



**CITY COUNCIL WORK SESSION**  
**City Hall—Shared Vision Room, 3989 Central Ave NE**  
**Monday, February 05, 2024**  
**6:00 PM**

**Mayor**  
*Amada Márquez Simula*  
**Councilmembers**  
*Connie Buesgens*  
*Kt Jacobs*  
*Rachel James*  
*Justice Spriggs*  
**Interim City Manager**  
*Kevin Hansen*

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## **AGENDA**

### **ATTENDANCE INFORMATION FOR THE PUBLIC**

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams and entering meeting ID 278 254 427 462 and passcode pfepBS. 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.

### **CALL TO ORDER/ROLL CALL**

### **WORK SESSION ITEMS**

- 1. Updates From Anoka County on 40th Avenue: Central to Main. (30 Minutes)**
- 2. Liquor Store 3 Redesign Process as Impacted by Potential Cannabis Dispensary. (30 Minutes)**
- 3. Updates On SS4A and SRTS. (15 Minutes)**
- 4. Affordable Housing Sales Tax Discussion. (30 Minutes)**
- 5. Update on 2023 Strategic Planning / Goal Setting Report. (30 Minutes)**
- 6. University Service Drive: ROW and Municipal Boundary. (20 Minutes)**
- 7. 2024 Board and Commission Application Period and Interviews for Openings. (10 Minutes)**
- 8. Council Corner. (10 Minutes)**  
Updates from council regarding schedules, information sharing and priorities for continued education.
- 9. Old Business. (5 Minutes)**  
Follow up from Interim City Manager on items needing further resolution from the January Work Session. Items to be reviewed:
  - Parking Lot Cleaning Schedule.
  - EV Chargers in Service.
  - Community Forum Answers from Staff at the Next Meeting Separately from CM report.

Staff Achievements Highlights Throughout the Year.

City Attorney Update.

**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 WORK SESSION MEETING**

AGENDA SECTION	WORK SESSION ITEM
MEETING DATE	FEBRUARY 5, 2024

ITEM:	Updates From Anoka County on 40 <sup>th</sup> Avenue: Central to Main		
DEPARTMENT: Public Works		BY/DATE: Interim City Manager / February 1, 2024	
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
<input type="checkbox"/> Healthy and Safe Community		<input type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input checked="" type="checkbox"/> Strong Infrastructure and Public Services	
<input type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable	

**BACKGROUND:**

Anoka County has hired Bolton & Menk to complete a corridor study of 40<sup>th</sup> Avenue from Main Street to Central Avenue. A community open house was held in November 2023 to gather feedback from residents and businesses on the wants and needs of the corridor.

**SUMMARY OF CURRENT STATUS:**

Bryan Nemeth from Bolton & Menk along with Jerry Auge, Assistant County Engineer, and Jack Forslund, Transportation Planner, from Anoka County have been invited to provide a presentation with updates and information on the 40<sup>th</sup> Avenue corridor study goals, initial comments received from the community open house, and to show corridor concept layouts that have been developed. Following Council review, a second open house will be scheduled in February for public input and then develop the final layout plan. It is intended to use the final corridor plan to apply for funding at both the State and Federal levels.

**STAFF RECOMMENDATION:**

None – information only.

<b>RECOMMENDED MOTION(S):</b>
None – information / discussion only.



## CITY COUNCIL WORK SESSION

Item 2.

AGENDA SECTION	WORK SESSION ITEMS
MEETING DATE	FEBRUARY 5, 2024

ITEM:	Liquor Store 3 Redesign Process as Impacted by Potential Cannabis Dispensary (30 Minutes)	
DEPARTMENT:	Liquor	BY/DATE: Joseph Kloiber, Finance Dir., Jan. 30, 2024
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>		
X Healthy and Safe Community                      _ Thriving and Vibrant Destination Community		
X Equitable, Diverse, Inclusive, and Friendly    X Strong Infrastructure and Public Services		
_ Trusted and Engaged Leadership                      _ Sustainable		

**BACKGROUND:**  
At the August 7<sup>th</sup> 2023, council work session, when reviewing preliminary designs to incorporate the former Heartland Tire Store property at 5229 University Ave NE into the City’s existing Top Valu Liquor Store #3 at 5225 University Ave NE, the City Council expressed strong interest in incorporating a municipal cannabis dispensary into the design it will consider for this project.

Since then, staff have obtained certain additional information regarding the regulatory environment of such a dispensary. Staff judges that it is prudent to review this information with the city council before directing the project architects to proceed with incorporating a dispensary into additional versions of the preliminary design. Especially since expected future actions by the city council to regulate all cannabis businesses in the City will significantly impact the options for establishing a cannabis dispensary within this project.

The primary issue to be covered in this review is that although cities are specifically allowed to hold a cannabis business license, cities’ license applications are not among the license applications that specifically receive priority under state law. Options to address this may include, but are not limited to, any combination of the following:

- Managing the maximum number of licenses allowed in the City.
- Establishing reasonable zoning requirements
- Obtain priority licensing under M.S. 342.18 Subd. 3(c )
- Partnering with a prioritized licensee
- Establishing an unfinished space for a potential future dispensary within the project and proceeding with the rest of the project to finished stage.
- Foregoing a dispensary within the project and proceeding with the existing preliminary design for the project.

Staff will also update the council with the most recent information available regarding insurance, banking, and credit card acceptance at cannabis businesses in Minnesota. After this information has been considered by the city council, staff will seek consensus on next steps in this project.

**ATTACHMENT(S):**  
Certain excerpts from MN State Statues Regarding Cannabis Business Licensing  
U.S. Department of Treasury – Guidance to Financial Services Regarding Cannabis Industry (FIN-32014-G001)



## CERTAIN EXCERPTS FROM 2023 MN STATUTES

[342.32] Subd. 5. Municipal or county cannabis store.

A city or county may establish, own, and operate a municipal cannabis store subject to the restrictions in this chapter.

[342.18] **Subd. 3. Application score; license priority.**

(a) The office *[of cannabis management]* shall award points to each completed application for a license to operate a cannabis business in the following categories:

(1) status as a social equity applicant or as an applicant who is substantially similar to a social equity applicant as described *[below in 342.17]*;

(2) status as a veteran or retired national guard applicant who does not meet the definition of social equity applicant;

(3) security and record keeping;

(4) employee training plan;

(5) business plan and financial situation;

(6) labor and employment practices;

(7) knowledge and experience; and

(8) environmental plan.

(b) The office may award additional points to an application if the license holder would expand service to an underrepresented market, including but not limited to participation in the medical cannabis program.

(c) The office shall establish application materials permitting individual applicants to demonstrate the impact that cannabis prohibition has had on that applicant, including but not limited to the arrest or imprisonment of the applicant or a member of the applicant's immediate family, and the office may award points to such applicants in the same manner as points are awarded to social equity applicants.

(d) The office shall establish policies and guidelines, which must be made available to the public, regarding the number of points available in each category and the basis for awarding those points.

Status as a social equity applicant must account for at least 20 percent of the total available points. In determining the number of points to award to a cooperative or business applying as a social equity applicant, the office shall consider the number or ownership percentage of cooperative members, officers, directors, managers, and general partners who qualify as social equity applicants.

(e) Consistent with the goals identified in subdivision 1, the office shall issue licenses in each license category, giving priority to applicants who receive the highest score under paragraphs (a) and (b). If there are insufficient licenses available for entities that receive identical scores, the office shall utilize a lottery to randomly select license recipients from among those entities.

[342.17] Social equity applicants.

(a) An applicant qualifies as a social equity applicant if the applicant:

(1) was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023;

(2) had a parent, guardian, child, spouse, or dependent who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023;

(3) was a dependent of an individual who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023;

(4) is a service-disabled veteran, current or former member of the national guard, or any military veteran or current or former member of the national guard who lost honorable status due to an offense involving the possession or sale of marijuana;

(5) has been a resident for the last five years of one or more subareas, such as census tracts or neighborhoods, that experienced a disproportionately large amount of cannabis enforcement as determined by the study conducted by the office pursuant to section 342.04, paragraph (b), and reported in the preliminary report, final report, or both;

(6) is an emerging farmer as defined in section 17.055, subdivision 1; or

(7) has been a resident for the last five years of one or more census tracts where, as reported in the most recently completed decennial census published by the United States Bureau of the Census, either:

(i) the poverty rate was 20 percent or more; or

(ii) the median family income did not exceed 80 percent of statewide median family income or, if in a metropolitan area, did not exceed the greater of 80 percent of the statewide median family income or 80 percent of the median family income for that metropolitan area.

