

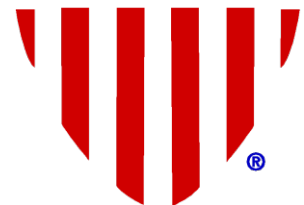
COLUMBIA HEIGHTS

2016 Annual Report

**Columbia
Heights**



All-America City
NATIONAL CIVIC LEAGUE



2016



City of Columbia Heights | *Administration*

590 40th Avenue NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3610 ▪ Fax: 763-706-3601 ▪ www.columbiaheightsmn.gov

March 31, 2017

To the Mayor and City Council:

Presented for your review is the 2016 Annual Report of the City of Columbia Heights. The report summarizes the activities of all City departments for the last year. The information merely highlights the numerous services provided to our citizens and the accomplishments of the City employees. I encourage interested persons to contact the individual departments or me should they desire more detail or have specific questions. Some of the various events and activities which occurred in 2016 include:

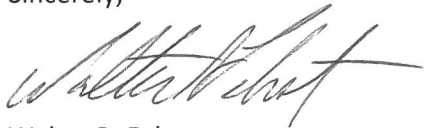
- In June there was a lot of celebrating going on in Columbia Heights! On June 1st, the grand opening of the new Splash Pad at Huset Park took place to the delight of the children in our community. On June 19th, the National Civic League announced that Columbia Heights was a winner of an All-America City Award for 2016. This prestigious honor is given to only ten cities nationwide in recognition of outstanding civic accomplishments. The criteria for winning an All-America City Award include impact, inclusiveness, public engagement, and the use of collaborative problem-solving strategies linking the private, public, and nonprofit sectors. And finally, on June 25th, after many years of studying, building public support, planning, funding, and construction, the beautiful new Columbia Heights Public Library opened its doors to the public for a very grand celebration!
- The 2016 gross property tax levy adopted by the City Council provided for a 2.2% increase over 2015. Although this was the smallest annual increase in the gross tax levy in over a decade, the local taxpayer share of the gross tax levy increased sharply for 2016, due to a \$450,000 cut in the portion of the levy subsidized by the Area-Wide Fiscal Disparities program. \$400,000 of this subsidy was restored for 2017.
- The City received \$1.5 million in Local Government Aid (LGA) from the State of Minnesota in 2016. In accord with the City's most recent five-year financial plan, \$600,000 of this LGA was applied to capital needs; \$600,000 was applied to the operating budget; and \$300,000 was used for annual debt service.
- The cumulative reduction in general purpose state aid for the years 2003 through 2016 amounted to \$24.7 million, when compared to 2003 state funding levels.
- In 2016, the City experienced a significant number of proposals for new development. The City Council approved a plan for a 191-unit senior housing complex, which is currently under construction in the Huset Park neighborhood. The City Council also approved plans for a new Hy-Vee grocery store. The store will be part of a project that will renovate and restore the Central Valu Shopping Center site. In addition to this, several new businesses have been approved along the Central Avenue corridor. New

single family housing construction is also continuing in locations throughout the City. Active development projects are expected to continue throughout 2017.

- In 2016, the Columbia Heights Police Department continued to foster and utilize relationships with the community's youth, neighborhoods, businesses, schools and other strategic partners. The strengthening of these relationships helped lead us to an eighth year of crime reduction.
- In the Circle Terrace neighborhood the Police Department, along with other city departments and partners, continued to build relationships and worked toward establishing a program which will lead to better levels of community connectedness and reduced crime. This project was one of the initiatives recognized in the 2016 All-America City award and one that shows the promise of community oriented policing. Related to this project, the police department conducted a survey of the Circle Terrace residents and surrounding neighborhoods. This survey will serve as a means of ensuring we are meeting public expectations for the delivery of police services, and serve as a benchmark for further evaluation of police and city efforts.
- The Police Department also continued to respond to the challenges of policing in a multi-cultural environment and established its Multi-cultural Advisory Committee (MAC), which held its first meeting in July 2016. This important group of residents and business leaders who live, work, attend school or worship in Columbia Heights advises the Police Department on issues from their cultural communities and acts as a liaison helping to build bridges between police and the community that they serve. The MAC committee helped the Police Department to conduct the first CHPD Community Dialogue in September of 2016, which was a listening session geared toward police-community relationships.

I wish to express my appreciation and thanks for the support I have received from the City Council, staff, and citizens.

Sincerely,

A handwritten signature in black ink, appearing to read 'Walter R. Fehst', written in a cursive style.

Walter R. Fehst
City Manager

WRF/nb

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COLUMBIA  HEIGHTS

Administration

2016 Annual Report

ADMINISTRATION DEPARTMENT STAFF

| Name | Title | Start Date |
|-----------------|---|-------------------|
| Walter Fehst | City Manager | July 8, 1996 |
| Kelli Bourgeois | Human Resources Director/ Assistant to the City Manager | July 10, 2014 |
| Katie Bruno | City Clerk | May 19, 2014 |
| Nancy Becker | Administrative Assistant – Human Resources | Sept. 1, 2015 |

HUMAN RESOURCES

New Hires

The City experienced several personnel changes this year. Overall, in 2016, the City hired sixteen full-time employees (of which seven were on a promotional basis), nine part-time employees, six paid-on-call firefighters and numerous seasonal and temporary positions. Openings occurred mainly due to attrition.

Employee of the Year

Late in November 2016, employees of the City of Columbia Heights were given the opportunity to nominate themselves or another employee for Employee of the Year. Each nomination had to relate to one or all of the following categories: public relations, consistency of performance, and/or significant accomplishments. The “Employee of the Year Award” was established in 1984 as a method of rewarding employees who are adjudged by their co-workers to be deserving of special recognition for their accomplishments and contributions to the City.

The Columbia Heights 2016 Employee of the Year is Karen Olson, Support Services Office Supervisor for the Police Department. Karen has a history of consistently exhibiting qualities that identify her as an outstanding employee, colleague, and City representative. She is highly regarded for her years of dependable, knowledgeable, friendly, and professional service, as well as for her kindness, respect, and compassion.

Karen was promoted numerous times on her way to the position she now holds and met each new challenge head-on with intelligence, humor, and grace. She trained, researched, and studied to build and implement a smooth and efficient Support Services Department. This involved extensive education and earning multiple certifications, along with hiring and training employees. She is now working with many professionals at the County and State levels, including the Joint Law Enforcement Council which involves the new County Records Management System.

Karen’s kindness and concern is evident as a volunteer for The Sheridan Story, helping to distribute food to kids in our schools who do not have enough to eat. She also participates in an anti-bullying program in the elementary school, volunteers at many City functions and community fundraisers, and she mentors a youth through the Big Brothers/Big Sisters program.

Karen is always willing to pitch in whenever and wherever needed and is considered a “go to” employee. She projects a positive image of Columbia Heights everywhere she goes. The City of Columbia Heights is a better place because of Karen’s dedication and hard work.

Congratulations to the 2016 Employee of the Year, Karen Olson!

Years of Service Awards

The following employees were recognized for their years of service:

5 Years: Nancy Becker (Administration), Emily Cramble (Fire), Jacob Gillespie (Fire), Elise Johnson (Custodian), Brian Maharaj (Custodian), Juana Rodriguez (Custodian), Donna Schmitt (City Council), Steve Silverdahl (IS), Jackie Zillmer (Finance).

10 Years: Don Kostohryz (Fire), Danielle Pregler (Police).

15 Years: Alicia Cermak (Library) Floyd Joswick (Custodian), Bruce Nawrocki (City Council), John Nordlund (Public Works), Larry Scott (Liquor), Robert Williams (City Council).

20 Years: Doodnauth Bisnauth (Custodian), Walt Fehst (Administration), Dale Sorensen (Police).

25 Years: Steve Synowczynski (Public Works).

30 Years: Rich Hinrichs (Fire), Lauren McClanahan (Public Works), Kathy Young (Public Works).

35 Years: Gary Gorman (Fire), Steve Leese (Public Works).

The Employee of the Year and Years of Service Awards were announced at the annual employee holiday luncheon/recognition event, held on December 7th at Murzyn Hall. A delicious meal was catered by ACE Catering.

Labor Contracts

Collective Bargaining Agreements for the six bargaining units within the Columbia Heights city government expired on December 31, 2016. The City began negotiations with all of the bargaining units and by the end of the year had settled with one of the units, the LELS Sergeants Unit, on December 12th.

Grievances

One grievance was filed in 2016. The grievance went to arbitration and the City received a favorable arbitration award.

Furloughs

The City did not require mandatory furloughs nor did it offer voluntary furloughs in 2016.

City-Wide Safety Committee

The Columbia Heights City-Wide Safety Committee continued to meet in 2016.

Members of this committee (as of year-end) were:

Nancy Becker, Administrative Assistant—Human Resources (Chair)

Tom Costello, Assistant Liquor Manager

Gary Gorman, Fire Chief

Eric Hanson, Facilities Maintenance Supervisor

Karen Olson, Office Supervisor-Police

Mike O’Reilly, Public Works Superintendent- Streets & Parks

All departments are represented on the committee, and there is the required balance of supervisory and staff personnel. The main charge of this committee is to review injuries on

duty, and to determine if they could have been prevented and how they can be prevented in the future. In 2016, there were eight recordable injuries, resulting in one day away from work, and 71 days of restricted work activities.

The City renewed its contract for services with SafeAssure to draft updated safety manuals and compliance documents, provide required and voluntary safety training, and to conduct building safety inspections for all departments within the City except Public Works, Police and Fire as they have their own safety programs. Required AWAIR, Right to Know, Bloodborne Pathogen, Emergency Action Plans, and Ergonomics training was provided to all employees. This year SafeAssure added online training for those employees who are new or unable to attend the training sessions.

CABLE

Government Access Channel 16

City Council meetings and Planning and Zoning Commission meetings continued to be broadcast live and replayed on Channel 16. Live streaming of the Government Access Channel continued as a link on the City's website, with the previous six months of City Council meetings available on demand on the City's website.

The City conducted upgrades to the Channel 16 recording and cable broadcast equipment in 2016. This transition caused some recording and broadcasting issues during and immediately following the installation, but the issues were corrected quickly and although still in an SD format, the recording and broadcast has become more streamlined and of a higher quality.

Cable Subscribers

By the close of 2015, cable subscribers in the Columbia Heights franchise area totaled 4133, resulting in a penetration rate of 44%. Franchise and PEG fees received by Columbia Heights in 2016 totaled \$267,000.94.

New Cable Franchise

At their January 16, 2016 meeting the City Council held the second reading and approved a franchise agreement with Qwest Broadband Services, doing business as CenturyLink. CenturyLink immediately started upgrading data lines and providing service to Columbia Heights residents.

CITY CLERK

City Council Meetings

There were twenty-three regular City Council meetings held, eleven work session/budget meetings, two election canvass meetings, four executive work sessions, one local board of appeal/ equalization meeting, one sub-committee meeting of the 2017 Council-elect, nine public improvement hearings, and one special assessment hearing held in 2016.

Ordinances and Resolutions

During 2016, twelve ordinances were proposed, eleven were approved.

During 2016, 132 resolutions were requested, eighteen were removed. Property abatements accounted for ten of the requested resolutions and rental license revocation accounted for three of the requested resolutions.

Elections

This was the first Presidential election year that residents were able to vote “No Excuse Absentee Voting.” The Primary Election was fairly steady with approximately 169 people voting absentee. The General Election had a very large turnout of absentee voters. Overall the City of Columbia Heights had 2,081 absentee voters for the General Election between mail-in, in-person, military and overseas. This was nearly four times the number of absentee voters than in the 2012 general election.

On Tuesday, August 9, 2016, the City held a Primary Election to determine the candidates to run for the office of Mayor and two City Council Member offices in the November General Election. Five candidates filed for Mayor. Eight candidates filed for the two Council Member offices. Candidates for Mayor were Gary L. Peterson, Susan M. Johnson, Christopher R. Beskar, Tim Utz and Donna Schmitt. Candidates for Council Member offices were Robert “Bobby” Williams, Stan Hoium, Bruce Nawrocki, Sean Broom, Nick Novitsky, Anna Johnston, Connie Buesgens and Adrian Durand.

A total of 1,842 residents voted in the August 9, 2016 Primary Election. Candidates who advanced in the Mayor race were Gary L. Peterson and Donna Schmitt. Candidates who advanced in the Council Member race were; Robert “Bobby” Williams, Sean Broom, Nick Novitsky, and Connie Buesgens.

On Tuesday, November 8, 2016 the City held a General Election to determine the two City Council Member offices and the Mayoral office.

A total of 9,952 residents voted in the General Election. Voter turnout was 87.6%, which was greater than the last Presidential election in 2012 (78%). In the Mayoral race, Donna Schmitt was the winner with 4,213 votes. Incumbent Gary Peterson received 4,109 votes. The two Council Member offices went to incumbent Robert “Bobby” Williams with 3,407 votes and Connie Buesgens with 3,515 votes.

OTHER EVENTS

2016 Community Prayer Breakfast

The 17th Annual Prayer Breakfast was held on May 4, 2016, at Murzyn Hall. It was attended by approximately 225 people. Loaves & Fishes, a non-profit organization which partnered with the Recreation Dept. to provide nutritious lunches to summer youth program participants, provided and prepared the meal. The program participants were: Tony Cuzzupe, Emily Cramble, David Sims, and Charlie Struzyk (Fire Department Honor Guard); pianist Pat Sowada, singer Mike Petrucci; keynote speaker Steve Chepokas of the Pinky Swear Foundation; Cheikh Abdisalan Adam; City Manager Walt Fehst; Columbia Heights Public Schools Superintendent Kathy Kelly; Executive Director Cathy Maes of Loaves & Fishes; Steve Williams; Sal di Leo; Recreation Program Coordinator Liz Bray; and Mayor Gary Peterson. In addition, Keith Windschitl and Deanna Saefke of Murzyn Hall, IS Technician Steve Silverdahl, and Community Service Officer Jerry Wellman all played important roles in ensuring a successful event.

2016

City of Columbia Heights
Finance Division

Annual Report



Finance
Top Valu Liquor
Information Systems

City of Columbia Heights

2016 ANNUAL REPORT FINANCE, IS, and LIQUOR DEPARTMENTS

Introduction

This division of the City of Columbia Heights covers three major departments: Finance, which handles all financial operations for the City; IS (Information Systems), which coordinates and provides computer services and technical assistance for all City departments; and Liquor, which operates three municipal liquor stores within the boundaries of Columbia Heights.

Highlight Summary

Finance Department

The following are highlights of 2016 Finance department activities.

The utility billing department began accepting credit card payments online via a webstore in October 2014. Since the start of the online payment option, online payments have grown steadily. Our online payment processor has made improvements, so customers can pay using their mobile devices more easily. In 2015, the city accepted \$793,000 in online payments. 2016 saw a 41% growth, accepting \$1,119,000 in credit card payments through the webstore. This has dramatically reduced the volume of utility payments collected by the least-efficient method available - over the telephone. Use of the most-efficient method however, auto-payment by direct withdrawal (ACH) from the customer's bank account, remained flat in 2016, compared to the prior year.

The department strives to reduce the number of delinquent utility accounts, especially those that are collected through the special assessment process. Over the last few years, the department has made great progress in reducing the number of customers in delinquency by updating policies and more strictly adhering to them. Another factor in the reduction in delinquent accounts is that the customers' choice of more efficient payment methods (like the webstore mentioned above) has allowed staff to more time to monitor and follow-up on accounts with late payment arrangements. By keeping payment arrangements current, staff is able to keep these account balances manageable for the residents and avoid delinquency.

Due to a clerical error by the City's official newspaper, the appropriate public hearing notice was not published in time to allow new special assessments to levied under state law in 2016, including special assessments for delinquent utility bills and other charges for City services. As 2016 ended, staff was still planning for the repercussions of this one-year deferral of this collection method.

The inability to assess in 2016 will leave about 75 accounts with balances that will be difficult to manage in 2017, and possibly 2018. This will reverse the favorable trend of a declining volume of delinquent utility accounts, and will result in a larger number of delinquent utility account balances subject to the City's water-shutoff policy. During 2017, the City Council may have to consider temporary changes to the water shut-off and collections policies to address this matter.

Additionally, we expect there to be confusion about delinquent City charges between property sellers and buyers, similar to that experienced during the foreclosure crisis (2009-2012), when property frequently changed hands without disclosure of these delinquent charges. One further consequence is that the affected customers may experience volatile swings in their mortgage escrow calculations during 2018-2019.

