821 INV/DEL	609.0000.14500	10,030.30
		188467	3239135		112321 INV/DEL	609.0000.14500	7,880.67
		188467	3239086		111121 INV/DEL	609.9791.42199	3.00
		188467	3239112		111821 INV/DEL	609.9791.42199	3.00
		188467	3239108		111721 INV/DEL	609.9792.42199	3.00
		188467	3239135		112321 INV/DEL	609.9792.42199	3.00
		188467	3239087		111121 INV/DEL	609.9793.42199	3.00
							33,733.82
12/02/2021	MAIN	188468	2837	JL THEIS, INC.	RETAINING WALL	408.9999.42160.2014	540.00
		188468	2837		RETAINING WALL	408.9999.44000.2014	13,869.00
							14,409.00
12/02/2021	MAIN	188469	1913204	JOHNSON BROS. LIQUOR CO.	102021 INV	609.0000.14500	139.50
		188469	1918318		102721 INV	609.0000.14500	1,161.00
		188469	1918319		102721 INV	609.0000.14500	2,822.13
		188469	1923586		110321 INV	609.0000.14500	270.00
		188469	1923589		110321 INV	609.0000.14500	
		188469	1923590		110321 INV	609.0000.14500	

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		188469	1923593		110321 INV	609.0000.14500	205.34
		188469	1923594		110321 INV	609.0000.14500	984.00
		188469	1924805		110421 INV	609.0000.14500	239.22
		188469	1924808		110421 INV	609.0000.14500	627.61
		188469	1924810		110421 INV	609.0000.14500	40.00
		188469	1924811		110421 INV	609.0000.14500	293.14
		188469	1924816		110421 INV	609.0000.14500	650.04
		188469	1928464		111021 INV	609.0000.14500	432.00
		188469	1928465		111021 INV	609.0000.14500	132.45
		188469	1928466		111021 INV	609.0000.14500	101.50
		188469	1928467		111021 INV	609.0000.14500	351.12
		188469	1928471		111021 INV	609.0000.14500	3,596.51
		188469	1928472		111021 INV	609.0000.14500	2,450.00
		188469	1928474		111021 INV	609.0000.14500	2,766.00
		188469	1929678		111121 INV	609.0000.14500	320.00
		188469	1929679		111121 INV	609.0000.14500	489.75
		188469	1929680		111121 INV	609.0000.14500	105.25
		188469	1929681		111121 INV	609.0000.14500	648.50
		188469	1929682		111121 INV	609.0000.14500	100.00
		188469	1929683		111121 INV	609.0000.14500	1,325.59
		188469	1929684		111121 INV	609.0000.14500	227.60
		188469	1930884		111221 INV	609.0000.14500	677.46
		188469	1930885		111221 INV	609.0000.14500	666.70
		188469	1930886		111221 INV	609.0000.14500	675.00
		188469	1933429		111721 INV	609.0000.14500	408.00
		188469	1917336		102621 INV	609.0000.14500	260.16
		188469	1918333		102721 INV	609.0000.14500	249.45
		188469	1923602		110321 INV	609.0000.14500	254.80
		188469	1923605		110321 INV	609.0000.14500	216.00
		188469	1924820		110421 INV	609.0000.14500	544.00
		188469	1924821		110421 INV	609.0000.14500	315.00
		188469	1924823		110421 INV	609.0000.14500	161.85
		188469	1924825		110421 INV	609.0000.14500	72.00
		188469	1924826		110421 INV	609.0000.14500	150.00
		188469	1924828		110421 INV	609.0000.14500	196.20
		188469	1928473		111021 INV	609.0000.14500	688.00
		188469	1928477		111021 INV	609.0000.14500	121.00
		188469	1928478		111021 INV	609.0000.14500	1,710.00
		188469	1928479		111021 INV	609.0000.14500	558.00
		188469	1928480		111021 INV	609.0000.14500	3,336.51
		188469	1928481		111021 INV	609.0000.14500	
		188469	1929686		111121 INV	609.0000.14500	

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		188469	1929687		111121 INV	609.0000.14500	179.19
		188469	1929688		111121 INV	609.0000.14500	308.00
		188469	1929689		111121 INV	609.0000.14500	558.40
		188469	1929690		111121 INV	609.0000.14500	368.48
		188469	1929691		111121 INV	609.0000.14500	96.00
		188469	1930887		111221 INV	609.0000.14500	675.00
		188469	1930890		111221 INV	609.0000.14500	322.60
		188469	1930891		111221 INV	609.0000.14500	933.38
		188469	1918329		102721 INV	609.0000.14500	1,977.32
		188469	1923597		110321 INV	609.0000.14500	1,006.00
		188469	1923599		110321 INV	609.0000.14500	275.04
		188469	1928470		111021 INV	609.0000.14500	56.00
		188469	1928475		111021 INV	609.0000.14500	80.00
		188469	1928476		111021 INV	609.0000.14500	538.41
		188469	1930888		111221 INV	609.0000.14500	193.40
		188469	1930889		111221 INV	609.0000.14500	789.72
		188469	1934703		111821 INV	609.0000.14500	606.86
		188469	1934704		111821 INV	609.0000.14500	40.00
		188469	1934706		111821 INV	609.0000.14500	440.00
		188469	1934708		111821 INV	609.0000.14500	1,126.35
		188469	1934709		111821 INV	609.0000.14500	192.00
		188469	1934710		111821 INV	609.0000.14500	903.15
		188469	174087		110921 INV	609.0000.14500	(249.45)
		188469	1913204		102021 INV	609.9791.42199	1.21
		188469	1918318		102721 INV	609.9791.42199	7.26
		188469	1918319		102721 INV	609.9791.42199	20.58
		188469	1923585		110321 DEL	609.9791.42199	2.63
		188469	1923586		110321 INV	609.9791.42199	1.21
		188469	1923589		110321 INV	609.9791.42199	4.83
		188469	1923590		110321 INV	609.9791.42199	1.21
		188469	1923592		110321 DEL	609.9791.42199	1.21
		188469	1923593		110321 INV	609.9791.42199	2.42
		188469	1923594		110321 INV	609.9791.42199	3.93
		188469	1924805		110421 INV	609.9791.42199	1.21
		188469	1924808		110421 INV	609.9791.42199	9.67
		188469	1924810		110421 INV	609.9791.42199	1.21
		188469	1924811		110421 INV	609.9791.42199	1.21
		188469	1924816		110421 INV	609.9791.42199	7.48
		188469	1928464		111021 INV	609.9791.42199	6.05
		188469	1928465		111021 INV	609.9791.42199	3.63
		188469	1928466		111021 INV	609.9791.42199	
		188469	1928467		111021 INV	609.9791.42199	

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		188469	1928471		111021 INV	609.9791.42199	18.15
		188469	1928472		111021 INV	609.9791.42199	33.88
		188469	1928474		111021 INV	609.9791.42199	32.40
		188469	1929678		111121 INV	609.9791.42199	4.83
		188469	1929679		111121 INV	609.9791.42199	14.86
		188469	1929680		111121 INV	609.9791.42199	1.21
		188469	1929681		111121 INV	609.9791.42199	16.95
		188469	1929682		111121 INV	609.9791.42199	1.21
		188469	1929683		111121 INV	609.9791.42199	3.62
		188469	1929684		111121 INV	609.9791.42199	6.03
		188469	1930884		111221 INV	609.9791.42199	27.83
		188469	1930885		111221 INV	609.9791.42199	15.73
		188469	1930886		111221 INV	609.9791.42199	1.21
		188469	1933429		111721 INV	609.9791.42199	3.63
		188469	1934700		111821 DEL	609.9791.42199	1.21
		188469	1934703		111821 INV	609.9791.42199	16.95
		188469	1934704		111821 INV	609.9791.42199	1.21
		188469	1934706		111821 INV	609.9791.42199	7.26
		188469	1934708		111821 INV	609.9791.42199	26.64
		188469	1934709		111821 INV	609.9791.42199	2.42
		188469	1934710		111821 INV	609.9791.42199	22.96
		188469	1917336		102621 INV	609.9792.42199	6.05
		188469	1918333		102721 INV	609.9792.42199	3.63
		188469	1923602		110321 INV	609.9792.42199	6.05
		188469	1923605		110321 INV	609.9792.42199	3.63
		188469	1924820		110421 INV	609.9792.42199	4.84
		188469	1924821		110421 INV	609.9792.42199	3.63
		188469	1924823		110421 INV	609.9792.42199	3.63
		188469	1924825		110421 INV	609.9792.42199	3.63
		188469	1924826		110421 INV	609.9792.42199	6.05
		188469	1924828		110421 INV	609.9792.42199	6.05
		188469	1928473		111021 INV	609.9792.42199	2.42
		188469	1928477		111021 INV	609.9792.42199	1.21
		188469	1928478		111021 INV	609.9792.42199	13.92
		188469	1928479		111021 INV	609.9792.42199	7.26
		188469	1928480		111021 INV	609.9792.42199	16.94
		188469	1928481		111021 INV	609.9792.42199	10.89
		188469	1929686		111121 INV	609.9792.42199	1.21
		188469	1929687		111121 INV	609.9792.42199	2.42
		188469	1929688		111121 INV	609.9792.42199	9.66
		188469	1929689		111121 INV	609.9792.42199	
		188469	1929690		111121 INV	609.9792.42199	

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		188469	1929691		111121 INV	609.9792.42199	1.21
		188469	1930887		111221 INV	609.9792.42199	1.21
		188469	1930890		111221 INV	609.9792.42199	14.52
		188469	1930891		111221 INV	609.9792.42199	16.94
		188469	174087		110921 INV	609.9792.42199	(3.63)
		188469	1918329		102721 INV	609.9793.42199	14.90
		188469	1923596		110321 DEL	609.9793.42199	1.61
		188469	1923597		110321 INV	609.9793.42199	8.48
		188469	1923599		110321 INV	609.9793.42199	2.42
		188469	1928470		111021 INV	609.9793.42199	1.21
		188469	1928475		111021 INV	609.9793.42199	3.63
		188469	1928476		111021 INV	609.9793.42199	6.04
		188469	1930888		111221 INV	609.9793.42199	4.85
		188469	1930889		111221 INV	609.9793.42199	30.26
							<hr/> 45,400.19
12/02/2021	MAIN	188470	110921	KIWANIS COLUMBIA HTS-FRIDLE	PROCEED SHARE	603.9530.44200	571.85
12/02/2021	MAIN	188471	12471	LUCID BREWING LLC	111921 INV	609.0000.14500	96.00
12/02/2021	MAIN	188472	41419	LUPULIN BREWING CO	111621 INV	609.0000.14500	74.00
		188472	41346		111021 INV	609.0000.14500	130.00
		188472	41445		111721 INV	609.0000.14500	203.35
		188472	748923		111521 INV	609.0000.14500	(18.46)
		188472	748937		111721 INV	609.0000.14500	(36.92)
							<hr/> 351.97
12/02/2021	MAIN	188473	332089	M AMUNDSON CIGAR & CANDY CO	111921 INV	609.0000.14500	5,318.35
		188473	332090		111921 INV	609.0000.14500	3,713.98
							<hr/> 9,032.33
12/02/2021	MAIN	188474	M11765	MAGNACHARGE BATTERY USA	BATTERY	701.0000.14120	1,050.92
12/02/2021	MAIN	188475	11/24/2021	MARK J NIEDER	UB refund for account: 109-0075-00-433.0000.11501		2.36
		188475	11/24/2021		UB refund for account: 109-0075-00-601.0000.11501		30.87
		188475	11/24/2021		UB refund for account: 109-0075-00-602.0000.11501		24.80
		188475	11/24/2021		UB refund for account: 109-0075-00-603.0000.11501		59.99
		188475	11/24/2021		UB refund for account: 109-0075-00-604.0000.11501		11.31
							<hr/> 129.33
12/02/2021	MAIN	188476	INV672079	MAVERICK WINE COMPANY	110921 INV/DEL	609.0000.14500	255.96
		188476	INV672079		110921 INV/DEL	609.9791.42199	1.50