(b) The qualifications described in paragraph (a) apply to each individual applicant or, in the case of a business entity, every cooperative member or director, manager, and general partner of the business entity.



# Department of the Treasury Financial Crimes Enforcement Network

## Guidance

**FIN-2014-G001**

**Issued: February 14, 2014**

**Subject: BSA Expectations Regarding Marijuana-Related Businesses**

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The Financial Crimes Enforcement Network (“FinCEN”) is issuing guidance to clarify Bank Secrecy Act (“BSA”) expectations for financial institutions seeking to provide services to marijuana-related businesses. FinCEN is issuing this guidance in light of recent state initiatives to legalize certain marijuana-related activity and related guidance by the U.S. Department of Justice (“DOJ”) concerning marijuana-related enforcement priorities. This FinCEN guidance clarifies how financial institutions can provide services to marijuana-related businesses consistent with their BSA obligations, and aligns the information provided by financial institutions in BSA reports with federal and state law enforcement priorities. This FinCEN guidance should enhance the availability of financial services for, and the financial transparency of, marijuana-related businesses.

### **Marijuana Laws and Law Enforcement Priorities**

The Controlled Substances Act (“CSA”) makes it illegal under federal law to manufacture, distribute, or dispense marijuana.<sup>1</sup> Many states impose and enforce similar prohibitions. Notwithstanding the federal ban, as of the date of this guidance, 20 states and the District of Columbia have legalized certain marijuana-related activity. In light of these developments, U.S. Department of Justice Deputy Attorney General James M. Cole issued a memorandum (the “Cole Memo”) to all United States Attorneys providing updated guidance to federal prosecutors concerning marijuana enforcement under the CSA.<sup>2</sup> The Cole Memo guidance applies to all of DOJ’s federal enforcement activity, including civil enforcement and criminal investigations and prosecutions, concerning marijuana in all states.

The Cole Memo reiterates Congress’s determination that marijuana is a dangerous drug and that the illegal distribution and sale of marijuana is a serious crime that provides a significant source of revenue to large-scale criminal enterprises, gangs, and cartels. The Cole Memo notes that DOJ is committed to enforcement of the CSA consistent with those determinations. It also notes that DOJ is committed to using its investigative and prosecutorial resources to address the most

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<sup>1</sup> Controlled Substances Act, 21 U.S.C. § 801, *et seq.*

<sup>2</sup> James M. Cole, Deputy Attorney General, U.S. Department of Justice, *Memorandum for All United States Attorneys: Guidance Regarding Marijuana Enforcement* (August 29, 2013), available at <http://www.justice.gov/iso/opa/resources/3052013829132756857467.pdf>.

significant threats in the most effective, consistent, and rational way. In furtherance of those objectives, the Cole Memo provides guidance to DOJ attorneys and law enforcement to focus their enforcement resources on persons or organizations whose conduct interferes with any one or more of the following important priorities (the “Cole Memo priorities”):<sup>3</sup>

- Preventing the distribution of marijuana to minors;
- Preventing revenue from the sale of marijuana from going to criminal enterprises, gangs, and cartels;
- Preventing the diversion of marijuana from states where it is legal under state law in some form to other states;
- Preventing state-authorized marijuana activity from being used as a cover or pretext for the trafficking of other illegal drugs or other illegal activity;
- Preventing violence and the use of firearms in the cultivation and distribution of marijuana;
- Preventing drugged driving and the exacerbation of other adverse public health consequences associated with marijuana use;
- Preventing the growing of marijuana on public lands and the attendant public safety and environmental dangers posed by marijuana production on public lands; and
- Preventing marijuana possession or use on federal property.

Concurrently with this FinCEN guidance, Deputy Attorney General Cole is issuing supplemental guidance directing that prosecutors also consider these enforcement priorities with respect to federal money laundering, unlicensed money transmitter, and BSA offenses predicated on marijuana-related violations of the CSA.<sup>4</sup>

### **Providing Financial Services to Marijuana-Related Businesses**

This FinCEN guidance clarifies how financial institutions can provide services to marijuana-related businesses consistent with their BSA obligations. In general, the decision to open, close, or refuse any particular account or relationship should be made by each financial institution based on a number of factors specific to that institution. These factors may include its particular business objectives, an evaluation of the risks associated with offering a particular product or service, and its capacity to manage those risks effectively. Thorough customer due diligence is a critical aspect of making this assessment.

In assessing the risk of providing services to a marijuana-related business, a financial institution should conduct customer due diligence that includes: (i) verifying with the appropriate state authorities whether the business is duly licensed and registered; (ii) reviewing the license application (and related documentation) submitted by the business for obtaining a state license to operate its marijuana-related business; (iii) requesting from state licensing and enforcement authorities available information about the business and related parties; (iv) developing an understanding of the normal and expected activity for the business, including the types of

<sup>3</sup> The Cole Memo notes that these enforcement priorities are listed in general terms; each encompasses a variety of conduct that may merit civil or criminal enforcement of the CSA.

<sup>4</sup> James M. Cole, Deputy Attorney General, U.S. Department of Justice, *Memorandum for All United States Attorneys: Guidance Regarding Marijuana Related Financial Crimes* (February 14, 2014).

products to be sold and the type of customers to be served (e.g., medical versus recreational customers); (v) ongoing monitoring of publicly available sources for adverse information about the business and related parties; (vi) ongoing monitoring for suspicious activity, including for any of the red flags described in this guidance; and (vii) refreshing information obtained as part of customer due diligence on a periodic basis and commensurate with the risk. With respect to information regarding state licensure obtained in connection with such customer due diligence, a financial institution may reasonably rely on the accuracy of information provided by state licensing authorities, where states make such information available.

As part of its customer due diligence, a financial institution should consider whether a marijuana-related business implicates one of the Cole Memo priorities or violates state law. This is a particularly important factor for a financial institution to consider when assessing the risk of providing financial services to a marijuana-related business. Considering this factor also enables the financial institution to provide information in BSA reports pertinent to law enforcement's priorities. A financial institution that decides to provide financial services to a marijuana-related business would be required to file suspicious activity reports ("SARs") as described below.

### **Filing Suspicious Activity Reports on Marijuana-Related Businesses**

The obligation to file a SAR is unaffected by any state law that legalizes marijuana-related activity. A financial institution is required to file a SAR if, consistent with FinCEN regulations, the financial institution knows, suspects, or has reason to suspect that a transaction conducted or attempted by, at, or through the financial institution: (i) involves funds derived from illegal activity or is an attempt to disguise funds derived from illegal activity; (ii) is designed to evade regulations promulgated under the BSA, or (iii) lacks a business or apparent lawful purpose.<sup>5</sup> Because federal law prohibits the distribution and sale of marijuana, financial transactions involving a marijuana-related business would generally involve funds derived from illegal activity. Therefore, a financial institution is required to file a SAR on activity involving a marijuana-related business (including those duly licensed under state law), in accordance with this guidance and FinCEN's suspicious activity reporting requirements and related thresholds.

One of the BSA's purposes is to require financial institutions to file reports that are highly useful in criminal investigations and proceedings. The guidance below furthers this objective by assisting financial institutions in determining how to file a SAR that facilitates law enforcement's access to information pertinent to a priority.

#### **"Marijuana Limited" SAR Filings**

A financial institution providing financial services to a marijuana-related business that it reasonably believes, based on its customer due diligence, does not implicate one of the Cole Memo priorities or violate state law should file a "Marijuana Limited" SAR. The content of this

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<sup>5</sup> See, e.g., 31 CFR § 1020.320. Financial institutions shall file with FinCEN, to the extent and in the manner required, a report of any suspicious transaction relevant to a possible violation of law or regulation. A financial institution may also file with FinCEN a SAR with respect to any suspicious transaction that it believes is relevant to the possible violation of any law or regulation but whose reporting is not required by FinCEN regulations.

SAR should be limited to the following information: (i) identifying information of the subject and related parties; (ii) addresses of the subject and related parties; (iii) the fact that the filing institution is filing the SAR solely because the subject is engaged in a marijuana-related business; and (iv) the fact that no additional suspicious activity has been identified. Financial institutions should use the term “MARIJUANA LIMITED” in the narrative section.

A financial institution should follow FinCEN’s existing guidance on the timing of filing continuing activity reports for the same activity initially reported on a “Marijuana Limited” SAR.<sup>6</sup> The continuing activity report may contain the same limited content as the initial SAR, plus details about the amount of deposits, withdrawals, and transfers in the account since the last SAR. However, if, in the course of conducting customer due diligence (including ongoing monitoring for red flags), the financial institution detects changes in activity that potentially implicate one of the Cole Memo priorities or violate state law, the financial institution should file a “Marijuana Priority” SAR.