Staff implemented a new Government Accounting Standards Board (GASB) reporting standard in the 2015 Comprehensive Annual Financial Statement (CAFR), which was prepared in 2016. The new standard significantly changed reporting for pension liabilities and pension expenses. There were three key parts to the implementation. First, the City was required to report its proportionate share of MN PERA's statewide under-funded pension liability, known as the net pension liability (NPL), in the City's financial statements. The NPL is the difference between the present value of the future pension benefit payments to employees and the amount of plan assets currently available to pay the future pension benefits. The various components that make up the NPL are shown separately in the City's financial statements, using new terminology not previously used in the financial statements. Secondly, pension expense was calculated using a new method. In the past, pension expense was reported only equal to the City's required annual employer contributions to MNPERA set by state statute. Under the new standard, pension expense is equal to the annual change in the NPL. Lastly, the new standard added detailed note disclosures and pension schedules to the Required Supplemental Information (RSI) included in the CAFR. The additional disclosures are intended to provide better information on how the pension liability changes over time and what economic events and assumptions affect the changes in the liability.

In 2015, the payroll department first implemented complex new health insurance reporting requirements under the Affordable Care Act (ACA.). This complex reporting continued for 2016. Annually, the staff must now review detailed data on hours-worked to classify employees for various treatments under the ACA, as well as advise other departments to budget and schedule employees to plan for such classification. This planning includes managing offers of insurance coverage to employees, in terms consistent with both the City's personnel policies and the requirements of the ACA. At yearend, the Payroll Accountant now typically performs ACA – related manual maintenance to the payroll database for every regular employee working over 30 hours per week.

Once annual database maintenance is complete and reviewed for accuracy, IRS Form 1095-C is issued to each employee working over 30-hours per week, certifying their health care coverage under the ACA. Similar to 2015, the IRS made several changes to ACA forms and requirements for 2016, requiring several related updates to the payroll system. Staff also prepares related interim data for review during the year, to avoid penalties associated with employees unexpectedly exceeding the 30-hour-per-week threshold critical to the ACA.

During 2016, \$2.5 million of bonds issued in 2007 to finance the initial phase of the Huset Park redevelopment were refunded (refinanced) to obtain a lower interest rate. The only revenue pledged for the repayment of these bonds is the tax increment revenue generated by the Huset Park Redevelopment. During 2016, the City also issued \$26.9 million of conduit debt, using a combination of bonds and long-term notes receivable, to finance the final phase of the Huset Park redevelopment. Only the revenues of the Huset Park private developer are pledged to pay this conduit debt, such as the rental income the developer will collect from the new senior apartments in the project.

The 2017 budget process, conducted during the last half of 2016, retained the same format and preparation calendar used for each of the last several years. The funding decisions required to plan the 2017 budget were somewhat easier than in the prior year, in that approximately \$400,000 of Area-Wide Fiscal Disparities revenue subsidy was restored for the 2017 budget year, following a \$450,000 reduction in this metro-area revenue subsidy for the 2016 budget year. Other revenues, including MN Local Government Aid (LGA), remained relatively comparable to prior years for budgeting purposes

The City's contract with the CPA firm Redpath and Company, Ltd, to audit the financial statements of the City, EDA, and HRA (included in the CAFR), continued through 2016. In 2016, the City's 2015 CAFR was awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This certificate is the highest form of recognition in governmental accounting and financial reporting, representing a significant accomplishment by a governmental unit and its management. The City has received the Certificate of Achievement for its CAFR every year since 1990. Copies of the CAFR for recent years are available at the finance department page of the City's website.

Information Systems Department activity in 2016:

IS Department perceives its mission as follows:

1. Increase user productivity.
2. Support City Internet access and presence.
3. Provide information security.
4. Support IS infrastructure.

During 2016, IS Department:

- In cooperation with Library, Public Works, architects and contractors worked on the new City Library project. The new Library has 24 public computer workstations instead of 11. Use of Virtual Desktop technology allows IS staff to provide support with the same resources.
- Replaced wireless network system. The network is used by the City employees, Library patrons and visitors at the City offices.
- Upgraded network servers to extend their use in production without replacement.
- Replaced network switches at the Recreation, Public Safety Center, EOC, and Community Development/Utility Billing.
- Supported the City phone and voicemail system (438 phones and communication lines, 179 voicemail boxes, and over 7000 hours of call time.). Installed VoIP phones at the Public Safety Center. Evaluated options to replace other analog phone devices (for example, fax machines).
- Cooperated with Public Works Department and a vendor to implement a new HVAC and lighting control system.
- Cooperated with Fire Department in implementing the new County CAD system and Fire Records Management system, including mobile devices.
- Supported Laserfiche document imaging system. The system provides access to more than 460,000 City documents (more than 3.3 million pages), as well as long-term storage in accordance with the document retention schedule. Public documents are available through the Laserfiche Weblink at the City website.
- Supported more than 50 different programs used by City employees at 9 locations to perform their job duties. Assisted other departments in evaluation, purchase and implementation of new hardware and software.
- Supported mobile access to the City network for Building Inspector, Fire Inspectors and Public Works employees. These employees can look up and update data and documents from the field.
- Supported secure remote access to City data, programs and equipment for authorized users.

- Supported Internet access servers and firewalls to provide fast and secure connection between City internal network and Internet. Replaced core network router/firewall.
- Enforced IS security policy with mandatory user passwords, password change requirements, login time restrictions, and assigning rights to access documents and applications.
- Performed daily backups of system and user data and programs. Users experienced no data loss.
- Maintained servers, data storage equipment, network and communication equipment, desktop PCs and laptops, printers and other IS equipment. Continued planned replacement of PCs, laptops and other computer equipment.

Information Systems Department goals for 2017:

IS Department will continue to provide support to the City users, as well as Information System maintenance and development. The major IS Department goals:

- Ensure efficient, secure, and reliable operation of the City information system.
- Continue implementation of Virtual Desktop technology.
- Support City Library staff and patrons.
- Cooperate with other City departments and vendors on the Circle Terrace project.
- Cooperate with Public Works Department and vendors to upgrade FuelMaster system and sewer televising system.
- Upgrade video security monitoring software, replace DVR at the City Hall.
- Cooperate with Finance Department and vendors in replacing the AS400-based system.
- Continue supporting diverse mobile devices to increase employee mobility and productivity while ensuring security and compliance.
- If necessary, replace IS components that are no longer supported by vendor and are not compatible with newer components.

MUNICIPAL LIQUOR STORES



**Top Valu I
4950 Central Avenue NE**



**Top Valu II
2105 37th Avenue NE**



**Heights Liquor
5225 University Avenue NE**

Liquor Operations

2016 Sales Activity

Sales at each of the three stores for the most recent and prior year were as follows:

| Store | 2016 Sales | 2015 Sales | Amount Change | Percentage Change |
|----------------|-----------------------|-----------------------|--------------------------|------------------------------|
| Top Valu I | 3,981,964 | 3,947,254 | 34,710 | 0.9% |
| Top Valu II | 3,202,469 | 3,135,331 | 67,138 | 2.1% |
| Heights Liquor | 1,284,043 | 1,317,358 | (33,315) | -2.6% |
| Total | 8,468,476 | 8,399,943 | 68,533 | 0.8% |

Key factors underlying the data in this table are:

- 2016 total sales increased 0.8% percent from the prior year, continuing the trend of relatively little change in total sales since a new national for-profit competitor entered the Twin Cities north metro market in 2014.
- 2016 Sales at Top Valu I (4950 Central Ave NE) closely reflect the overall trend.
- Top Valu II (3701 Hart Blvd) was the most directly impacted of the City's three stores from the 2014 increase in competition. 2016 Sales increased at Top Valu II by more than twice the overall trend. Staff judges that this reflects a decline in the initial novelty that the new competitor's Roseville location held for customers near Top Valu II.
- 2016 Sales decreased at Heights Liquor (5225 University Ave NE) from the prior year, opposite to the overall trend. Staff judges that this reflects increased development in the nearby shopping center that contains a Fridley municipal liquor store, as well as improvements to the Fridley store itself. Both of these factors appear to be drawing a greater share of traffic from the same traffic corridors that lead to Heights Liquor.

2016 Promotional Activity

As in prior years, most 2016 advertising was concentrated in local periodicals, and certain metro area periodicals. This on-going advertising highlighted the product line for both local customers and for customers from the North and East Metro. During the periods of the year with the most sales activity, various promotional pricing was also advertised.

For the last two years, a portion of the advertising budget has been used to place coupons on the back of cash register receipts at three Cub Foods store locations surrounding Columbia Heights. This new medium has yielded a strong response rate.

The operation has increasingly utilized the Top Valu website and the Top Valu Facebook page to attract and inform both existing and potential customers. For example, these tools are used to announce tasting events, current wine of the month sales, and the arrival of limited released products such as specialty beers.

The Top Valu stores, particularly Top Valu I, continue to offer a unique destination shopping experience. A key aspect to this experience is offering many products that cannot be acquired at most liquor stores around the state. By taking the lead in trending product offerings, the Top Valu brand has attracted interest from both new and existing customers throughout the metro area and beyond.

In keeping with the liquor operation's marketing strategy and budget objectives, a number of promotional events were held in 2016. In some cases, the liquor operation partnered with community organizations, furthering the mission of those organizations and communicating the Top Valu brand. Other events more directly educated customers on particular products through tasting opportunities, vendor discussions, and sale pricing. In particular, the periodic tasting events generated increased sales and very favorable comments by customers. These tasting events commonly fill the store with more customers on an ordinary Wednesday or Thursday night, as would occur on any Saturday night during the busy holiday sales season.

2016 promotional events included:

- Spring Beer Fest
- Spring Wine Event
- Murzyn Hall - Music and Chili Feed - Tasting Event
- MN Spirits June Tasting Event
- Heights Arts Fests (2) - Tasting Events
- Fall Beer Fest
- Fall Wine Event
- November Single Malt Whiskey Event
- Holiday Cordial & Champagne Event
- Winery of the Month promotions
- Weekend product tastings (rotating offerings)
- Holiday season prize drawings, no purchase necessary
- Taste of Heights Event, with the Columbia Heights Activity Fund
- Annual MN Municipal Beverage Association Food Shelf Drive, benefiting SACA etc.
- "Brat and a Pop" parking lot grilling promotion with the Columbia Heights Athletic Boosters, every weekend from Memorial Day to Labor Day, and certain other times
- Columbia Heights Athletic Boosters' charitable pull tabs, available in the stores

Other 2016 Activity

The Top Valu I store qualified for a state incentive program to install solar energy panels on its roof. In 2016, the store began purchasing a portion of its electricity from the solar vendor that installed the panels. After a period of years, ownership of the panels will revert to the City, and then the electricity from the panels will be available to the City for free.

An increase in shoplifting and security concerns at the Top Valu I store required increased staffing in 2016. A combination of additional employee hours on the sales floor and uniformed security staff from a private contractor were used to address these concerns. Staff is developing a plan to change the sales floor layout to further address these concerns over the longer term. In addition to preventing shoplifting, these changes will also increase customer contact and customer service on the sales floor.

Lastly, we note that the profits from the liquor operation continue to help reduce the property taxes paid by the residents of Columbia Heights. In 2016, the City Council re-authorized annual budgeted contributions from the Liquor Fund of \$50,000 for the City's Infrastructure Fund and \$9,000 for police community programs, such as the police reserves and D.A.R.E. These amounts are in addition to the share of city administrative overhead allocated to the Liquor Fund, and the equity portion of the return on the City's investment in the store properties.

2016 FINANCE DEPARTMENT STAFF ROSTER

| | <u>Start Date</u> | <u>End Date</u> | |
|---|-------------------|-----------------|----------|
| Finance | | | |
| Finance Director | Joseph Kloiber | 06/21/04 | |
| Assistant Finance Director | Jackie Zillmer | 06/06/11 | |
| Payroll Accountant | Stacey House | 04/14/10 | |
| Accounting Coordinator | LeAnn Ottney | 02/20/02 | |
| Accounting Clerk II-Utility | Jill Haley | 09/17/12 | |
| Accounting Clerk I-Utility | Deborah Steffen | 10/22/90 | |
| Accounting Clerk I | Stacey Saxe | 03/02/15 | |
| Budget Coordinator | Sue Sartwell | 10/17/05 | |
| Accounting Clerk II | Jess Kemp | 09/03/15 | |
| Receptionist/Cashier (PT) | Paula Haynus | 09/17/12 | |
| Information Systems | | | |
| IS Director | Aleksandr Chernin | 09/07/99 | |
| Assistant IS Director | Jeff Hanson | 10/16/07 | |
| IS Technician | Steve Silverdahl | 09/19/11 | |
| Liquor | | | |
| Liquor Operations Manager | Larry Scott | 04/23/01 | |
| Assistant Liquor Operations Manager ... | Thomas Costello | 04/07/97 | |
| | Tim Gouras | 12/16/02 | |
| | Steven Olson | 06/21/99 | |
| | Eric Shurson | 05/11/09 | |
| Store Supervisor (FT) | Christopher Huber | 07/06/15 | |
| | Tracy Klein | 07/15/08 | |
| Store Supervisor (PT) | Kathy Huber | 06/08/10 | |
| | Faye Majkozak | 07/14/15 | 10/14/16 |
| | Daniel Mutka | 09/14/09 | |
| | Stephen Saunders | 04/26/10 | |
| Retail Clerk (PT) | Diana Arne | 07/14/00 | |
| | Scott Arne | 11/13/00 | 06/11/16 |
| | Kathryn Bixler | 05/26/10 | |
| | Ken Brown | 10/27/14 | |
| | Lynn Burchett | 09/06/07 | |
| | Felisha Burns | 06/01/09 | |
| | Brandon DeWane | 05/26/15 | 01/22/16 |
| | Namgyal Dorjee | 08/25/14 | |
| | Tonya Eades | 05/26/10 | |
| | Ronald Erickson | 05/26/10 | |
| | John Estling | 07/19/07 | |
| | Laura Fowell | 07/19/16 | |
| | Kelly Fraser | 07/11/16 | |
| | Lavonne Greene | 05/18/99 | |
| | Cynthia Griffin | 07/12/16 | |
| | Jade Hanzalik | 05/20/13 | |
| | Robert Harper | 09/03/14 | 07/20/16 |

2015 FINANCE DEPARTMENT STAFF ROSTER (cont.)

| | | <u>Start Date</u> | <u>End Date</u> |
|-------------------------|----------------------|-------------------|-----------------|
| Retail Clerk (PT) | Brooke Hill | 07/22/13 | |
| | Randy Iskierka | 06/03/09 | |
| | Margo Kennedy | 08/27/14 | |
| | Kevin Kippels | 05/16/16 | |
| | Carly Kleiber | 11/03/14 | |
| | Belinda Kuta | 05/17/13 | 07/21/16 |
| | MaRaye Mickey-Brocks | 09/09/14 | |
| | Kurt Mueller | 07/03/13 | |
| | Jessica Nelson | 06/05/12 | |
| | Kevin Niznik | 06/03/04 | |
| | Steven Panning | 05/18/16 | |
| | Nicole Schmalzbauer | 12/08/08 | |
| | Kevin Solz | 08/26/14 | 11/28/16 |
| | George Sroka | 05/16/16 | |
| | Benjamin Streed | 11/04/14 | |
| | Dale Streed | 06/08/00 | |
| | Scott Summerfield | 07/13/15 | 04/15/16 |
| | Shay Tilander | 05/06/02 | |
| | Steven Woods | 09/09/04 | |

Columbia Heights Police Department

Annual Report



2016

Dear Elected Officials and Community Partners,

Policing in the United States continued to undergo intense scrutiny in 2016 as there continued to be increasing calls for transparency, professionalism, and a more community-centric approach to policing America's cities. These concerns were the focus of news media stories, social media attention, and both national and local protests. Concerns ranged from police use of force, to the perceptions of police militarization, and whether police were targeting people for enforcement based on race, ethnicity, religion, or socio-economic status. Police were often characterized as being bigoted, culturally insensitive, and too quick to use deadly force. At the same time our nation endured a polarizing election cycle which increased tension and seemed to further drive a wedge between many Americans. With all of this tension, and what some called a "War on Police", many police agencies seemed to pull back from community dialogues, resisting the pressures to work within their communities and build effective partnerships through positive relationships and increased understanding. I am proud to say that the CHPD joined the ranks of other agencies that did just the opposite, expanding and strengthening our relationships within our community while continuing to utilize our community policing model to decrease crime, solve problems, and empower our community partners to be an active part of promoting our communities safety.