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12/02/2021	MAIN	188477	012230	MCCLELLAN SALES INC	60' CONFINED SPACE SYSTEM	602.9600.42010	2,999.00
12/02/2021	MAIN	188478	606341	MCDONALD DISTRIBUTING CO	111221 INV	609.0000.14500	794.00
		188478	607303		111921 INV	609.0000.14500	1,065.00
							1,859.00
12/02/2021	MAIN	188479	10660	MEGA BEER LLC	111021 INV	609.0000.14500	145.00
12/02/2021	MAIN	188480	58565	MENARDS CASHWAY LUMBER-FRIDICANDY		101.0000.20815	(3.37)
		188480	58565		CANDY	101.3121.42171	52.32
		188480	57979		LANDSCAPE BLOCK,CAULK GUN	408.9999.42160.2014	38.43
							87.38
12/02/2021	MAIN	188481	11/24/2021	MERCEDES TOCACHI	UB refund for account: 102-0530-00-101.0000.11650		5.45
		188481	11/24/2021		UB refund for account: 102-0530-00-433.0000.11501		5.44
		188481	11/24/2021		UB refund for account: 102-0530-00-601.0000.11501		60.77
		188481	11/24/2021		UB refund for account: 102-0530-00-602.0000.11501		50.90
		188481	11/24/2021		UB refund for account: 102-0530-00-603.0000.11501		31.30
		188481	11/24/2021		UB refund for account: 102-0530-00-604.0000.11501		26.06
							179.92
12/02/2021	MAIN	188482	483977	MIDWAY FORD	SWITCHES	701.0000.14120	52.80
		188482	485908		WHEEL ASSEMBLY'S	701.0000.14120	188.44
		188482	486180		JET KIT	701.0000.14120	11.70
		188482	485299		VALVE ASSEMBLY	701.0000.14120	25.08
		188482	484995		BRAKE PADS,ROTOR	701.0000.14120	250.73
		188482	485017		BRACKET,SUPPORT	701.0000.14120	101.86
		188482	576050		ALIGNMENT	884.2100.42281	250.98
							881.59
12/02/2021	MAIN	188483	111721	MN DEPT OF HEALTH	10/01/21-12/31/21 CONNECTION FEE	601.9600.44320	15,795.00
12/02/2021	MAIN	188484	E-26865	MODIST BREWING CO LLC	111821 INV	609.0000.14500	426.50
12/02/2021	MAIN	188485	110621	NORDLUND/JOHN	UNIFORM REIMBURSEMENT	101.5200.42172	80.04
12/02/2021	MAIN	188486	44701	NYSTROM PUBLISHING COMPANY	RECYCLING FLYER	603.9530.42030	1,427.88
		188486	44701		RECYCLING FLYER	603.9530.43220	2,175.72
							3,603.60
12/02/2021	MAIN	188487	208400488001	OFFICE DEPOT	COPY PAPER, DATE/MESSAGE STAMPER	101.3100.42000	23.62
		188487	208413628001		PENS	101.3100.42000	4.50
		188487	205718301001		INK CARTRIDGE	101.3100.42020	123.19
		188487	208400488001		COPY PAPER, DATE/MESSAGE STAMPER	101.3121.42000	
		188487	208400488001		COPY PAPER, DATE/MESSAGE STAMPER	101.5200.42000	

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		188487	208400488001		COPY PAPER, DATE/MESSAGE STAMPER	601.9600.42000	5.83
		188487	208400488001		COPY PAPER, DATE/MESSAGE STAMPER	602.9600.42000	5.83
		188487	208400488001		COPY PAPER, DATE/MESSAGE STAMPER	701.9950.42000	5.84
							180.47
12/02/2021	MAIN	188488	218357355	ORKIN INC	PEST CONTROL	101.5129.44020	108.00
12/02/2021	MAIN	188489	032521	PETTY CASH - SUE SCHMIDTBAUIUSPS		651.9999.43220.2103	8.55
12/02/2021	MAIN	188490	6302334	PHILLIPS WINE & SPIRITS INC	111121 INV	609.0000.14500	652.50
		188490	6302335		111121 INV	609.0000.14500	565.00
		188490	6303212		111221 INV	609.0000.14500	888.00
		188490	6303213		111221 INV	609.0000.14500	412.50
		188490	6303214		111221 INV	609.0000.14500	60.00
		188490	6297713		110321 INV	609.0000.14500	206.20
		188490	6297715		110321 INV	609.0000.14500	693.00
		188490	6299541		110521 INV	609.0000.14500	305.20
		188490	6302337		111121 INV	609.0000.14500	565.00
		188490	6304449		111621 INV	609.0000.14500	355.00
		188490	6306160		111821 INV	609.0000.14500	202.00
		188490	6306161		111821 INV	609.0000.14500	176.00
		188490	6306162		111821 INV	609.0000.14500	107.50
		188490	6307087		111821 INV	609.0000.14500	352.00
		188490	6302334		111121 INV	609.9791.42199	7.26
		188490	6302335		111121 INV	609.9791.42199	24.20
		188490	6303212		111221 INV	609.9791.42199	4.84
		188490	6303213		111221 INV	609.9791.42199	4.85
		188490	6303214		111221 INV	609.9791.42199	1.21
		188490	6304449		111621 INV	609.9791.42199	2.79
		188490	6306160		111821 INV	609.9791.42199	2.42
		188490	6306161		111821 INV	609.9791.42199	2.42
		188490	6306162		111821 INV	609.9791.42199	1.42
		188490	6297713		110321 INV	609.9792.42199	2.42
		188490	6297715		110321 INV	609.9792.42199	7.67
		188490	6299541		110521 INV	609.9792.42199	4.84
		188490	6302337		111121 INV	609.9792.42199	24.20
		188490	6307087		111821 INV	609.9793.42199	4.84
							5,635.28
12/02/2021	MAIN	188491	3084400-00	REINDERS INC	ICEMELTER	101.5200.42161	873.00
12/02/2021	MAIN	188492	303-195384	ROYAL TIRE	TIRES	701.0000.14120	1,520.60
		188492	303-195418		TIRES	701.0000.14120	1,
							2,989.76

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12/02/2021	MAIN	188493	11/24/2021	SABERA BAH	UB refund for account: 100-0351-00-601.0000.11501		92.59
12/02/2021	MAIN	188494	11/24/2021	SHERRY PFLEGHAR	UB refund for account: 104-0730-00-433.0000.11501		1.15
		188494	11/24/2021		UB refund for account: 104-0730-00-601.0000.11501		21.57
		188494	11/24/2021		UB refund for account: 104-0730-00-602.0000.11501		15.45
		188494	11/24/2021		UB refund for account: 104-0730-00-603.0000.11501		6.60
		188494	11/24/2021		UB refund for account: 104-0730-00-604.0000.11501		5.48
							50.25
12/02/2021	MAIN	188495	415105	SHORT ELLIOT HENDRICKSON IN	37TH AVE WM STUDY	402.9999.43050.2110	2,102.06
		188495	415107		37TH AVE WM REHAB	402.9999.43050.2110	1,300.03
		188495	414060		CELL TOWER DESIGN 093021	408.9999.43050.2014	4,575.75
							7,977.84
12/02/2021	MAIN	188496	H21-0259P-03-002	SIR LINES-A-LOT LLC	STREET MAINTENANCE PROGRAM	101.3170.44000	680.00
		188496	H21-0259P-03-002		STREET MAINTENANCE PROGRAM	212.3190.44000	4,223.78
							4,903.78
12/02/2021	MAIN	188497	MN47748	SMALL LOT MN	111721 INV/DEL	609.0000.14500	1,376.04
		188497	MN47748		111721 INV/DEL	609.9791.42199	19.50
							1,395.54
12/02/2021	MAIN	188498	2145809	SOUTHERN GLAZER'S	111121 INV/DEL	609.0000.14500	1,130.00
		188498	2145816		111121 INV/DEL	609.0000.14500	787.50
		188498	2145817		111121 INV/DEL	609.0000.14500	1,575.00
		188498	5076519		102921 INV/DEL	609.0000.14500	336.00
		188498	2145963		111121 INV/DEL	609.0000.14500	298.00
		188498	2145811		111121 INV/DEL	609.0000.14500	417.60
		188498	2145965		111121 INV/DEL	609.0000.14500	475.20
		188498	2148320		111721 INV/DEL	609.0000.14500	96.00
		188498	2148321		111721 INV/DEL	609.0000.14500	1,597.24
		188498	2151297		112421 INV/DEL	609.0000.14500	599.97
		188498	2148326		111721 INV/DEL	609.0000.14500	821.24
		188498	2148325		111721 INV/DEL	609.0000.14500	255.16
		188498	9307549		101121 INV	609.0000.14500	(151.25)
		188498	2145809		111121 INV/DEL	609.9791.42199	6.72
		188498	2145816		111121 INV/DEL	609.9791.42199	7.68
		188498	2145817		111121 INV/DEL	609.9791.42199	15.36
		188498	5076519		102921 INV/DEL	609.9791.42199	5.12
		188498	2145811		111121 INV/DEL	609.9791.42199	5.12
		188498	2148320		111721 INV/DEL	609.9791.42199	1.28
		188498	2148321		111721 INV/DEL	609.9791.42199	
		188498	2151297		112421 INV/DEL	609.9791.42199	

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		188498	2148326		111721 INV/DEL	609.9792.42199	20.48
		188498	2148325		111721 INV/DEL	609.9792.42199	6.40
		188498	2145963		111121 INV/DEL	609.9793.42199	7.68
		188498	2145965		111121 INV/DEL	609.9793.42199	8.96
							8,365.98
12/02/2021	MAIN	188499	E0318950W	SPOK INC	PAGING SERVICE NOV 2021	601.9600.43250	21.33
		188499	E0318950W		PAGING SERVICE NOV 2021	602.9600.43250	21.33
							42.66
12/02/2021	MAIN	188500	67886	T A SCHIFSKY & SONS INC	AGGREGATE,MODIFIED,SP MIXES	101.3121.42160	277.31
12/02/2021	MAIN	188501	11/24/2021	THIEN J KUDE	UB refund for account: 100-0045-00-603.0000.11501		94.80
12/02/2021	MAIN	188502	150199545	TRUGREEN CHEMLAWN	LAWN SERVICE	101.2100.44000	40.23
		188502	150199545		LAWN SERVICE	101.2200.44000	40.23
							80.46
12/02/2021	MAIN	188503	2021-0617	TSG SERVER & STORAGE INC	AS400 MAINT AGREEMENT	101.1510.44000	2,293.38
12/02/2021	MAIN	188504	16840	TWIN CITY WATER CLINIC INC	COLIFORM TESTING 1021	601.9600.43050	220.00
12/02/2021	MAIN	188505	9891791726	VERIZON WIRELESS	110121 342019817-00001	101.3100.43211	240.25
		188505	9891791726		110121 342019817-00001	101.3121.43211	123.21
		188505	9891791726		110121 342019817-00001	101.5200.43211	136.62
		188505	9891791726		110121 342019817-00001	101.6102.43211	51.31
		188505	9891791726		110121 342019817-00001	601.9600.43211	244.17
		188505	9891791726		110121 342019817-00001	602.9600.43211	244.17
		188505	9891791726		110121 342019817-00001	604.9600.43211	61.31
		188505	9891791726		110121 342019817-00001	701.9950.43211	51.31
		188505	9891791726		110121 342019817-00001	705.9970.43211	51.31
							1,203.66
12/02/2021	MAIN	188506	0291217-IN	VINOCOPIA INC	111121 INV	609.0000.14500	67.50
		188506	0291856-IN		111821 INV/DEL	609.0000.14500	870.00
		188506	0291856-IN		111821 INV/DEL	609.9791.42199	14.00
							951.50
12/02/2021	MAIN	188507	188558	WINE COMPANY/THE	111021 INV/DEL	609.0000.14500	1,726.00
		188507	189106		111721 INV/DEL	609.0000.14500	360.00
		188507	188558		111021 INV/DEL	609.9791.42199	4.20
		188507	189106		111721 INV/DEL	609.9791.42199	8.40
							2,
12/02/2021	MAIN	188508	7356243	WINE MERCHANTS	111821 INV	609.0000.14500	419.00