#### “Marijuana Priority” SAR Filings

A financial institution filing a SAR on a marijuana-related business that it reasonably believes, based on its customer due diligence, implicates one of the Cole Memo priorities or violates state law should file a “Marijuana Priority” SAR. The content of this SAR should include comprehensive detail in accordance with existing regulations and guidance. Details particularly relevant to law enforcement in this context include: (i) identifying information of the subject and related parties; (ii) addresses of the subject and related parties; (iii) details regarding the enforcement priorities the financial institution believes have been implicated; and (iv) dates, amounts, and other relevant details of financial transactions involved in the suspicious activity. Financial institutions should use the term “MARIJUANA PRIORITY” in the narrative section to help law enforcement distinguish these SARs.<sup>7</sup>

#### “Marijuana Termination” SAR Filings

If a financial institution deems it necessary to terminate a relationship with a marijuana-related business in order to maintain an effective anti-money laundering compliance program, it should

<sup>6</sup> Frequently Asked Questions Regarding the FinCEN Suspicious Activity Report (Question #16), *available at*: [http://fincen.gov/whatsnew/html/sar\\_faqs.html](http://fincen.gov/whatsnew/html/sar_faqs.html) (providing guidance on the filing timeframe for submitting a continuing activity report).

<sup>7</sup> FinCEN recognizes that a financial institution filing a SAR on a marijuana-related business may not always be well-positioned to determine whether the business implicates one of the Cole Memo priorities or violates state law, and thus which terms would be most appropriate to include (i.e., “Marijuana Limited” or “Marijuana Priority”). For example, a financial institution could be providing services to another domestic financial institution that, in turn, provides financial services to a marijuana-related business. Similarly, a financial institution could be providing services to a non-financial customer that provides goods or services to a marijuana-related business (e.g., a commercial landlord that leases property to a marijuana-related business). In such circumstances where services are being provided indirectly, the financial institution may file SARs based on existing regulations and guidance without distinguishing between “Marijuana Limited” and “Marijuana Priority.” Whether the financial institution decides to provide indirect services to a marijuana-related business is a risk-based decision that depends on a number of factors specific to that institution and the relevant circumstances. In making this decision, the institution should consider the Cole Memo priorities, to the extent applicable.

file a SAR and note in the narrative the basis for the termination. Financial institutions should use the term “MARIJUANA TERMINATION” in the narrative section. To the extent the financial institution becomes aware that the marijuana-related business seeks to move to a second financial institution, FinCEN urges the first institution to use Section 314(b) voluntary information sharing (if it qualifies) to alert the second financial institution of potential illegal activity. See *Section 314(b) Fact Sheet* for more information.<sup>8</sup>

### *Red Flags to Distinguish Priority SARs*

The following red flags indicate that a marijuana-related business may be engaged in activity that implicates one of the Cole Memo priorities or violates state law. These red flags indicate only possible signs of such activity, and also do not constitute an exhaustive list. It is thus important to view any red flag(s) in the context of other indicators and facts, such as the financial institution’s knowledge about the underlying parties obtained through its customer due diligence. Further, the presence of any of these red flags in a given transaction or business arrangement may indicate a need for additional due diligence, which could include seeking information from other involved financial institutions under Section 314(b). These red flags are based primarily upon schemes and typologies described in SARs or identified by our law enforcement and regulatory partners, and may be updated in future guidance.

- A customer appears to be using a state-licensed marijuana-related business as a front or pretext to launder money derived from other criminal activity (i.e., not related to marijuana) or derived from marijuana-related activity not permitted under state law. Relevant indicia could include:
  - The business receives substantially more revenue than may reasonably be expected given the relevant limitations imposed by the state in which it operates.
  - The business receives substantially more revenue than its local competitors or than might be expected given the population demographics.
  - The business is depositing more cash than is commensurate with the amount of marijuana-related revenue it is reporting for federal and state tax purposes.
  - The business is unable to demonstrate that its revenue is derived exclusively from the sale of marijuana in compliance with state law, as opposed to revenue derived from (i) the sale of other illicit drugs, (ii) the sale of marijuana not in compliance with state law, or (iii) other illegal activity.
  - The business makes cash deposits or withdrawals over a short period of time that are excessive relative to local competitors or the expected activity of the business.

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<sup>8</sup> Information Sharing Between Financial Institutions: Section 314(b) Fact Sheet, *available at*: [http://fincen.gov/statutes\\_regs/patriot/pdf/314bfactsheet.pdf](http://fincen.gov/statutes_regs/patriot/pdf/314bfactsheet.pdf).

- Deposits apparently structured to avoid Currency Transaction Report (“CTR”) requirements.
  - Rapid movement of funds, such as cash deposits followed by immediate cash withdrawals.
  - Deposits by third parties with no apparent connection to the accountholder.
  - Excessive commingling of funds with the personal account of the business’s owner(s) or manager(s), or with accounts of seemingly unrelated businesses.
  - Individuals conducting transactions for the business appear to be acting on behalf of other, undisclosed parties of interest.
  - Financial statements provided by the business to the financial institution are inconsistent with actual account activity.
  - A surge in activity by third parties offering goods or services to marijuana-related businesses, such as equipment suppliers or shipping servicers.
- The business is unable to produce satisfactory documentation or evidence to demonstrate that it is duly licensed and operating consistently with state law.
  - The business is unable to demonstrate the legitimate source of significant outside investments.
  - A customer seeks to conceal or disguise involvement in marijuana-related business activity. For example, the customer may be using a business with a non-descript name (e.g., a “consulting,” “holding,” or “management” company) that purports to engage in commercial activity unrelated to marijuana, but is depositing cash that smells like marijuana.
  - Review of publicly available sources and databases about the business, its owner(s), manager(s), or other related parties, reveal negative information, such as a criminal record, involvement in the illegal purchase or sale of drugs, violence, or other potential connections to illicit activity.
  - The business, its owner(s), manager(s), or other related parties are, or have been, subject to an enforcement action by the state or local authorities responsible for administering or enforcing marijuana-related laws or regulations.
  - A marijuana-related business engages in international or interstate activity, including by receiving cash deposits from locations outside the state in which the business operates, making or receiving frequent or large interstate transfers, or otherwise transacting with persons or entities located in different states or countries.



- The owner(s) or manager(s) of a marijuana-related business reside outside the state in which the business is located.
- A marijuana-related business is located on federal property or the marijuana sold by the business was grown on federal property.
- A marijuana-related business's proximity to a school is not compliant with state law.
- A marijuana-related business purporting to be a "non-profit" is engaged in commercial activity inconsistent with that classification, or is making excessive payments to its manager(s) or employee(s).

### **Currency Transaction Reports and Form 8300's**

Financial institutions and other persons subject to FinCEN's regulations must report currency transactions in connection with marijuana-related businesses the same as they would in any other context, consistent with existing regulations and with the same thresholds that apply. For example, banks and money services businesses would need to file CTRs on the receipt or withdrawal by any person of more than \$10,000 in cash per day. Similarly, any person or entity engaged in a non-financial trade or business would need to report transactions in which they receive more than \$10,000 in cash and other monetary instruments for the purchase of goods or services on FinCEN Form 8300 (Report of Cash Payments Over \$10,000 Received in a Trade or Business). A business engaged in marijuana-related activity may not be treated as a non-listed business under 31 C.F.R. § 1020.315(e)(8), and therefore, is not eligible for consideration for an exemption with respect to a bank's CTR obligations under 31 C.F.R. § 1020.315(b)(6).

\* \* \* \* \*

FinCEN's enforcement priorities in connection with this guidance will focus on matters of systemic or significant failures, and not isolated lapses in technical compliance. Financial institutions with questions about this guidance are encouraged to contact FinCEN's Resource Center at (800) 767-2825, where industry questions can be addressed and monitored for the purpose of providing any necessary additional guidance.

**CITY COUNCIL WORK SESSION MEETING**

AGENDA SECTION	WORK SESSION ITEM
MEETING DATE	FEBRUARY 5, 2024

ITEM:	Updates On SS4A and SRTS	
DEPARTMENT:	Public Works	BY/DATE: Interim City Manager / February 1, 2024
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>		
<input type="checkbox"/> Healthy and Safe Community <input type="checkbox"/> Thriving and Vibrant Destination Community		
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly <input checked="" type="checkbox"/> Strong Infrastructure and Public Services		
<input type="checkbox"/> Trusted and Engaged Leadership <input type="checkbox"/> Sustainable		

**BACKGROUND:**

Columbia Heights has secured federal funding from two grant programs: the Safe Streets for All (SS4A) grant and the Safe Routes to School (SRTS) grant. The SS4A grant will be used to develop a citywide safety action plan, which aims to enhance safety for both motorized and non-motorized traffic within the city. This plan will be based on data-driven and evidence-based analysis.