One of the ways that we increased our understanding of and improved relationships within our diverse community this year was by establishing our Multi-Cultural Advisory Committee (MAC), a group of community members that reflects our diverse community and helped the police department to better understand and respond to the ever-changing issues in our city. The MAC was modeled after similar successful programs which originated in Hennepin County, and meets regularly to advise the police department on issues from the perspectives of all of our residents. After being formed for only a couple of months, the MAC has already made a difference in our community, assisting at community events and helping us to facilitate community dialogues on important but difficult subjects such as policing and racial bias. Our consulting with community partners is essential to our community policing efforts and the MAC is an important advisory resource that we will continue to utilize and expand going into the future.

In 2016, crime continued to decrease in Columbia Heights and Hilltop, marking the eighth consecutive year of decreasing crime while bringing crime rates to levels not seen in our community since 1983. Our agency is now well versed in identifying problems early, adopting proactive methods of response, and then working with our community and strategic partners to mitigate crime and community problems promptly and effectively. Whether we are working with schools on a runaway youth, landlords on a problem tenant, neighborhoods on a livability issue, or any other situation that gives rise to crime or disorder, we have continued to strengthen and expand our partnerships, both increasing our effectiveness and expanding our community outreach. Understanding that crime is a community issue and not just an issue for the police, we have continued to look for effective and sometimes innovative ways to solve problems. In an example from 2016, we found that we had a number of Somali youth that were having an ongoing dispute that was not diminishing despite some traditional measures such as sending people to court and contacting parents. Through our community partners we were able to schedule a community meeting where those involved in the dispute, their parents, influential community members, community elders, and religious leaders were able to gather together in a safe and open space where all felt secure enough to exchange information and solve these

ongoing issues in a way that immediately and permanently rectified the situation. I cannot overstate how proud I am of the important partnerships we have built, or how effective they have been in helping to make a safer and more connected community.

Also in 2016 we continued to take community partnerships to the next level by working with our elected officials, community development, public works, county officials, Somali community, school district and others on the Circle Terrace Park initiative. This important initiative demonstrates the promise of what community policing can accomplish as an effort to positively and passionately work with strategic and community partners to prevent crime by changing the environment and promise of a neighborhood. After two years of hard work and conversations with neighborhood residents, we began the work of enlarging and redeveloping this park while also building a small community center. In the community center, we will bring together a number of services and community building activities that will provide needed access to education and help our primarily immigrant residents to connect. This project was initiated after this neighborhood had experienced a homicide, and the arrest of a young man who was recruited by a terrorist organization. Our work to build relationships in this neighborhood while instilling a sense of trust and partnerships has now received national attention.

This past year was another year of achievement in Columbia Heights as the city worked collaboratively with our community partners to see that our community, and our youth in particular, thrived and were successful. After submitting a detailed application and then competing with twenty of our nation's most progressive cities, the City of Columbia Heights was selected as one of only ten **2016 All-America Cities** by the National Civic League in June. I was proud that the efforts of our community and strategic partners were recognized with this prestigious award, highlighting the achievements of our community. This award demonstrates all that is possible when a community truly works together in a shared vision to benefit its residents. The Police Department also received recognition in 2016 from the Somali Community, the Trinidad National Police for mentoring a Humphrey Police Fellow, and from our friends and partners in the Polish National Police from our Sister City of Lomianki, Poland. It was our distinct pleasure to host the Mayor and three Polish National Police Officers in August when they traveled here as the second half of our Sister City Police Officer Exchange (see story page 13). We were also honored as I received a **President's Award** from the Minnesota Chiefs of Police in April, Sgt. Justin Pletcher was selected as one of law enforcement's "**40 Under 40**" in the world by the IACP in October, and Karen Olson was selected as the **Columbia Heights Employee of the Year** in December.

Although 2016 was a challenging year for law enforcement, I would like to thank our elected officials, partners and most importantly our community for their continued support. It is through the amazing partnerships and support that we have received all that allows us to continue in our efforts to reduce crime and build relationships based on trust, compassion, and respect. In 2017 and beyond we will continue to live out our mission and core values as we commit to strengthening our All-America City of Columbia Heights, growing its reputation as a great place to live, work, worship and visit.

Scott Nadeau

Chief of Police

MISSION STATEMENT

The Columbia Heights Police Department is committed to active partnerships with the community in order to protect lives and property, innovatively solve problems, and enhance the safety and quality of life in the communities we serve.

ALL AMERICA CITY AWARD

The National Civic League selected Columbia Heights as one of ten cities to win the 2016 All-America City Award for outstanding community accomplishments. To be considered for this prestigious designation, cities across the nation are asked to prepare an application that outlines community solutions that tackle city-wide challenges. This year, the National Civic League centered the criteria for community solutions around cities' ability to ensure that all children are healthy and successful in school and in life. Columbia Heights came through as a shining example of a community that has risen to the occasion of putting children first through collaborative efforts such as Big Brothers and Big Sisters, recreation and education outreach programs, the City of Peace Park initiative, building a modern library and a strong City, Police Department and School District partnership. The Police Department was proud that its initiatives played a significant role in the city's application for this prestigious award. Chief Nadeau, Sergeant Pletcher and Officer Mohammed Farah, who traveled with the Columbia Heights contingent to the conference in Denver, Colorado, cited the experience as an amazing and uplifting opportunity.



The CH Delegation at the National Civic League conference in Denver

MAJOR INITIATIVES

Circle Terrace Project

What began as a pipedream in early 2015 has become a reality. When the Columbia Heights Police Department first began its efforts towards building a community and recreation center in the Circle Terrace neighborhood, it was unclear if it would ever come to fruition. However, after meeting with political leaders, community partners, and our local government officials, the building was granted funding through Federal Community Development Block Grants (CDBG) in April of 2016. The funds were not released for use until later in the year, but the city has moved forward in developing the project, meeting with architects and community development. Plans to break ground on the project are a go for 2017 as soon as the ground thaws.

This community building will host a variety of opportunities for our community, along with a new recreational court and playground, the kids from the Circle Terrace neighborhood and all of Columbia Heights will have a clean, safe place to play, learn, and grow. We will offer community

outreach, education, parks and recreation, social services, and police interaction to the community by fully realizing the potential that the Circle Terrace Community Recreation Center has to offer. In August of 2016, we held a community picnic in the area where the building is to be erected, and over 200 people came to support the city's efforts and celebrate this positive movement towards community development and unity. We will host another picnic in the summer of 2017 to celebrate the grand opening of this facility and we hope to see even more people there, joining the police department and City of Columbia Heights in our excitement for what we can create when we work together.



A 3D Architectural Rendering of the Circle Terrace Park building

School Resource Officer (SRO) Study

In an effort to evaluate our current programs, and work toward continuous improvement, the police department completed a study of our School Resource Officer (SRO) programs at the Columbia Heights High School and Columbia Academy. This study included a literature review, an examination of past practices, as well as information specific to our SRO collaboration with Columbia Heights Public Schools. The report was capped off with a section of recommended best practices that can be put into use in managing and continuing our SRO program in the community. It was a great opportunity to receive feedback from those that work regularly with our School Resource Officers. We encourage you to take a look at the study, which can be found on the city website.

Circle Terrace Study

In 2016, the Columbia Heights Police Department conducted a survey of residents in and around the Circle Terrace Blvd Neighborhood. This survey is a way to measure police effectiveness in a particular neighborhood, create a sampling of the city as a whole, and create a benchmark for future evaluation of police and community efforts. The results of the survey were positive overall, while identifying areas in which there is room for improvement. We invite you to read a summary of the survey results on the city website.

Polish Officer Visit

Lomianki, Poland is a suburb of Warsaw. In August 2015, four Columbia Heights Police Officers, including Chief Nadeau, Sergeants Erik Johnston and Justin Pletcher, and Officer Jason Piehn visited Lomianki in the first part of an officer exchange program.

In August 2016, Columbia Heights welcomed four visitors from our Sister City of Lomianki, Poland, who arrived on Tuesday, August 2, after 26 hours of travel. Lomianki Mayor Tomasz Dabrowski, Police District Chief Tomasz Szachowski, Lomianki Police Chief Tomasz Niedzwiecki and Lomianki Police Sergeant Tomasz Pyra arrived just in time to attend several National Night Out parties held throughout Columbia Heights.

The visit was filled with a variety of activities, including breakfast with city leaders and a tour of City Hall and the community. During a luncheon at the Public Safety Building sponsored by our friends at Northeast Bank, Sergeant Pyra gave a presentation about Lomianki and their police work and answered questions from Columbia Heights officers. Later that day, the group enjoyed a tour of the new Columbia Heights library, as well as a reception sponsored by the Sister Cities group, also held at the new library. The Polish delegation ended that day with a Segway tour of Minneapolis, joined by Mayor Peterson, Chief Nadeau and Sergeants Erik Johnston and Justin Pletcher. Later in the week, they toured the Anoka County Sheriff's Office and the Minnesota Bureau of Criminal Apprehension, with presentations on policing at each location.

A highlight of their visit was a dinner in our visitors' honor at Jax Café, hosted by the Sister Cities group. The officers who visited Lomianki last year were very happy to see their Polish friends again, and were glad to have a chance to teach them about policing in America, and proudly show them what the All-America-City of Columbia Heights has to offer. The events, which were both educational and worked to build an even stronger bond between our two communities, have re-kindled our great sister cities relationship. The CHPD wishes to thank our Sister Cities group as well as all who came to greet and welcome our Polish friends to America!



Chief Nadeau and Sheriff Stuart (in white) during a tour of the Anoka County Sheriff's Department with our Polish visitors

Multi-Cultural Advisory Committee (MAC)

Monday, June 27th, 2016 marked the very first Columbia Heights Multi-Cultural Advisory Committee Meeting. Informally referred to as the MAC, this committee marks a significant step in the progress of community policing within Columbia Heights. While Columbia Heights has transformed its policing methods over the last several years to better serve our diverse community, this committee will act as a direct line of communication between our community members and the police department that serves them. MAC members live, work, worship, or learn in the city and they have committed themselves to positive efforts towards change and growth in our community. After completing an initial interview and an application process, each MAC member has been carefully chosen for their leadership and communication skills, as well as their dedication to serving our community. MAC meetings take place monthly throughout the city. Information about current events will be discussed and shared so that this can be brought back into the community as a tool for transparency. Ideas for more effective community outreach will be discussed, to ensure that all community programs are tailored to meet the needs of everyone with input by the people who participate.

Police-Community Dialogue

The CHPD, in partnership with the Multicultural Advisory Committee (MAC), hosted the first in a series of Police-Community Dialogue events on the evening of September 14 at First Lutheran Church. The forum was an opportunity for community members to bring questions and

concerns to police in this structured meeting about police relations. The forum was open to anyone who lives, learns, works, or worships in Columbia Heights. The purpose of these events is to strengthen the Columbia Heights community through increased communication and understanding between police and community members.



Attendees in discussion groups at the Police-Community Dialogue

COMMUNITY ORIENTED POLICING

Community Oriented Policing continues to be a core philosophy of the Columbia Heights Police Department. There was strong media reporting of police and community tensions across our nation in 2016 and there were new challenges presented for connecting with the community during this time. In light of this, the police department is proud to report that our positive relationship with the community is as strong as ever. We have continued to make use of several impactful programs that help us build and maintain that relationship throughout the year, and not just in times of crisis. The result was a great showing of community support during the year. We look forward to continuing this collaboration for years to come.

Community Picnics

In June, the police department participated in a Community Picnic at Huset Park. The picnic included a K-9 demonstration, a Use of Force presentation, as well as a chance to use the department's LaserShot, a deadly-force decision-making simulator. Many community partners joined us in putting together this picnic and providing information on resources available to the community. The picnic also celebrated the grand opening of Huset Park's new splash pad.



Officer Thurmes visits with a group of neighborhood kids

The Columbia Heights Police hosted its annual Eat and Greet in the 4600 Block of Tyler Street in July. There was food sponsored by Subway, McDonalds, and \$5 pizza and there were several partner agencies on hand to share information about programs and resources available. In August, the police department partnered with Safe Summer Nights to hold a picnic in the Circle Terrace Neighborhood and update the residents on the park project that is currently under planning and preparation. The event was well attended and again, many partners attended to share information on community resources relevant to adults and children.

Cultural Outreach

The police department continued its relationship with the Adult Education Center in 2016; officers attended several sessions speaking about policing and answering questions. The students are from a variety of cultural backgrounds, and many have a limited understanding of American policing and laws.

The Islamic Center again held an appreciation BBQ for police, fire and city officials. It was a great opportunity to connect with members of the center, have a conversation, and enjoy a grilled burger.

In June, members of the police department attended an Iftar (breaking of fast) dinner hosted by First Lutheran Church. The dinner was held to join people of different faiths

together for the purpose of shared understanding. There were prominent representatives from the Muslim and Hindu communities that shared information on their religion and answered questions from those in attendance.



Officer Abdullahi mingles at the Islamic Center BBQ

Rental Property Outreach

With almost 1,000 licensed rental properties in the city of Columbia Heights, the communication to rental property owners continues to be an important function in order to improve safety and livability in Columbia Heights. Quarterly trainings were held on topics relevant to landlords, in addition to regular contacts involving high contact buildings and properties.

Business Watch

The Columbia Heights Police Business Watch program continues to hold strong at around 85 members. Efforts were made to update business holder contact lists that can be used in emergency situations during 2016. Officers assigned to the Business Watch spend time during their regular patrol shifts meeting with the business community to share information, troubleshoot problems and provide needed support.

Neighborhood Watch

The Columbia Heights Police Department has over 160 active Neighborhood Watch groups. These groups help improve safety and quality of life in local neighborhoods by being alert, aiding their neighbors and reporting suspicious activity to the police. An annual training was held for block leaders and covered skills relevant to their role.

National Night Out

There were 53 National Night Out gatherings in Columbia Heights in 2016. Over 1600 residents participated, and were updated on current crime numbers, police initiatives and crime prevention tips by the 16 officers who attended the gatherings. Officers visiting from Lomianki, Poland were on hand to visit a few of the gatherings.

Coffee with a Cop

Coffee with a Cop continued on a monthly basis in 2016 with venues ranging from Aldi to an annual favorite at Dairy Queen. This program is a great opportunity for the community to connect with the police department with no speeches, no agendas, just coffee and conversation.

HeartSafe

The Columbia Heights Police Department continued its HeartSafe efforts in 2016. At the end of 2015, the CHPD was recognized as the second HeartSafe community in Anoka County, and in 2016 the police department partnered with the fire department to continue to offer free training and outreach to all community members. The entire Public Works department was trained in first aid, CPR, and AED use, as were many other city employees who requested to be trained as well. The PD assisted at the Columbia Heights High School by testing out students who became certified First Responders, and we offered free training at the police department open to our entire community to attend. We also continue to host HeartSafe booths at all of our community picnics, and hand out valuable information on how everyone can save a life, as well as hands-on training for all those interested.



Sergeant Pletcher teaching HeartSafe

PROBLEM ORIENTED POLICING

Problem Oriented Policing is a proactive method of law enforcement that the Columbia Heights Police Department utilizes in multiple ways. By effectively employing department resources, community partnerships, and various enforcement methods, crime continues to decline in Columbia Heights. 2016 was no different, as the police department continued to adapt their methods to the community and its ever-changing issues. The year saw further commitment to positive community partnerships to proactively combat crime and disorder. The Anoka-Hennepin Violent Offender and Drug Task Force continues to be an effective conglomerate of Anoka County and Hennepin County law enforcement agents, working together to combat the ills of drug abuse that can have drastic effects on a community. By utilizing D.A.R.E. (Drug Abuse

Resistance Education), community outreach, and other proactive methods, the Columbia Heights Police Department uses positive youth outreach to curb drug usage before adulthood as well. The CHPD also hosted a total of four All Hands Day events, two of which were community picnics, where we partnered with other community departments and social service agencies to inform our community of all that is available to them. The police department did this while sharing food, conversation, and laughs with the diverse community of Columbia Heights. Other programs such as Predatory Offender Checks, Business Watch, Neighborhood Watch, Landlord Outreach, Alcohol and Tobacco Compliance Checks, and many more procedures initiated by the CHPD continue to drive crime down into some of the lowest rates in the last 50 years.

