



ECONOMIC DEVELOPMENT AUTHORITY
City Hall—Shared Vision Room, 3989 Central Ave NE
Monday, January 06, 2025
5:00 PM

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 290 890 859 251 and passcode QS7XC7dH. For questions, please call the Community Development Department at 763-706-3670.

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.

Meeting to be opened by the Executive Director.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

1. Oath of Office

a. Connie Buesgens, Laurel Deneen, and Amáda Márquez Simula

ELECTION OF OFFICERS

2. Election of 2025 Economic Development Authority Officers (pg. 3)

MOTION: Move to elect _____ as President of the Economic Development Authority.

MOTION: Move to elect _____ as Vice President of the Economic Development Authority.

MOTION: Move to elect _____ as Treasurer of the Economic Development Authority.

MOTION: Move to elect _____ as Secretary of the Economic Development Authority.

Meeting to resume under the leadership of the newly elected EDA President.

CONSENT AGENDA

- [3.](#) **Approve December 2nd, 2024, Regular EDA Meeting Minutes (pg. 5)**
- [4.](#) **Resolution 2025-01 to Approve the Financial Reports and Payment of the Bills for November 2024 (pg. 14)**

MOTION: Move to approve the Consent Agenda as presented.

BUSINESS ITEMS

- [5.](#) **Designating the 2025 Official Depositories of the Economic Development Authority (pg. 29)**

MOTION: Move to waive the reading of Resolution 2025-02, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2025-02, a resolution of the Columbia Heights Economic Development Authority designating official depositories.

- [6.](#) **Transfer of Property to the City: 960 40th Ave NE (pg. 32)**

MOTION: Move to waive the reading of Resolution 2025-03, there being ample copies available to the public.

MOTION: Move to approve Resolution 2025-03, a resolution authorizing conveyance of certain real property to the City of Columbia Heights.

- [7.](#) **2025 EDA Goal Setting (pg. 35)**

BUSINESS UPDATES

ADJOURNMENT

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

AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	1/6/2025

ITEM:	Election of 2025 Economic Development Authority Officers
DEPARTMENT: Community Development	BY/DATE: Emilie Voight, 12/17/2024

BACKGROUND:

Pursuant to the bylaws of the Columbia Heights Economic Development Authority (the “EDA”), officers are required to be elected annually. In 2024, the EDA offices held by commissioners were as follows:

- President – Marlaine Szurek
- Vice President – Rachel James
- Treasurer – Justice Spriggs

Sarah LaVoie, Community Development Administrative Assistant, served as the 2024 EDA Secretary. Staff recommend that Sarah LaVoie continue to serve as the 2025 EDA Secretary. Per the EDA bylaws, the offices of Secretary and Assistant Treasurer need not be held by commissioners, but the Secretary shall be elected.

In order for an EDA commissioner to be considered for an officer position, they must be nominated by another commissioner or by themselves. The bylaws require that the Executive Director or their designee conduct the following nomination process.

1. President
 - a. Please provide all nominations for President of the EDA.
 - b. Vote individually for each nominated member.
 - c. The member with the most votes is declared the President of the EDA by the Executive Director.
2. Vice President
 - a. Please provide all nominations for Vice President of the EDA.
 - b. Vote individually for each nominated member.
 - c. The member with the most votes is declared the Vice President of the EDA by the Executive Director.
3. Treasurer
 - a. Please provide all nominations for Treasurer of the EDA.
 - b. Vote individually for each nominated member.
 - c. The member with the most votes is declared the Treasurer of the EDA by the Executive Director.
4. Secretary
 - a. Please provide all nominations for Secretary of the EDA.
 - b. Vote individually for each nominated candidate.
 - c. The candidate with the most votes is declared the Secretary of the EDA by the Executive Director.

Furthermore, it should be noted that the EDA bylaws require the City Manager (Aaron Chirpich) to serve as the “Executive Director,” the Community Development Director (Mitchell Forney) to serve as “Deputy Executive Director,” and the Finance Director (Joseph Kloiber) to serve as the “Assistant Treasurer.”

Staff recommends approval of the following motions:

Following ratification of the below motions, the newly elected President of the EDA will preside over the remainder of the meeting.

RECOMMENDED MOTION(S):
MOTION: Move to elect _____ as President of the Economic Development Authority.
MOTION: Move to elect _____ as Vice President of the Economic Development Authority.
MOTION: Move to elect _____ as Treasurer of the Economic Development Authority.
MOTION: Move to elect _____ as Secretary of the Economic Development Authority.



ECONOMIC DEVELOPMENT AUTHORITY

City Hall—Council Chambers, 3989 Central Ave NE

MONDAY, DECEMBER 02, 2024

5:00 PM

Item 3.

MINUTES

The meeting was called to order at 5:00 pm by President Szurek.

CALL TO ORDER/ROLL CALL

Members present: Kt Jacobs; Rachel James; Amada Márquez-Simula; Marlaine Szurek

Members absent: Connie Buesgens; Justice Spriggs, Lamin Dibba

Staff Present: Andrew Boucher, City Planner; Mitchell Forney, Community Development Director; Aaron Chirpich, City Manager; Sarah LaVoie, Administrative Assistant; Emilie Voight, Community Development Coordinator

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approve the minutes of the regular EDA Meeting of November 04, 2024.
2. Approve financial reports and payment of bills for October 2024— Resolution No. 2024-28.

Motion by Márquez-Simula, seconded by James, to approve the Consent Agenda as presented. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2024-28

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF OCTOBER 2024 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF OCTOBER 2024.

WHEREAS, the Columbia Heights Economic Development Authority (the “EDA”) is required by Minnesota Statutes Section 469.096, Subd. 9, to prepare a detailed financial statement which shows all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the EDA's credits and assets and its outstanding liabilities; and

WHEREAS, said Statute also requires the EDA to examine the statement and treasurer's vouchers or bills and if correct, to approve them by resolution and enter the resolution in its records; and

WHEREAS, the financial statements for the month of October 2024 have been reviewed by the EDA Commission; and

WHEREAS, the EDA has examined the financial statements and finds them to be acceptable as to both form and accuracy; and

WHEREAS, the EDA Commission has other means to verify the intent of Section 469.096, Subd. 9, including but not limited to Comprehensive Annual Financial Reports, Annual City approved Budgets, Audits and similar documentation; and

WHEREAS, financial statements are held by the City's Finance Department in a method outlined by the State of Minnesota's Records Retention Schedule,

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Columbia Heights Economic Development Authority that it has examined the referenced financial statements including the check history, and they are found to be correct, as to form and content; and

BE IT FURTHER RESOLVED the financial statements are acknowledged and received and the check history as presented in writing is approved for payment out of proper funds; and

BE IT FURTHER RESOLVED this resolution is made as part of the permanent records of the Columbia Heights Economic Development Authority.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 2nd day of December, 2024

Offered by: Amada Marquez-Simula

Seconded by: Rachel James

Roll Call: All ayes of present. MOTION PASSED.

President

Attest:

Secretary

BUSINESS ITEMS

3. Façade Improvement Grant Report for Doña Mary located at 4929 Central Ave

Voight reported the storefront used to be occupied by the Insty-Prints print shop. The new tenant will be Doña Mary, an Ecuadorian fast-food restaurant. The applicant is applying for grant funds for new signage on the façade of the structure and new panels for the existing pylon sign. The applicant was able to receive one bid for the signage, amounting to \$9,250, setting them up for a grant amount of \$4,625. They have received authorization from the property owner to install new signage and are hoping to open their restaurant before the end of 2024, so they are motivated to complete the work quickly. Community Development Staff recommend funding the signage project in full as the new signage will reflect the change in business occupancy and will help attract customers. In 2024, the EDA has approved 9 façade improvement grant applications for a total of \$42,127 approved, with an additional \$4,625 being requested at this meeting. This leaves \$3,248 in Façade Improvement Grant funds remaining from the initial annual budget of \$50,000.