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		188508	7356244		11181 INV	609.0000.14500	25.00
		188508	7356243		111821 INV	609.9791.42199	2.42
		188508	7356244		11181 INV	609.9791.42199	1.21
							447.63
12/02/2021	MAIN	188509	3070	WOODEN HILL BREWING CO LLC	111121 INV	609.0000.14500	188.40
12/02/2021	MAIN	188510	1785730-IN	WRAP ART INC	111321 INV	609.0000.14500	59.40
12/02/2021	MAIN	188511	0934251517	XCEL ENERGY (N S P)	111521 51-4159573-1	101.3121.43810	11.23
		188511	0934251517		111521 51-4159573-1	101.3160.43810	11,640.71
		188511	0934285462		111521 51-7654903-4	101.5200.43810	197.81
		188511	0934251517		111521 51-4159573-1	101.5200.43810	585.53
		188511	0934251517		111521 51-4159573-1	212.3190.43810	331.23
		188511	0934251517		111521 51-4159573-1	601.9600.43810	528.33
		188511	0934251517		111521 51-4159573-1	602.9600.43810	99.25
		188511	0934251517		111521 51-4159573-1	603.9530.43810	0.45
		188511	0934251517		111521 51-4159573-1	604.9600.43810	3.90
							13,398.44
12/02/2021	MAIN	188512	11/24/2021	YOSHARE MONTOYA	UB refund for account: 103-0848-00-601.0000.11501		54.16
		188512	11/24/2021		UB refund for account: 103-0848-00-602.0000.11501		37.73
							91.89
12/09/2021	MAIN	188513	5616709	56 BREWING LLC	111621 INV	609.0000.14500	200.00
12/09/2021	MAIN	188514	18762	AAA AWARDS	RETIREMENT PLAQUE	101.1110.48200	48.50
12/09/2021	MAIN	188515	043462/R	ACE HARDWARE	CABLE CLAMP	101.5200.42171	15.87
		188515	043458/R		ELECTRICAL TAPE	101.5200.42171	6.79
							22.66
12/09/2021	MAIN	188516	419-21342615	AEP ENERGY INC	120621 SOLAR POWER	101.2100.43810	234.10
		188516	419-21342615		120621 SOLAR POWER	101.2200.43810	234.11
		188516	419-21342615		120621 SOLAR POWER	240.5500.43810	1,073.94
		188516	419-21342615		120621 SOLAR POWER	701.9950.43810	570.34
							2,112.49
12/09/2021	MAIN	188517	67275	AID ELECTRIC SERVICE INC	LIGHTING RETROFIT	609.9791.44020	4,800.00
		188517	67275		LIGHTING RETROFIT	609.9792.44020	4,100.00
		188517	67254		TROUBLESHOOT CONVEYOR	609.9793.44020	201.25
							9,101.25
12/09/2021	MAIN	188518	26664	ALBRECHT SIGN COMPANY	REPAIR NEON "LIQUOR" SIGN	609.9791.44000	

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12/09/2021	MAIN	188519	111621	AMADA MARQUEZ SIMULA	REGIONAL COUNCIL OF MAYORS ADDITION	101.1110.42175	3.00
12/09/2021	MAIN	188520	3562827917	AMERICAN BOTTLING COMPANY	112421 INV	609.0000.14500	752.72
12/09/2021	MAIN	188521	4725	ANGSTROM ANALYTICAL INC	HAZMAT TESTING 230 40TH AVE	408.6414.43050	367.18
12/09/2021	MAIN	188522	110421	ANNE SUMANGIL	ZUMBA FALL CLASSES SEPT - OCT	101.5003.43050	183.75
12/09/2021	MAIN	188523	250000037072	ARAMARK UNIFORM & CAREER API	113021 MOPS,MATS,TOWELS	609.9791.44020	85.91
12/09/2021	MAIN	188524	3507564	ARTISAN BEER COMPANY	111821 INV	609.0000.14500	1,725.75
		188524	3508484		112321 INV	609.0000.14500	170.70
							1,896.45
12/09/2021	MAIN	188525	284285	ASPEN MILLS, INC.	UNIFORMS	101.2100.42172	176.80
12/09/2021	MAIN	188526	34614	ASSET MANAGEMENT SYSTEMS INC	ALARM MONITORING UPGRADE	609.9791.44020	1,135.50
		188526	34613		BUILDING MAINTENANCE	609.9793.44020	1,135.50
							2,271.00
12/09/2021	MAIN	188527	2036330147	BAKER & TAYLOR	BOOK ORDER	240.5500.42180	409.84
		188527	2036292246		BOOK ORDER	240.5500.42180	467.58
		188527	2036313852		BOOK ORDER	240.5500.42180	5.19
		188527	2036341380		BOOK ORDER	240.5500.42180	9.97
		188527	5017356080		BOOK ORDER	240.5500.42180	111.70
		188527	5017375188		BOOK ORDER	240.5500.42180	185.60
							1,189.88
12/09/2021	MAIN	188528	236533	BARNA GUZY & STEFFEN LTD	AT&T SETTLEMENT	408.6314.43050	345.00
12/09/2021	MAIN	188529	0104306100	BELLBOY BAR SUPPLY	112321 INV,BAGS	609.0000.14500	41.85
		188529	0104274500		111721 INV,BAGS	609.0000.14500	54.45
		188529	0104339900		120121 BAGS,INV	609.0000.14500	204.93
		188529	0104306100		112321 INV,BAGS	609.9791.42171	119.90
		188529	0104339900		120121 BAGS,INV	609.9791.42171	162.85
		188529	0104274500		111721 INV,BAGS	609.9792.42171	133.40
		188529	0104340700		120121 BAGS	609.9793.42171	339.35
							1,056.73
12/09/2021	MAIN	188530	0092376300	BELLBOY CORPORATION	111721 INV/DEL	609.0000.14500	150.00
		188530	0092375900		111721 INV/DEL	609.0000.14500	2,068.50
		188530	0092472300		112321 INV/DEL	609.0000.14500	1,416.70
		188530	0092375600		111721 INV/DEL	609.0000.14500	3,272.65
		188530	0092472300		112321 INV/DEL	609.9791.42199	20.00
		188530	0092375600		111721 INV/DEL	609.9791.42199	
		188530	0092376300		111721 INV/DEL	609.9792.42199	

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		188530	0092375900		111721 INV/DEL	609.9792.42199	22.00
							6,995.85
12/09/2021	MAIN	188531	CG102053	BIG BOBS CARPET	RAMP ELEVATOR CARPET REPLACEMENT	228.6317.44000	496.00
12/09/2021	MAIN	188532	15242	BLACK STACK BREWING	112221 INV	609.0000.14500	180.00
		188532	15145		111621 INV	609.0000.14500	217.00
							397.00
12/09/2021	MAIN	188533	INV-010739	BLUME BRAUHAUS LLC	112321 INV	609.0000.14500	54.02
12/09/2021	MAIN	188534	67-121868	BMJ CORPORATION	PLUGS	701.0000.14120	61.04
12/09/2021	MAIN	188535	341922668	BREAKTHRU BEVERAGE MN BEER	1112221 INV	609.0000.14500	43.20
		188535	341983568		112621 INV 700297736	609.0000.14500	554.75
		188535	408767470		063021 INV 700297736	609.0000.14500	(5.25)
		188535	408756271		062521 INV 700297717	609.0000.14500	(78.70)
		188535	408995016		091521 INV 700297736	609.0000.14500	(278.40)
		188535	408995018		091521 INV 700297736	609.0000.14500	(25.65)
		188535	408721030		061421 INV 700297736	609.0000.14500	(12.36)
							197.59
12/09/2021	MAIN	188536	341984850	BREAKTHRU BEVERAGE MN W&S LI	1112621 INV/DEL 700297717	609.0000.14500	108.00
		188536	341984848		112621 INV/DEL 700297717	609.0000.14500	36.00
		188536	341984849		112621 INV/DEL 700297717	609.0000.14500	88.00
		188536	341900471		111921 INV 700297736	609.0000.14500	63.00
		188536	341984847		112621 INV/DEL 700297717	609.0000.14500	1,350.07
		188536	341900469		111921 INV/DEL 700297717	609.0000.14500	53.99
		188536	341713906		110521 INV/DEL 700297736	609.0000.14500	737.55
		188536	341805149		111221 INV/DEL 700297736	609.0000.14500	4,245.15
		188536	341805146		111221 INV/DEL 700297717	609.0000.14500	2,735.08
		188536	409155766		110921 INV/DEL 700297736	609.0000.14500	(111.75)
		188536	341984850		112621 INV/DEL 700297717	609.9791.42199	1.15
		188536	341984848		112621 INV/DEL 700297717	609.9791.42199	1.15
		188536	341984849		112621 INV/DEL 700297717	609.9791.42199	2.30
		188536	341984847		112621 INV/DEL 700297717	609.9791.42199	14.95
		188536	341900469		111921 INV/DEL 700297717	609.9791.42199	1.15
		188536	341805146		111221 INV/DEL 700297717	609.9791.42199	11.11
		188536	341713906		110521 INV/DEL 700297736	609.9792.42199	8.05
		188536	341805149		111221 INV/DEL 700297736	609.9792.42199	56.35
		188536	409155766		110921 INV/DEL 700297736	609.9792.42199	(1.15)
							9,400.15
12/09/2021	MAIN	188537	5719	BROKEN CLOCK BREWING COOP	111721 INV	609.0000.14500	

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12/09/2021	MAIN	188538	76163127	CENGAGE LEARNING INC	LARGE PRINT BOOK ORDER	240.5500.42180	28.49
		188538	76187243		LARGE PRINT BOOK ORDER	240.5500.42180	28.49
							56.98
12/09/2021	MAIN	188539	20281	CENTER FOR ENERGY & ENVIRON	ENERGY AUDIT COST SHARE REIMBURSEME	204.6314.43050	300.00
12/09/2021	MAIN	188540	7635722695528	CENTURYLINK	112821 763 572-2695 528	609.9791.43210	55.10
12/09/2021	MAIN	188541	4103189971	CINTAS INC	MOPS AND MATS	101.5129.44020	77.53
12/09/2021	MAIN	188542	3582	CMT JANITORIAL	CARPET CLEANING	101.1940.44020	1,172.63
12/09/2021	MAIN	188543	134673642	COMCAST	11/15/21 934571297	101.1110.43250	12.98
		188543	134673642		11/15/21 934571297	101.1320.43250	19.47
		188543	134673642		11/15/21 934571297	101.1510.43250	42.19
		188543	134673642		11/15/21 934571297	101.1940.43250	3.27
		188543	134673642		11/15/21 934571297	101.2100.43250	87.62
		188543	134673642		11/15/21 934571297	101.2200.43250	81.13
		188543	134673642		11/15/21 934571297	101.3100.43250	45.43
		188543	134673642		11/15/21 934571297	101.3121.43250	6.49
		188543	134673642		11/15/21 934571297	101.5000.43250	22.72
		188543	134673642		11/15/21 934571297	101.5129.43250	6.49
		188543	134673642		11/15/21 934571297	101.5200.43250	6.49
		188543	134673642		11/15/21 934571297	201.2400.43250	9.74
		188543	134673642		11/15/21 934571297	204.6314.43250	12.98
		188543	134673642		11/15/21 934571297	225.9844.43250	358.58
		188543	134673642		11/15/21 934571297	240.5500.43250	136.29
		188543	134673642		11/15/21 934571297	601.9600.43250	3.25
		188543	134673642		11/15/21 934571297	602.9600.43250	3.25
		188543	134673642		11/15/21 934571297	609.9791.43250	632.86
		188543	134673642		11/15/21 934571297	609.9792.43250	740.64
		188543	134673642		11/15/21 934571297	609.9793.43250	606.90
		188543	134673642		11/15/21 934571297	701.9950.43250	6.49
		188543	134673642		11/15/21 934571297	720.9980.43250	87.58
							2,932.84
12/09/2021	MAIN	188544	211115	COMMERCIAL ASPHALT	ASPHALT	101.3121.42160	377.10
12/09/2021	MAIN	188545	113021	COOK/HEATHER DAWN	SOFTBALL UMPIRE 081921-093021	101.5003.43050	432.00
12/09/2021	MAIN	188546	P818309	CORE & MAIN LP	WATER METERS	601.9600.42990	2,914.28
12/09/2021	MAIN	188547	11302021DQ	DAIRY QUEEN	FACADE IMPROVEMENT GRANT REIMBURSEM	408.6314.44600	1,750.00
12/09/2021	MAIN	188548	INV-001723	DEFIANT DISTRIBUTORS LLC	112321 INV/DEL	609.0000.14500	
		188548	INV-001723		112321 INV/DEL	609.9791.42199	