Anoka-Hennepin Violent Offender and Drug Task Force (AHVODTF)

While both heroin usage and abuse continue to rise in Minnesota and nationally, the Columbia Heights Police Department remains committed to combating all drug activity by partnering with the Anoka County Sheriff's Office and several other Anoka and Hennepin County agencies. Detective Bonesteel has proven himself very effective as an agent in the Anoka-Hennepin Violent Offender and Drug Task Force. In 2016, over 10 search warrants were conducted in Columbia Heights and Hilltop targeting problem residences that related to drug use and/or sales. When combined with the many other drug operations conducted by this unit, large amounts of methamphetamine, heroin, marijuana, and prescription pills were taken off the streets and out of the hands of the criminals, as well as guns and illegally obtained currency. Detective Bonesteel was also personally involved in the arrest of a known heroin dealer that was charged for 3rd Degree Murder after knowingly selling a pestilent product that resulted in the deaths of many in the metro area.

All Hands Days

The Columbia Heights All Hands Day initiative continues to evolve to better suit the needs of our community. As youth activity continued to rise, two All Hands days were scheduled for the last day of school and Homecoming to ensure our youth remain orderly and safe at all times. The CHPD partnered with Anoka County Probations, the Anoka County Sheriff's Office, the Anoka-Hennepin Violent Offender and Drug Task Force, and the State Patrol for a high-conduct/high-visibility initiative that was geared towards combating juvenile activities such as truancy, curfew, and alcohol and tobacco use. Due to these tactics, the number of crimes committed by juveniles decreases and the safety of the community is enhanced.

YOUTH INITIATIVES

Anti-Bullying

Seven years ago, the Columbia Heights Police Department teamed up with Highland Elementary to address bullying with kindergarten, first and second graders. Officers and staff members went into the classrooms twice a year and read a book that provided an important message about bullying to the students. Since then, the program has expanded to include Valley View Elementary, Immaculate Conception School, and Global Academy. In 2016, we also began visiting third grade classrooms at the request of the schools. We had 21 employees participating in our anti-bullying program. The visits also provide the young students with an opportunity to ask any questions they have, and meet with an officer in a positive interaction.

School Safety

The police department has been providing extra assistance to the traffic congestion at the beginning and end of the school day at Valley View Elementary and Columbia Academy since 2013. The traffic assistance provided by the Police Department has been successful in raising the awareness of the drivers who pick up and drop off students, and make for a safer route to and from school for walking students.

D.A.R.E.

This was the Columbia Heights Police Department's 26th year of teaching D.A.R.E. (Drug Abuse Resistance Education) to the 4th and 5th grade students of the Columbia Heights School District. School Resource Officers taught the curriculum at Valley View, Highland and North Park Elementary Schools. The schools produced 259 D.A.R.E graduates. Through the D.A.R.E. curriculum, students learn to avoid drugs, alcohol and tobacco, and how to make responsible choices.



Officer Nightingale reading to kids in the Anti-Bullying initiative



Officer Piehn and CSO Almosawi at the H.S. Open Gym

Open Gym

The two School Liaison Officers are responsible for running the Open Gym program for Columbia Heights School students. The Open Gym is operated in Columbia Academy for middle school aged students on Tuesdays after school. During the year, the Open Gym at the Hylander Center for high school students increased from one day a week – Tuesdays – to three days a week. Our collaboration with the School District and the city's Recreation Department has brought about the expansion of the Open Gym program; with sessions scheduled for high school aged youth on Mondays and Thursdays as well. The Open Gym programs also runs through the summer months. Activities offered consist of basketball, soccer, tutoring, movies, board games, bingo, fitness room, and social time.

Big Brothers Big Sisters

2016 was the fifth year of bringing Big Brothers/Big Sisters to Highland Elementary. Columbia Heights is the only department in Anoka County involved in this program. Department staff who volunteer to be a Big Brother or Sister go into the school to meet their matched student. The two will play games, read, make crafts and develop a mentoring relationship. The program has now expanded to Valley View Elementary, and a few Bigs have followed their Littles as they moved on to Columbia Academy. The year ended with 25 BBBS volunteers in Columbia Heights; 16 of those are officers or police department staff members. There were also three more CHPD

employees who signed on to be Bigs near the end of the year and were looking forward to being matched in the new year.

Teen Academy

In the Spring of 2016, the CHPD hosted a Teen Academy for Columbia Heights students who were interested in criminal justice careers. Speakers from several different agencies teamed up with the CHPD to put on the event. The academy was a one day event that exposed 18 students to various criminal justice careers. Students participated in role play activities and went through a use of force simulator.

Pizza With a Cop

Pizza with a Cop has become an annual event that gives officers a chance to interact with students in a positive relaxed atmosphere. In 2016, 60 students enjoyed having lunch with officers from the CHPD, Metro Transit, and New Brighton. Some of the conversation was about police work, but the topics varied.

TRAINING

In 2016 the Columbia Heights Police Department training program stayed committed to being progressive and giving our officers diverse perspectives. In January, CHPD hosted Dr. Isaiah Pickens who instructed a class titled “The Story Behind Trauma and Law Enforcement.” The training touched on trauma that officers experience, and how to recognize and treat people whom officers come in contact with who have experienced trauma in their life. The training also included a segment on implicit bias. All CHPD staff participated in the 2016 knowledge based exercise, which involved the documentary *Undefeated*. The documentary was about mentorship, leadership and investing in people who are different than you. New 2016 roll call trainings included crime scene management, human trafficking and *The*

President’s Task Force on 21st Century Policing. The department also continued to send every officer to the weeklong Crisis Intervention Team training, which teaches officers how to successfully de-escalate incidents involving people in mental health crisis. Finally, several officers became trained in less lethal munitions.



Dr. Isaiah Pickens instructs on trauma

Strategic Planning

At the end of 2016, members from several areas of the police department met to create the 2017 strategic plan. The strategic plan outlines goals and objectives in support of our mission statement to use active partnerships to have a safe community. Staff met quarterly in 2016 and reviewed the plan as well as the progress that was being made to meet or exceed the set goals. Staff then assigned a grade to each strategy and worked to improve that grade as the year progressed. The 2017 plan continued to include community partners in the planning process. Staff met with members from the Columbia Heights School District, Columbia Heights Fire

Department, Faith Based Leaders, Columbia Heights Park and Recreation, Neighborhood Watch, the CHPD Multi-Cultural Advisory Committee and CHPD staff to create a 2017 plan that is transparent, inclusive, and best meets the needs of the community.

WELLNESS

The Columbia Heights Wellness committee met quarterly in 2016 to provide all employees of the police department information and activities on being healthier and more active. We partnered with the University of Minnesota and allowed officers the option to have free VO2 testing and body fat analysis, providing officers with specific levels of activity and heartrate that are needed to be obtained to optimize training and effectively lose weight and/or become healthier. Monthly mindfulness trainings were held, offering officers special breathing techniques to combat stress. This was added to the daily stretching activities already being utilized by the department. The Columbia Heights Police Department also sponsored a team of police officers who ran in the Shawn Silvera 5K, benefiting families of officers killed in the line of duty. The “Heights Pride” team came in second place and look to get first in 2017! Finally, the Columbia Heights Police Department and its Wellness Committee have been working on instituting a Chaplain Program to address the spiritual needs of our department, and we look to have that up and running sometime in 2017.

CHPD Employees Give Back

Committed. Helpful. Professional. Dedicated. Those are the core values of the Columbia Heights Police Department. The projects listed below are examples of some of the ways that the men and women of the CHPD made a difference in our community during 2016.

Several of the department’s employees are mentoring youth at Highland Elementary, Valley View Elementary, and Columbia Academy through the **Big Brothers Big Sisters** program. We’re in our fifth school year participating in this important program, and now there are employees from other city departments and community members involved in mentoring too. We strongly believe that mentoring can make a difference in the life of a child, and we’re proud to be partnering with the Big Brothers Big Sisters of the Greater Twin Cities in this effort.



Officer Hilden hanging out with his Little Brother

For the fifth year, CHPD participated in the “**Movember**” initiative to raise funds and awareness for men’s health issues by growing facial hair. Officers were allowed to wear mustaches and neatly trimmed beards during the month of November if they were pledging to raise money for this important cause. This year, the CHPD Movember team raised \$1,500, giving us a four-year total of almost \$7,500 raised.

The “**Heights Bikes**” program returned for a second year. In May of 2016, the CHPD partnered with Behind-Bars Bike Shop in Minneapolis, the Columbia Heights School District, the Columbia Heights Police Association and the Fridley/Columbia Heights Rotary to give away bikes to 14 Columbia Heights students. The bikes were donated by the police department, the bike shop volunteered time to repair the bikes, the Rotary Club donated the helmets and the Police Association donated the locks.

For the second year, the CHPD joined with other community volunteers for the **Sheridan Story**, a statewide non-profit organization that supports children of families in need with a consistent supply of nutritious food every weekend. Volunteers from the Police Department worked with project organizers and representatives of Highland Elementary to distribute food discretely into participating students’ backpacks. Each participating student receives a four to five pound bag of food at the end of each week.

To cap off the year, members of the CH Police Association participated in the seventh annual **Shop With a Cop** event. This year, we sponsored a record 17 families, up from 14 last year. We assisted them with gifts, groceries and other holiday related purchases. This event is made possible through the generosity of CHPA members, along with donations from their families and friends, and from our partners in local businesses and the faith community.

POLICE RESERVES

The Columbia Heights Reserve Unit is a volunteer organization comprised of members of the Columbia Heights community. These members support the police department and the Columbia Heights-Hilltop community through a variety of services and tasks. Reserve members receive specialized training related to their areas of responsibility which include neighborhood patrol, transports, and special event security. The Reserve Program has been a part of the Columbia Heights Police Department for over half a century, and thousands of hours of volunteer time have been donated. The Columbia Heights Police Department continues to be grateful for their service to their community.

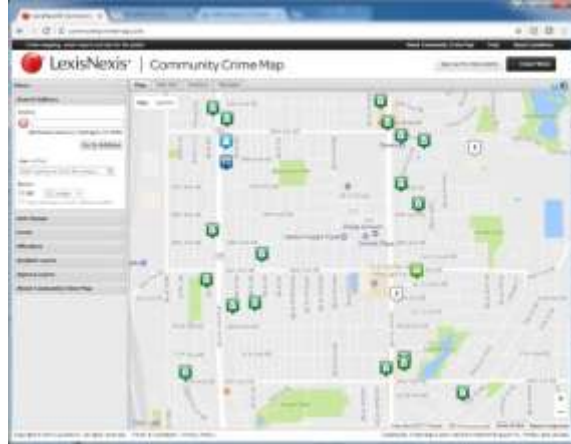
Reserves in 2016

| | |
|------------------|------------|
| Bob Schmidt | 02/01/1996 |
| Brian Getty | 01/11/2000 |
| Tim Utz | 04/16/2007 |
| Kevin Gominsky | 10/21/2010 |
| Marco Torunski | 10/21/2010 |
| Olutola Ogundare | 06/02/2011 |

2016 CRIME STATISTICS

Online Crime Statistics are available at the Click of a Mouse

RAIDS Online has changed their name to LexisNexis Community Crime Map. This resource continues to be a powerful tool for any resident wishing to look up crime activity in their neighborhood or the city as a whole. The majority of all incidents are uploaded to the database and available for anyone to view or analyze at communitycrimemap.com and by searching under Columbia Heights. An example of the map is shown.

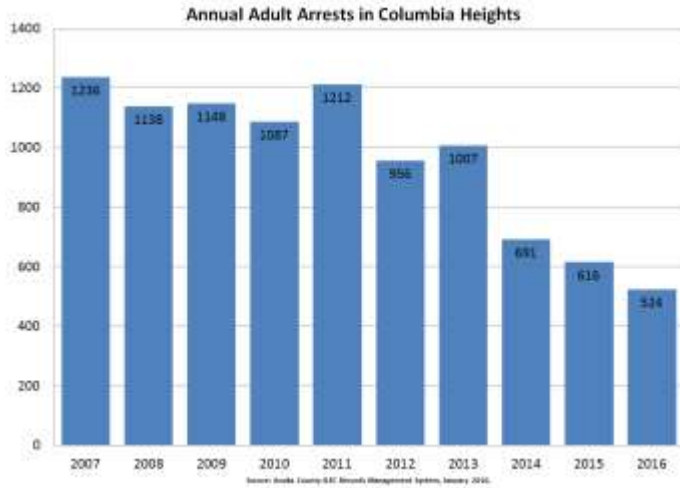


2016 – Crime Numbers Continue to Decrease

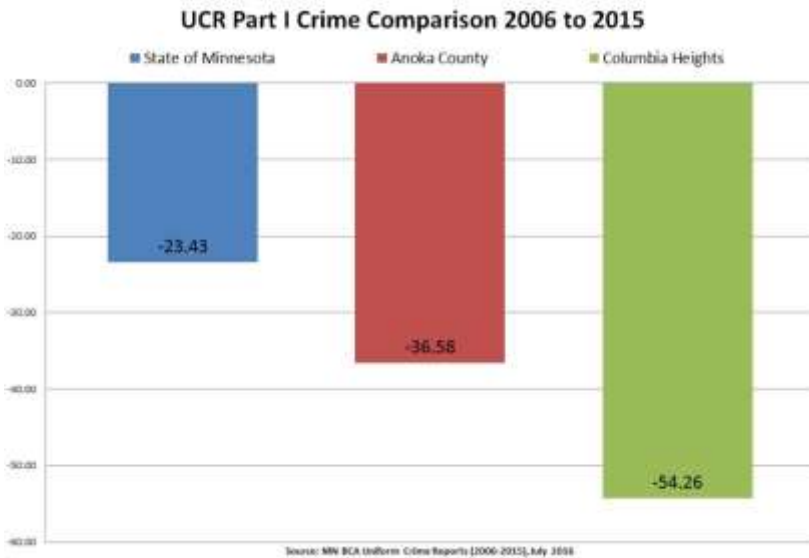
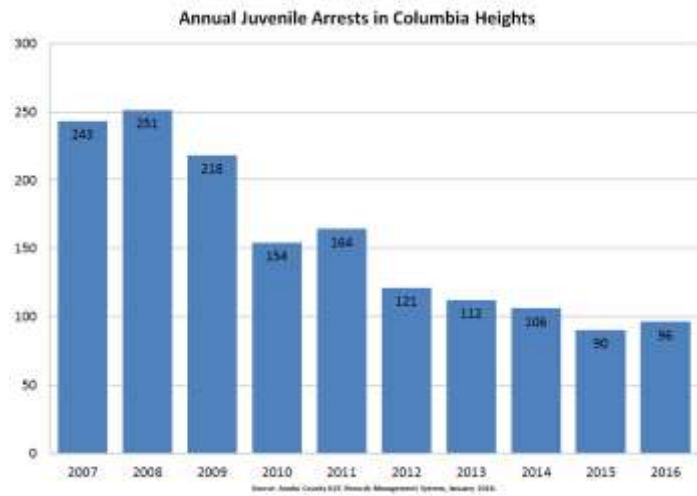
In 2016, crime numbers continued the downward trend. Burglaries were down 40% from 2015. Theft also dropped by 22% from 2015. Overall, Part 1 crimes went from 673 to 496; a 26% decrease. The total number (Part 1 and Part 2) dropped from 1673 to 1430; a 14% decrease.

| Offenses | | | | | |
|---------------|------|------|------|------------|------------|
| | 2016 | 2015 | 2014 | 1 yr % Chg | 2 yr % Chg |
| Part 1 | 496 | 673 | 686 | -26% | -28% |
| Part 2 | 934 | 1000 | 1022 | -7% | -9% |
| Total | 1430 | 1673 | 1708 | -15% | -16% |

| Arrests | | | | | |
|---------------|------|------|------|------------|------------|
| | 2016 | 2015 | 2014 | 1 yr % Chg | 2 yr % Chg |
| Part 1 | 67 | 119 | 119 | -44% | -44% |
| Part 2 | 428 | 558 | 624 | -23% | -31% |
| Total | 495 | 677 | 743 | -27% | -33% |



Arrest data also supports the downward trend of crime. Adult arrests for 2016 dropped to just below 50% of what they were in 2008. Arrests of juveniles are down to almost a third of what it was in 2008.



Crime Rates have been dropping across the state and county. When we compare ourselves to our Anoka County neighbors, crime has been reduced further. When comparing ourselves to the whole state, we see an even bigger drop in Columbia Heights.