Motion by James, seconded by Márquez-Simula, to waive the reading of Resolution No. 2024-29, there being ample copies available to the public. All ayes of present. MOTION PASSED.

Motion by James, seconded by Márquez-Simula, to approve Resolution No. 2024-29, a Resolution of the Columbia Heights Economic Development Authority, approving the form and substance of the façade improvement grant agreement, and approving authority staff and officials to take all actions necessary to enter the authority into a façade improvement grant agreement with the owner of Doña Mary, LLP. All ayes of present. MOTION PASSED.

RESOLUTION NO. 2024-29

A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FORM AND SUBSTANCE OF THE FAÇADE IMPROVEMENT GRANT AGREEMENT, AND APPROVING AUTHORITY STAFF AND OFFICIALS TO TAKE ALL ACTIONS NECESSARY TO ENTER THE AUTHORITY INTO A FAÇADE IMPROVEMENT GRANT AGREEMENT WITH DOÑA MARY, LLP

WHEREAS, the City of Columbia Heights (the “City”) and the Columbia Heights Economic Development Authority (the “Authority”) have collaborated to create a certain Façade Improvement Grant Program (the “Program”); and

WHEREAS, pursuant to guidelines established for the Program, the Authority is to award and administer a series of grants to eligible commercial property owners and/or tenants for the purposes of revitalizing existing storefronts, increasing business vitality and economic performance, and decreasing criminal activity along Central Avenue Northeast, in the City’s Business districts, pursuant to a Façade Improvement Grant Agreement with various property owners and/or tenants; and

WHEREAS, pursuant to the Program, the City is to coordinate a surveillance camera monitoring program by placing surveillance cameras on some of the storefronts that are part of the Program for the purposes of improving public safety in and around the Central Business District; and

WHEREAS, the Authority has thoroughly reviewed copies of the proposed form of the Grant Agreement.

NOW, THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the Authority

1. approves the form and substance of the grant agreement, and approves the Authority entering into the agreement with Doña Mary, LLP.
2. that the City Manager, as the Executive Director of the Authority, is hereby authorized, empowered, and directed for and on behalf of the Authority to enter into the grant agreement.
3. that the City Manager, as the Executive Director of the Authority, is hereby authorized and directed to execute and take such action as they deem necessary and appropriate to carry out the purpose of the foregoing resolution.

Passed this 2nd of December, 2024

Offered by: Rachel James

Seconded by: Amada Marquez-Simula

Roll Call: All ayes of present. MOTION PASSED.

President

Attest:

Secretary

4. Saint Paul Area Association of Realtors (SPAAR) Key Communities Grant Application Discussion

Voight reported the Saint Paul Area Association of Realtors (SPAAR) awards annual Key Communities grants of up to \$1,500 to Twin Cities Metro area cities for programs or projects related to homeownership, place making, walkability, and similar themes. The program's purpose is to build relationships between SPAAR members and communities. 2025 will be the fifth year of the program. Once grantees are chosen, SPAAR members and staff work with local stakeholders to determine which city-led initiative will be funded in each community and, in addition, to help identify other relevant grants and to provide technical support as applicable. Applications are due at 5 p.m. on Friday, December 13, 2024.

Voight mentioned that Staff would like to know if the EDA was interested in applying for the grant and if there were any particular projects the EDA was interested in doing. She noted that James sent in ideas including an educational program, multiple language resources for homeownership, or making a Columbia Heights walking path including signage. She added that Spriggs sent in ideas including banners on Central Avenue, a home improvement booklet, and a business flyer that would have a list of local businesses in the community that could be included in the newsletter. She asked the EDA if they were interested in applying for the grant and what projects they would be interested in.

Questions/Comments from Members:

Márquez-Simula expressed her support. Jacobs mentioned she liked the idea regarding the business booklet. She suggested having an envelope with a list of businesses and organizations in the City that could be given to new residents. Forney added that there could be a packet for new business owners that includes a packet of EDA grants and opportunities, the Chamber of Commerce, and other resources.

Jacobs mentioned that Kiwanis has put up banners to honor those who serve in the military and would not want to see those taken down in the future.

5. EDA 2024 End of Year Review

Voight reported Staff has prepared 2024 year-in-review summaries of EDA programs and activities.

as well as a recap of the focus areas identified in the EDA's March 2024 discussion of priorities and goals. She presented the end-of-year review:

Façade Improvement Grant Program:

- **Applications:** 10 applications were received in 2024, and 9 were approved, for a total of \$42,127 approved out of a total program budget of \$50,000.
- **Disbursements:** 6 grants were disbursed, for a total of \$28,762.
- **Pending:** 1 grantee has completed project improvements and is preparing financial documents for disbursement. 1 grant application was submitted for the December 2nd EDA meeting and is still in review.
- In addition, one 2023 grantee finished their project improvements and received their approved 2023 disbursement of \$4,600.
- No cameras were installed through this program in 2024.

Fire Suppression Grant Program: No applications were received for this program in 2024, and no funds were disbursed. After community interest, however, at its August meeting, the EDA amended the Fire Suppression Grant Program guidelines to allow childcare businesses to qualify as eligible applicants. The childcare applicant that initiated this request is currently working with an architect to create a plan for remodeling their building.

Home Energy Squad (in partnership with Center for Energy and Environment and Xcel Energy): In 2024, through September, the Market Rate Home Energy Squad conducted 13 visits, and the Low-Income Home Energy Squad conducted 8 visits. The City contributed financially toward 9 visits, for a total 2024 financial contribution of \$435.

Property Transactions:

- **Sale:** 4243 5th Street NE to Habitat for Humanity
- **Transfer:** of the library property to the City
- **Loan:** to the City for purchase of 675 37th Ave NE
- **Purchase:** 4416 Central Ave NE (through Commercial Revitalization program)
- **Deconstruction:** 3851 Central Ave NE, 3853 Central Ave NE, 4416 Central Ave NE (for recycling and reuse, in partnership with Better Futures)
- **Demolition:** 941 44th Ave NE, 3851 Central Ave NE, 3853 Central Ave NE, 4416 Central Ave NE

Miscellaneous:

- The City Council established a housing trust fund in May 2024 and delegated the administration of this fund to the EDA.
- The EDA honored Heights Pizza Man as the 2024 Columbia Heights Business of the Year.

Recap from March 2024 EDA Priorities Discussion:

- The EDA indicated interest in utilizing Metropolitan Affordable Sales Tax funds (held in the housing trust fund) as follows:
 - o Low-income home improvement loans
 - o NOAH (naturally occurring affordable housing) loans
 - Particular interest for focus on small multifamily buildings (fourplexes, etc.)