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							82.99
12/09/2021	MAIN	188549	120121	DROBNICK'S CONSTRUCTION CLE	DEMOLITION SERVICES FOR 230, 960 AN	408.6414.43050	42,245.00
12/09/2021	MAIN	188550	0128305-IN	EARL F ANDERSEN INC	SIGNAGE	212.3190.42171	754.32
		188550	0128247-IN		CHANNEL POSTS	212.3190.42171	513.95
		188550	0127639-IN		TRAFFIC CONES, STEEL LEGS, FLASHERS	601.9600.42171	394.35
		188550	0127639-IN		TRAFFIC CONES, STEEL LEGS, FLASHERS	602.9600.42171	394.35
		188550	0127928-IN		NEED ASSISTANCE SIGNS	609.9791.42171	21.77
		188550	0127928-IN		NEED ASSISTANCE SIGNS	609.9792.42171	21.77
		188550	0127928-IN		NEED ASSISTANCE SIGNS	609.9793.42171	21.76
							2,122.27
12/09/2021	MAIN	188551	88777	EHLERS & ASSOCIATES INC	GENERAL TIF ANALYSIS	371.7000.43050	405.00
		188551	88435		TIF ANALYSIS FOR REUTER WALTON DEVE	408.6314.43050	1,200.00
		188551	88433		TIF ANALYSIS FOR REUTER WALTON DEVE	408.6314.43050	900.00
							2,505.00
12/09/2021	MAIN	188552	2244	EVERYDAY TECHNOLOGY LLC	OPTIPLEX 5090 SFF XCTO	101.2100.42011	3,036.00
		188552	2241		OPTIPLEX 5090 MICRO BTX	720.0000.14100	972.00
							4,008.00
12/09/2021	MAIN	188553	0486063	FERGUSON WATERWORKS INC	VALVE BOX RISERS	601.9600.42160	1,032.86
12/09/2021	MAIN	188554	121621	FRIENDS OF THE ST ANTHONY L	12-16-21 COMMUNITY ROOM CANCELLATIO	240.0000.36220	25.00
12/09/2021	MAIN	188555	3615212531	GREAT LAKES COCA-COLA DISTRI	113021 INV	609.0000.14500	926.57
12/09/2021	MAIN	188556	58462	HIGH PROFILE GROUNDS MAINT	VAN BUREN RAMP MAINTENANCE	228.6317.44000	430.00
12/09/2021	MAIN	188557	461551	HOHENSTEINS INC	112621 INV	609.0000.14500	726.60
12/09/2021	MAIN	188558	4010500	HOME DEPOT #2802	LUMBER, BLADES	101.5200.42171	42.49
		188558	7010012		ANTI FREEZE	101.5200.42171	23.22
		188558	7010044		BALL VALVE	101.6102.42171	18.51
							84.22
12/09/2021	MAIN	188559	W58928	HORWITZ INC	VAN BUREN RAMP HVAC REPAIRS	228.6317.44000	1,936.76
		188559	W58869		BUILDING MAINTENANCE	609.9791.44020	449.97
							2,386.73
12/09/2021	MAIN	188560	107440	INDEED BREWING COMPANY LLC	111721 INV	609.0000.14500	450.95
		188560	107592		112221 INV	609.0000.14500	1,548.80
							1,999.75
12/09/2021	MAIN	188561	40263	INDEPENDENT TESTING TECH, I	CORING	415.9999.43050.2002	900.00

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12/09/2021	MAIN	188562	IN3564725	INNOVATIVE OFFICE SOLUTNS	INUSB DRIVES,POST ITS,TAPE	101.1940.42000	7.92
		188562	IN3564725		USB DRIVES,POST ITS,TAPE	101.1940.42020	17.54
		188562	IN3561549		OFFICE SUPPLIES	101.3100.42000	7.26
		188562	IN3561549		OFFICE SUPPLIES	101.3100.42020	15.84
		188562	IN3561549		OFFICE SUPPLIES	101.3100.42171	9.51
		188562	IN3561549		OFFICE SUPPLIES	101.3170.42020	67.98
		188562	IN3540676		OFFICE & CLEANING SUPPLIES	609.9791.42000	4.55
		188562	IN3545434		CALENDARS,APT BOOK	609.9791.42000	22.31
		188562	IN3540676		OFFICE & CLEANING SUPPLIES	609.9791.42171	8.85
		188562	IN3540676		OFFICE & CLEANING SUPPLIES	609.9792.42000	9.77
		188562	IN3545434		CALENDARS,APT BOOK	609.9792.42000	20.12
		188562	IN3540676		OFFICE & CLEANING SUPPLIES	609.9792.42020	53.91
		188562	IN3540676		OFFICE & CLEANING SUPPLIES	609.9792.42171	4.51
		188562	IN3545434		CALENDARS,APT BOOK	609.9793.42000	9.00
		188562	IN3540676		OFFICE & CLEANING SUPPLIES	609.9793.42171	8.85
							267.92
12/09/2021	MAIN	188563	14651	INTEGRATED LOSS CONTROL INC	SAFETY SERVICES	101.3121.43105	73.33
		188563	14651		SAFETY SERVICES	101.5200.43105	73.33
		188563	14651		SAFETY SERVICES	601.9600.43105	73.33
		188563	14651		SAFETY SERVICES	602.9600.43105	73.33
		188563	14651		SAFETY SERVICES	604.9600.43105	73.34
		188563	14651		SAFETY SERVICES	701.9950.43105	73.34
							440.00
12/09/2021	MAIN	188564	3239110	JJ TAYLOR DIST OF MN	111821 INV/DEL	609.0000.14500	893.05
		188564	3215448		111821 INV	609.0000.14500	(28.00)
		188564	3239110		111821 INV/DEL	609.9793.42199	3.00
							868.05
12/09/2021	MAIN	188565	1933428	JOHNSON BROS. LIQUOR CO.	111721 INV	609.0000.14500	546.50
		188565	1933430		111721 INV	609.0000.14500	280.50
		188565	1933431		111721 INV	609.0000.14500	1,180.50
		188565	1933432		111721 INV	609.0000.14500	1,616.49
		188565	1933433		111721 INV	609.0000.14500	366.00
		188565	1933434		111721 INV	609.0000.14500	657.00
		188565	193435		111721 INV	609.0000.14500	299.00
		188565	1933436		111721 INV	609.0000.14500	1,217.00
		188565	1933437		111721 INV	609.0000.14500	480.00
		188565	1933438		111721 INV	609.0000.14500	1,220.00
		188565	1933439		111721 INV	609.0000.14500	
		188565	1933440		111721 INV	609.0000.14500	1,

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		188565	1934702		111821 INV	609.0000.14500	561.88
		188565	1934705		111821 INV	609.0000.14500	367.23
		188565	1934707		111821 INV	609.0000.14500	518.68
		188565	1934711		111821 INV	609.0000.14500	340.00
		188565	1937433		112321 INV	609.0000.14500	315.00
		188565	1937434		112321 INV	609.0000.14500	281.71
		188565	1937435		112321 INV	609.0000.14500	40.00
		188565	1937438		112321 INV	609.0000.14500	1,168.00
		188565	1939621		112421 INV	609.0000.14500	174.00
		188565	1939622		112421 INV	609.0000.14500	40.00
		188565	1939623		112421 INV	609.0000.14500	360.00
		188565	1939624		112421 INV	609.0000.14500	389.40
		188565	1933441		111721 INV	609.0000.14500	633.75
		188565	1933445		111721 INV	609.0000.14500	366.00
		188565	1933446		111721 INV	609.0000.14500	586.50
		188565	1933447		111721 INV	609.0000.14500	1,161.00
		188565	1933448		111721 INV	609.0000.14500	1,395.00
		188565	1933449		111721 INV	609.0000.14500	535.00
		188565	1933450		111721 INV	609.0000.14500	290.00
		188565	1933451		111721 INV	609.0000.14500	299.00
		188565	1933452		111721 INV	609.0000.14500	456.00
		188565	1933453		111721 INV	609.0000.14500	2,450.00
		188565	1933454		111721 INV	609.0000.14500	1,070.00
		188565	1933455		111721 INV	609.0000.14500	228.00
		188565	1934713		111821 INV	609.0000.14500	984.53
		188565	1934714		111821 INV	609.0000.14500	667.80
		188565	1934715		111821 INV	609.0000.14500	214.28
		188565	1934716		111821 INV	609.0000.14500	1,021.21
		188565	1934717		111821 INV	609.0000.14500	207.93
		188565	1943842		120221 INV	609.0000.14500	64.00
		188565	1935966		111821 INV	609.0000.14500	400.00
		188565	1937436		112321 INV	609.0000.14500	320.00
		188565	1937439		112321 INV	609.0000.14500	808.31
		188565	1937440		112321 INV	609.0000.14500	390.79
		188565	1997441		112321 INV	609.0000.14500	367.23
		188565	1937442		112321 INV	609.0000.14500	1,192.00
		188565	1939630		112421 INV	609.0000.14500	360.00
		188565	1939631		112421 INV	609.0000.14500	566.35
		188565	1939632		112421 INV	609.0000.14500	1,780.80
		188565	1933442		111621 INV	609.0000.14500	633.75
		188565	1933443		111621 INV	609.0000.14500	
		188565	1923587		110321 INV	609.0000.14500	2,

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		188565	1923591		110321 INV	609.0000.14500	2,001.00
		188565	1923603		110321 INV	609.0000.14500	120.00
		188565	175980		111821 INV	609.0000.14500	(10.89)
		188565	175981		111821 INV	609.0000.14500	(5.38)
		188565	175982		121021 INV	609.0000.14500	(1.33)
		188565	1923588		110321 INV	609.9791.42199	4.84
		188565	1933428		111721 INV	609.9791.42199	7.26
		188565	1933430		111721 INV	609.9791.42199	3.63
		188565	1933431		111721 INV	609.9791.42199	9.69
		188565	1933432		111721 INV	609.9791.42199	12.10
		188565	1933433		111721 INV	609.9791.42199	3.63
		188565	1933434		111721 INV	609.9791.42199	3.63
		188565	193435		111721 INV	609.9791.42199	1.21
		188565	1933436		111721 INV	609.9791.42199	5.45
		188565	1933437		111721 INV	609.9791.42199	2.63
		188565	1933438		111721 INV	609.9791.42199	6.66
		188565	1933439		111721 INV	609.9791.42199	1.21
		188565	1933440		111721 INV	609.9791.42199	14.52
		188565	1934702		111821 INV	609.9791.42199	9.67
		188565	1934705		111821 INV	609.9791.42199	3.43
		188565	1934707		111821 INV	609.9791.42199	6.04
		188565	1934711		111821 INV	609.9791.42199	4.84
		188565	1937433		112321 INV	609.9791.42199	7.26
		188565	1937434		112321 INV	609.9791.42199	9.70
		188565	1937435		112321 INV	609.9791.42199	1.21
		188565	1937437		112321 DEL	609.9791.42199	2.42
		188565	1937438		112321 INV	609.9791.42199	16.94
		188565	1939621		112421 INV	609.9791.42199	3.63
		188565	1939622		112421 INV	609.9791.42199	1.21
		188565	1939623		112421 INV	609.9791.42199	6.05
		188565	1939624		112421 INV	609.9791.42199	10.90
		188565	1943842		120221 INV	609.9791.42199	2.42
		188565	1923587		110321 INV	609.9791.42199	30.25
		188565	1923591		110321 INV	609.9791.42199	30.25
		188565	1933441		111721 INV	609.9792.42199	3.63
		188565	1933445		111721 INV	609.9792.42199	3.63
		188565	1933446		111721 INV	609.9792.42199	15.73
		188565	1933447		111721 INV	609.9792.42199	8.47
		188565	1933448		111721 INV	609.9792.42199	13.32
		188565	1933449		111721 INV	609.9792.42199	6.81
		188565	1933450		111721 INV	609.9792.42199	
		188565	1933451		111721 INV	609.9792.42199	

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		188565	1933452		111721 INV	609.9792.42199	2.42
		188565	1933453		111721 INV	609.9792.42199	33.87
		188565	1933454		111721 INV	609.9792.42199	14.52
		188565	1933455		111721 INV	609.9792.42199	1.21
		188565	1934713		111821 INV	609.9792.42199	13.32
		188565	1934714		111821 INV	609.9792.42199	18.48
		188565	1934715		111821 INV	609.9792.42199	1.51
		188565	1934716		111821 INV	609.9792.42199	14.52
		188565	1934717		111821 INV	609.9792.42199	6.05
		188565	1935966		111821 INV	609.9792.42199	7.26
		188565	1937436		112321 INV	609.9792.42199	4.84
		188565	1937439		112321 INV	609.9792.42199	10.90
		188565	1937440		112321 INV	609.9792.42199	12.12
		188565	1997441		112321 INV	609.9792.42199	3.63
		188565	1937442		112321 INV	609.9792.42199	19.36
		188565	1939630		112421 INV	609.9792.42199	6.05
		188565	1939631		112421 INV	609.9792.42199	14.53
		188565	1939632		112421 INV	609.9792.42199	13.32
		188565	1923603		110321 INV	609.9792.42199	3.46
		188565	1933442		111621 INV	609.9793.42199	3.63
		188565	1933443		111621 INV	609.9793.42199	2.42
							38,183.38
12/09/2021	MAIN	188566	12/02/2021	JUAN COLEMAN	UB refund for account: 102-0680-00-601.0000.20120		148.76
12/09/2021	MAIN	188567	30684	JUNK GENIUS	OUTSIDE STORAGE/JUNK REMOVAL 4456 5 415.6450.44000		220.61
		188567	30800		JUNK REMOVAL 981 43 1/2 AVE. 415.6450.44000		517.34
		188567	30799		JUNK REMOVAL 980 44TH AVE. 415.6450.44000		110.27
		188567	30875		OUTSIDE STORAGE/JUNK REMOVAL 1312 4 415.6450.44000		420.93
							1,269.15
12/09/2021	MAIN	188568	163755	KENNEDY & GRAVEN	LEGAL SERVICES FOR TIF ADMIN 408.6314.43050		917.76
12/09/2021	MAIN	188569	133516	KROPIDLOWSKI/MARK	SQUAD DECONTAMINATION 10-31-2021 101.2100.43050		150.00
12/09/2021	MAIN	188570	110421	LEAGUE OF MN CITIES INS TRU	COMMERCIAL INSURANCE POLICY #100297884.0000.15510		68,936.00
12/09/2021	MAIN	188571	12450	LUCID BREWING LLC	111721 INV 609.0000.14500		280.00
12/09/2021	MAIN	188572	2084367	LUND/BEN	BOOT REIMBURSEMENT 101.3100.42173		200.00
12/09/2021	MAIN	188573	41540	LUPULIN BREWING CO	112121 INV 609.0000.14500		46.20
12/09/2021	MAIN	188574	INV9353116	MARCO, INC	INSTALL CAMERAS AT MURZYN & HUSSET 101.2100.42011		5,768.00
12/09/2021	MAIN	188575	0722	MARSHALL AREA FASTPITCH SOF	SLUGFEST 16U AND 18U FRIGHTS SOFTBA101.5005.44330		