POLICE EMPLOYEES IN 2016

| <u>Name</u> | <u>Title</u> | <u>Serving From:</u> |
|---------------------|--------------------------------|----------------------------|
| Scott Nadeau | Chief of Police | 04-21-08 |
| Lenny Austin | Captain | 02-15-95 |
| Ted Fischer | Sergeant | 10-30-92 |
| Matthew Markham | Sergeant | 08-31-98 |
| Erik Johnston | Sergeant | 12-02-02 |
| Justin Pletcher | Sergeant | 05-24-10 |
| Terence Nightingale | Police Officer | 04-01-85 |
| Steven Korts | Police Officer | 09-13-89 retired 03-27-16 |
| Paul Bonesteel | DTF Detective | 09-08-94 |
| Joe Sturdevant | Police Officer | 05-06-96 last day 04-21-16 |
| Dale Sorensen | Police Officer/SCU | 09-11-97 |
| Matthew Aish | Police Officer | 08-30-99 |
| Gregory Sinn | Police Officer | 06-05-00 |
| Jason Piehn | High School Liaison | 04-04-05 |
| Danielle Pregler | Middle School Liaison | 03-19-06 |
| Erik Hanson | Police Officer | 02-05-07 |
| Joseph Pikala | Police Officer/Investigator | 08-12-08 |
| William Monberg | Police Officer | 10-13-08 |
| Timothy Noll | Investigator | 11-19-12 |
| Jacob Hilden | Police Officer | 05-14-13 |
| Andrew Museus | COP Coordinator | 05-13-13 |
| Jacqueline Thurmes | Police Officer | 02-24-14 |
| Joshua Huebner | Police Officer | 11-17-14 |
| Hashim Abdullahi | Police Officer | 01-12-15 |
| Mohammed Farah | Police Officer | 01-13-15 |
| Tabitha Wood | Police Officer | 09-18-15 |
| Ryan Scheevel | Police Officer | 03-21-16 |
| Ibrahim Farah | PT CSO/Officer | 09-21-15 Promoted 4-27-16 |
| Jacquelyn Urbaniak | Police Officer | 11-28-16 |
| Karen Olson | Office Supervisor | 02-19-86 |
| Elizabeth O'Brien | Records Technician | 08-20-90 |
| Ramon Gomez | Records Technician | 11-04-13 |
| Emily Kriesel | Records Technician | 09-21-15 |
| Jason Nihart | Information Systems Specialist | 06-11-15 |
| Jerry Wellman | Community Service Officer | 01-25-06 |
| Richard Vang | PT Community Svc Officer | 06-19-15 last day 12-28-16 |
| Zahra Almosawi | PT Community Svc Officer | 09-21-15 |
| Asiangel Moua | PT Community Svc Officer | 01-14-16 last day 11-07-16 |
| Tony Miller | PT Community Svc Officer | 10-26-16 |
| Kris Ehlert | PT Community Svc Officer | 10-26-16 last day 12-12-16 |

INTEGRITY - PRIDE - HONOR - EXCELLENCE - DUTY



COLUMBIA HEIGHTS
-FIRE DEPARTMENT-



-2016 ANNUAL REPORT-

Vision

Provide and develop quality leadership to strengthen and unite a diverse workforce. Develop a succession plan that will continue the organizational mission and values. Retain quality personnel by providing opportunities for personal development, encouraging new ideas, and creating a positive environment.

Mission Statement

To be a team of dedicated professionals who provide courteous and selfless public safety services to a diverse community.

Core Values

Integrity - Pride - Honor - Excellence – Duty

Introduction

The Columbia Heights Fire Department 2016 Annual Report is a reflection of the commitment to the community we serve. It is filled with statistics and information that identifies the ways in which we continue to successfully meet our vision, mission, and core values.

As a combination department, employing both full and part-time firefighter/EMTs, the Columbia Heights Fire Department, in its primary role as emergency first responders, responded to a total of 2,754 calls for service this past year. Fire-related calls accounted for 791 of the calls, 58 of which were structure fires.

The fire department also provides emergency medical services at the Emergency Medical Technician Basic level as part of its primary role. The greatest number of our responses in 2016 was due to medical emergencies, of which the department responded to 1,963 medical calls.

The department also trains and responds to provide a variety of services intended to meet the specific needs of our community including incidents involving hazardous materials, water rescue, ice rescue, confined space rescue, and weapons of mass destruction. Additionally, the department members conduct fire prevention education and participate in numerous citywide events such as Night to Unite and the Columbia Heights Jamboree.

While emergency services response continues to be an essential service, the fire department expends considerable time and resources on inspection and enforcement services for the Minnesota State Fire Code and the City's Property Maintenance Code. The department licenses and inspects all rental property in the city, enforces City Ordinances such as outside storage, long grass, and snow shoveling in the city as well as other facets of the Property Maintenance Code.

This past year was one of dramatic change in staffing for the department. Firefighter Thomas Mattson was promoted to the position of Fire Captain in January to fill the vacancy of Retired Captain Steven Kolosky, who retired in 2015. Following the resignation of Full-time Firefighter Donald Kostohryz, who returned to the Paid-on-Call Division to pursue a career in Law Enforcement, Zachary Picard, one of the Department's SAFER grant Firefighters was promoted to Full-time Firefighter.



Captain Matthew Field

In September of this year, Fire Captain Matthew Field retired after over 37 years of service to the community. Matthew was appointed to the Fire Cadet Division of the Fire Department in February of 1979; he later became a Paid-on-Call Firefighter in March of 1980 and was promoted to Full-time Firefighter in 1983. In 2001, he was promoted to the position of Fire Captain. His hard work and dedication will be missed by co-workers and citizens alike. We appreciate the difference he made in this department every day.

Matthew's retirement set off a chain reaction of hiring as Firefighter Anthony Cuzzupe was promoted to the vacant Captain's position and SAFER grant Firefighter Emily Cramble was promoted to Full-time Firefighter to replace him.

In addition, two of the Department's Paid-on-Call Firefighters, Charlie Struzyk and Kyle Hall, were hired to fill the two vacant grant positions. The Staffing for Adequate Fire and Emergency Response (SAFER) grant was awarded to the department in 2015 from the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA). The grant allowed the department to hire two additional temporary full-time firefighters for two years to meet national staffing standards and fulfill the primary response mission of the department.



Charlie Struzyk

Kyle Hall

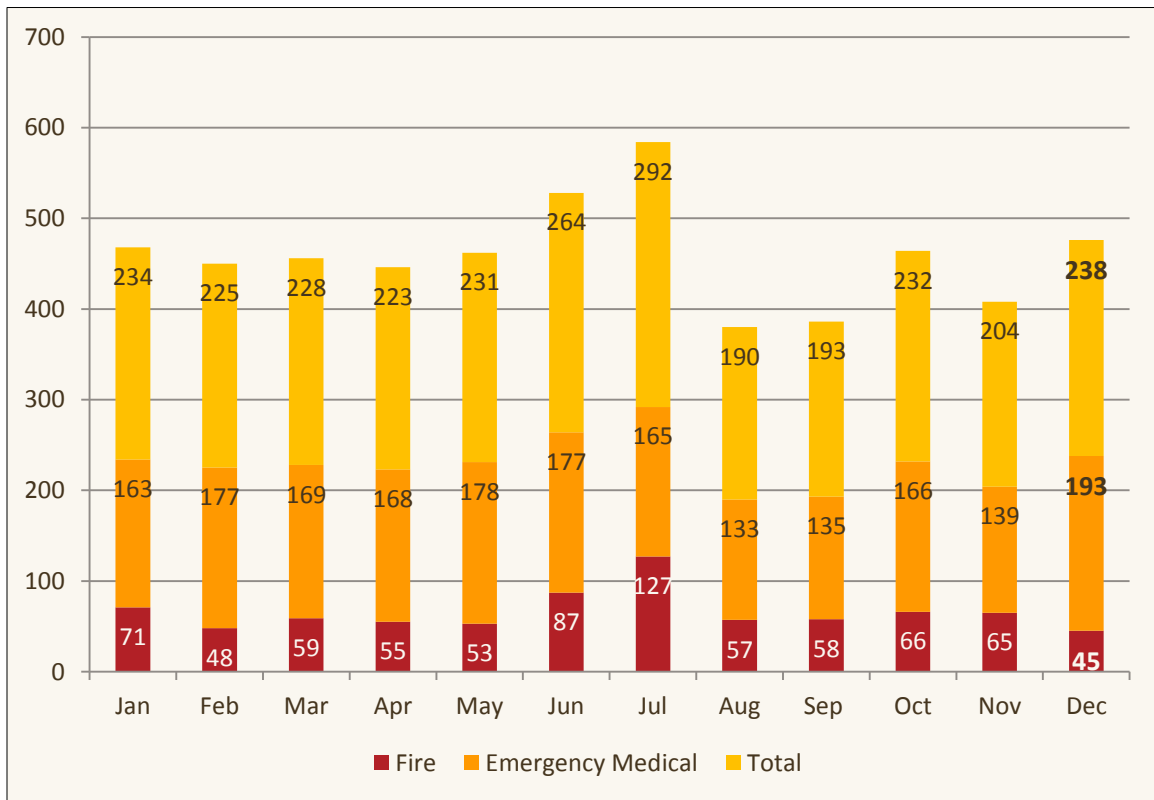
Our successes over the Department's history and the past year are due to the dedication of all the members of the Fire Department and the support we receive from the Mayor, City Council Members, and City Administration and staff. As always, the Columbia Heights Fire Department is committed to preserving the life and property of our citizens and to serve the community with integrity, pride, honor, excellence, and duty.

Incident Reports

The Fire Department responded to 2,754 calls in 2016. The number of calls we respond to remains significantly high for a community of our size. We continue to see an increase in calls at night, calls relating to alcohol and drug use, assaults, and psychological problems. The number of calls for our elderly population remains high but has been slowly shrinking over the past few years. The average incident response time for the first arriving apparatus was approximately five minutes.

The Columbia Heights Fire Department uses the Minnesota Fire Incident Reporting System (MNFIRS) to report each emergency incident. MNFIRS is a member of the National Incident Reporting System (NFIRS). Our incident response statistics are compiled with all other Fire Departments at the state and national level. These statistics are utilized to focus on current trends and problems and to predict future ones within the fire service.

2016 Fire and Emergency Medical Calls by Month



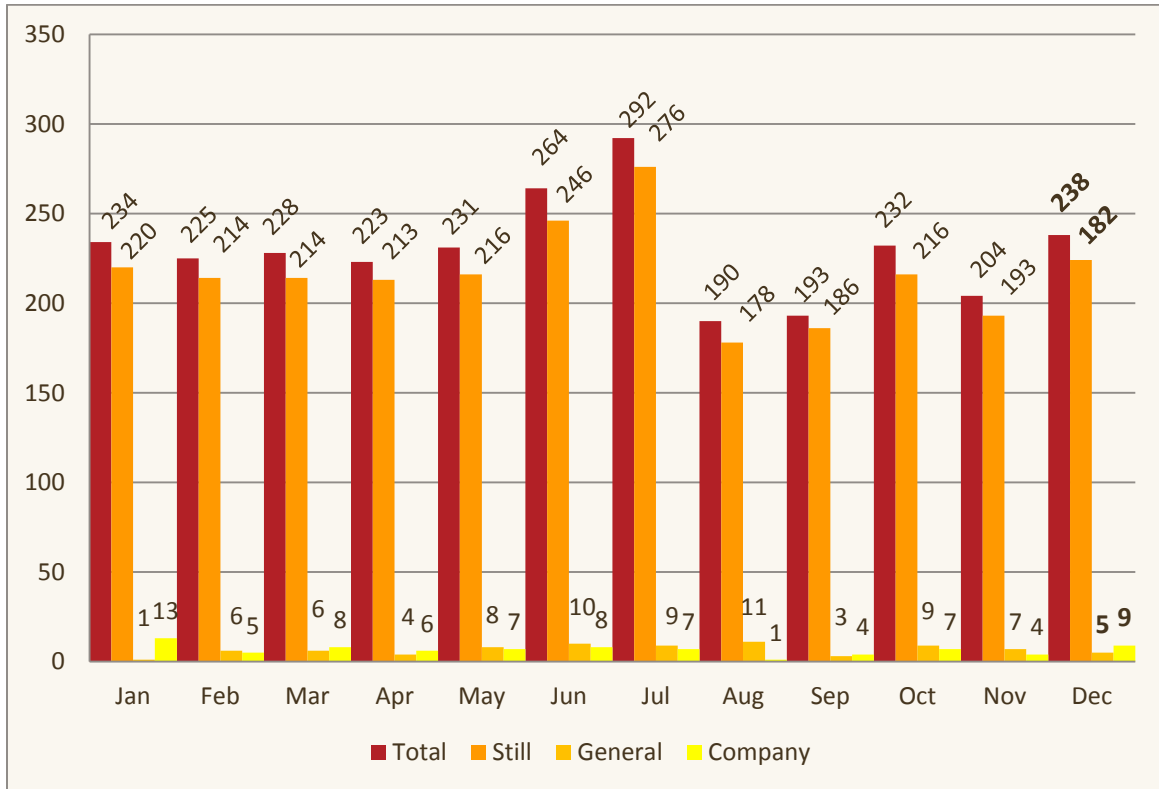
| 2016 Fire Calls | 2016 Medical Calls | Total calls for 2016 |
|-----------------|--------------------|----------------------|
| 791 | 1,963 | 2,754 |

2016 Type of Alarms by Month

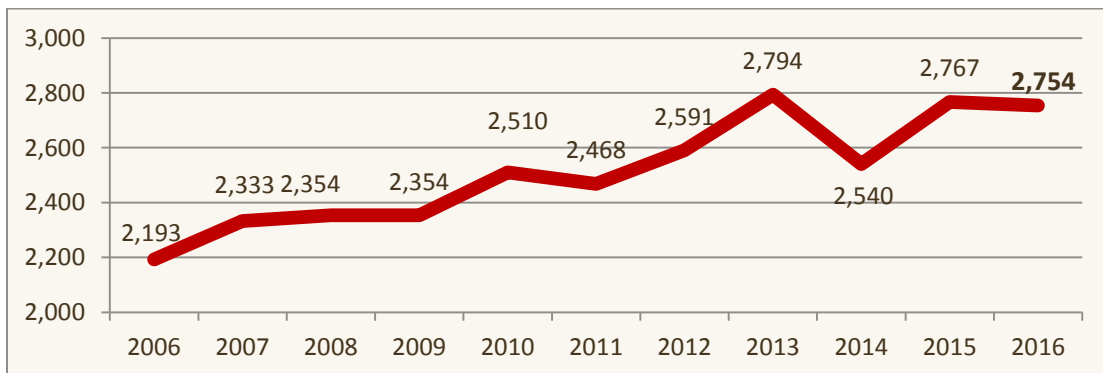
Still Alarms are handled by on-duty personnel without calling for additional help.

Company Alarms are handled by call-back of available off-duty paid personnel and approximately one half of the available Paid-on-Call membership.

General Alarms are used when the situation calls for the services of all available members.