- Affordable housing home ownership redevelopment projects
-
- The EDA indicated interest in modifying the Façade Improvement Grant Program to include:
 - Art elements
 - Landscaping elements such as permanent landscaping, rain gardens, and planting of native plants and trees
- The EDA also proposed the following focus areas for future projects or programs:
 - Micro loans to help businesses with things like landscaping design, graphic design for websites or menus, or basic business support services like bookkeeping
 - Gap funding for businesses o Additional funding sources for art
 - Developing a list of local businesses and spotlighting/promoting it in the City's communications
 - Directing prospective and existing small businesses to Anoka County's Open to Business resources

Additional July 2024 Update: In July 2024, the EDA received word that it would receive less Metropolitan Affordable Sales Tax funding than previously calculated. Staff continued down the route of preparing a program for low-income home improvement loans, working with CEE and Kennedy Graven to review the program's legal framework and contracts. At the January 2025 EDA meeting, the EDA will further discuss how it would like to proceed.

Questions/Comments from Members:

James wondered if the EDA could rethink the fire suppression program since it has not been utilized all year. She added that she does not want to get rid of the program, but fire suppression is still too expensive even with the City's grant. Forney agreed and suggested having one grant per year but it would provide more grant funds.

Szurek asked where the funds would come from for the fire suppression grant. Forney replied that it is currently through the EDA budget but can discuss additional funds in the future.

Jacobs mentioned surrounding communities provide funding and grants to help seniors in need of housing. She added that she hopes future Councils could think through how to help seniors in the community. The EDA agreed. Jacobs stated there should be discussion regarding affordable housing for seniors and not just younger people coming into the community.

6. Tax Increment Financing Districts Update

Forney reported after receiving a request from a member of the EDA, Staff thought the December EDA meeting a great time to review the City's current Tax Increment Financing Districts. Since these numbers are from 2023, there is a lag regarding the effects of 4d legislation on the districts and changes that were established in 2023. The tax estimates in Attachment 1 in the Agenda Packet are based off the 2023 numbers and are subject to change with the new 4d legislation. These estimates only take into effect the City's estimated taxes. The estimates leave out any taxes that would be subtracted for fiscal disparities or special taxing districts.

Forney mentioned for much of this review, Staff focused on the effect on tax capacity, which is a

key factor in assessing the financial implications and revenue-generating potential of proposed changes or developments. Staff utilized tax capacity because it is the building block for all taxes levied on a property regardless of taxes levied by special districts or other entities. Attachment 4, Property Taxes 101, dives deeper into how property taxes are calculated. Staff can expand on the topic or answer any additional questions in person as property taxes are a very complex topic.

Forney presented on each current TIF district within the city. Below are a few key notes on each district:

University Ave Redevelopment: This district has been decertified but still holds pooled funds. Since the district was established prior to 1990 the district no longer has any revenue but can remain open for use of the pooled funds.

City Wide Scattered Site: District is currently using its tax increment to pay back an interfund loan from the University Ave Redevelopment TIF District. This loan was utilized to purchase, demolish, and sell the property 4253 5th St to Habitat for Humanity.

Crest View Real Estate Eq: District was decertified in June of 2023.

Huset Park Area: The project has been completed and has a long time until the district's liabilities are paid off.

Central Value Center: Project was never started, and the district was decertified in 2021.

47th and Grand: Project is doing well and may be able to pay off its liabilities early depending on the effect of 4d on the district.

NE Business Center: The project has just been completed and has a long time until the district's liabilities are paid off.

Alatus TIF District: The City has issued bonds for the mortgage of the project, but the project has not started. There are no revenues until the project pays off the mortgage and improvements to the site are made.

42nd & Jackson: Project was completed in 2023 so there is no data on the current tax capacity or district revenues.

Questions/Comments from Members:

Jacobs asked if the change in the legislature change how a city could determine how many years the TIF would be. Forney replied that the City still has the ability to do that. She mentioned that the TIF does not have to be over an extended amount of time and suggested the City continue to discuss how long each TIF should be. She added that the TIF should be relative to the project.

Márquez-Simula asked Forney what the best way was to discuss the length of the TIFs. Forney

replied in a goal-setting meeting.

Forney mentioned that there is a possibility of using the Affordable Housing Trust Fund instead of TIF's for the Reuter Walton project.

Szurek expressed her concern regarding property taxes and wondered what the City would do to stop property taxes from increasing. Forney noted that the County increased taxes this year.

Szurek mentioned many of her neighbors have junk in their yard and is worried that the City will turn into a trash City. Forney replied that administrative fines are utilized to help maintain a clean City. Szurek stated that no one is doing anything about it. Jacobs agreed and added that the Ordinances are in place but they are not enforced. Forney explained that courts are still full since Covid so the process is not running completely but the City is working towards having a smoother process.

BUSINESS UPDATES

Voight mentioned that Naturally Occurring Affordable Housing (NOAH) should have more information in January regarding funding and the application process. In the 2024 cycle, the funding was increased from \$45 million to \$70 million.

Jacobs asked what the status was for the funding for the Public Works building. Forney replied that it is going through bonding through the State and will be brought up during the next legislative session.

Forney mentioned that the Trust Fund Matching grant is on the same timeline as the NOAH grant.

Forney reported that Habitat for Humanity is looking for an opportunity. The EDA was considering a house on Summit Avenue. The homeowner has passed away and donated the house to ASPCA. Staff are working with the ASPCA to try to purchase the home in order to demolish it and give it to Habitat for Humanity.

Forney updated the EDA about projects in the City. The County's HRA toured The Crestview project site that Anoka County purchased and concluded that the site needs to be demolished and affordable housing built on it. There is strong interest from a developer for the Medtronic site.

Márquez-Simula asked if it was true that the Crestview location on Central Avenue and 42nd Avenue was for sale. Chirpich that he heard something similar. Szurek wondered if the ownership had changed.

Márquez-Simula mentioned that there is a city with deeply affordable housing buildings and has had problems with behavior. The city requires 24-hour security in the affordable housing buildings. She mentioned that it is something to consider for the City.

Márquez-Simula noted that there are some buildings that have bright lights on the top of their buildings and the light is directed towards the street instead of down on the parking lot. She asked to consider how to eliminate the issue in the future for businesses. Jacobs added that there are residents who have similar lights and that something needs to be done with residents as well. Forney replied

that the City can enforce how many foot candles are over the property line through Ordinances.

Márquez-Simula asked for an update on “what’s legal” signs and temporary signs for businesses. Chirpich replied that City Planner Boucher has been pursuing enforcement action on several violations on Central Avenue.

ADJOURNMENT

Motion by Márquez-Simula, seconded by James, to adjourn the meeting at 5:58 pm. All ayes. MOTION PASSED.

Respectfully submitted,



Sarah LaVoie, Recording Secretary

RESOLUTION NO. 2025-01**A RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF COLUMBIA HEIGHTS, MINNESOTA, APPROVING THE FINANCIAL STATEMENTS FOR THE MONTH OF NOVEMBER 2024 AND THE PAYMENT OF THE BILLS FOR THE MONTH OF NOVEMBER 2024.**

WHEREAS, the Columbia Heights Economic Development Authority (the “EDA”) is required by Minnesota Statutes Section 469.096, Subd. 9, to prepare a detailed financial statement which shows all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the EDA's credits and assets and its outstanding liabilities; and

WHEREAS, said Statute also requires the EDA to examine the statement and treasurer's vouchers or bills and if correct, to approve them by resolution and enter the resolution in its records; and

WHEREAS, the financial statements for the month of November 2024 have been reviewed by the EDA Commission; and

WHEREAS, the EDA has examined the financial statements and finds them to be acceptable as to both form and accuracy; and

WHEREAS, the EDA Commission has other means to verify the intent of Section 469.096, Subd. 9, including but not limited to Comprehensive Annual Financial Reports, Annual City approved Budgets, Audits and similar documentation; and