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12/09/2021	MAIN	188576	607733	MCDONALD DISTRIBUTING CO	112621 INV	609.0000.14500	491.00
12/09/2021	MAIN	188577	58358	MENARDS CASHWAY LUMBER-FRIDIREBAR LOOP TIES		101.3121.42171	8.34
		188577	58833		CAR POLISH, ADHESIVE REMOVER	101.3121.42171	22.46
		188577	58863		TARP, GARBAGE BAGS	101.3121.42171	39.99
		188577	58837		PLIERS, AIR FRESHENER	101.3170.42171	12.91
		188577	60037		O-RINGS	101.5129.42171	3.95
		188577	59826		PAINT, LIGHTERS, WD-40	101.5129.42171	72.39
		188577	58863		TARP, GARBAGE BAGS	101.6102.42171	49.98
		188577	59674		HEAT GUN, CLEANERS	602.9600.42171	73.99
							284.01
12/09/2021	MAIN	188578	0001132885	METROPOLITAN COUNCIL WASTEW	DECEMBER 2021 WASTEWATER	602.9480.42900	107,400.61
12/09/2021	MAIN	188579	869121	MICROMARKETING, LLC	AUDIOBOOK ORDER	240.5500.42185	289.79
12/09/2021	MAIN	188580	488242	MIDWAY FORD	FUEL PUMP MODULE	701.0000.14120	105.82
		188580	489190		FILTERS	701.0000.14120	199.19
							305.01
12/09/2021	MAIN	188581	501281679	MIDWEST TAPE	DVD ORDER	240.5500.42189	116.95
12/09/2021	MAIN	188582	103738	MINITEX	STAR THERMAL PRINTERS	240.5500.42011	578.00
12/09/2021	MAIN	188583	600314(3110)	MN DEPT OF AGRICULTURE	PESTICIDE LICENSE CHANGE WARD	101.5200.44390	10.00
12/09/2021	MAIN	188584	ALR0125697X	MN DEPT OF LABOR & INDUSTRY	ANNUAL ELEVATOR CERTIFICATE	101.1940.44020	100.00
12/09/2021	MAIN	188585	E-26866	MODIST BREWING CO LLC	111821 INV	609.0000.14500	119.25
12/09/2021	MAIN	188586	111421	NIZNIK/JANELLE	UNIFORM REIMBURSEMENT 2021	101.3121.42172	87.06
12/09/2021	MAIN	188587	092121	O'DONNELL/KELLY	YOGA + MEDITATION FALL CLASSES	101.5003.43050	356.00
12/09/2021	MAIN	188588	208462190001	OFFICE DEPOT	PENS, FACEMASKS, PAPER, WATER	240.5500.42000	152.14
		188588	208462190001		PENS, FACEMASKS, PAPER, WATER	240.5500.42171	29.97
		188588	208462190001		PENS, FACEMASKS, PAPER, WATER	240.5500.42175	7.03
							189.14
12/09/2021	MAIN	188589	210633673001	OFFICE DEPOT	COPY PAPER, EXPANDING POCKET	101.1510.42000	55.24
		188589	212173532001		OFFICE SUPPLIES	101.2100.42000	78.93
							134.17
12/09/2021	MAIN	188590	E-11039	OMNI BREWING COMPANY, LLC	111921 INV	609.0000.14500	206.00
12/09/2021	MAIN	188591	0001220223	ON SITE SANITATION INC	PORTABLE RESTROOM	101.5200.44100	
		188591	0001220224		PORTABLE RESTROOM	101.5200.44100	

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		188591	0001220225		PORTABLE RESTROOM	101.5200.44100	130.00
		188591	0001220226		PORTABLE RESTROOM	101.5200.44100	58.00
		188591	0001220227		PORTABLE RESTROOM	101.5200.44100	58.00
		188591	0001220232		PORTABLE RESTROOM	101.5200.44100	29.75
		188591	0001220233		PORTABLE RESTROOM	101.5200.44100	81.00
							668.75
12/09/2021	MAIN	188592	6305197	PHILLIPS WINE & SPIRITS INC	111721 INV	609.0000.14500	390.95
		188592	6305198		111721 INV	609.0000.14500	690.00
		188592	6305199		111721 INV	609.0000.14500	245.36
		188592	6305200		111721 INV	609.0000.14500	1,643.60
		188592	6308169		112321 INV	609.0000.14500	676.00
		188592	6304448		111621 INV	609.0000.14500	177.50
		188592	6305203		111721 INV	609.0000.14500	765.00
		188592	6305204		111721 INV	609.0000.14500	130.00
		188592	6305205		111721 INV	609.0000.14500	184.00
		188592	6306165		111821 INV	609.0000.14500	176.00
		188592	6306166		111821 INV	609.0000.14500	107.50
		188592	6308170		112321 INV	609.0000.14500	572.00
		188592	6305201		111621 INV	609.0000.14500	530.00
		188592	6297712		110321 INV	609.0000.14500	1,444.00
		188592	6305197		111721 INV	609.9791.42199	5.46
		188592	6305198		111721 INV	609.9791.42199	4.84
		188592	6305199		111721 INV	609.9791.42199	2.52
		188592	6305200		111721 INV	609.9791.42199	15.12
		188592	6308169		112321 INV	609.9791.42199	15.73
		188592	6305204		111721 INV	609.9791.42199	2.42
		188592	6297712		110321 INV	609.9791.42199	13.24
		188592	6304448		111621 INV	609.9792.42199	2.27
		188592	6305203		111721 INV	609.9792.42199	7.28
		188592	6305205		111721 INV	609.9792.42199	4.84
		188592	6306165		111821 INV	609.9792.42199	2.42
		188592	6306166		111821 INV	609.9792.42199	1.42
		188592	6308170		112321 INV	609.9792.42199	13.31
		188592	6305201		111621 INV	609.9793.42199	5.45
							7,828.23
12/09/2021	MAIN	188593	318489372	PREMIUM WATERS INC	COOLER RENTAL	101.1110.42171	3.00
		188593	318496612		WATER	101.1110.42171	26.10
		188593	318432299		BILLING ERROR	101.1110.42171	(1.00)
		188593	318487533		COOLER RENTAL	101.1510.42171	
		188593	318496616		WATER	101.1510.42171	
		188593	318496613		WATER	101.1510.42171	13.05

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		188593	318432930		BILLING ERROR	101.1510.42171	(2.00)
		188593	318488133		COOLER RENTAL	201.2400.42171	3.00
		188593	318496615		WATER	201.2400.42171	8.70
		188593	318432741		BILLING ERROR	201.2400.42171	(1.00)
		188593	318453771		110821 WATER	609.9793.42171	(18.00)
							50.90
12/09/2021	MAIN	188594	124010	R & B FOODS LLC	112421 INV	609.0000.14500	52.00
12/09/2021	MAIN	188595	2001255892	RED BULL DISTRIBUTION CO INC	112921 INV	609.0000.14500	421.00
12/09/2021	MAIN	188596	563771	ROHN INDUSTRIES INC	SHREDDING 11/22/21	101.1410.44000	15.00
12/09/2021	MAIN	188597	113021	SARTWELL/SUE	MILEAGE 120120 - 113021	101.1940.43310	85.47
		188597	113021		MILEAGE 120120 - 113021	609.9791.43310	30.97
		188597	113021		MILEAGE 120120 - 113021	609.9792.43310	30.97
		188597	113021		MILEAGE 120120 - 113021	609.9793.43310	30.97
							178.38
12/09/2021	MAIN	188598	8105760267	SCHINDLER ELEVATOR CORP INC	BUILDING MAINTENANCE	609.9791.44020	170.64
12/09/2021	MAIN	188599	B14096614	SHI INC	SURFACE PRO 7 COMPUTERS	720.0000.14100	2,419.44
12/09/2021	MAIN	188600	2021	SILVERDAHL/STEVE	CELL PH REIMB JAN-NOV 2021	720.9980.43211	660.00
		188600	120321		IS TRAVEL JAN 2021 - DEC 2021	720.9980.43310	201.49
							861.49
12/09/2021	MAIN	188601	2151304	SOUTHERN GLAZER'S	112421 INV/DEL	609.0000.14500	520.00
		188601	2151865		112521 INV/DEL	609.0000.14500	2,236.50
		188601	2151306		112421 INV/DEL	609.0000.14500	1,118.25
		188601	2149090		111821 INV/DEL	609.0000.14500	256.50
		188601	2151310		112421 INV/DEL	609.0000.14500	294.00
		188601	2151307		112421 INV/DEL	609.0000.14500	1,186.44
		188601	2151308		112421 INV/DEL	609.0000.14500	1,115.68
		188601	2148319		111721 INV/DEL	609.0000.14500	1,133.30
		188601	2151298		112421 INV/DEL	609.0000.14500	1,118.25
		188601	2151448		112421 INV/DEL	609.0000.14500	1,118.25
		188601	2151864		112521 INV/DEL	609.0000.14500	2,215.81
		188601	2151300		112421 INV/DEL	609.0000.14500	1,186.44
		188601	2151299		112421 INV/DEL	609.0000.14500	494.75
		188601	2151302		112421 INV/DEL	609.0000.14500	203.00
		188601	2148315		111721 INV/DEL	609.0000.14500	360.00
		188601	2148316		111721 INV/DEL	609.0000.14500	607.35
		188601	2151305		112421 INV/DEL	609.0000.14500	
		188601	2145819		111121 INV/DEL	609.0000.14500	

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		188601	2151303		112421 INV/DEL	609.0000.14500	2,537.55
		188601	2148317		111721 INV/DEL	609.0000.14500	553.35
		188601	2148314		111721 INV/DEL	609.0000.14500	3,165.52
		188601	2148322		111721 INV/DEL	609.0000.14500	351.60
		188601	2148323		111721 INV/DEL	609.0000.14500	351.60
		188601	2148318		111721 INV/DEL	609.0000.14500	2,612.31
		188601	2151304		112421 INV/DEL	609.9791.42199	7.68
		188601	2148319		111721 INV/DEL	609.9791.42199	8.96
		188601	2151298		112421 INV/DEL	609.9791.42199	12.80
		188601	2151864		112521 INV/DEL	609.9791.42199	12.69
		188601	2151300		112421 INV/DEL	609.9791.42199	17.92
		188601	2151299		112421 INV/DEL	609.9791.42199	7.68
		188601	2151302		112421 INV/DEL	609.9791.42199	1.28
		188601	2148315		111721 INV/DEL	609.9791.42199	6.40
		188601	2148316		111721 INV/DEL	609.9791.42199	5.12
		188601	2145818		111121 DEL	609.9791.42199	1.28
		188601	2145819		111121 INV/DEL	609.9791.42199	6.40
		188601	2151303		112421 INV/DEL	609.9791.42199	17.92
		188601	2148317		111721 INV/DEL	609.9791.42199	5.12
		188601	2148314		111721 INV/DEL	609.9791.42199	25.60
		188601	2148322		111721 INV/DEL	609.9791.42199	8.32
		188601	2148323		111721 INV/DEL	609.9791.42199	8.32
		188601	2148318		111721 INV/DEL	609.9791.42199	28.16
		188601	2151865		112521 INV/DEL	609.9792.42199	12.80
		188601	2151306		112421 INV/DEL	609.9792.42199	12.80
		188601	2151310		112421 INV/DEL	609.9792.42199	2.56
		188601	2151307		112421 INV/DEL	609.9792.42199	17.92
		188601	2151308		112421 INV/DEL	609.9792.42199	12.80
		188601	2151305		112421 INV/DEL	609.9792.42199	2.56
		188601	2149090		111821 INV/DEL	609.9793.42199	3.84
		188601	2151448		112421 INV/DEL	609.9793.42199	12.80
							25,815.20
12/09/2021	MAIN	188602	14654	SPS INC.	VAN BUREN RAMP CLEANING	228.6317.44000	7,650.00
12/09/2021	MAIN	188603	3491418554	STAPLES ADVANTAGE	OFFICE,CLEANING SUPPLIES	609.9791.42000	11.98
		188603	3491418554		OFFICE,CLEANING SUPPLIES	609.9791.42171	31.11
		188603	3491418554		OFFICE,CLEANING SUPPLIES	609.9792.42000	4.19
		188603	3491418554		OFFICE,CLEANING SUPPLIES	609.9792.42171	71.79
		188603	3491418554		OFFICE,CLEANING SUPPLIES	609.9793.42000	5.37
		188603	3491418554		OFFICE,CLEANING SUPPLIES	609.9793.42171	31.11