Additionally, with the SRTS grant, the focus is on improving pedestrian connections around the schools located on 49th Avenue. The project includes the construction of new sidewalks to bridge gaps, the installation of ADA-compliant pedestrian ramps, and the addition of crosswalk pavement markings. These improvements are designed to enhance pedestrian safety in the vicinity of the schools.

**SUMMARY OF CURRENT STATUS:**

City staff is currently in the final stages of preparing a request for proposal (RFP) document for the SS4A citywide safety action plan. This RFP is aimed at soliciting proposals from qualified consultants interested in working on the development of the safety action plan. We expect to release the RFP document during the week of February 5th. Staff has compiled a shortlist of potential consultants who possess both local and national experience in developing safety action plans. The RFP document will be shared exclusively with these chosen consultants. The deadline to submit proposals will be in March 2024, and we intend to select a consultant by April 2024.

SRF Consulting, the consultant hired for the design of the SRTS project, has recently completed 60% plans. City staff and SRF have been coordinating with the school district and Anoka County staff during the design process. We anticipate having the final plans ready by March or April 2024, and planning to start construction in June 2024.

**STAFF RECOMMENDATION:**

None – information only.

<b>RECOMMENDED MOTION(S):</b>
None – information only.

**CITY COUNCIL WORK SESSION MEETING**

AGENDA SECTION	WORK SESSION ITEM
MEETING DATE	02/05/2024

<b>ITEM:</b>	<b>Affordable Housing Sales Tax Discussion</b>		
<b>DEPARTMENT:</b>	Community Development	<b>BY/DATE:</b>	Mitchell Forney, 02/01/2024
<b>CORE CITY STRATEGIES:</b>			
<input type="checkbox"/> Healthy and Safe Community		<input checked="" type="checkbox"/> Thriving and Vibrant Destination Community	
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly		<input type="checkbox"/> Strong Infrastructure and Public Services	
<input type="checkbox"/> Trusted and Engaged Leadership		<input type="checkbox"/> Sustainable	

**BACKGROUND:**

During the 2023 legislative session the Minnesota legislature passed an omnibus housing finance bill (HF2335/SF 2566). The bill earmarked millions of dollars for a variety of agencies and programs dedicated to promoting housing development and preservation. Article 5 of the bill established the metropolitan region sales and use tax. This tax required the Metropolitan Council to impose a metro wide sales tax of 0.25% on sales made in the metropolitan counties or to a destination in the metropolitan counties. Funds received from the tax are distributed in the following manner: 25% to the state's rental assistance program, 25% to the metropolitan city aid account, and 50% to the metropolitan county aid account.

The metropolitan city account disburses local affordable housing aid to cities via distribution factors. Calculations made as of June 30th 2023, expect Columbia Heights to receive \$260,089 annually from the new tax. This estimate is preliminary, and the City will not know how much to expect until the funds are released in June or July. These funds must be used for affordable housing initiatives or projects and must qualify under the law. "Article 5, section 3, subd. 4 defines qualifying projects to include emergency rental assistance for households earning less than 80% of area median income, financial support to nonprofit housing providers, construction, acquisition, rehabilitation, permanent financing, interest rate reduction, refinancing, and gap financing of housing. Homeownership projects are limited to units affordable to those at 115% of greater of state or area median income and 80% of greater area of greater of state or area median income for rental housing projects." (LMC 2023 Legislative Session Summary)

State law also establishes that all funds must be spent on qualifying projects by December 31 of the third year after the aid was received. This requirement can be bypassed if the City can prove that by no fault of its own it could not expend all the funds, and the City places the received funds into a housing trust fund. Funds placed in trust can then be used on qualified projects after the three year term limit.

In speaking with other cities and our public finance consultants at Ehlers, all agree that the first step in responding to the new law is to establish a housing trust fund. As stated above this is a major step in proving the City has "Spent" the funds. Which allows the City more time to distribute the funds on qualifying projects. Cities are given the right to establish Housing Trust Funds in section 462C.16 of state statute. Staff will move

forward by working with our attorneys and public finance consultants to develop the trust fund. There are still a few questions to be answered on the operation of the trust fund, but staff believe that the administration of the fund should be handled by the EDA. The City's HRA has delegated its powers to the EDA making the EDA best suited to administer the programs and projects the fund will be used for. The EDA has also shepherded all of the City's previous housing initiatives. Staff will converse with our consultants to see if there are any limitations if the fund is administered by the EDA.

When considering how to utilize the funds, there are a wide range of programs that the City to consider. Currently Columbia Heights residents can take advantage of a variety of state and county run programs which are highlighted in attachment one.

Other cities are currently offering alternatives to the programs highlighted in the attachments. Many of these programs are administered in partnership with the Center for Energy and Environment (CEE). CEE started out with the home energy squad, which the City currently participates in. CEE has recently expanded and invested in their underwriting department and program management. This has set up CEE as the primary manager of city established housing programs within the metro. One well known fact is that cities are not great lenders, especially for multiple small loans. Staff can easily handle administering grants, but Community Development staff are not equipped to handle the complexities of underwriting and maintaining long-term loans. Staff recommend that any consideration of loan programs be considered in partnership with CEE to administer and maintain the loans. Currently 18 Cities utilize CEE's underwriting services. Most notably, cities comparable to Columbia Heights such as Crystal, Richfield, Robbinsdale, and Fridley. Each City has a variety of programs that they have established which could be mirrored by Columbia Heights. Below is a list of the types of programs that the cities offer. Some of the programs have income limits while others are open to all applicants. Any program utilizing the sales tax will have to meet the statute's income requirements.

- Down payment assistance loans
- Low Interest Home Improvement Loans
- Deferred Home Improvement Loans
- Senior Defferred Loans
- Rental Improvement Loans
- Accessibility Home Improvement Loans
- Last resort or Emergency Loans
- Code Enforcement Loans
- Home improvement grants

Many of the cities currently running these programs utilize past program funding or HRA levies to pay for the programs. Staff are currently focused on utilizing the affordable housing sales tax funds but could include a similar program funded through alternate means if the City would like to expand its offerings

Staff see the administration of the affordable housing tax funding as more than just the creation of housing programs. These funds can be diverted to housing non-profits such as Habitat for Humanity, or utilized in larger affordable housing projects. Staff see the establishment of one or two programs as a good base to build off of, while reserving money to fund partnership projects.

Ultimately, staff are looking for a brief overview of what the Council would like to see moving forward. Staff will work to establish the trust fund so that it is in place prior to the disbursement of funds. This action

requires an ordinance and will be brought back to the council. Of the programs that other cities are currently offering, are there any that the council would like to prioritize as a start to the use of the affordable housing funds? Other than splitting the funds for a program or two and saving some for larger scale projects/single family home redevelopment, does the council have any other areas they would like for staff to explore? How would the council like to prioritize those activities?

**ATTACHMENT(S):****1. Currently Available Housing Assistance Programs**

## Current Housing Resources

- **Fix Up Fund Home Improvement Loan, Minnesota Housing Finance Agency:** Maximum qualifying income of \$185,700 or \$167,000 depending on where the home is located; if the household income is over the income limit but one borrower's income is below the limit, you may qualify using the individual borrower's income. Loan amounts from \$2,000 – \$75,000. Terms up to 20 years. Financing available for 100% of project costs. Owner-occupied, primary residence. Most permanent home improvement projects are eligible. Rates starting at 6%
- **MHFA Unsecured Home Improvement Loan, Minnesota Housing Finance Agency:** This loan is NOT secured by a mortgage to the property. Maximum qualifying income of \$185,700 or \$167,000 depending on where the home is located; if the household income is over the income limit but one borrower's income is below the limit, you may qualify using the individual borrower's income. Loan amounts from \$2,000 – \$25,000. Terms from 3 to 10 years. Financing available for 100% of project costs. 1–4-unit owner-occupied, primary residence. Most permanent home improvement projects are eligible. Rates starting at 7%.
- **Family Housing Fund Post-Purchase 2-4 Unit Loan Program, CEE Run:** The Family Housing Fund is making funds available for homeowners of owner-occupied 2–4-unit residential properties to make qualified improvements to their properties. This loan is available across the 7 County Metro (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties). Loan amounts from \$1,000 to \$10,000. Terms from 1 to 7 years. Financing available for 100% of project costs. Income limits apply. Single family homes, townhomes, condominiums, properties with more than four units, cooperatives, manufactured properties, and properties used for commercial purposes are NOT eligible.
- **MHFA and the Minnesota Department of Commerce Home Energy Loan, Minnesota Housing Finance Agency:** Through the Minnesota Housing and Finance Agency (MHFA) and the Minnesota Department of Commerce, CEE offers home energy loans for Minnesota homeowners to make energy improvements in their homes. No maximum income limits. Loan amounts up to \$60,000. Terms up to 20 years. Financing available for 100% of project costs. 1–4-unit owner-occupied, primary residence. Most energy related improvements are eligible including heating and cooling systems, windows, water heaters, and insulation. Rates starting at 6%.
- **MHFA and the Minnesota Department of Commerce Unsecured Home Energy Loan:** Through the Minnesota Housing and Finance Agency (MHFA) and the Minnesota Department of Commerce, CEE offers home energy loans for Minnesota homeowners to make energy improvements in their homes. This loan is NOT secured by a mortgage on your property. No maximum income limits. Loan amounts up to \$30,000. Terms from 3 to 10 years. Financing available for 100% of project costs. Rates start at 6%.
- **Start Up Program, Minnesota Housing Finance Agency:** The Start Up program is for first-time homebuyers, which is someone who "has not had an ownership interest in a principal residence in the last three years." If you've never owned a home, or it's been more than three years since you've been a homeowner, you may be considered a first-time homebuyer. Start Up program guidelines and options may include:
  - o Income limits up to \$142,800 based on county.