WHEREAS, financial statements are held by the City’s Finance Department in a method outlined by the State of Minnesota’s Records Retention Schedule,

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Columbia Heights Economic Development Authority that it has examined the referenced financial statements including the check history, and they are found to be correct, as to form and content; and

BE IT FURTHER RESOLVED the financial statements are acknowledged and received and the check history as presented in writing is approved for payment out of proper funds; and

BE IT FURTHER RESOLVED this resolution is made as part of the permanent records of the Columbia Heights Economic Development Authority.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of January 2025

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS
EXP CHECK RUN DATES 11/01/2024 - 11/30/2024
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Check 1777					
204.6314.42011	DELL MULTI-DEVICE KEYBOARD-COORD	DELL MARKETING LP	10/01/24	2008151176196	52.81
204.6314.42011	XPS 16 LAPTOP-COORDINATOR	DELL MARKETING LP	10/01/24	2008151176196	1,868.99
Total For Check 1777					1,921.80
Check 200968					
204.6314.43050	EDA MINTUES 100724	TIMESAVER OFF SITE SECRETF	10/14/24	M29553	167.00
Total For Check 200968					167.00
Check 201020					
204.6314.43210	102624 - 10013121 PHONE COMMDEV	POPP.COM INC	10/26/24	992853579	48.82
204.6314.43210	103124 -10010429 COM DEV ADMINI	POPP.COM INC	10/31/24	992854609	13.85
Total For Check 201020					62.67
Check 201078					
228.6317.44000	LED LIGHT REPAIR	J. BECHER & ASSOC INC	11/04/24	2413082-F	552.94
Total For Check 201078					552.94
Check 201079					
204.6314.43050	LIB PARCEL TRANSFER CL162-00031	KENNEDY & GRAVEN	10/23/24	184194	520.00
393.7000.43050	BOND TERMS REVIEW CL162-00066 AL	KENNEDY & GRAVEN	10/23/24	184194	162.50
Total For Check 201079					682.50
Check 201098					
228.6317.44000	SWEEPING - VAN BUREN RAMP	RTD POWER WASHING, INC	11/07/24	9-VB	1,396.00
Total For Check 201098					1,396.00
Check 201115					
228.6317.43810	ELECTRIC	XCEL ENERGY (N S P)	11/06/24	1142693997	659.16
Total For Check 201115					659.16
Check 201141					
408.6411.44600	FACADE IMPROVEMENT GRANT LAS AME	ECUA DELI LLC	11/04/24	7307	4,387.52
Total For Check 201141					4,387.52

12/16/2024 10:36 AM
User: suems
DB: Columbia Heights

INVOICE GL DISTRIBUTION REPORT FOR CITY OF COLUMBIA HEIGHTS
EXP CHECK RUN DATES 11/01/2024 - 11/30/2024
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
				Fund 204 EDA ADMINISTRATION	2,671.47
				Fund 228 DOWNTOWN PARKING	2,608.10
				Fund 393 TIF BB6 ALATUS 4300 CEN	162.50
				Fund 408 EDA REDEVELOPMENT PROJE	4,387.52
Total For All Funds:					9,829.59
--- TOTALS BY GL DISTRIBUTION ---					
204.6314.42011				DELL MULTI-DEVICE KEYBOARD-COORD	1,921.80
204.6314.43050				LIB PARCEL TRANSFER CL162-00031	687.00
204.6314.43210				102624 - 10013121 PHONE COMMDEV	62.67
228.6317.43810				ELECTRIC	659.16
228.6317.44000				LED LIGHT REPAIR	1,948.94
393.7000.43050				BOND TERMS REVIEW CL162-00066 AL	162.50
408.6411.44600				FACADE IMPROVEMENT GRANT LAS AME	4,387.52

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
PERIOD ENDING 11/30/2024

Item 4.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/24	YTD BALANCE 11/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 202 - ANOKA CO COMM DEV PROGRAMS							
Expenditures							
Dept 6355 - ANOKA CO HRA LEVY PROJECTS							
OTHER SERVICES & CHARGES							
202.6355.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
Total Dept 6355 - ANOKA CO HRA LEVY PROJECTS		0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
Fund 202 - ANOKA CO COMM DEV PROGRAMS:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	1,231.00	(1,231.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(1,231.00)	1,231.00	100.00

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/24	YTD BALANCE 11/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
204.0000.31011	EDA CURRENT AD VALOREM	220,000.00	0.00	0.00	128,024.57	91,975.43	58.19
204.0000.31014	AREA WIDE TAX	90,000.00	0.00	0.00	29,083.41	60,916.59	32.31
204.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	(1,579.24)	1,579.24	100.00
204.0000.31800	PAYMENT IN LIEU OF TAXES	0.00	0.00	0.00	23.16	(23.16)	100.00
204.0000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	(112.86)	112.86	100.00
TAXES		310,000.00	0.00	0.00	155,439.04	154,560.96	50.14
CHARGES FOR SERVICES							
204.0000.34112	ADMINISTRATIVE FEES	0.00	0.00	0.00	30.00	(30.00)	100.00
CHARGES FOR SERVICES		0.00	0.00	0.00	30.00	(30.00)	100.00
MISCELLANEOUS							
204.0000.36210	INTEREST ON INVESTMENTS	3,700.00	0.00	0.00	0.00	3,700.00	0.00
MISCELLANEOUS		3,700.00	0.00	0.00	0.00	3,700.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL							
		313,700.00	0.00	0.00	155,469.04	158,230.96	49.56
TOTAL REVENUES		313,700.00	0.00	0.00	155,469.04	158,230.96	49.56
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
204.6314.43045	ATTORNEY FEES-OTHER	0.00	0.00	0.00	3,588.50	(3,588.50)	100.00
204.6314.43050	EXPERT & PROFESSIONAL SERV.	2,500.00	847.85	222.75	6,736.75	(5,084.60)	303.38
204.6314.43105	TRAINING & EDUCATION ACTIVITIES	3,000.00	0.00	0.00	700.00	2,300.00	23.33
204.6314.43210	TELEPHONE	700.00	478.83	62.69	826.02	(604.85)	186.41
204.6314.43220	POSTAGE	500.00	0.00	0.00	1,698.41	(1,198.41)	339.68
204.6314.43250	OTHER TELECOMMUNICATIONS	400.00	0.00	24.30	342.96	57.04	85.74
204.6314.43310	LOCAL TRAVEL EXPENSE	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43320	OUT OF TOWN TRAVEL EXPENSE	1,500.00	0.00	0.00	0.00	1,500.00	0.00
204.6314.43500	LEGAL NOTICE PUBLISHING	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.43600	PROP & LIAB INSURANCE	3,200.00	0.00	266.67	2,933.37	266.63	91.67
204.6314.44000	REPAIR & MAINT. SERVICES	500.00	0.00	0.00	0.00	500.00	0.00
204.6314.44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	1,100.00	0.00	0.00	1,069.20	30.80	97.20
204.6314.44040	INFORMATION SYS:INTERNAL SVC	9,100.00	0.00	758.33	8,341.63	758.37	91.67
204.6314.44330	SUBSCRIPTION, MEMBERSHIP	500.00	0.00	0.00	375.00	125.00	75.00
204.6314.44380	COMMISSION & BOARDS	700.00	0.00	0.00	0.00	700.00	0.00
204.6314.44600	LOANS & GRANTS	0.00	0.00	0.00	820.00	(820.00)	100.00
OTHER SERVICES & CHARGES		24,100.00	1,326.68	1,334.74	27,431.84	(4,658.52)	119.33
PERSONNEL SERVICES							
204.6314.41010	REGULAR EMPLOYEES	203,800.00	0.00	22,892.01	163,726.71	40,073.29	80.34
204.6314.41210	P.E.R.A. CONTRIBUTION	15,300.00	0.00	1,659.32	12,289.10	3,010.90	80.32
204.6314.41220	F.I.C.A. CONTRIBUTION	15,800.00	0.00	1,731.48	13,277.99	2,522.01	84.04
204.6314.41300	INSURANCE	23,400.00	0.00	1,320.73	16,378.89	7,021.11	70.00
204.6314.41510	WORKERS COMP INSURANCE PREM	1,600.00	0.00	80.10	853.15	746.85	
PERSONNEL SERVICES		259,900.00	0.00	27,683.64	206,525.84	53,374.16	