Ten-Year Comparison of Total Incidents



2016 Classification of Alarms

| Fire | |
|------------------------------------|-----|
| Building Fire | 22 |
| Cooking Fire, Confined | 27 |
| Trash/Rubbish Fire | 2 |
| Fire in Portable Building/Dumpster | 8 |
| Vehicle Fire | 9 |
| Fire, Other | 8 |
| Rescue/Medical Alarms | |
| Medical Assist | 314 |
| Assault | 24 |
| Breathing Problems | 188 |
| CVA/Stroke | 36 |
| Diabetic | 55 |
| Flu Symptoms | 137 |
| Fall/Fracture | 218 |
| Chest Pain/Heart | 128 |
| Choking | 6 |
| DK/ETOH | 21 |
| Laceration/Bleeding | 42 |
| Overdose/Suicide Attempt | 42 |
| Pregnancy/OB | 12 |
| Cardiac Arrest | 22 |
| Seizure | 41 |
| Abdominal Pain | 91 |
| Allergic Reaction | 14 |
| Back Pain | 32 |
| DOA | 37 |
| Behavioral/Psych | 49 |
| Misc. EMS Call/General Illness | 413 |
| MV Accident w/injuries | 33 |
| MV Pedestrian Accident | 8 |
| Removal from elevator | 2 |
| Heat/Cold Emergency | 1 |
| Hazardous Condition/No Fire | 5 |
| Flammable liquid spill | 5 |
| Gas leak | 20 |
| CO Incident | 17 |
| Heat From Short Circuit Wiring | 1 |
| Power Line Down | 44 |
| Arcing/Shorted Equipment | 1 |
| Misc. Condition | 4 |

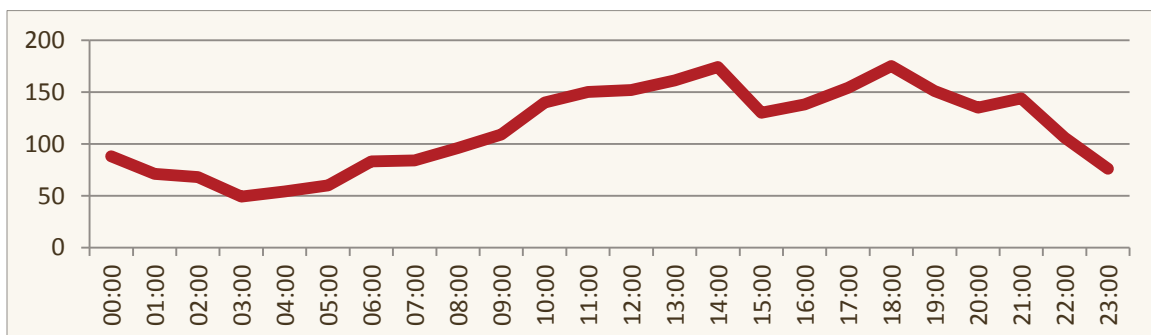
| Service Calls | |
|-----------------------------------|-----|
| Misc. Service Call | 5 |
| Person in distress | 8 |
| Jewelry Removal | 1 |
| Water/Steam leak | 6 |
| Smoke/odor removal | 1 |
| Assist Police/Government Agency | 27 |
| Police Matter | 35 |
| Public Service | 15 |
| Assist Invalid | 133 |
| Unauthorized Burn | 29 |
| Standby/Cover Other Agency | 1 |
| Good Intent, other | 1 |
| Dispatched/Cancelled en route | 131 |
| No Incident Found Upon Arrival | 85 |
| Authorized Controlled Burning | 4 |
| Smoke Scare/Steam/Fog | 17 |
| Hazmat Investigation/No Hazmat | 18 |
| False Alarm & Calls | 1 |
| Malicious False Call, other | 10 |
| Sprinkler Activation, Malfunction | 2 |
| Smoke Detector Malfunction | 10 |
| Alarm System Malfunction | 19 |
| CO Detector Malfunction | 14 |
| Sprinkler Activation/No Fire | 5 |
| Detector Activation/No Fire | 6 |
| Alarm Activation/No Fire | 28 |
| CO Activation/No Fire | 3 |

Top 20 Properties for Service

| Address | | | # of Calls for Service |
|---------|--------------------------------|------------------------------------|------------------------|
| 1 | Parkview Villa Apartments | 965 40th Ave | 143 |
| 2 | Lighthouse of Columbia Heights | 3801 Hart Blvd | 86 |
| 3 | Crest View Lutheran Home | 4444 Reservoir Blvd | 83 |
| 4 | Northeast Seniors Housing | 3850 Stinson Blvd | 72 |
| 5 | Crest View on 42 nd | 900 42 nd Ave | 65 |
| 6 | Boulevard Apartments | 4458 Reservoir Blvd | 62 |
| 7 | Royce Place Assisted Living | 1515 44 th Ave | 51 |
| 8 | Jones Family Investments, LLC | 3839 Hart Blvd | 39 |
| 9 | Columbia Village | 1675 44th Ave | 32 |
| 10 | Single Family Residence | 4500 Block Taylor St | 24 |
| 11 | Cullen Homes | 4927 University Ave | 19 |
| 12 | Rental Duplex | 1000 Block of 45 th Ave | 19 |
| 13 | ACCAP Board & Lodge | 4653 Central Ave | 16 |
| 14 | Samir & Kawthar Partnership | 4630 Central Ave | 15 |
| 15 | Jones Family Investments, LLC | 3838 McKinley St | 14 |
| 16 | Groko Properties | 4750 Central Ave | 13 |
| 17 | Rental Duplex | 600 Block of 51 st Ave | 13 |
| 18 | Jones Family Investments, LLC | 2200 39 th Ave | 12 |
| 19 | Samir & Kawthar Partnership | 909 46 ½ Ave | 12 |
| 20 | Single Family Residence | 4500 Block of Stinson Blvd | 12 |

Calls by Time of Day

Below is a breakdown of the 2016 call volume by time of day the call was dispatched. The fire department is active 24 hours a day with calls, in fact the hours between 8:00 am and 5:00 pm account for half of all calls in a 24-hour period.



Mutual Aid Report

Mutual aid is an agreement between fire departments to assist each other when called for emergencies by responding with available staffing and apparatus. The Columbia Heights Fire Department works closely with surrounding departments and has an “automatic” mutual aid agreement with the cities of Fridley and St. Anthony to be dispatched simultaneously for fires during the weekday hours when staffing is at its lowest.

2016 Mutual Aid Received – (14 Times)

(A=Dispatched as Auto Aid, M=Mutual Aid requested, O=Other Aid)

| Date | Call # | Address | Type of Assistance | Type | Department |
|------|---------|--------------------------|--------------------|------|---------------------|
| 2/13 | 16-323 | 4927 University Ave | Medical | O | Fridley |
| 2/15 | 16-337 | 5128 4 th St | Medical | O | Fridley |
| 3/15 | 16-557 | 4040 Central Ave | Cooking Fire | M | Fridley/St. Anthony |
| 3/18 | 16-584 | 4329 Main St | Car Fire | A | Fridley/St. Anthony |
| 3/21 | 16-598 | 3736 3 rd St | Building Fire | A | Fridley/St. Anthony |
| 3/22 | 16-608 | 2221 Forest Dr | Building Fire | A | Fridley/St. Anthony |
| 5/3 | 16-924 | 4244 Madison St | Building Fire | A | Fridley |
| 5/19 | 16-1047 | 4556 Tyler St | Building Fire | A | Fridley/St. Anthony |
| 5/19 | 16-1050 | 5100 6 th St | Building Fire | A | Fridley |
| 7/22 | 16-1614 | 724 51 st Ave | Appliance Fire | A | Fridley/St. Anthony |
| 8/1 | 16-1700 | 4335 6 th St | Building Fire | A | Fridley |
| 8/6 | 16-1740 | 4907 Madison St | Building Fire | M | Fridley |
| 11/1 | 16-2309 | 4334 Jefferson St | Garage Fire | A | Fridley |
| 12/7 | 16-2555 | 5241 University Ave | Dryer Fire | A | Fridley/St. Anthony |

2016 Mutual Aid Given – (18 Times)

(A=Dispatched as Auto Aid, M=Mutual Aid requested, O=Other Aid)

| Date | Call # | Address | Type of Assistance | Type | Department |
|------|---------|----------------------------------|--------------------|------|---------------|
| 1/26 | 16-202 | 5846 3 rd St | Manpower | A | Fridley |
| 3/6 | 16-492 | Buchanan/37 th | Provide Apparatus | O | Minneapolis |
| 3/15 | 16-556 | Central Ave/53 rd Ave | Manpower | M | Fridley |
| 4/13 | 16-777 | 3100 75 th Ave | Standby | M | Brooklyn Park |
| 4/29 | 16-894 | 5700 85 th Ave | Standby | M | Brooklyn Park |
| 5/17 | 16-1035 | 5311 University Ave | Unfounded | O | Fridley |
| 6/3 | 16-1159 | 4287 46 th Ave | Provide Manpower | M | Brooklyn Park |

| | | | | | |
|-------|---------|---|-------------------|---|---------------|
| 6/6 | 16-1186 | 7367 Able St | Manpower | A | Fridley |
| 7/3 | 16-1425 | Fridley Station | Standby | M | Fridley |
| 7/10 | 16-1521 | 1413 Gardena | Manpower | A | Fridley |
| 7/12 | 16-1543 | 101 53 rd Ave | Manpower | A | Fridley |
| 8/4 | 16-1718 | 5700 85 th Ave | Standby | M | Brooklyn Park |
| 9/20 | 16-2012 | Central Ave/694 | Provide Apparatus | O | Fridley |
| 11/9 | 16-2365 | 470 Rice Creek Ter | Manpower | M | Fridley |
| 11/9 | 16-2366 | 6571 Channel Rd | Manpower | A | Fridley |
| 11/20 | 16-2443 | 5801 3 rd Ave | Manpower | A | Fridley |
| 11/30 | 16-2509 | 3 rd St/49 th Ave | Unfounded | M | Fridley |
| 12/30 | 16-2736 | 5277 Central Ave | Manpower | M | Fridley |

2016 Structure Fire Incidents with Property Loss

| Date | Call # | Address | Occupancy Type | Cause of Fire | Prop Loss |
|-------------|---------------|--------------------------|-----------------------|----------------------|------------------|
| 1/7 | 16-42 | 4619 Tyler St | Multi Family | Cooking Fire | \$1,000 |
| 3/15 | 16-557 | 4040 Central Ave | Commercial | Building Fire | \$4,000 |
| 3/18 | 16-584 | 4327 Main St | Single Family | Garage Fire | \$500 |
| 3/21 | 16-598 | 3736 3 rd St | Rental | Building Fire | \$11,000 |
| 3/22 | 16-608 | 2221 Forest Dr | Rental | Building Fire | \$20,000 |
| 3/29 | 16-663 | 4635 University Ave | Multi Family | Cooking Fire | \$800 |
| 4/2 | 16-695 | 4919 Central Ave | Commercial | Dumpster | \$1,000 |
| 5/3 | 16-924 | 4244 Madison St | Single Family | Building Fire | \$5,000 |
| 5/7 | 16-960 | 3748 2 ½ St | Single Family | Cooking Fire | \$2,050 |
| 5/17 | 16-1031 | 5200 Central Ave | Commercial | Brush Fire | \$150 |
| 5/19 | 16-1047 | 4556 Tyler St | Multi Family | Building Fire | \$47,000 |
| 5/19 | 16-1050 | 5100 6 th St | Multi Family | Building Fire | \$3,000 |
| 5/30 | 16-1130 | 3963 Polk St | Rental | Cooking Fire | \$1,000 |
| 6/18 | 16-1286 | 900 42 nd Ave | Multi Family | Cooking Fire | \$500 |
| 6/27 | 16-1379 | 534 Lomianki Ln | Multi Family | Building Fire | \$110,000 |

| | | | | | |
|--|---------|--------------------------|---------------|-----------------|------------------------|
| 6/27 | 16-1379 | 532 Lomianki Ln | Multi Family | Building Fire | \$10,000 |
| 6/27 | 16-1379 | 536 Lomianki Ln | Multi Family | Building Fire | \$5,000 |
| 7/6 | 16-1486 | 4300 6 th St | Single Family | Outside | \$500 |
| 7/5 | 16-1487 | 801 50 ½ Ave | Single Family | Outside | \$500 |
| 7/12 | 16-1546 | 4550 Central Ave | Commercial | Cooking Fire | \$800 |
| 7/15 | 16-1564 | 4059 Jefferson St | Rental | Cooking Fire | \$100 |
| 7/22 | 16-1614 | 724 51 st Ave | Single Family | Building Fire | \$150,000 |
| 7/26 | 16-1655 | 965 40 th Ave | Multi Family | Cooking Fire | \$500 |
| 8/1 | 16-1700 | 4335 6 TH St | Single Family | Building Fire | \$25,000 |
| 8/6 | 16-1740 | 4907 Madison St | Single Family | Building Fire | \$4,000 |
| 8/17 | 16-1799 | 4616 Tyler St | Multi Family | Building Fire | \$150 |
| 8/25 | 16-1851 | 4116 Madison St | Rental | Outside Rubbish | \$2,000 |
| 9/19 | 16-1993 | 530 Mill St | Commercial | Porta Potty | \$2,500 |
| 9/19 | 16-1993 | 530 Mill St | Commercial | Porta Potty | \$800 |
| 11/1 | 16-2309 | 4334 Jefferson St | Single Family | Building Fire | \$60,000 |
| 11/1 | 16-2039 | 4334 Jefferson St | Single Family | Garage Fire | \$2,500 |
| 11/1 | 16-2039 | 4340 Jefferson St | Single Family | Building Fire | \$2,500 |
| 11/1 | 16-2314 | 5131 University Ave | Multi Family | Outside Rubbish | \$400 |
| 11/16 | 16-2418 | 4900 5 th St | Single Family | Building Fire | \$5,500 |
| 12/7 | 16-2555 | 5241 University Ave | Commercial | Building Fire | \$3,000 |
| Total 2016 Structure Fire Property Loss (35 incidents) - estimated figures | | | | | \$482,750.00 |
| Total 2016 Structure Fire Property SAVED (35 incidents) - estimated figures | | | | | \$17,443,700.00 |

2016 Vehicle Fire Property Loss Summary

| | | | | | |
|--|--|--|--|--|-----------------|
| Total 2016 Vehicle Fire Property Loss (8 incidents) - estimated figures | | | | | \$35,300 |
|--|--|--|--|--|-----------------|

Casualty Report

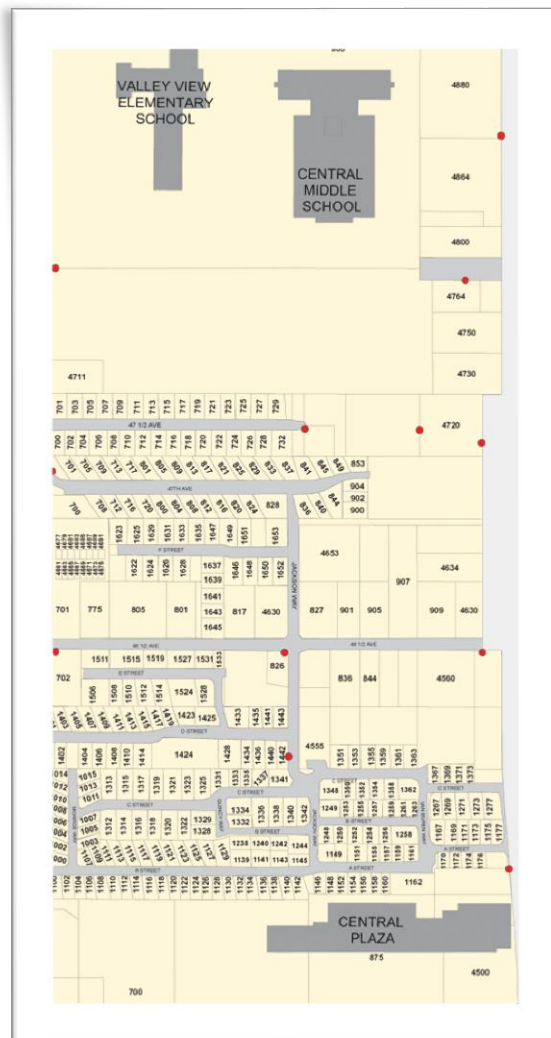
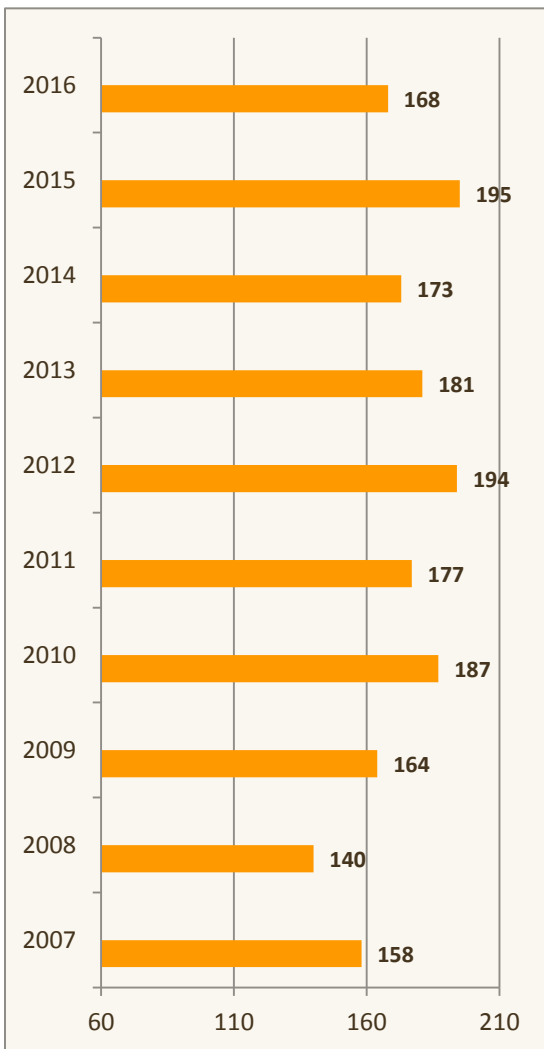
In 2016 there were ZERO Fire Service Casualties.