- House price purchase limits up to \$659,550 in the 11-county Metro area and \$604,400 for all other counties
- Downpayment and Closing Cost Loan options – up to \$18,000 available!
- Minimum credit score
- Owner-occupancy requirement
- Homebuyer education: At least ONE borrower must complete an approved homebuyer education course before closing on the home.
- **Step Up Program, Minnesota Housing Finance Agency:** If you're not a first-time homebuyer – or you're a first-time homebuyer who exceeds the income or purchase limits for Start Up – the Step-Up program might be a great option. Step Up program guidelines and options may include:
  - Income limits up to \$185,700 based on county
  - House price limits up to \$659,550 in the 11-county Metro area and \$637,950 for all other counties
  - Downpayment and Closing Cost Loan options – up to \$18,000 available!
  - Minimum credit score
  - Owner-occupancy requirement
  - Homebuyer education: If ALL borrowers are first time buyers, at least ONE borrower must complete an approved homebuyer education course before closing on the home.
- **Downpayment and Closing Cost Loans, Minnesota Housing Finance Agency:** When you qualify for a loan and are eligible for the Minnesota Housing Start Up or Step Up programs, you also have the option to access one of our downpayment and closing cost loan programs. These loans, with amounts up to \$18,000, are not grants, must all be repaid in full, have eligibility requirements of their own, and can only be used with a Minnesota Housing first mortgage.

Downpayment and closing cost loan program options main features:

Terms	Monthly Payment Loan	Deferred Payment Loan	Deferred Payment Loan Plus
Availability	Start Up or Step Up	Start Up only	Start Up only
Loan Amount	Up to \$18,000	Up to \$16,500	Up to \$18,000
Interest Rate and Repayment Terms	10 year repayment term Equal to your first mortgage rate	No interest, no monthly payments. Balloon payment due in full at the end of the mortgage term.*	No interest, no monthly payments. Balloon payment due in full at the end of the mortgage term.*
Income Limits	Same as Minnesota Housing first mortgage	Contact a participating lender	Contact a participating lender

- **Rehabilitation Loan Program and Emergency & Accessibility Loan Program, Minnesota Housing Finance Agency:** The Rehabilitation Loan Program and Emergency & Accessibility Loan Program (RLP/ELP) assist low-income homeowners in financing home improvements that directly affect the safety, habitability, energy efficiency or accessibility of their homes. The Emergency &



Accessibility Loan Program is available for home improvements that address emergency conditions of the home or accessibility needs for a household resident with a disability. To be eligible, you must:

- Work with a participating Rehab Loan Lender
- Meet program income limits
- Not have assets exceeding \$25,000
- Own and occupy the property to be rehabilitated
- Be current on property taxes and mortgages

Program Features:

- Maximum loan amount is \$37,500
- Maximum loan term is 15 years for properties taxed as real property and 10 years for mobile/manufactured homes taxed as personal property located in a mobile home park
- Loans are forgiven if you do not sell, transfer title, or cease to occupy the property during the loan term.
- Various property types are eligible including, but not limited to, single family homes, duplexes, a condominium unit, and manufactured housing taxed as real or personal property

Eligible Home Improvements:

- Basic improvements that directly affect the safety, livability, or energy efficiency of the home
- Addressing lead paint hazards
- Electrical wiring
- Furnace/boiler repair or replacement
- Plumbing repairs
- Well and septic repair or replacement
- Radon mitigation
- Mold remediation
- Windows
- Siding
- Roof repair or replacement

- **Emergency & Accessibility Home Loan, Anoka County:** The Emergency and Accessibility loan program provides deferred loan financing to income-eligible homeowners needing to address emergency conditions in the home or essential accessibility improvements for a disabled household resident. Maximum loan amount is \$15,000 and is for properties taxed as real estate. The loan is forgiven after the Borrower remains a primary resident in the home for 15 years (loan terms may vary for manufactured homes). If the borrower sells, transfers title, or ceases to occupy the property as his/her principal residence during the loan term, the loan will become due and payable. Income limits apply. Properties must be owner-occupied, located in Anoka County, and must be one of the following:
  - Single family detached home
  - Duplex in which the Borrower occupies at least one unit
  - Condominium unit or townhome (only the portion of real estate owned by the Borrower is eligible for financing under RLP - common areas owned by the association are not eligible)

- Certain mobile/manufactured homes
- **Anoka County also offers 2 separate Housing Rehabilitation Loan programs**
  - <https://www.anokacountymn.gov/DocumentCenter/View/12136/Fact-Sheet--MN-Housing-RLP-?bidId=>
  - <https://www.anokacountymn.gov/DocumentCenter/View/12137/Fact-Sheet-2023-CDBG-Loan-Program-?bidId=>

**CITY COUNCIL WORK SESSION MEETING**

AGENDA SECTION	WORK SESSION ITEM
MEETING DATE	2/5/2024

ITEM:	Update on 2023 Strategic Planning / Goal Setting report		
DEPARTMENT: Administration		BY/DATE: Kevin Hansen 2/01/2024	
<b>CORE CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
X Healthy and Safe Community		_Thriving and Vibrant Destination Community	
X Equitable, Diverse, Inclusive, and Friendly		_Strong Infrastructure and Public Services	
_Trusted and Engaged Leadership		X Sustainable	

**BACKGROUND:**

Phil Kern presented the 2023 Strategic Planning and Goal Setting Report to Council at the March 27, 2023 meeting, which was then approved by the Council at their April 10<sup>th</sup> regular meeting. The 2023-24 Short Term Goals are attached.

Also attached is an update on the short term goals. A primary consideration for the Council is to recognize the resources (funding and staff) necessary to complete and/or implement these projects and activities. It will become necessary to establish clear priorities for the work from a resource perspective – both our ability to fund them, and staff time necessary for development and implementation. It will be critical to focus staff time and investigate funding alternatives.

**STAFF RECOMMENDATION:**

Discussion of update on goals / confirm priorities

<b>RECOMMENDED MOTION(S): Informational Purposes Only</b>
MOTION: No Motion – Information and Discussion

**ATTACHMENT(S):**

2023 Short Term Goals  
Update

## SHORT-TERM GOALS

The third portion of the Strategic Planning process was to develop a short-term goals platform and workplan to guide the organization in the coming years. Participants were offered the opportunity to present draft goals that addressed any of the following objectives - short-term actions that lead to a core strategy or strategic objective, goals to address weaknesses, opportunities, or potential impacts discussed during the assessment process, or other goals that individual members viewed to be important for the City. The process encouraged the brainstorming of SMART goals - specific, measurable, attainable, relevant, and time-bound (1-2 years) - and objectives that would support the core strategies and vision.

Following the brainstorming process, a prioritization process was used to develop the following list of high priority and priority goals. Participants were given the ability to choose a limited number of brainstormed goals as their top priorities. As each participant's choices were collected, the draft goals were bunched into three categories. The categories and prioritization followed these guidelines:

- High Priority Goals - goals that were identified by a majority of the Council as top priority and also received support from City Staff.
- Opportunity Goals - goals that fell short of a Council majority but were identified as a top priority by at least two members of the Council or one Council member and two or more staff members.
- Other Goals - goals that did not have an initial priority ranking by more than one member. (Included as an appendix to the report.)