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GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/24	YTD BALANCE 11/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 204 - EDA ADMINISTRATION							
Expenditures							
SUPPLIES							
204.6314.42000	OFFICE SUPPLIES	200.00	0.00	0.00	158.38	41.62	79.19
204.6314.42010	MINOR EQUIPMENT	200.00	0.00	0.00	0.00	200.00	0.00
204.6314.42011	END USER DEVICES	0.00	0.00	0.00	1,921.80	(1,921.80)	100.00
204.6314.42171	GENERAL SUPPLIES	200.00	0.00	0.00	37.69	162.31	18.85
204.6314.42175	FOOD SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
SUPPLIES		800.00	0.00	0.00	2,117.87	(1,317.87)	264.73
CONTINGENCIES & TRANSFERS							
204.6314.47100	OPER. TRANSFER OUT - LABOR	28,900.00	0.00	2,408.33	26,491.63	2,408.37	91.67
CONTINGENCIES & TRANSFERS		28,900.00	0.00	2,408.33	26,491.63	2,408.37	91.67
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
		313,700.00	1,326.68	31,426.71	262,567.18	49,806.14	84.12
TOTAL EXPENDITURES							
		313,700.00	1,326.68	31,426.71	262,567.18	49,806.14	84.12
Fund 204 - EDA ADMINISTRATION:							
TOTAL REVENUES		313,700.00	0.00	0.00	155,469.04	158,230.96	49.56
TOTAL EXPENDITURES		313,700.00	1,326.68	31,426.71	262,567.18	49,806.14	84.12
NET OF REVENUES & EXPENDITURES		0.00	(1,326.68)	(31,426.71)	(107,098.14)	108,424.82	100.00

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Fund 228 - DOWNTOWN PARKING							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TRANSFERS & NON-REV RECEIPTS							
228.0000.39247	TRANSFER IN-SPECIAL PROJ REV	56,600.00	0.00	0.00	0.00	56,600.00	0.00
TRANSFERS & NON-REV RECEIPTS		56,600.00	0.00	0.00	0.00	56,600.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL		56,600.00	0.00	0.00	0.00	56,600.00	0.00
TOTAL REVENUES		56,600.00	0.00	0.00	0.00	56,600.00	0.00
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
228.6317.43600	PROP & LIAB INSURANCE	3,100.00	0.00	258.33	2,841.63	258.37	91.67
228.6317.43800	UTILITY SERVICES	2,000.00	0.00	237.77	1,716.08	283.92	85.80
228.6317.43810	ELECTRIC	13,000.00	0.00	659.16	7,944.57	5,055.43	61.11
228.6317.44000	REPAIR & MAINT. SERVICES	35,000.00	614.30	1,948.94	10,979.87	23,405.83	33.13
228.6317.44020	BLDG MAINT CONTRACTUAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00	0.00
OTHER SERVICES & CHARGES		55,100.00	614.30	3,104.20	23,482.15	31,003.55	43.73
PERSONNEL SERVICES							
228.6317.41070	INTERDEPARTMENTAL LABOR SERV	1,500.00	0.00	0.00	0.00	1,500.00	0.00
PERSONNEL SERVICES		1,500.00	0.00	0.00	0.00	1,500.00	0.00
SUPPLIES							
228.6317.42171	GENERAL SUPPLIES	0.00	0.00	0.00	15.93	(15.93)	100.00
SUPPLIES		0.00	0.00	0.00	15.93	(15.93)	100.00
Total Dept 6317 - DOWNTOWN PARKING		56,600.00	614.30	3,104.20	23,498.08	32,487.62	42.60
TOTAL EXPENDITURES		56,600.00	614.30	3,104.20	23,498.08	32,487.62	42.60
Fund 228 - DOWNTOWN PARKING:							
TOTAL REVENUES		56,600.00	0.00	0.00	0.00	56,600.00	0.00
TOTAL EXPENDITURES		56,600.00	614.30	3,104.20	23,498.08	32,487.62	42.60
NET OF REVENUES & EXPENDITURES		0.00	(614.30)	(3,104.20)	(23,498.08)	24,112.38	100.00

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Fund 372 - HUSET PARK AREA TIF (T6)							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
372.0000.31010	CURRENT AD VALOREM	850,000.00	0.00	0.00	483,721.97	366,278.03	56.91
372.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	284,673.50	(284,673.50)	100.00
TAXES		850,000.00	0.00	0.00	768,395.47	81,604.53	90.40
MISCELLANEOUS							
372.0000.36210	INTEREST ON INVESTMENTS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
MISCELLANEOUS		5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL							
		855,000.00	0.00	0.00	768,395.47	86,604.53	89.87
TOTAL REVENUES							
		855,000.00	0.00	0.00	768,395.47	86,604.53	89.87
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
372.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,201.08	(1,201.08)	100.00
372.7000.43500	LEGAL NOTICE PUBLISHING	0.00	0.00	0.00	166.75	(166.75)	100.00
372.7000.44600	LOANS & GRANTS	550,000.00	0.00	0.00	378,689.99	171,310.01	68.85
OTHER SERVICES & CHARGES		550,000.00	0.00	0.00	380,057.82	169,942.18	69.10
CAPITAL OUTLAY							
372.7000.46010	PRINCIPAL	140,000.00	0.00	0.00	140,000.00	0.00	100.00
372.7000.46110	INTEREST	50,200.00	0.00	0.00	50,200.00	0.00	100.00
372.7000.46200	FISCAL AGENT CHARGES	1,500.00	1,200.00	0.00	1,075.00	(775.00)	151.67
372.7000.46210	MISCELLANEOUS FISCAL CHARGES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL OUTLAY		192,700.00	1,200.00	0.00	191,275.00	225.00	99.88
Total Dept 7000 - BONDS							
		742,700.00	1,200.00	0.00	571,332.82	170,167.18	77.09
TOTAL EXPENDITURES							
		742,700.00	1,200.00	0.00	571,332.82	170,167.18	77.09
Fund 372 - HUSET PARK AREA TIF (T6):							
TOTAL REVENUES		855,000.00	0.00	0.00	768,395.47	86,604.53	89.87
TOTAL EXPENDITURES		742,700.00	1,200.00	0.00	571,332.82	170,167.18	77.09
NET OF REVENUES & EXPENDITURES		112,300.00	(1,200.00)	0.00	197,062.65	(83,562.65)	174.41

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Fund 375 - TIF Z6: 47TH & GRAND							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
375.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
TAXES		0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
TOTAL REVENUES		0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
375.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	600.54	(600.54)	100.00
375.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	93,502.02	(93,502.02)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	94,102.56	(94,102.56)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	94,102.56	(94,102.56)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	94,102.56	(94,102.56)	100.00
Fund 375 - TIF Z6: 47TH & GRAND:							
TOTAL REVENUES		0.00	0.00	0.00	103,891.13	(103,891.13)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	94,102.56	(94,102.56)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	9,788.57	(9,788.57)	100.00