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DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 11/19/2021 - 12/09/2021

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/09/2021	MAIN	188604	67907	T A SCHIFSKY & SONS INC	AGGREGATE, MODIFIED & SP MIXES	101.3121.42160	136.22
12/09/2021	MAIN	188605	89149-00	TERMINAL SUPPLY CO, INC	CABLE TIES	701.9950.42171	99.00
12/09/2021	MAIN	188606	29279	TRADITION WINE & SPIRITS LLC	112421 INV/DEL	609.0000.14500	160.00
		188606	29279		112421 INV/DEL	609.9791.42199	5.00
							165.00
12/09/2021	MAIN	188607	1034	TREEBIZ LLC	TREES	101.6102.43050	965.00
12/09/2021	MAIN	188608	725219	TRIO SUPPLY COMPANY INC	FACIAL TISSUE, MAGIC ERASERS	240.5500.42171	90.19
12/09/2021	MAIN	188609	150199542	TRUGREEN CHEMLAWN	LAWN SERVICE 10/28/21	101.5200.44000	272.81
		188609	150199544		LAWN SERVICE 10/09/21	609.9791.44000	107.65
		188609	150199544		LAWN SERVICE 10/09/21	609.9792.44000	90.24
							470.70
12/09/2021	MAIN	188610	92472	TRUST IN US, LLC.	DRUG SCREEN COLL FEE	101.1320.43050	29.00
12/09/2021	MAIN	188611	PSI2074909	TWIN CITY HARDWARE INC	KEYS	101.0000.20815	(0.58)
		188611	PSI2074909		KEYS	609.9793.42171	9.08
							8.50
12/09/2021	MAIN	188612	9892017947	VERIZON WIRELESS	110321 442044911-00001	609.9791.43250	13.34
		188612	9892017948		110321 442044911-00002	609.9791.43250	16.82
		188612	9892017947		110321 442044911-00001	609.9792.43250	13.34
		188612	9892017948		110321 442044911-00002	609.9792.43250	33.63
		188612	9892017947		110321 442044911-00001	609.9793.43250	13.33
							90.46
12/09/2021	MAIN	188613	9050	VIKING TROPHIES INC	AWARDS	101.2100.42171	402.25
12/09/2021	MAIN	188614	0292387-IN	VINOCOPIA INC	112321 INV	609.0000.14500	1,262.50
		188614	0292604-IN		113021 INV/DEL	609.0000.14500	176.00
		188614	0292604-IN		113021 INV/DEL	609.9791.42199	5.00
							1,443.50
12/09/2021	MAIN	188615	1230	VISIONCATS LLC	120221 INV	609.0000.14500	198.00
12/09/2021	MAIN	188616	V20000064574	VONCO II LLC	DEBRIS DISPOS, ENVRO FEE	101.3121.44300	101.05
12/09/2021	MAIN	188617	7356245	WINE MERCHANTS	111821 INV	609.0000.14500	331.00
		188617	7356245		111821 INV	609.9792.42199	1.21
							332.21
12/09/2021	MAIN	188618	0935606270	XCEL ENERGY (N S P)	112221 51-7085831-0	101.1940.43810	1,
		188618	936378257		112921 51-4159572-0	101.3160.43810	178 8.17

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DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		188618	937091964		120221 51-4174399-1	101.3160.43810	9.11
		188618	936378993		112921 51-0013562395-2	101.3160.43810	9.17
		188618	0935571787		112221 51-4350334-8	101.5129.43810	1,182.85
		188618	0936318669		112621 51-0012949181-3	601.9600.43810	692.12
							<hr/> 3,568.06
12/09/2021	MAIN	188619	8624000000	ZILLMER/JACKIE	FOOD BS&A PAYROLL TRAINING	101.1510.42175	43.20
				TOTAL - ALL FUNDS	TOTAL OF 289 CHECKS		1,063,497.20

Check Register Report For City Of Columbia Heights
For Check Dates 11/20/2021 to 12/09/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/26/2021	PR	EFT439	IRS	42.74	42.74	0.00	Cleared
11/26/2021	PR	EFT440	PERA 397400	434.82	434.82	0.00	Cleared
11/26/2021	PR	EFT441	STATE OF MN TAX	4.00	4.00	0.00	Cleared
12/03/2021	PR	EFT442	COL HTS LOCAL 1216	200.00	200.00	0.00	Open
12/03/2021	PR	EFT443	COLHTS FIREFIGHTER ASSN	220.00	220.00	0.00	Open
12/03/2021	PR	EFT444	MSRS MNDGP PLAN 650251	3,250.57	3,250.57	0.00	Open
12/03/2021	PR	EFT445	HSA BANK	7,560.79	7,560.79	0.00	Open
12/03/2021	PR	EFT446	VANTAGEPOINT TRANSFER 457	18,044.83	18,044.83	0.00	Open
12/03/2021	PR	EFT447	IRS	82,798.47	82,798.47	0.00	Open
12/03/2021	PR	EFT448	PERA 397400	81,433.00	81,433.00	0.00	Open
12/03/2021	PR	EFT449	COL HGTS POLICE ASSN	139.50	139.50	0.00	Open
12/03/2021	PR	EFT450	VANTAGEPOINT TRANSFER AGENTS	1,144.86	1,144.86	0.00	Open
12/03/2021	PR	EFT451	VANTAGEPOINT TRANSFER -401	1,958.00	1,958.00	0.00	Open
12/03/2021	PR	EFT452	STATE OF MN TAX	16,731.62	16,731.62	0.00	Open

Totals:		Number of Checks: 014	213,963.20	213,963.20	0.00
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Total Physical Checks:

Total Check Stubs: 14

AGENDA SECTION	PUBLIC HEARINGS
MEETING DATE	DECEMBER 13, 2021

ITEM:	Resolution 2021-102, Adopting a Budget for the Year 2022, Setting the City Levy, Approving the HRA Levy, and Approving a Tax Rate Increase.		
DEPARTMENT: Finance		BY/DATE: Joseph Kloiber, Finance Director/Dec 8, 2021	
CITY STRATEGY: (please indicate areas that apply by adding a bold "X" in front of the selected text below)			
<input type="checkbox"/> Safe Community		<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	
<input checked="" type="checkbox"/> Economic Strength		<input type="checkbox"/> Excellent Housing/Neighborhoods	
<input checked="" type="checkbox"/> Equity and Affordability		<input type="checkbox"/> Strong Infrastructure/Public Services	
<input type="checkbox"/> Opportunities for Play and Learning		<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population	

BACKGROUND: As required under the city charter, the city manager provided the city council with a proposed 2022 budget at a regular council meeting in August. That document, available on the city's website, explains the proposed 2022 budget with 135 pages of summary and detail information, including comparisons to the current year and two prior years. This information was reviewed at three council work sessions. In addition, related video presentations provided by staff at those work sessions are available on the City's website.

One change to that initial August document was subsequently approved by the city council. Due to new information in September about the share of property taxes to be collected in 2022 from properties outside the City under the Fiscal Disparities revenue-sharing agreement, the proposed increase in the gross property tax levy was revised to 8.5%. This change results in an average increase of 4.9% in the share of taxes collected from local property owners for 2022, which is approximately the increase originally planned in the preparation of the city manager's proposed budget in August.

This revised proposal was certified to Anoka County in September. Anoka County in turn, prepared and mailed individual notices of proposed 2022 property taxes to each property owner in the City in November. Included in that notice was the time and location of the December 13th meeting at which the city council will take its final action on this proposal.

Under state statute, at the December 13th meeting, the city council cannot adopt a tax levy greater than the amount certified to Anoka County in September for the individual notices sent to each property owner.

STAFF RECOMMENDATION: The city manager and staff recommend adopting the attached budget resolution.

RECOMMENDED MOTION(S):
<p>MOTION: Move to waive the reading of Resolution 2021-102, there being ample copies available to the public.</p> <p>MOTION: Move to close the public comment and adopt Resolution 2021-102, being a resolution adopting a budget for the year 2022, setting the city levy, approving the HRA levy, and approving a tax rate increase.</p>

ATTACHMENT:

Resolution 2021-102

RESOLUTION 2021-102

ADOPTING A BUDGET FOR THE YEAR 2022, SETTING THE CITY LEVY, APPROVING THE HRA LEVY, AND APPROVING A TAX RATE INCREASE.

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

ORDER OF COUNCIL

Section A. The budget for the City of Columbia Heights for the year 2022 is hereby approved and adopted with appropriations for each of the funds listed below. The estimated gross revenues to fund the budget for the year 2022, including general ad valorem tax levies and use of fund balances, are also as listed below.

	Revenue	Expense		
Governmental Funds				
General Fund	15,376,700	15,376,700		
Planning & Inspections	460,000	440,671		
Econ Dev Authority Admin	255,500	250,028		
Cable Television	138,800	194,150		
Library	1,107,400	1,135,800		
After School Programs	22,200	45,795		
21st Century Arts	45,400	48,518		
Downtown Parking	41,200	41,200		
Capital Project Funds	2,511,206	2,765,775		
Debt Service Funds	1,481,734	1,510,900		
Proprietary Funds			Capital Assets	Debt Principal Paid (Advanced)
Water Fund	4,028,850	3,384,646	875,000	80,000
Sewer Fund	6,638,050	2,664,379	4,226,250	59,600
Refuse Fund	2,233,100	2,212,175	2,300	-
Storm Sewer Fund	672,850	693,659	50,000	60,400
Liquor Fund	9,576,500	9,450,900	-	260,000
Municipal Service Center	936,005	1,077,627	-	-
Information Systems	630,600	675,300	-	-
Use of Fund Balance		4,187,872	-	-
Total Including Interfund Transfers	46,156,095	46,156,095	5,153,550	460,000

Section B. The following sums of money are levied for the current year, collectable in 2022 upon the taxable property in said City of Columbia Heights, for the following purposes:

Estimated General Fund Levy	12,784,700
Estimated Library Levy	1,058,800
Estimated EDA Fund Levy	255,500
Total	14,099,000

Section C. The City Council of the City of Columbia Heights hereby approves the Housing and Redevelopment Authority Tax Levy for the fiscal year 2022 in the amount of \$310,000.

BE IT FURTHER RESOLVED: That the County Auditor is authorized to fix a property tax rate for taxes payable in the year 2022 that is higher than the tax rate calculated for the City for taxes levied in 2020 collectable in 2021.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2015A in the amount of \$254,949 and that the County Auditor is authorized to cancel \$254,949 of the related Bond Levy for taxes payable in 2022, leaving a balance of \$230,400 to be levied for taxes payable 2022 for Series 2015A.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2017A in the amount of \$334,819 and that the County Auditor is authorized to cancel \$334,819 of the related Bond Levy for taxes payable in 2022, leaving a balance of \$0 to be levied for taxes payable in 2022 for Series 2017A.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2017B in the amount of \$255,033 and that the County Auditor is authorized to cancel \$255,033 of the related Bond Levy for taxes payable in 2022, leaving a balance of \$309,200 to be levied for taxes payable in 2022 for Series 2017B.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2018A in the amount of \$34,922 and that the County Auditor is authorized to cancel \$34,922 of the related Bond Levy for taxes payable in 2022, leaving a balance of \$186,234 to be levied for taxes payable in 2022 for Series 2018A.

The Finance Director is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Anoka County, Minnesota.