### **Proposed 2023-24 Short-Term Goals**

**High Priority** - goals that are the top priority of the organization in the coming two-year period.

1. Develop architectural and financial plan for replacement of the Public Works building, especially as it relates to other priorities (before structural failure)
2. Update Parks Master Plan, develop financing plan, and establish interactive communications about the plans with the community
3. Develop Murzyn Hall renovation plan or identify an alternative new community center plan
4. Prepare long-term, comprehensive plans for single family homes transitioning to rental, including increased tenant/renter protections and new rental licensing program (following moratorium)
5. Update the five-year Capital Improvement Plan (CIP) focusing on long term maintenance and replacement of existing facilities
6. Finalize plans for Central Avenue improvements
7. Establish/Re-Establish the City Art Commission and invest in Public Art

**Opportunity** - goals that have organizational support, to be pursued when opportunity is available.

8. Find external grants and evaluate establishing a city grant program for Naturally Occurring Affordable Housing (NOAH) properties
9. Develop a formal process to review goals, develop a system of accountability, and communicate with the public regarding the City Council's goals and strategic plan
10. Build End-to-End communications infrastructure for City buildings and sites
11. Educate staff and elected officials on National Incident Management System (NIMS)
12. Develop and implement integrated online services

13. Complete 43rd and Central PUD approval and initiate construction
14. Improve and expand code enforcement, evaluate point-of-sale program
15. Continue working towards creating a City workforce that accurately represents the community
16. Establish centralized translation services for all departments and provide language support services at all public meetings
17. Strengthen brand awareness across projects, activities, goals, and at the liquor store

## NEXT STEPS

The next step in the goal setting process is to work within each of these short-term goals to develop action plans and the establishment of benchmarks to measure progress. One of the discussion items during the workshop involved the identification of measurables, or benchmarks, to effectively evaluate the City's accomplishment of each goal. Developing measurable outcomes for each goal will also help in the development of action plans to reach the desired outcome. The goals should then be revisited from time-to-time as an accountability measure for both the Council and staff.

Additionally, finding ways to integrate the goals into the organizational processes also helps to develop success. Building on the methods in which Columbia Heights has been successful in the past is recommended, along with exploring new methods of keeping the goals on the forefront of the leadership team's efforts. It was an honor to assist your team in the process of establishing its Strategic Plan for the coming years.

Respectfully submitted,

Phil Kern  
Facilitator

## Short Term Goals – 02/05/2024 Update

**High Priority** - goals that are the top priority of the organization in the coming two-year period.

1. Develop architectural and financial plan for replacement of the Public Works building, especially as it relates to other priorities (before structural failure):

*Following an application to the State for bonding support, staff presented to the House Capital Investment Committee. We are currently working with a lobbyist for the 2024 Legislative session. Other funding (State and Federal) continues to be explored that support brick and mortar projects.*

2. Update Parks Master Plan, develop financing plan, and establish interactive communications about the plans with the community.

*An update of the Parks CIP and costs were reviewed with the Council at the July 2023 work session. Initially, a second State bonding request was initiated but withdrawn on the advice of our Lobbyist – so that the focus is on the MSC Building. At the December 2023 Park and Recreation Commission meeting, updating the 25 year old Park Plan was discussed and will be initiated by the Commission this month.*

3. Develop Murzyn Hall renovation plan or identify an alternative new community center plan  
*As part of the Park Plan update, the Commission will review a public input process for the community center.*

4. Prepare long-term, comprehensive plans for single family homes transitioning to rental, including increased tenant/renter protections and new rental licensing program (following moratorium)

*Following the single-family rental license moratorium, the City enacted the single-family rental license density cap limiting single-family rental licenses in the City to 10% on a block by block basis. The Fire Department is working on implementing changes to the licensing program that aim to incentivize good rental management practices for landlords. Part of this initiative includes the purchase and implementation of a new software that will serve to streamline the application process and track compliance for property maintenance more efficiently. These efforts should lead to better maintained rental properties thereby increasing the quality of life for tenants. Staff have completed several software demo's and expect to chose a provider by the end of March. Full implementation of the software is expected to take 12+ months.*

5. Update the five-year Capital Improvement Plan (CIP) focusing on long term maintenance and replacement of existing facilities.

*The five year CIP was last updated in 2018/19. Staff projects beginning that work this spring with a late summer completion.*

6. Finalize plans for Central Avenue improvements

*With the PEL Study concluding, work has shifted to developing a final layout for the Central Avenue corridor from 37<sup>th</sup> to 53<sup>rd</sup> Avenues. Due to resource limitations, MnDOT is funding this process through the BRT design effort. Staff is part of the TAC (technical advisory committee) which meets regularly as plans are developed. We continue to discuss potential/additional funding with MnDOT. An update with more information is tentative for either the March or April work session.*

7. Establish/Re-Establish the City Art Commission and invest in Public Art.

*Remains in public discussion (most recently at the January Council Meeting citizen forum).*

**Opportunity** - goals that have organizational support, to be pursued when opportunity is available.

8. Find external grants and evaluate establishing a city grant program for Naturally Occurring Affordable Housing (NOAH) properties

*The 2023 legislative session resulted in the allocation of historic amounts of funding for affordable housing programs and initiatives including funding that can be applied to NOAH preservation. Staff are presenting ideas at the February work session on how to deploy some of this funding through City programs. Much of the new funding will be administered by the State Finance Agency, or through other entities that the City can help promote.*

9. Develop a formal process to review goals, develop a system of accountability, and communicate with the public regarding the City Council's goals and strategic plan

*The goals are currently on the City's website. As a second update, the status of each goal will be updated on the website following Council review.*

10. Build End-to-End communications infrastructure for City buildings and sites

*We have completed construction on fiber plant from Murzyn Hall to Public Works to Library to New City Hall. This fiber increases site availability and speed significantly by creating an ideal ring topology. IT is working closely with USI as they bring fiber internet to town while extending communication to our critical infrastructure sites, parks and liquor stores (ETA 2025-2026).*

11. Educate staff and elected officials on National Incident Management System (NIMS)

*The Fire Chief is completing the training detail and tabletop exercise – after reviewing with the City Manager it is intended to establish the training schedule beginning in March.*

12. Develop and implement integrated online services

*IT, Community Development, Fire and Engineering are working on procuring permitting, code enforcement and general City management software that will integrate with the City's GIS system and significantly increase interdepartmental operations. This software provides easy and accessible online services to residents from one portal (ETA Q4 2024-2025).*

13. Complete 43rd and Central PUD approval and initiate construction

*Work is currently ongoing related to the grocery store needs. Upon resolution – it is anticipated that the PUD process will be completed by Q3 with a phase one groundbreaking expected by the end of the year.*

14. Improve and expand code enforcement, evaluate point-of-sale program

*The Time of Sale Program development is underway with the recruitment of a building inspector. It is expected that the new inspector will assist with building code enforcement efforts that transcend the TOS program by working on commercial and industrial building code enforcement initiatives.*

15. Continue working towards creating a City workforce that accurately represents the community

*This is best illustrated by the young officers of the Police Department. Other departments, such as Public Works are reaching out through ISD 13 for recruitment opportunities and developing a pathways program through local 49'ers union.*

16. Establish centralized translation services for all departments and provide language support services at all public meetings

*Staff is working with departments to identify their needs for translation services, including electronic and paper documents. Following this analysis, a budget will be established based on the needs of the departments.*

17. Strengthen brand awareness across projects, activities, goals, at the liquor store.

*Staff is working with the liquor store manager to develop a consistent brand and feel with its signage, social media presence and in-store materials. Staff is also working with the liquor store manager on cross-promotional opportunities within the city to increase its brand awareness. The February 2024 e-newsletter included a dedicated section for the liquor store.*



## CITY COUNCIL WORK SESSION

**AGENDA SECTION**

**MEETING DATE**

FEBRUARY 5, 2024

**ITEM:** University Service Drive: ROW and Municipal Boundary

**DEPARTMENT:** Administration

**BY/DATE:** Kevin Hansen/ January 29, 2024

**CORE CITY STRATEGIES:** *(please indicate areas that apply by adding an "X" in front of the selected text below)*

☐ Healthy and Safe Community

☐ Thriving and Vibrant Destination Community

☐ Equitable, Diverse, Inclusive, and Friendly

☒ Strong Infrastructure and Public Services

☐ Trusted and Engaged Leadership

☒ Sustainable

### BACKGROUND:

In 2008 the University Avenue Frontage Road (or Service Drive) was reconstructed from 40<sup>th</sup> to 45<sup>th</sup> Avenues and removed completely from 37<sup>th</sup> to 40<sup>th</sup> Avenues. This work was partially funded with MnDOT funds supported by a State Agreement in which the the ROW was moved from the east of the old frontage road to the west of the newly designed road/trail. The Agreement also included that the maintenance of the road and trail becomes the responsibility of the City.