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GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/24	YTD BALANCE 11/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 391 - SCATTERED SITE TIF W3/W4							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
391.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
TAXES		0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
TOTAL REVENUES		0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
391.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	600.54	(600.54)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	600.54	(600.54)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	600.54	(600.54)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	600.54	(600.54)	100.00
Fund 391 - SCATTERED SITE TIF W3/W4:							
TOTAL REVENUES		0.00	0.00	0.00	28,007.47	(28,007.47)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	600.54	(600.54)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	27,406.93	(27,406.93)	100.00

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GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/24	YTD BALANCE 11/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 392 - TIF BB2 ALATUS 40TH AV							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
392.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
TAXES		0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
Total Dept 0000 - NON-DEPARTMENTAL		0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
TOTAL REVENUES		0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
392.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,100.54	(1,100.54)	100.00
392.7000.44600	LOANS & GRANTS	0.00	0.00	0.00	384,272.44	(384,272.44)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	385,372.98	(385,372.98)	100.00
Total Dept 7000 - BONDS		0.00	0.00	0.00	385,372.98	(385,372.98)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	385,372.98	(385,372.98)	100.00
Fund 392 - TIF BB2 ALATUS 40TH AV:							
TOTAL REVENUES		0.00	0.00	0.00	404,497.31	(404,497.31)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	385,372.98	(385,372.98)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	19,124.33	(19,124.33)	100.00

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Fund 393 - TIF BB6 ALATUS 4300 CENTRAL							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
393.0000.31010	CURRENT AD VALOREM	0.00	0.00	0.00	15,641.34	(15,641.34)	100.00
TAXES		0.00	0.00	0.00	15,641.34	(15,641.34)	100.00
MISCELLANEOUS							
393.0000.36216	LOAN INTEREST	63,700.00	0.00	0.00	0.00	63,700.00	0.00
MISCELLANEOUS		63,700.00	0.00	0.00	0.00	63,700.00	0.00
TRANSFERS & NON-REV RECEIPTS							
393.0000.39310	BOND PROCEEDS	5,885,000.00	0.00	0.00	0.00	5,885,000.00	0.00
TRANSFERS & NON-REV RECEIPTS		5,885,000.00	0.00	0.00	0.00	5,885,000.00	0.00
Total Dept 0000 - NON-DEPARTMENTAL							
		5,948,700.00	0.00	0.00	15,641.34	5,933,058.66	0.26
TOTAL REVENUES							
		5,948,700.00	0.00	0.00	15,641.34	5,933,058.66	0.26
Expenditures							
Dept 7000 - BONDS							
OTHER SERVICES & CHARGES							
393.7000.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	1,228.04	(1,228.04)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	1,228.04	(1,228.04)	100.00
CAPITAL OUTLAY							
393.7000.46010	PRINCIPAL	5,935,000.00	0.00	0.00	0.00	5,935,000.00	0.00
393.7000.46110	INTEREST	13,400.00	0.00	0.00	0.00	13,400.00	0.00
393.7000.46210	MISCELLANEOUS FISCAL CHARGES	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
CAPITAL OUTLAY		5,948,400.00	0.00	0.00	1,000.00	5,947,400.00	0.02
Total Dept 7000 - BONDS							
		5,948,400.00	0.00	0.00	2,228.04	5,946,171.96	0.04
TOTAL EXPENDITURES							
		5,948,400.00	0.00	0.00	2,228.04	5,946,171.96	0.04
Fund 393 - TIF BB6 ALATUS 4300 CENTRAL:							
TOTAL REVENUES		5,948,700.00	0.00	0.00	15,641.34	5,933,058.66	0.26
TOTAL EXPENDITURES		5,948,400.00	0.00	0.00	2,228.04	5,946,171.96	0.04
NET OF REVENUES & EXPENDITURES		300.00	0.00	0.00	13,413.30	(13,113.30)	4,471.10

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Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Revenues							
Dept 0000 - NON-DEPARTMENTAL							
TAXES							
408.0000.31012	HRA CURRENT AD VALOREM	235,000.00	0.00	0.00	130,509.32	104,490.68	55.54
408.0000.31014	AREA WIDE TAX	75,000.00	0.00	0.00	30,058.02	44,941.98	40.08
408.0000.31020	DELNQ. AD VALOREM	0.00	0.00	0.00	(2,339.37)	2,339.37	100.00
TAXES		310,000.00	0.00	0.00	158,227.97	151,772.03	51.04
Total Dept 0000 - NON-DEPARTMENTAL							
		310,000.00	0.00	0.00	158,227.97	151,772.03	51.04
TOTAL REVENUES							
		310,000.00	0.00	0.00	158,227.97	151,772.03	51.04
Expenditures							
Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
OTHER SERVICES & CHARGES							
408.6314.43050	EXPERT & PROFESSIONAL SERV.	0.00	0.00	0.00	269.00	(269.00)	100.00
408.6314.44300	MISC. CHARGES	0.00	0.00	0.00	298.89	(298.89)	100.00
408.6314.44600	LOANS & GRANTS	0.00	0.00	0.00	4,600.00	(4,600.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	5,167.89	(5,167.89)	100.00
CAPITAL OUTLAY							
408.6314.45110	LAND	0.00	0.00	0.00	15,000.00	(15,000.00)	100.00
CAPITAL OUTLAY		0.00	0.00	0.00	15,000.00	(15,000.00)	100.00
Total Dept 6314 - ECONOMIC DEVELOPMENT AUTH							
		0.00	0.00	0.00	20,167.89	(20,167.89)	100.00
Dept 6411 - FACADE IMPROVEMENT GRANT							
OTHER SERVICES & CHARGES							
408.6411.44600	LOANS & GRANTS	0.00	0.00	4,387.52	28,761.86	(28,761.86)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	4,387.52	28,761.86	(28,761.86)	100.00
Total Dept 6411 - FACADE IMPROVEMENT GRANT							
		0.00	0.00	4,387.52	28,761.86	(28,761.86)	100.00
Dept 6414 - COMMERCIAL REVITALIZATION							
OTHER SERVICES & CHARGES							
408.6414.43050	EXPERT & PROFESSIONAL SERV.	0.00	21,296.50	391.00	174,186.72	(195,483.22)	100.00
408.6414.44000	REPAIR & MAINT. SERVICES	0.00	0.00	0.00	495.21	(495.21)	100.00
408.6414.44390	TAXES & LICENSES	0.00	0.00	1,651.95	13,491.07	(13,491.07)	100.00
408.6414.44600	LOANS & GRANTS	100,000.00	0.00	0.00	0.00	100,000.00	0.00
OTHER SERVICES & CHARGES		100,000.00	21,296.50	2,042.95	188,173.00	(109,469.50)	209.47
CAPITAL OUTLAY							
408.6414.45110	LAND	210,000.00	0.00	0.00	226,519.55	(16,519.55)	107.87
CAPITAL OUTLAY		210,000.00	0.00	0.00	226,519.55	(16,519.55)	107.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/24	YTD BALANCE 11/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - EDA REDEVELOPMENT PROJECT FD							
Expenditures							
Total Dept 6414 - COMMERCIAL REVITALIZATION		310,000.00	21,296.50	2,042.95	414,692.55	(125,989.05)	140.64
Dept 6418 - FIRE SUPPRESSION GRANT							
OTHER SERVICES & CHARGES							
408.6418.44600	LOANS & GRANTS	0.00	0.00	0.00	74,436.00	(74,436.00)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	74,436.00	(74,436.00)	100.00
Total Dept 6418 - FIRE SUPPRESSION GRANT		0.00	0.00	0.00	74,436.00	(74,436.00)	100.00
TOTAL EXPENDITURES		310,000.00	21,296.50	6,430.47	538,058.30	(249,354.80)	180.44
Fund 408 - EDA REDEVELOPMENT PROJECT FD:							
TOTAL REVENUES		310,000.00	0.00	0.00	158,227.97	151,772.03	51.04
TOTAL EXPENDITURES		310,000.00	21,296.50	6,430.47	538,058.30	(249,354.80)	180.44
NET OF REVENUES & EXPENDITURES		0.00	(21,296.50)	(6,430.47)	(379,830.33)	401,126.83	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	ENCUMBERED YEAR-TO-DATE	ACTIVITY FOR MONTH 11/30/24	YTD BALANCE 11/30/2024	UNENCUMBERED BALANCE	% BDGT USED
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT							
Expenditures							
Dept 6317 - DOWNTOWN PARKING							
OTHER SERVICES & CHARGES							
420.6317.44300	MISC. CHARGES	0.00	0.00	0.00	49,655.26	(49,655.26)	100.00
OTHER SERVICES & CHARGES		0.00	0.00	0.00	49,655.26	(49,655.26)	100.00
Total Dept 6317 - DOWNTOWN PARKING		0.00	0.00	0.00	49,655.26	(49,655.26)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	49,655.26	(49,655.26)	100.00
Fund 420 - CAP IMPROVEMENT-DEVELOPMENT:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	49,655.26	(49,655.26)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(49,655.26)	49,655.26	100.00
TOTAL REVENUES - ALL FUNDS		7,484,000.00	0.00	0.00	1,634,129.73	5,849,870.27	21.83
TOTAL EXPENDITURES - ALL FUNDS		7,371,400.00	24,437.48	40,961.38	1,928,646.76	5,418,315.76	26.50
NET OF REVENUES & EXPENDITURES		112,600.00	(24,437.48)	(40,961.38)	(294,517.03)	431,554.51	283.26



AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	1/6/2025

ITEM:	Designating the 2025 Official Depositories of the Economic Development Authority		
DEPARTMENT: Community Development		BY/DATE: Emilie Voight, 12/17/2024	

BACKGROUND:

The EDA is required to designate by resolution the depositories used for its funds and investments. The attached resolution follows the format of resolutions passed in previous years by the EDA and the City Council. Most general banking transactions of the EDA and the City are conducted through Northeast Bank. Accounts are also maintained at U.S. Bank for certain specialized services such as payroll and debt service payments.

The only material difference between this proposed resolution and the resolution adopted annually by the City Council is that the EDA resolution allows for the EDA's funds to be held in accounts under the name of the City of Columbia Heights. This has always been the EDA's practice. Since the creation of the EDA in 1996, it has never had a separate checking account under its own name. All EDA expenditures since its inception have been made using checks drawn in the City's name on behalf of the EDA. Staff recommend maintaining these two banking relationships, as they continue to meet the EDA's current needs while also providing capacity for addressing the EDA's evolving needs for electronic banking services.

There are no differences between this year's depositories and those of 2024.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Resolution 2025-02, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2025-02, a resolution of the Columbia Heights Economic Development Authority designating official depositories.

ATTACHMENT(S):

1. Resolution 2025-02

**A RESOLUTION OF THE COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
DESIGNATING OFFICIAL DEPOSITORIES**

Now, therefore, in accordance with the bylaws and regulations of the Columbia Heights Economic Development Authority (the Authority), the Board of Commissioners of the Authority makes the following:

ORDER OF BOARD

IT IS HEREBY RESOLVED, that Northeast Bank, and U.S. Bank, are hereby designated as depositories for the Authority's funds.

IT IS FURTHER RESOLVED, that the funds of the Authority can be held in accounts at these depositories under the name and federal identification number of the City of Columbia Heights, Minnesota (the City), together with the funds of the City, provided that separate fund accounting records are maintained for the respective Authority and City shares of such accounts in a manner consistent with generally accepted accounting and auditing standards.

IT IS FURTHER RESOLVED, that the responsibility for countersigning orders and checks drawn against funds of the Authority, assigned in the Authority's bylaws to the Authority President, is hereby delegated to the City Mayor.

IT IS FURTHER RESOLVED, that checks, drafts, or other withdrawal orders issued against the funds of the Authority on deposit with these depositories under the City's name shall be signed by the following:

City Mayor
City Manager
City Finance Director

and that said banks are hereby fully authorized to pay and charge said accounts for any such checks, drafts, or other withdrawal orders issued by the City on behalf of the Authority.

IT IS FURTHER RESOLVED, that Northeast Bank, and U.S. Bank, are hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in the City's name on behalf of the Authority, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signatures of the following:

City Mayor
City Manager
City Finance Director

and that Northeast Bank, and U.S. Bank, shall be entitled to honor and to charge the Authority, or the City on behalf of the Authority, for all such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with the Banks by the City Finance Director or other officer of the Authority or City.

IT IS FURTHER RESOLVED, that the City Finance Director or their designee shall be authorized to make electronic funds transfers in lieu of issuing paper checks, subject to the controls required by Minnesota Statutes and by the City of Columbia Heights' financial policies.

IT IS FURTHER RESOLVED, that all transactions, if any, relating to deposits, withdrawals, re-discounts and borrowings by or on behalf of the Authority with said depositories, made directly by the Authority or by the City on the behalf of the Authority, prior to the adoption of this resolution be, and the same hereby are, in all things ratified, approved and confirmed.

IT IS FURTHER RESOLVED, that any bank designated above as a depository, may be used as a custodian (a.k.a. depository) for investment purposes, so long as the investments comply with authorized investments as set forth in Minnesota Statutes.

IT IS FURTHER RESOLVED, that Bank of New York Mellon DBA Pershing Advisor Solutions LLC may be used as a custodian (a.k.a. depository) for investment purposes so long as the investments comply with the authorized investments as set forth in Minnesota Statutes.

IT IS FURTHER RESOLVED, that the funds of the Authority can be held in accounts at such investment custodians under the name and federal identification number of the City, together with the funds of the City, provided that separate fund accounting records are maintained for the respective Authority and City shares of such accounts in a manner consistent with generally accepted accounting and auditing standards.

BE IT FURTHER RESOLVED, that any and all resolutions heretofore adopted by the Board of Commissioners of the Authority with regard to depositories or brokerage firms are superseded by this resolution.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of January 2025

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary

AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	01/06/2025

ITEM:	Transfer of Property to the City: 960 40th Ave NE		
DEPARTMENT: Community Development		BY/DATE: Emilie Voight, 12/19/2024	

BACKGROUND:

The Columbia Heights EDA currently owns the real property located at 960 40th Ave NE, property ID number 36-30-24-32-0046. The property is located immediately east of City Hall, abutting the City Hall parcel, with street access from 40th Ave NE to the north.

In 2020, Alatus LLC purchased the site from its previous owner in preparation for the City Hall redevelopment project. In 2021, the EDA then purchased the site from Alatus LLC in order to hold it for eventual City use. In late 2024, the property was paved, striped, and posted as City-owned vehicle parking only. Two adjacent property owners continue to use the site for motor vehicle access to their garages.