Approved this 13th day of December, 2021

Offered By:

Seconded By:

Roll Call:

Ayes:

Nays:

Attest:

Mayor Amáda Márquez Simula

City Clerk/Council Secretary

AGENDA SECTION	PUBLIC HEARINGS
MEETING DATE	DECEMBER 13, 2021

ITEM:	Approve suspension of Tobacco Product Shop License for Smoke and Vape Inc., located at 2311 37th Place NE.		
DEPARTMENT:	Community Development	BY/DATE:	Aaron Chirpich, Community Development Director / 12/9/2021
<p>CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i></p> <p> <input checked="" type="checkbox"/> Safe Community <input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel <input type="checkbox"/> Economic Strength <input type="checkbox"/> Excellent Housing/Neighborhoods <input type="checkbox"/> Equity and Affordability <input type="checkbox"/> Strong Infrastructure/Public Services <input type="checkbox"/> Opportunities for Play and Learning <input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population </p>			

BACKGROUND:

On November 12, 2021, the Columbia Heights Police Department conducted routine tobacco compliance checks at all licensed tobacco retailers in the City of Columbia Heights. Smoke and Vape Inc., a licensed Tobacco Product Shop located at 2311 37th Place NE, failed their compliance check that day by selling cigarettes to a person under the age of 21. This is their third violation within a 36-month period. City Code Section 5.311 (B)(1) stipulates that the licensee shall be charged an administrative fee of \$1,000.00 for a third or subsequent offense at the same location within a 36-month period. In addition, after the third offense, the license shall be suspended for not less than seven days. Upon a fourth violation within a 36-month period, the license will be revoked. Previous violations occurred on November 5, 2019 and November 6, 2020, at which times, an employee sold tobacco products to persons under the age of 21.

STAFF RECOMMENDATION:

Staff recommends that the City Council work with the licensee, Khader Safi, to select a consecutive seven-day suspension period to put into effect.

RECOMMENDED MOTION(S):
<p>MOTION: Move to close the public hearing and waive the reading of suspension of Tobacco Product Shop License for Smoke and Vape Inc., there being ample copies available to the public.</p> <p>MOTION: Move to suspend the Tobacco Product Shop license issued to Khader Safi, on behalf of Smoke and Vape Inc., located at 2311 37th Place NE. The seven-day suspension shall be effective on the dates determined by the City Council.</p>

ATTACHMENT(S):

1. November 5, 2019 Incident Report
2. November 6, 2020 Incident Report
3. November 12, 2021 Incident Report

4. Letter to Licensee



**Columbia Heights Police
Department
Incident Report**



Item 26.

Case Number: 19283160

Date Reported: 11/05/2019

Event:

Address: 825 41ST AVE NE **City:** COLUMBIA HEIGHTS **State:** MN **Zip Code:** 55421

Start Date/Time: 11/05/2019 14:35:26

End Date/Time: 11/05/2019 14:36:00

Call Time Dispatched: 14:35

Call Time Arrived: 14:35

Call Time Cleared: 17:00

Synopsis: Tobacco Compliance checks completed in Columbia Heights and Hilltop. All but two businesses passed. The clerks at the two businesses who failed were mailed citations.

Offense(s):

Offense: M - Furnish Tobacco/Tobacco Related/Electronic Delivery Device - to
under 18 Yr old

Offense Status: ARREST OF
ADULT/ADULT AND JUVENILE

Offense: COMPLIANCE CHECK - TOBACCO

Offense Status: PENDING

Suspect(s):

Last Name: HUERD

First Name: MATTHEW

Middle Name: LYLE

Arrested: YES

Date of Birth: 01/17/1998

Age: 21

Sex: MALE

Address: 1807 41ST AVE NE

City: COLUMBIA HEIGHTS **State:** MN **Zip Code:** 55421

Cell Phone: (612) 788-7400

Work Phone: (612) 615-2769

Last Name: MCDOWELL

First Name: CLAUDIA

Middle Name: LOVE

Arrested: YES

Date of Birth: 10/23/1990

Age: 29

Sex: FEMALE

Address: 3214 TYLER ST NE

City: MINNEAPOLIS **State:** MN **Zip Code:** 55418

Work Phone: (651) 231-6273

Organization(s) Involved:

Name: TOP VALU LIQUOR H**Involvement Type:** PERSON MENTIONED**Address:** 2105 37TH AVE NE**Business Phone:** (763) 706-3852**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** TOP VALU LIQUOR H**Involvement Type:** PERSON MENTIONED**Address:** 4950 CENTRAL AVE NE**Business Phone:** (763) 706-3819**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** TOP VALU LIQUOR H**Involvement Type:** PERSON MENTIONED**Address:** 5225 UNIVERSITY AVE NE**Business Phone:** (763) 706-3852**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** SMOKE AND VAPE H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 2311 37TH PL NE**Business Phone:** (612) 788-7400**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** JEFF BOBBY AND STEVES H**Involvement Type:** PERSON MENTIONED**Address:** 3701 CENTRAL AVE NE**Business Phone:** (763) 788-1113**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** HOLIDAY GAS**Involvement Type:** PERSON MENTIONED**Address:** 4259 CENTRAL AVE NE**Business Phone:** (763) 788-6933**City:** Columbia Heights **State:** Minnesota **Zip Code:** 55421**Name:** SARAH'S TOBACCO H**Involvement Type:** PERSON MENTIONED**Address:** 4329 CENTRAL AVE NE**Business Phone:** (763) 788-2700**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** NY GROCERY LLC H**Involvement Type:** PERSON MENTIONED**Address:** 4635 CENTRAL AVE NE**Business Phone:** (763) 571-4850**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421

Name: SPEEDWAY GAS H**Involvement Type:** PERSON MENTIONED**Address:** 5000 CENTRAL AVE NE**Business Phone:** (763) 571-6346**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** COLUMBIA MARKET H**Involvement Type:** PERSON MENTIONED**Address:** 4901 UNIVERSITY AVE NE**Business Phone:** (763) 572-9300**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** FAMILY DOLLAR**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 4037 CENTRAL AVE NE**Business Phone:** (763) 789-4032**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** BIG STOP GROCERY AND TOBACCO H**Involvement Type:** PERSON MENTIONED**Address:** 336 40TH AVE NE**Business Phone:** (763) 657-0062**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** DOLLAR GENERAL H**Involvement Type:** PERSON MENTIONED**Address:** 865 45TH AVE NE**Business Phone:** (763) 502-0050**City:** HILLTOP **State:** Minnesota **Zip Code:** 55421**Name:** WALGREENS H**Involvement Type:** PERSON MENTIONED**Address:** 4880 CENTRAL AVE NE**Business Phone:** (763) 571-7195**City:** HILLTOP **State:** Minnesota **Zip Code:** 55421**Name:** CENTRAL PLAZA TOBACCO H**Involvement Type:** PERSON MENTIONED**Address:** 825 45TH AVE NE**Business Phone:** (763) 276-9696**City:** HILLTOP **State:** Minnesota **Zip Code:** 55421**Name:** HILLTOP LIQUORS H**Involvement Type:** PERSON MENTIONED**Address:** 909 45TH AVE NE**Business Phone:** (612) 781-1717**City:** HILLTOP **State:** Minnesota **Zip Code:** 55421

Name: JIMMYS PRO BILLIARDS H

Item 26.

Involvement Type: PERSON MENTIONED

Address: 4040 CENTRAL AVE NE

Business Phone: (763) 706-1904

City: COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421

Narrative(s):

Title: Original Officer Narrative

Narrative: On Tuesday, November 5, 2019, at approximately 1435 hours, Officer Jason Piehn and I (Ibrahim Farah) conducted tobacco compliance checks in the city's of Columbia Heights and Hilltop. We used a juvenile student known to me (C.I.R., DOB 07/19/2002) for the checks. CIR entered all of the listed businesses and asked for a pack of Newport cigarettes. All of the businesses passed the compliance checks with the exception of two.

At approximately 1511 hours CIR walked inside Smoke & Vape located 2311 37th Place NE and asked the clerk for a pack of Newport cigarettes. The clerk who was later identified by officers to be Matthew Huerd asked for CIR's identification which she handed to him. Matthew looked at the ID and gave it back to CIR. CIR's ID clearly states below her picture she is under the age of 18. Mathew proceeded to sell CIR the pack of Newport cigarettes for \$9.80. CIR handed Matthew the pre-recorded \$10 bill as payment. Matthew gave CIR 0.20 cents in change. Once the transaction was completed, CIR walked out of the store and handed the change from the transaction along with the purchased unopened Newports. CIR described the clothing that Matthew was wearing which was a red hoodie and jeans.

Officer Piehn and I walked inside the store and made contact with Matthew Huerd. We brought the cigarettes and change back into the store. Matthew was advised by Officer Piehn that he had just sold tobacco to an underage compliance checker. Our Axon body-worn camera's recorded the interaction. Matthew said he did check CIR's ID but did not realize she was underage. Matthew was advised he would be issued a citation that would be mailed to his current address. Officers confirmed his address. Matthew was also provided with the case number for his reference. Matthew's co-worker who was speaking with officers the majority of the time said that they had been busy today. The establishment did not appear to be busy when Officer Piehn and I were inside.

At approximately 1632 hours, CIR walked inside Family Dollar located at 4037 Central Avenue NE. CIR asked the clerk for a pack of Newport Cigarettes. The clerk asked for CIR's identification. CIR provided the clerk with her identification, which clearly and legibly listed CIR's birth date and photograph. There was also a line below CIR ID picture which is highlighted in yellow and shows she is under the age of 18. The clerk gave CIR's ID back and CIR provided the clerk a \$10 bill with a pre-recorded serial number. The clerk proceeded with the transaction and sold the cigarettes to CIR and giving her change. CIR left the business and handed officers the pack of Newport cigarettes along with the change. CIR described the clerk who sold her the cigarettes was wearing a name tag that read "Claudia."

Officer Piehn and I walked inside the store and made contact with the clerk. She was identified to be Claudia Mcdowell. We identified ourselves to Claudia and advised her she had just sold tobacco to an underage compliance checker. Our bodyworn cameras were activated and recorded the interaction. Claudia appeared to be in shock on what transpired. Claudia later said she must have typed in the birth date of CIR incorrectly. Officer Piehn explained to Claudia we would be returning the cigarettes. Claudia checked the registered but was unable to find the \$10 bill with the pre-recorded serial number. She said she had given it to another customer in change. We were able to get the unopened cigarettes returned and our money back. Claudia was advised she would be issued a citation that would be mailed to her address. She stated she understood and confirmed the address. Both of the businesses were also advised the city would be notified of the failed checks. I have issued the below citations to the two employees who sold to our checker. I request citation be mailed to their addresses listed on this report.

Matthew Huerd: 020419102929
Claudia Mcdowell: 020419102930

I request this report and photos that have been uploaded via Axon capture from Officer Piehn's work phone be forwarded to Shelley Hanson, the city's licensing agent, for follow up regarding the license violations (1490.5.313 (1) for the owners of the businesses. A copy of the transaction receipts were later placed in my daily envelope file.

Cleared by arrest.

I. Farah #130

Author:I FARAH

Officer(s):

Item 26.

Involvement Type: APPROVING	Officer Name: Pletcher, Justin HPD00036	Date: 11/07/2019
Involvement Type: REPORTING	Officer Name: Farah, Ibrahim HPD00061	Date: 11/06/2019
Involvement Type: SUPPLEMENTING	Officer Name: Piehn, Jason T HPD00034	Date: 11/06/2019



**Columbia Heights Police
Department
Incident Report**



Item 26.