The condition of the pavement surface north of 45<sup>th</sup> Avenue to 53<sup>rd</sup> Avenue is in poor condition. Extending the trail from 45<sup>th</sup> to 53<sup>rd</sup> Avenues is also consistent with the City's Trail and Pedestrian plan and would provide a grade separated pedestrian connection along University Avenue, protected by a chain link fence.

This segment is complicated by the fact that not only would the MnDOT ROW need to shift west (similar to the 2008 project), but the municipal boundary with the City of Fridley is also along the frontage road north of 45<sup>th</sup> Avenue.

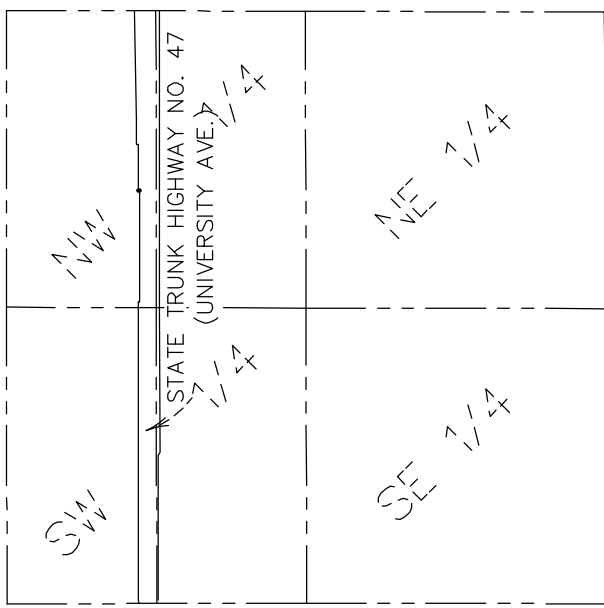
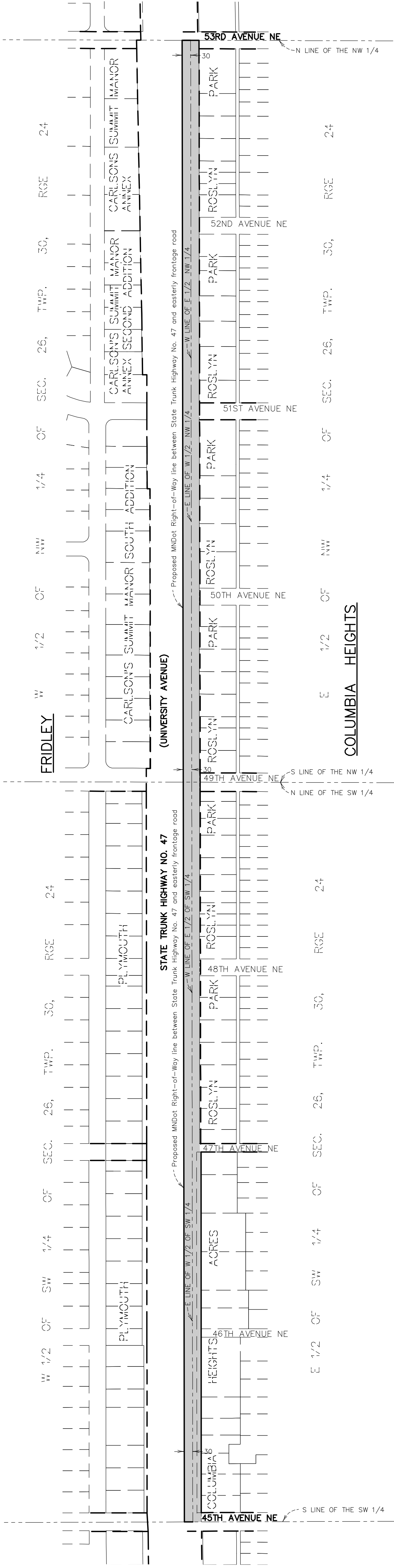
### STAFF RECOMMENDATION:

Attached please find two map overlays on aerial photos. The first shows moving the MnDOT ROW from the east side to the west side of the frontage road along this segment. The other shows moving the Municipal boundary with Fridley from the frontage road to the centerline of University Avenue. Staff has had discussions with both MnDOT and the City of Fridley staff and both are receptive to the proposed changes. Fridley did bring up if the centerline or along the sound wall is the appropriate location for the municipal boundary. Staff is requesting Council review/input before continuing in the boundary change process. Once the boundaries are changed, the next step would be to pursue funding similar to the 2008 project.

### ATTACHMENT(S):

Aerial Overlays (2)





SECTION 26, TWP. 30, RGE. 24  
ANOKA COUNTY, MINNESOTA  
LOCATION MAP  
NO SCALE

Denotes frontage road

Proposed property description for east frontage road State Trunk Highway No. 47 (University Avenue)

All that part of the West Half of the Northwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota lying 30 feet west of and parallel with the East line of said West Half of Northwest Quarter.

Together with:

All that part of the East Half of the Northwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota lying 30 feet east of and parallel with the East line of said West Half of Northwest Quarter.

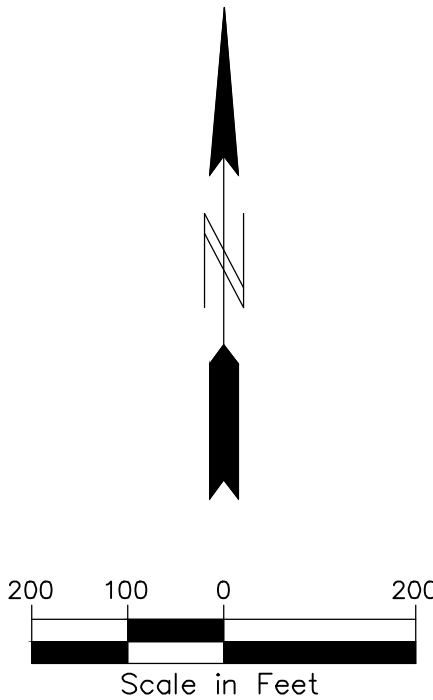
And

All that part of the West Half of the Southwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota lying 30 feet west of and parallel with the East line of said West Half of Southwest Quarter.

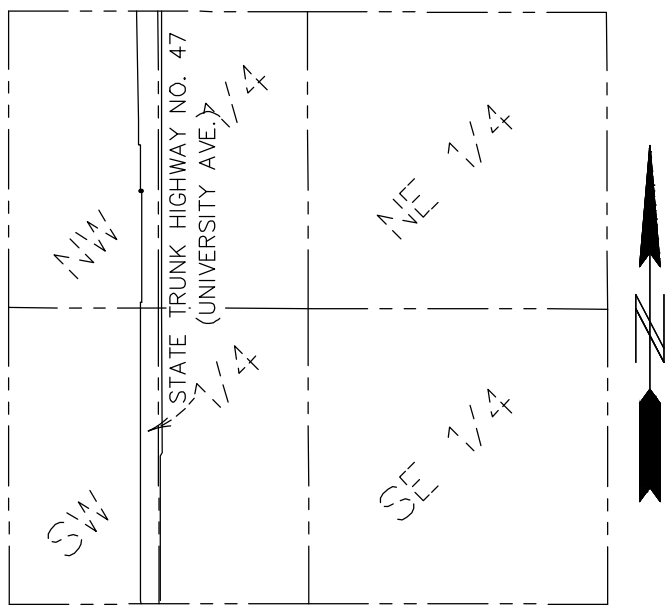
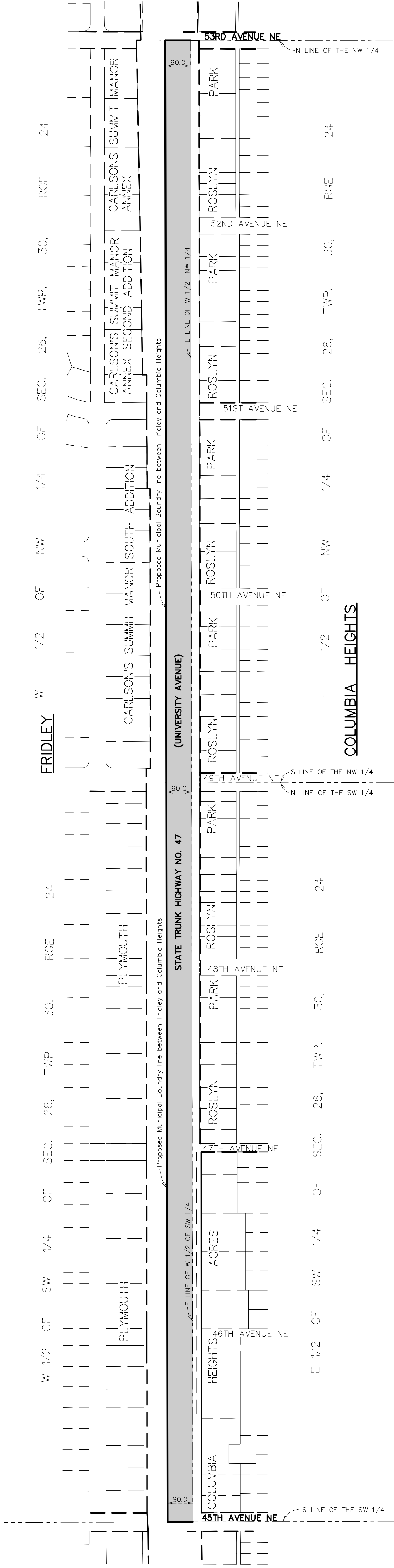
Together with:

All that part of the West Half of the Southwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota lying 30 feet west of and parallel with the East line of said West Half of Southwest Quarter.