Because this property now serves as a City parking facility and no future redevelopment is planned for the site, staff recommend that the EDA transfer the property to City ownership.

RECOMMENDED MOTION(S):
<p>MOTION: Move to waive the reading of Resolution 2025-03, there being ample copies available to the public.</p> <p>MOTION: Move to approve Resolution 2025-03, a resolution authorizing conveyance of certain real property to the City of Columbia Heights.</p>

ATTACHMENT(S):

1. Resolution 2025-03

**COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
CITY OF COLUMBIA HEIGHTS
ANOKA COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2025-03

AUTHORIZING CONVEYANCE OF CERTAIN REAL PROPERTY TO THE CITY OF COLUMBIA HEIGHTS

WHEREAS, the Columbia Heights Economic Development Authority (the “Authority”) is the owner of certain real property located in Anoka County, Minnesota and legally described as

Lot 23, Block 6, Reservoir Hills, according to the plat thereof on file and of record in the office of the Registrar of Deeds within and for said Anoka County, Minnesota

(the “Property”); and

WHEREAS, the City of Columbia Heights, Minnesota (the “City”) is interested in owning the Property; and

WHEREAS, the Authority has determined that it is in the best interest of the public to convey the Property to the City; and

WHEREAS, the Authority and the City have followed applicable statutory provisions, including but not limited to, Minnesota Statutes, Sections 465.035 and 471.64.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Columbia Heights Economic Development Authority as follows:

1. The recitals set forth in the preamble to this resolution and the exhibits attached to this resolution are incorporated into this resolution as if fully set forth herein.
2. The conveyance of the Property by the Authority to the City is hereby authorized pursuant to a quit claim deed.
3. The Board hereby authorizes the President and Executive Director, in their discretion and at such time, if any, as they may deem appropriate, to execute on behalf of the Authority all appropriate documents to convey title of the Property to the City, including but not limited to a quit claim deed (the “Conveyance Documents”), and to carry out, on behalf of the Authority, the Authority’s obligations thereunder when all conditions precedent thereto have been satisfied. The Conveyance Documents shall be in substantially the form on file with the Authority and the approval hereby given to the Conveyance Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the Authority and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the Authority. The execution of any instrument by the appropriate officers of the Authority herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. This resolution

shall not constitute an offer and the Conveyance Documents shall not be effective until the date of execution thereof as provided herein.

4. In the event of absence or disability of the officers, any of the documents authorized by this resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of the City Attorney, may act in their behalf. Upon execution and delivery of the Conveyance Documents, the officers and employees of the Board are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the Board to implement the Conveyance Documents.

ORDER OF ECONOMIC DEVELOPMENT AUTHORITY

Passed this 6th day of January 2025

Offered by:

Seconded by:

Roll Call:

President

Attest:

Secretary

AGENDA SECTION	BUSINESS ITEMS
MEETING DATE	1/6/2025

ITEM:	2025 EDA Goal Setting	
DEPARTMENT:	Community Development	BY/DATE: Community Development Staff, 1/3/25

BACKGROUND:

In preparation for the Council's 2025 goal setting process, staff are providing the EDA with the opportunity to define its 2025 priorities. Last year, staff utilized the City Council's goals to guide the EDA's priorities. For 2025, however, staff aim to establish the EDA's goals prior to the Council's meeting so that the EDA may directly inform some of the City's broader strategies. The goal setting process will take place over two sessions. The first session, in January, will include a presentation of the EDA's current finances, followed by an interactive activity to identify priorities for 2025. In the second session, held in February, staff will present a summary of the January discussions along with recommendations for the EDA's 2025 goals. Feedback will be solicited, and the recommendations will be refined as necessary. This process will result in a final set of EDA priorities for 2025.

As staff work with the EDA to set goals and establish priorities for 2025, we wanted to provide baseline information of financial resources available to the EDA. The EDA has control over multiple funding sources and the ability to apply for additional funds in certain areas. To allow the EDA time and space to establish its priorities and objectives, staff will not cover the current finances of the commission in depth at this time. Instead, at the February meeting, staff will present a proposed distribution based on the EDA's feedback during this goal setting session. This approach is a more efficient use of EDA time and will give staff a good starting point for preparing recommendations.

Listed below are the sources or pools of funds the EDA has authority over; the purpose of this meeting is not to define the specific uses of each individual fund, but rather to highlight the priorities for their overall use.

Fund 204 and Fund 408

For 2025, the EDA has budgeted \$375,000 for Fund 204 and \$425,000 for Fund 408. Fund 204 is an operating fund that was increased to provide greater flexibility for the EDA's initiatives. This fund will retain a budgeted fund balance of \$309,000, with an additional \$66,000 transferred to Fund 408 for expenditure.

Fund 408's 2025 budget includes the following expenditures:

- \$5,000 for the Home Energy Squad Program
- \$50,000 for the Façade Improvement Grant Program
- \$60,000 for the Fire Suppression Grant Program
- \$200,000 for the Commercial Revitalization Program

With the additional \$66,000 from Fund 204, Fund 408 has \$181,000 not yet allocated for expenditure in 2025. In addition to these budgeted funds, Fund 408 contains a small reserve accumulated from past projects. In 2024, the EDA loaned \$950,000 from this reserve to the City for the purchase of 675 37th Ave NE. This loan is expected to be repaid upon the initiation of the new Public Works site. Approximately \$500,000 remains in the reserve after this loan.

Affordable Housing Trust Fund

In 2024, the City Council designated the EDA as the sole administrator of the City's Affordable Housing Trust Fund. This fund stores the affordable housing sales tax revenue received from the state, along with any additional contributions from the City or EDA. Currently, the Affordable Housing Trust Fund contains \$142,878.18 from the 2024 sales tax issuance. Staff anticipate additional grant opportunities in 2025, which will be included in the next round of goal setting at the February EDA meeting.

Anoka County HRA Tax Levy

The EDA also has access to funds from the Anoka County HRA Tax Levy. These are levied funds allocated to housing and economic development in Columbia Heights. A portion of the levy covers County HRA staff and administration costs, while the remaining balance is reserved for City projects. Currently, this fund contains \$374,454.

Pooled Funds in the C8 TIF District

The EDA can also access pooled funds from the C8 TIF district, which have been used to support affordable housing development within the City. As of now, the C8 district has \$215,000 in pooled funds available.

GOAL SETTING ACTIVITY:

Staff will walk the EDA through the goal setting activity described below. As part of this activity, EDA commissioners will be asked to provide three or four answers to Question 1 (see below). Please think through your ideas ahead of time and be prepared to share them during the meeting. Post-It notes will be provided at the meeting.

- “The responsibility of the EDA is to provide financial and technical assistance and resources to residential, commercial, and industrial interests to promote health, safety, welfare, economic development, and redevelopment.”
- Process: Ideas -> Focus areas -> Prioritization -> Staff recommendations
- Question 1: What are three or four initiatives, strategies, or topics that you would like the EDA to focus on in 2025? Write each one on a separate big Post-It note.
 - These can be general or very specific.
 - They can be new or based on things the EDA already does or has done in the past.
 - Examples: *revise Façade Improvement Grant program and Fire Suppression Grant program guidelines; create business directory booklet; develop and implement a Business Retention and Expansion program...*
- After we have completed Question 1, we will come back together as a group to discuss the results and define focus areas.
- Question 2: Using your three small Post-It notes, vote for the three suggestions that you would like the EDA to prioritize this year.
- After we have completed Question 2, staff will outline next steps.