Case Number: 20272028

Date Reported: 11/06/2020

Event:

Address: 825 41ST AVE NE **City:** COLUMBIA HEIGHTS **State:** MN **Zip Code:** 55421

Start Date/Time: 11/06/2020 09:00:00

End Date/Time: 11/06/2020 09:09:00

Call Time Dispatched: 09:00

Call Time Arrived: 09:00

Call Time Cleared: 18:30

Synopsis: TOBACCO COMPLIANCE CHECKS

Offense(s):

Offense: PM - Sale of Tobacco/Tobacco Related Device to Children-Under 21 years old;Petty;Subsequent offense Misd

Offense Status: ARREST OF ADULT/ADULT AND JUVENILE

Offense: M - COMPLIANCE CHECK - TOBACCO

Offense Status: ARREST OF ADULT/ADULT AND JUVENILE

Suspect(s):

Last Name: KHAMESSI

First Name: HAMZA

Middle Name: NMI

Arrested: YES

Date of Birth: 01/19/1995

Age: 25

Sex: MALE

Address: 4803 2 1/2 ST NE

City: FRIDLEY **State:** MN **Zip Code:** 55421

Cell Phone: (651) 359-3633

Last Name: HUERD

First Name: MATTHEW

Middle Name: LYLE

Arrested: YES

Date of Birth: 01/17/1998

Age: 22

Sex: MALE

Address: 53 99TH AVE NW

City: COON RAPIDS **State:** MN **Zip Code:** 55448

Cell Phone: (612) 615-2769

Organization(s) Involved:

Name: BIG STOP GROCERY AND TOBACCO H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 336 40TH AVE NE**Business Phone:** (763) 657-0062**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** COLUMBIA MARKET H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 4901 UNIVERSITY AVE NE**Business Phone:** (763) 572-9300**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** DOLLAR GENERAL H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 865 45TH AVE NE**Business Phone:** (612) 263-6419**City:** HILLTOP **State:** Minnesota **Zip Code:** 55421**Name:** FAMILY DOLLAR H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 4037 CENTRAL AVE NE**Business Phone:** (763) 789-4032**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** HILLTOP LIQUORS**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 909 45TH AVE NE**Business Phone:** (612) 781-1717**City:** HILLTOP **State:** Minnesota **Zip Code:** 55421**Name:** HOLIDAY GAS STATION H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 4259 CENTRAL AVE NE**Business Phone:****City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** JEFF BOBBY AND STEVES H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 3701 CENTRAL AVE NE**Business Phone:** (763) 788-1113**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** JIMMYS PRO BILLIARDS H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 4040 CENTRAL AVE NE**Business Phone:** (763) 706-1904**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421

Name: TOTEM SUPERETTE H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 4635 CENTRAL AVE NE**Business Phone:** (763) 571-4850**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** CENTRAL PLAZA TOBACCO H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 825 45TH AVE NE**Business Phone:** (763) 276-9696**City:** HILLTOP **State:** Minnesota **Zip Code:** 55421**Name:** SARAH'S TOBACCO H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 4329 CENTRAL AVE NE**Business Phone:** (763) 788-2700**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** SMOKE AND VAPE H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 2311 37TH PL NE**Business Phone:** (612) 788-7400**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** SPEEDWAY GAS H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 5000 CENTRAL AVE NE**Business Phone:** (763) 571-6346**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** TOP VALU LIQUOR H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 2105 37TH AVE NE**Business Phone:** (763) 706-3852**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** TOP VALUE LIQUOR 1**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 4950 CENTRAL AVE NE**Business Phone:** (763) 706-3753**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421**Name:** TOP VALU LIQUOR H**Involvement Type:** MISC ASSOCIATED NAMES**Address:** 5225 UNIVERSITY AVE NE**Business Phone:** (763) 706-3852**City:** COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421

Name: WALGREENS H

Item 26.

Involvement Type: MISC ASSOCIATED NAMES

Address: 4880 CENTRAL AVE NE

Business Phone: (763) 571-7195

City: HILLTOP **State:** Minnesota **Zip Code:** 55421

Name: AFADINA CAFE H

Involvement Type: MISC ASSOCIATED NAMES

Address: 4001 UNIVERSITY AVE NE

Business Phone:

City: COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421

Name: HOOKAH KINGDOM H

Involvement Type: MISC ASSOCIATED NAMES

Address: 4919 CENTRAL AVE NE

Business Phone: (763) 574-9999

City: COLUMBIA HEIGHTS **State:** Minnesota **Zip Code:** 55421

Narrative(s):

Title: Original Officer Narrative

Narrative: On Friday, November 6th, 2020, beginning at 0900 hours, I, Officer Paul Bonesteel, Officer Ibrahim Farah, Community Service Officer Luke Troyak (undercover), and juvenile (17 years old) known to me by the initials KGE (full name and date of birth of 01/29/03 is known to law enforcement) assisted with doing tobacco compliance checks at all businesses in the city of Hilltop and Columbia Heights. During this detail there were two violations. They were as follows:

Smoke and Vape:

Undercover Juvenile 17 years old identified as KGE entered the store with US currency (prerecorded) and purchased two Swisher Sweet (2-pack) from store employee identified by Florida DL as Matthew Lyle Huerd DOB: 01/17/98. KGE advised me that she walked up to the counter and asked Huerd for a 2 pack of Swisher Sweets. Huerd grabbed them and said this one. She confirmed "yes." He rung her up (\$1.60) and she paid with the \$5 bill provided to her. She reported that no one else was inside the store and that he never asked her for ID. She left the store and met with us outside the business.

Police entered the business and met with Huerd and advised him why we were there. He stated that he thought he recognized her from the neighborhood and stated that it was difficult because she was wearing a mask (COVID-19).

Police recovered the \$5 and returned that item purchased back to the store.

Huerd was advised that he would receive a citation in the mail.

Records show Huerd failed the compliance check on 11/05/19 CHPD 19-283160.

Afadina Cafe:

Undercover CSO Luke Troyak (20 years old) entered the business and met with employee later identified as Hamza Khamessi DOB: 01/19/1995. CSO Luke Troyak purchased one pack of Al Fakher - Two Apple Flavor / contains nicotine. CSO Troyak reported that Hamza identified him. CSO Troyak presented him his MN drivers license which indicates that he is only 20 years old and he still sold it to him. CSO Troyak paid with a \$5 bill. Police entered the business and met with Khamessi. He admitted to selling the item our decoy and stated that he made mistake with figuring out his actual age. Prior to getting all of his information he fled out and back door and was located a few blocks away. Khamessi stated that he was scared as he had only been in the country for 3 months. He was advised that he would be receiving a citation in the mail. Police recovered the \$5 bill and returned the item to the store.

Officer Farah will be mailing the two involved citation.

Cleared by arrest.

Author: P. Bonesteel

Title: FOLLOW-UP INVESTIGATION

Narrative: On 11/08/2020 at 1940 hours, I, Officer Ibrahim Farah issued the below citation to be mailed to Hamza and Matthew's address.

Hamza Khamessi: Citation #020420302309

Matthew Huerd: Citation #020420302310

End of supplement.

Item 26.

Cleared by arrest:
I. Farah #130

Author:I FARAH

Title: FOLLOW-UP INVESTIGATION

Narrative: On 11/11/20, I, Officer Ibrahim Farah reissued the following citations to Hamza Khamessi and Matthew Huerd. The original citations were dismissed due to the case number not being attached on FBR.

Citation re-issued on 11/11/20:

Hamza Khamessi:020420302312

Matthew Huerd:020420302311

Dismissed citation:

Hamza Khamessi: 020420302309

Matthew Huerd: 020420302310

Cleared by arrest.

I. Farah #130

Author:I FARAH

Officer(s):

Involvement Type: REPORTING	Officer Name: Bonesteel, Paul J HPD00008	Date: 11/06/2020
Involvement Type: APPROVING	Officer Name: Markham, Matt F HPD00023	Date: 11/09/2020
Involvement Type: SUPPLEMENTING	Officer Name: Farah, Ibrahim HPD00061	Date: 11/06/2020
Involvement Type: SUPPLEMENTING	Officer Name: Troyak, Luke HPD00087	Date: 11/06/2020
Involvement Type: SUPPLEMENTING	Officer Name: Farah, Ibrahim HPD00061	Date: 11/08/2020
Involvement Type: APPROVING	Officer Name: Hanson, Erik K HPD00016	Date: 11/08/2020
Involvement Type: SUPPLEMENTING	Officer Name: Farah, Ibrahim HPD00061	Date: 11/11/2020
Involvement Type: APPROVING	Officer Name: Hanson, Erik K HPD00016	Date: 11/12/2020



**Columbia Heights Police
Department
Incident Report**

Item 26.



Case Number: 21256842

Date Reported: 11/12/2021

Event:

Address: 825 41ST AVE NE **City:** COLUMBIA HEIGHTS **State:** MN **Zip Code:** 55421

Start Date/Time: 11/12/2021 09:45:22

End Date/Time: 11/12/2021 18:49:00

Call Time Dispatched: 09:45

Call Time Arrived: 09:45

Call Time Cleared: 18:39

Synopsis: Tobacco compliance checks. Seven businesses failed and the violators were cited. Cleared by Arrest/Exceptionally Cleared.

Related Case Number: 21256843,
21257078, 21257079

Offense(s):

Offense: PM - Sale of Tobacco/Tobacco Related Device to Children-Under 21 years old;Petty;Subsequent offense Misd

Offense Status: ARREST OF ADULT/ADULT AND JUVENILE

Offense: COMPLIANCE CHECK - TOBACCO

Offense Status: PENDING

Officer(s):

Involvement Type: REPORTING

Officer Name: Piehn, Jason T HPD00034

Date: 11/12/2021

Involvement Type: SUPPLEMENTING

Officer Name: Farah, Ibrahim HPD00061

Date: 11/12/2021

Narrative: Between the hours of 0945-1839 on 11/12/2021 I, Officer Jason Piehn #110 of the Columbia Heights Police Department, along with Officer Ibrahim Farah #130, conducted tobacco compliance checks at all licensed tobacco retailers in the city of the Columbia Heights

For the checks we used the assistance an 18-year-old female compliance checker (H.A-M.V., DOB: 08/15/2003) whose full identity is known to me, along with a 20-year-old male compliance checker (E.J.M., DOB: 04/30/2001), whose full identity is known to me. H.A-M.V used her United States Uniformed Services (Military ID) card which clearly displayed her full name, DOB, and photograph. E.J.M. used his MN Driver's license which clearly displayed his full name, DOB, and photograph, along with the words "Under 21 until 04/03/2022" under the photo. The checkers were given department-issued funds in the amount of \$25.00. They received one \$20 bill (serial #MB52798274A) and one \$5 bill (serial #MF04542364B).



**Columbia Heights Police
Department
Incident Report**



Item 26.

Date Reported: 11/12/2021

Case Number: 21256842

Event:

Address: 825 41ST AVE NE City: COLUMBIA HEIGHTS State: MN Zip Code: 55421

Start Date/Time: 11/12/2021 09:45:22

End Date/Time: 11/12/2021 18:49:00

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Related Case Number: 21256843,
21257078, 21257079

Offense(s):

Offense: PM - Sale of Tobacco/Tobacco Related Device to Children-Under 21 years old;Petty;Subsequent offense Misd

Offense Status: ARREST OF
ADULT/ADULT AND JUVENILE

Offense: COMPLIANCE CHECK - TOBACCO

Offense Status: PENDING

Officer(s):

Involvement Type: REPORTING

Officer Name: Piehn, Jason T HPD00034

Date: 11/12/2021

Involvement Type: SUPPLEMENTING

Officer Name: Farah, Ibrahim HPD00061

Date: 11/12/2021

Smoke and Vape, Inc: H.A-M.V. entered the business at 1203 hours. She approached the counter and was met by an employee, later verbally identified as Diar (nmn) Rexhepi (DOB: 05/18/1998). H.A-M.V. requested a pack of Newport 100 cigarettes valued at \$11.00. Rexhepi asked H.A-M.V. for her ID, which H.A-M.V. provided. Rexhepi looked at the ID and handed it back to H.A-M.V., failing to recognize she is under the 21 year age requirement to purchase tobacco, and he completed the sale. H.A-M.V. handed Rexhepi the \$20 bill and Rexhepi gave her the cigarettes along with \$9.00 change. H.A-M.V. exited the business and brought me the cigarettes and change. I then went inside the business. I activated my BWC and met with Rexhepi. I advised Rexhepi he had failed the compliance check. Rexhepi admitted to making the sale and apologized for his mistake. He indicated he did the math wrong for H.A-M.V.'s birthdate. He said it was his second day of employment. He recovered the \$20 bill from the till and gave me a receipt for the transaction. I gave the change and the cigarettes back to Rexhepi after taking photographs. Rexhepi told me he had left his MN ID at home, so he was verbally identified. Rexhepi was advised he would be receiving a citation for the violation by US Mail. He stated he understood. I issued citation #020421103222 to Rexhepi and requested it mailed to his home address. (See attached photos and BWC video for further)

City of Columbia Heights | Community Development

590 40th Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3670 ▪ www.columbiaheightsmn.gov

December 6, 2021

Khader Mustafa Khader Safi
1364 Arden View Drive
Arden Hills, MN 55112

Re: Suspension of Tobacco Product Shop License
Smoke and Vape Inc – 2311 37th Place NE

Dear Mr. Safi:

This letter is being sent regarding tobacco sales to a minor that occurred during routine compliance checks on November 12, 2021 at Smoke and Vape located at 2311 37th Place NE, Columbia Heights, MN 55421. As the licensee, you are being charged with an administrative fine of **\$1,000.00** (for third violation within a 36-month period) according to our City Ordinance, in addition to the citation that was issued to the person making the sale.

Please submit payment to the “City of Columbia Heights” and mail to:

**City of Columbia Heights
Attn: Licensing
590 40th Avenue NE
Columbia Heights, MN 55421**

This is the third violation within a 36-month period. In addition to a \$1,000.00 administrative fine, the City is required to suspend your tobacco product shop license for a minimum of seven consecutive days.

Notice is hereby given that the City Council will conduct a public hearing in the City Council Chambers of City Hall at 590 40th Avenue NE on **Monday, December 13, 2021 at 7:00 p.m.** to consider the aforementioned suspension. Notice is hereby given that all persons having an interest will be given an opportunity to be heard.

Please prepare potential suspension dates to discuss with the City Council. If you have any questions, I can be reached at (763) 706-3675 or achirpich@columbiaheightsmn.gov.

Sincerely,



Aaron Chirpich
Community Development Director