In 2016 there were two Civilian Casualty Injuries

| Date | Call # | Address | Type of Call | Injury |
|------|---------|----------------------|--------------|------------------|
| 6/18 | 16-1286 | 900 42 nd | Cooking Fire | Smoke Inhalation |
| 7/15 | 16-1564 | Single Family | Cooking Fire | Hot oil burn |

Hilltop Report

The Columbia Heights Fire Department has an agreement to provide full fire suppression, emergency medical services, and fire inspection services for the City of Hilltop. A three-year Joint Agreement and Contract was signed in 2016, which covers the years 2016-2018. A 10-Year comparison of the number of calls to the City of Hilltop is reflected in the chart below.

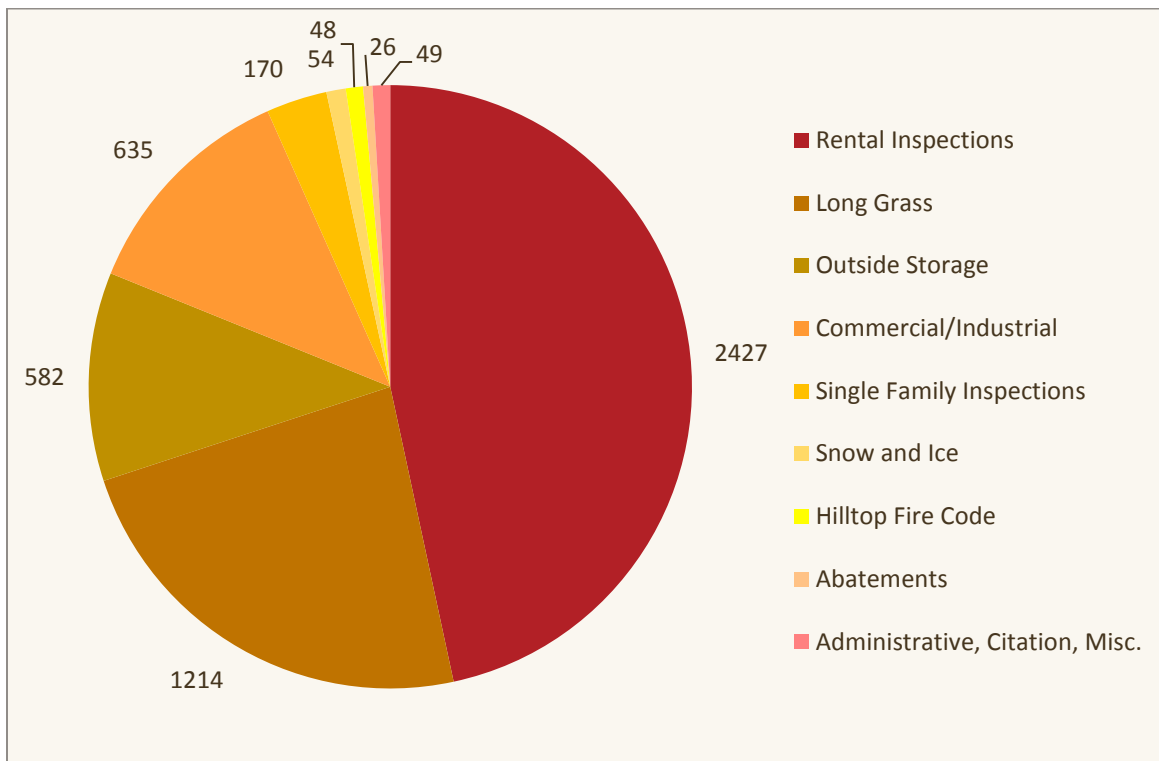


Inspection Report

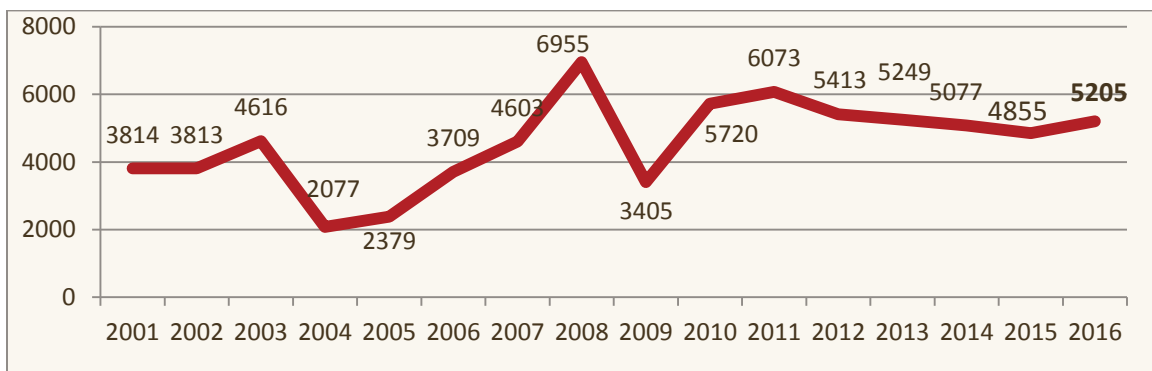
The Fire Department Inspection Program is supervised by the Assistant Fire Chief and involves the eight full time firefighters as inspectors. All inspectors are cross trained for both fire and property maintenance inspections, allowing for flexibility in scheduling.

The fire department conducted a total of 5,205 inspection, license, and inspection-related data entry activities during 2016. This report summarizes inspections which are broken into categories including commercial/industrial inspections, rental property inspections, single-family home inspections, and other actions performed by the inspection office.

2016 Number/Type Inspection Summary

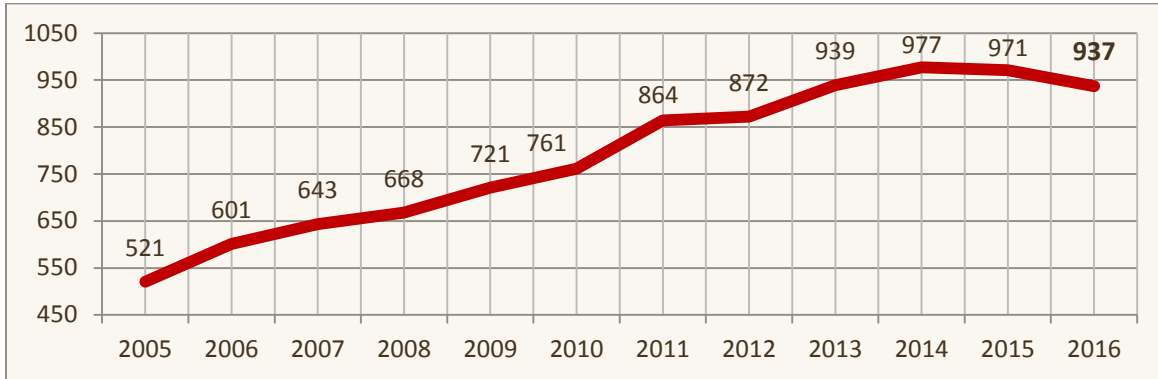


Total Inspections by the Year

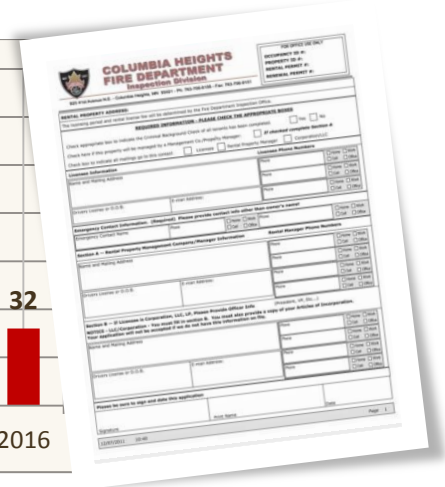
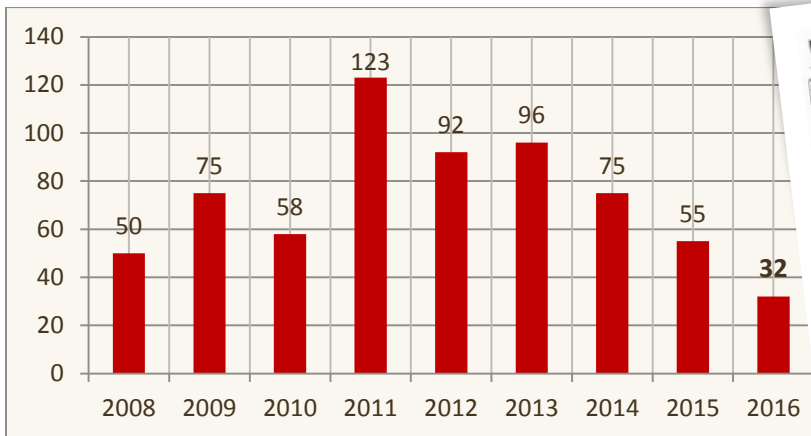


The amount of rental properties continues to increase as many of the foreclosed properties are being purchased as investment properties. In 2016, there were 32 new rental licenses. Interiors of rental properties are on a cycle to be inspected every two years and exteriors and common areas are inspected on an annual basis. Complaint inspections are inspected in a timely manner.

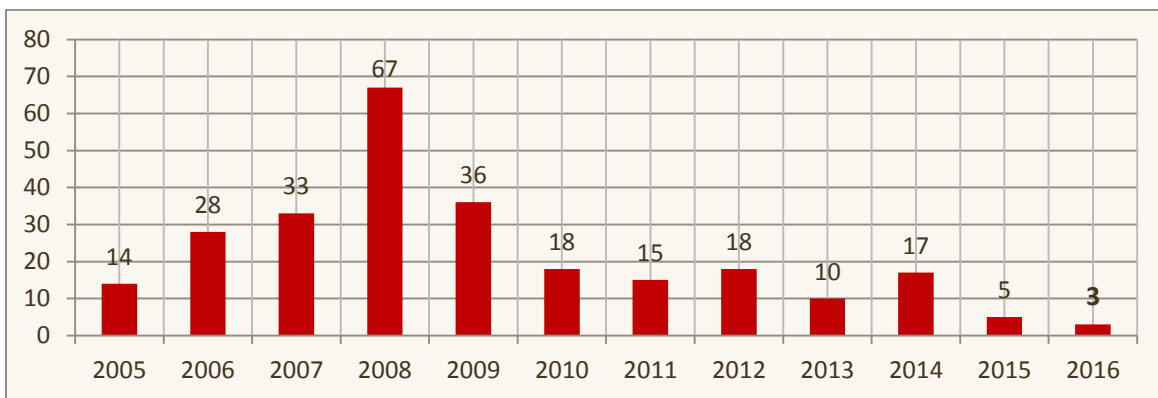
Number of Rental Licenses



Number of New Rental Licenses

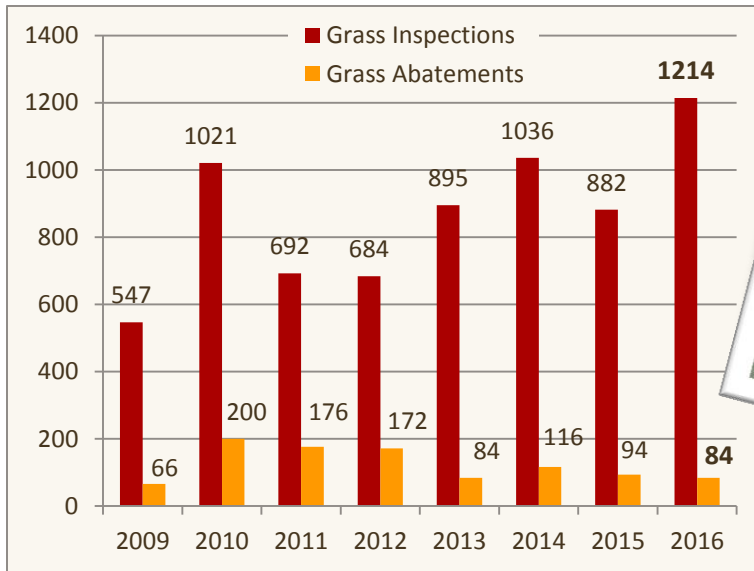


Number of Rental License Revocations



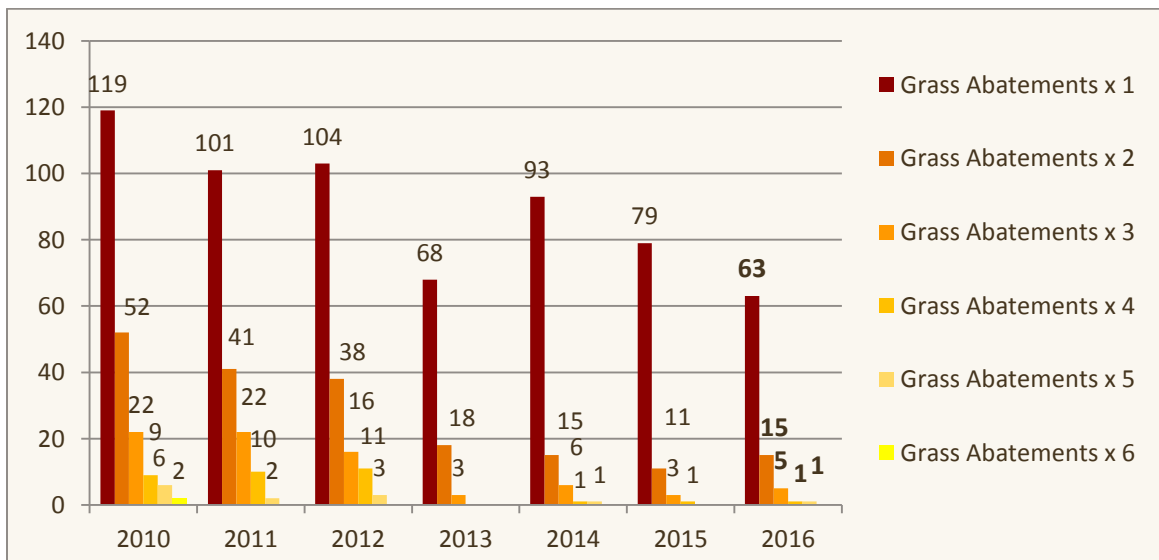
The Fire Department enforces the City Codes that do not allow the growth of long grass, weeds, and scrub growth over nine inches tall on any property. If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are abated. The graph below shows the total number of grass inspections and the total number of times a contractor was assigned to abate a long grass violation for the particular year listed.

Number of Grass Inspections and Total Abatements



The graph below breaks down the total number of grass abatements into the number of times a contractor was assigned to abate a long grass violation at the same property multiple times for the particular year listed. For example, in 2013 there were three properties that a contractor had to cut the grass five times at.

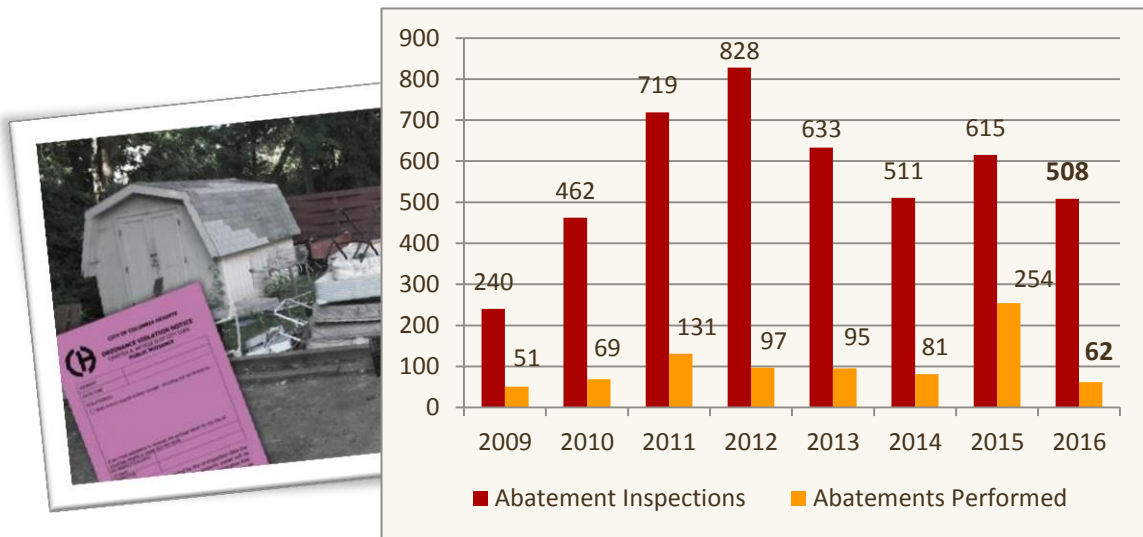
Number of single and multiple abatement breakdown



The fire department also enforces the portions of City Code that does not allow for the accumulation of unacceptable exterior storage on any property and for the accumulation of ice and snow on all sidewalks, walkways, stairs, driveways, parking spaces, and similar areas of any property.