The above property description for frontage road is based upon the assumption that the municipal boundary line between Fridley, Minnesota and Columbia Heights, Minnesota is the west line of the West Half of the Northwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota and the west line of the West Half of the Southwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota. The current right-of-way lines for the above-mentioned frontage road are based on available Anoka County half section maps and subdivision plats. No title search or other documentation was supplied to Pioneer Engineering P.A. regarding the location of the municipal boundary line or frontage road right-of-way lines. The above property description should be vetted through proper channels to determine its validity.







SECTION 26, TWP. 30, RGE. 24  
ANOKA COUNTY, MINNESOTA  
LOCATION MAP  
NO SCALE

Denotes municipal boundary

Proposed property description for Columbia Heights / Fridley property exchange:

All that part of the West Half of the Northwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota lying 90 feet west of and parallel with the East line of said West Half of Northwest Quarter.

And

All that part of the West Half of the Southwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota lying 90 feet west of and parallel with the East line of said West Half of Southwest Quarter.

The above municipal boundary property description is based upon the assumption that the municipal boundary line between Fridley, Minnesota and Columbia Heights, Minnesota is the west line of the West Half of the Northwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota and the west line of the West Half of the Southwest Quarter of Section 26, Township 30, Range 24 Anoka County, Minnesota. No title search or other documentation was supplied to Pioneer Engineering P.A. regarding the location of the current municipal boundary line. The above property description should be vetted through proper channels to determine its validity.



## CITY COUNCIL WORK SESSION

**AGENDA SECTION**

**MEETING DATE**

FEBRUARY 5, 2024

**ITEM:** Board and Commission Application Period and Interviews for 2024 Openings.

**DEPARTMENT:** Administration

**BY/DATE:** Kevin Hansen/ January 29, 2024

**CORE CITY STRATEGIES:** *(please indicate areas that apply by adding an "X" in front of the selected text below)*

☐ Healthy and Safe Community

☐ Thriving and Vibrant Destination Community

☒ Equitable, Diverse, Inclusive, and Friendly

☐ Strong Infrastructure and Public Services

☒ Trusted and Engaged Leadership

☐ Sustainable

### BACKGROUND:

The period for submissions for applications for Boards and Commissions will run from February 1 to February 29, 2024. At the conclusion of the interview period there will be interviews scheduled for the candidates with council.

### STAFF RECOMMENDATION:

Staff recommends scheduling interviews for March 8<sup>th</sup> and 11<sup>th</sup> (in fifteen-minute increments) so that appointments can be approved by resolution at the March 25<sup>th</sup> City Council Meeting.

### Board and Commission Openings for 2024

Planning Commission: 3

Library Commission: 2

Park & Recreation: 3\*

Charter Commission: 1\*\*

\*Park and Recreation has 2 three year terms and a one-year term available due to the resignation of Commissioner Greenhalgh.

\*\* Chief Justice Hiljus reviews applications and appoints Charter Commissioners.

### ATTACHMENT(S):

Board and Commission Application

Board and Commission Interview Questions



## City Board and Commission Application, 2023

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

\_\_\_ Economic Development Authority

\_\_\_ Planning Commission

\_\_\_ Charter Commission\*

\_\_\_ Park & Recreation Commission

\_\_\_ Sustainability Commission

*\*For the Charter Commission, please  
indicate if you are a qualified voter:*

\_\_\_ Library Board

Note: Find Youth Commission applications at  
[www.columbiaheightsmn.gov/youth](http://www.columbiaheightsmn.gov/youth)

\_\_\_ Yes \_\_\_ No

**Name**

**Phone**

**Street Address**

**City**

**State**

**Zip**

**Email Address**

**Number of years/months resident of Columbia Heights**

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

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

**Employer**

**Work Phone**

**Position Title/Occupation**

**Educational Background:**

**Volunteer, Civic, Professional and Community Activities:**

**Professional Designations/Awards/Honors/Previous Government Service:**

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

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

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

\_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri

Does the current meeting schedule of the commission(s) you are interested work for you?

\_\_\_ Yes \_\_\_ No

Please list three references (do not include the Mayor or Councilmembers)

Name	Address	Phone	Email Address

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

#### Important Information About Your Application- Data Privacy Notice

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

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

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

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

\_\_\_ Email \_\_\_ Phone Number \_\_\_ Both

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

Signature:

Date:

#### Return completed application to:

City of Columbia Heights  
Attn: City Clerk  
590 40<sup>th</sup> Ave NE  
Columbia Heights, MN 55421

OR [Email completed application to sion@columbiaheightsmn.gov](mailto:sion@columbiaheightsmn.gov)

## PLANNING COMMISSION FIRST CHOICE BOARD AND COMMISSION INTERVIEW

## Name and Time

**Interviewed by** \_\_\_\_\_

1. Briefly describe any training, education, or relevant experience that you have acquired that would benefit the City of Columbia Heights including civic and community groups.
2. What motivated you to apply to serve on the Planning Commission? If you are also interested in other commissions please address those as well.
3. Why do you feel that you would be a good person to represent the opinions and concerns of the City?
4. What are some of the most important concerns or issues that you think the City will face in regards to planning and land-use in the next 5 years?

5. We strive to have diverse Board and Commissions representative of our community. What unique qualities, perspectives and life experiences would you bring to this position?

### Planning Commission Questions

1. Please describe your understanding of the role of the Planning Commission and the responsibilities/duties of its members.
2. Have you read the City's Comprehensive Plan and can you explain the role it plays in planning and zoning?

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

Overall Rating \_\_\_\_\_ Board or Commission recommended for: \_\_\_\_\_



## PARK & RECREATION COMMISSION FIRST CHOICE BOARD AND COMMISSION INTERVIEW

**Name, Time**

**Interviewed by** \_\_\_\_\_

1. Briefly describe any training, education, or relevant experience that you have acquired that would benefit the City of Columbia Heights including civic and community groups.
2. What motivated you to apply to serve on the Park & Recreation Commission? If you are also interested in other commissions, please address those as well.
3. Why do you feel that you would be a good person to represent the opinions and concerns of the City?
4. What are some of the most important concerns or issues that you think the City's park system and recreation programming will face in the next 5 years?

5. We strive to have diverse Board and Commissions representative of our community. What unique qualities, perspectives and life experiences would you bring to this position?

### **Park & Recreation Commission Questions**

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

### **Library Board Questions**

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

### **Planning Commission Questions**

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

2. Have you read the City's Comprehensive Plan and can you explain the role it plays in planning and zoning?

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

Overall Rating \_\_\_\_\_ Board or Commission recommended for: \_\_\_\_\_

**LIBRARY BOARD FIRST CHOICE**  
**BOARD AND COMMISSION INTERVIEW**

### Name, Time

Interviewed by \_\_\_\_\_

1. Briefly describe any training, education, or relevant experience that you have acquired that would benefit the City of Columbia Heights including civic and community groups.
2. What motivated you to apply to serve on the Library Board? If you are also interested in other commissions please address those as well.
3. Why do you feel that you would be a good person to represent the opinions and concerns of the City?
4. What are some of the most important concerns or issues that you think the City's Library will face in the next 5 years?

5. We strive to have diverse Board and Commissions representative of our community. What unique qualities, perspectives and life experiences would you bring to this position?

### Library Board Questions

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

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

Overall Rating \_\_\_\_\_ Board or Commission recommended for: \_\_\_\_\_