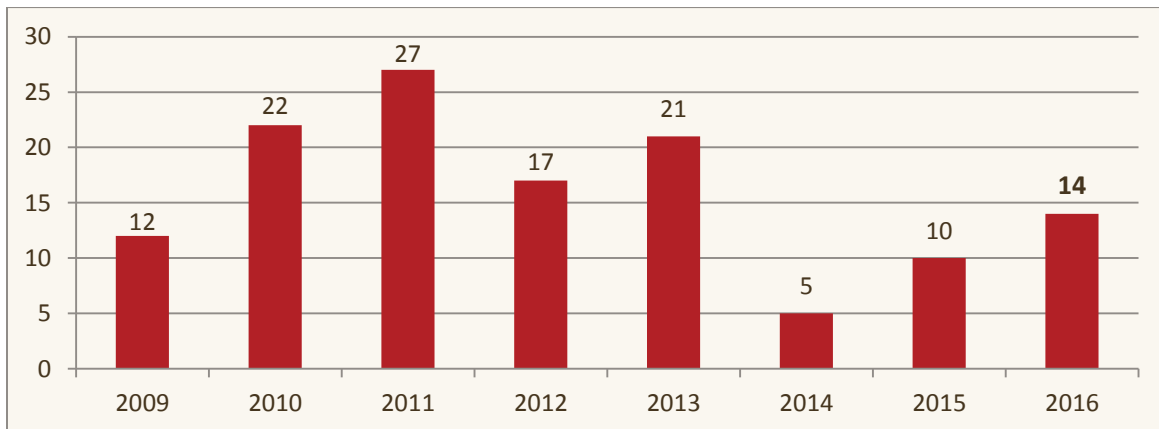
If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are corrected by a contractor. These corrections are called “Immediate Abatements”. The graph below shows the total number of times a contractor was assigned to abate an outside storage or snow and ice accumulation violation for the particular year listed.

Immediate Abatements of Outside Storage



Since 2005 abatements have been used as a successful enforcement tool to correct outstanding public nuisance violations. Abatements have been used to clean up garbage houses, correct outstanding Property Maintenance Code violations on properties with such things as painting, siding, broken doors, windows, and unsecured vacant properties and the like.

Council Approved Abatements



Public Education and Fire Prevention

This past year, numerous requests for firefighters to speak to outside organizations were arranged. In 2016 the Columbia Heights Fire Department had 67 fire prevention contacts which allowed them to speak to approximately 3,592 people about fire prevention.

National Night Out

Every year, the fire department takes an active role in the National Night Out to reach as many citizens as possible with our fire prevention message at their local gatherings.

Fire Prevention Month Open House

The Open House in September had beautiful weather and had a crowd of approximately 250 people in attendance. The Open House continues to focus on education activities that engage people with fire prevention messages mixed with fun and entertainment.

Smoke Alarm Program

The fire department and the American Red Cross have teamed up to offer a free smoke alarm installation program for residents. The campaign was launched in April with a day-long installation spree and a steady stream on installations has been taking place. The department visited 51 homes and installed 141 smoke alarms in 2016 and will continue the program into 2017.

Blood Pressure Checks

The Fire department provides blood pressures free of charge to the public seven days a week. Once a month on a Friday morning, the fire department performs blood pressure checks for the seniors at Murzyn Hall and in 2016 the fire department took 290 blood pressures with this program.

CPR Training

The fire department also provided first aid and/or CPR training to City employees, the Police Reserves and taught first aid to the Summer Recreation Program Attendants.

Teacher Appreciation Picnic

The fire department worked together with the School District with a picnic to appreciate the teachers of the district. Assistant Chief Larkin, along with several firefighters prepared and served the picnic fare to the teachers to say thanks for all they do in educating and guiding our youth.



In addition to these activities, the firefighters conducted station tours for preschool groups, scouting troops, and for the occasional walk-in group.

Explorer Division Program

The Columbia Heights Fire Explorer Program has been around since 1978. This long-lived, self-sufficient program consists of young adults, aged 14-21, who are interested in learning about the Fire and EMS service. This group meets weekly and trains using the same fire and EMS curriculum as the fire department. The program has generated dozens of dedicated and competent firefighters throughout the years for departments all across the state of Minnesota. This past year, our explorer's have been quite busy representing our department, and participating in community outreach in events such as the Jamboree parade, Night to Unite, and the Fire Department Open House. They also engaged in volunteer efforts by helping with medical stand-by at the Torchlight Parade. Other highlights include training in open water rescue techniques, as well as training and competing with other posts at the St. Paul X-Games. Additionally our post was able to compete at the Annual Governors Fire Prevention Day at the Minnesota State Fair for the first time in 3 years where one of our explorers placed 2nd in individual gear donning. Our post has also been selling First-aid kits as a fundraiser, and to increase community preparedness.



Anoka County PSDS System

The Department continues to be actively involved in the implementation of the county-wide Public Safety Data System. The system is a collaboration between the County, Dispatch Center (Central Communications), Police and Fire Departments in Anoka County. The fire portion of the system includes a mobile Computer-Aided Dispatch component as well as a new Fire Records Management System. The system went live in January of 2015 and work continues on the system as functionality is expanded and configured.

Anoka County Peer Support

Anoka County has a peer-support group available to all public safety workers. Public Safety workers are involved in many tragic events. These events can affect us in many different ways. There is a need for these individuals to talk to someone who has been through these types of events and to help them with feelings. The group is made up of firefighters, police officers, members of the sheriff's department, and dispatchers. These dedicated professionals attend many meetings and training sessions during the year to prepare for peer support events. The Columbia Heights Fire Department has one member who is part of this team. In 2016, he was involved in several peer support activities.



Summer Spectacular Bash

Once again in June the fire department participated in the Summer Spectacular Bash, which is a safety camp for youth where we spread a fire safety message through fun activities.

Training Program

The Fire Department members train regularly to ensure they are prepared to safely handle the variety of incidents to which the fire department responds and to meet OSHA, NFPA, FEMA, HSEM and state certification and licensure standards. The number of standards and training hour requirements continue to rise to meet the growing needs of our area. Fire departments no longer train just for their own communities, but train for the needs of our metropolitan area.

During 2016, our members spent over 5,034.80 hours in training sessions. Regular training is provided on three Monday evenings each month. One of the Mondays is designated to EMS training to maintain our emergency medical technician certifications. Members also have numerous opportunities to attend schooling, special outside classes, and seminars around the metro area.



Station Duty Program

The station duty program provides our paid-on-call firefighters the opportunity to work shifts alongside our full time firefighters. This gives the paid-on-call firefighter a much better understanding of how the station functions on a daily basis. This program is not only a learning tool but allows firefighters to gain valuable experience dealing with emergencies, which benefits the firefighter, the fire department, and our customers as well.



Paid-on-Call firefighters also fill open shifts when Full Time firefighters are out sick or on vacation, to meet minimum staffing. The program continues to be a very beneficial educational program.

All-America Fundraiser

The department hosted a fundraiser in May to raise money to send a youth delegation to the All-America City finals in Denver. The City was awarded the title of All-America City and we couldn't be more proud that the City was recognized for something we already knew.



Honor Guard

The fire department honor guard had another very busy year. We participated in eleven separate events this past year including; the Mayor's Prayer Breakfast, the VFW's Flag Burning Ceremony, the Jamboree Parade, the Minnesota Fallen Firefighter Memorial Dedication at the State Capitol, and of course our own Honor Guard Member Emily Kosman's wedding.

Thankfully, we had no details to perform regarding any line-of-duty deaths in the fire service in our area. We were also honored to be asked to be a part of retired Fridley Firefighter Howie Simonson's funeral earlier in the year.

Team CH-ili

Several members of the Fire Department joined Mayor Peterson and several Police Department staff members to participate in the first Annual Lee Carlson Center's Chili Cook-off Fundraiser. The chili cook-off contest is an event to raise funds and awareness for mental health services provided by the Lee Carlson Center. Serving up a chili recipe of Captain Dan O'Brien's with some flair and showmanship, the team took first place in both the judged competition and "Fan Favorite" categories.



Apparatus/Equipment - Fire Department Fleet



FIRE CHIEF

2012 Chevy Tahoe – Cost \$38,597

ASST. FIRE CHIEF

2001 Ford Expedition – Cost \$44,270



BOAT 1

1999 Zodiac Rescue Boat – Cost \$2,650
1999 Spartan Trailer – Cost \$1,000
1999 Mercury 15 hp Motor – Cost \$1,649



FIRE INVESTIGATION TRAILER

1998 Haulmark 5' x 8'
Re-purposed from the CHPD.





AERIAL 15

2004 General Safety Quint – 109 foot RK Ladder
Cost \$591,988



ENGINE 1

1995 General Safety Type I Engine
Cost \$239,810



ENGINE 2

2015 International – 7400 Fire Pumper
Cost \$496,605



ENGINE 4

1985 General Safety Type I Engine – Cost \$122,049
Refurbished 2004 – Cost \$54,303



RESCUE 1

1990 Road Rescue Heavy Rescue/Mobile Air
Cost \$97,613
Refurbished 2004 – Cost \$36,388



RESCUE 2

2002 Braun Type III Ambulance
Cost \$70,591



RESCUE 3

2012 Chevy Suburban Light Rescue/Utility
Cost \$48,413

2016 Staffing Changes

Paid-On-Call Division, Leave Of Absence

| | |
|-------------------|-----------------------------|
| Ahmed Al-Beheary | August 22 to May 31, 2017 |
| Andrew Fillmore | November 21 to May 31, 2017 |
| Kate Hayden-McKay | June 1 to December 6, 2016 |
| Matthew Smigleski | November 28 to January 2017 |

Full Time Retiree

| | |
|---------------|--|
| Matthew Field | February 8, 1979 to September 30, 2016 |
|---------------|--|

Promotions - Full Time Firefighter – Captain

| | |
|-----------------|------------------|
| Thomas Mattson | January 1, 2016 |
| Anthony Cuzzupe | October 27, 2016 |

Promotions - Paid on Call to Full Time Firefighter

| | |
|----------------|------------------|
| Zachery Picard | August 22, 2016 |
| Emily Cramble | October 17, 2016 |

Promotions - Paid on Call to Full Time Firefighter – SAFER Grant

| | |
|-----------------|--------------------|
| Charlie Struzyk | September 16, 2016 |
| Kyle Hall | November 14, 2016 |

Resignations/Transfers

| | |
|---|-------------------|
| Eliza Boo, Resigned | February 1, 2016 |
| Sarah Niznik, Resigned | February 1, 2016 |
| Donald Kostohryz (Returned to Paid-on-Call) | July 15, 2016 |
| Robert Miller, Resigned | September 1, 2016 |
| David Sims, Resigned | December 31, 2016 |

Roster of Members

Columbia Heights Fire Department December 31, 2016

Full Time Division

| | Position | Serving Since |
|------------------|-------------------------|----------------------|
| Gary Gorman | Fire Chief | 6/2/81 |
| John Larkin | Assistant Fire Chief | 11/13/90 |
| Daniel O'Brien | Captain | 10/1/95 |
| Richard Hinrichs | Full Time Firefighter | 7/2/86 |
| Thomas Mattson | Captain | 1/1/99 |
| Anthony Cuzzupe | Captain | 7/1/03 |
| Zachery Picard | Full Time Firefighter | 1/1/14 |
| Emily Cramble | Full Time Firefighter | 5/1/11 |
| Charlie Struzyk | SAFER Grant Firefighter | 1/1/13 |
| Kyle Hall | SAFER Grant Firefighter | 8/1/09 |
| Kelly Schmidt | Fire Secretary | 4/28/08 |
| Jeri Caron | Fire Clerk | 6/1/15 |

Paid-on-Call Lieutenants

| | |
|------------------|---------|
| Jesse Dittbenner | 7/24/09 |
|------------------|---------|

Paid-on-Call Division

| | | | |
|-------------------|--------|-------------------|--------|
| Ahmed Al-Beheary | 9/1/14 | Alexander Miller | 9/1/14 |
| Christopher Allen | 9/1/14 | Jennifer Pena | 3/1/16 |
| Lisa Boatman | 3/1/16 | Brian Polski | 5/1/10 |
| Grant Dickinson | 3/1/16 | Michael Pyka | 3/1/16 |
| Andrew Fillmore | 9/1/14 | Bryan Schachtele | 9/1/14 |
| John Flanders | 9/1/14 | Daniel Seiberlich | 2/1/12 |
| Jacob Gillespie | 5/1/11 | William Shutte | 3/1/10 |
| Andrew Hall | 3/1/04 | Meghan Sipple | 9/1/14 |
| Kyle Hall | 8/1/09 | Mathew Smigleski | 1/1/13 |
| Donald Kostohryz | 2/1/06 | Michael Spencer | 3/1/16 |
| Kate Hayden-McKay | 9/1/14 | Adam Zimmerman | 3/1/16 |
| Cory Mattson | 9/1/09 | | |

PUBLIC WORKS



2016 Annual Report

The Columbia Heights Public Works Department provides many basic services to the residents of Columbia Heights. The services most recognized are the maintenance of city streets, parks, water mains, and sanitary and storm sewer systems. Services not often noticed are the planning, design, construction, and assessing functions of the Engineering Department, vehicle and equipment maintenance and purchasing by the Central Garage, administration of refuse collection, recycling, and hazardous waste programs, administration of the Tree Management Program, implementation of special projects such as the Inflow-Infiltration Reduction Program and street lighting programs, implementation of State and Federal mandates such as water testing, NPDES permitting requirements, as well as responding to an array of emergency Public Works needs at all times.

In 2016, Public Works performed its usual duties of street patching and repair, snow plowing and ice control, tree trimming, street sweeping, park facility and turf maintenance, athletic field preparation, continuing a systematic program of water main and sewer main maintenance, testing to ensure our drinking water meets or exceeds all State and Federal requirements, repair of water main breaks, maintenance of the sanitary lift and water pump stations, refuse and recycling collection, vehicle and equipment repair and preventive maintenance, and the design and inspection of construction projects. Major accomplishments in 2016 included the following:

- Work on the new library concluded on schedule in 2016 with the grand opening taking place June 25th. Public Works coordinated multiple contracts and construction activities related to the new library.
- Our annual Water Main Cleaning and Lining Program continued as a cooperative project with the City of Minneapolis. This has been a very successful program that has demonstrated significant improvements to water quality in our distribution system. Work in 2016 was challenging in two primary areas of the project:
 - ❖ An increase in the project size of over 5,200 lineal feet completed compared to an average of 4,115 lineal feet over the last seven years.
 - ❖ Successful completion of the shared project with the Utility Department being understaffed throughout the year.
- Design work was completed for the complete rehabilitation (interior and exterior) of our water tower. Construction was completed in early summer with the new City logo introduced on the tank. Coating systems are expected to last 20 years.
- A major improvement to our park system was realized at Huset Park West with the installation of our first splash pad. With construction completed in late summer of 2015; the grand opening was held by the Park and Recreation Commission on June 1, 2016. Usage was significantly higher than anticipated. After one year of operation, staff will be making operational and control adjustments to lower overall water consumption.
- A Master Plan was completed and approved for Keyes Park. The Park and Recreation Commission is recommending improvements in 2017 based on budgeted funding.
- The annual Sanitary Sewer Lining Program also continued in 2016 focusing on problem mains in Collection District 3 to address structural and inflow-infiltration (I-I) issues. In 2016 and future years, work will continue in Collection District 3 to address I-I problems in the southeast quadrant of the city, and to offset the annual surcharge of \$125,000 from the Metropolitan Council Environmental Services.

- Staff continues to focus on inflow and infiltration (I-I) in Sanitary Collection District 3 with rigorous cleaning and televising to determine the problem areas with I-I surcharging. We were informed that the entire city now has peak exceedance, resulting in a new calculated surcharge by the Metropolitan Council Environmental Services.
- Reconstruction of the Chatham Road Lift Station was completed, replacing and updating the major componentry of the lift station including pumps, controls and power.
- The Utility Department continued the annual Sanitary Sewer Line Cleaning Program with over one-quarter of the entire system being cleaned in 2016.
- The Utility Department has experienced a significant increase in a mandated program--providing utility locates under the Gopher State One-Call program. We have seen a 70% increase since 2012 in the number of locates we are required to provide prior to any excavations.
- The City was awarded a Highway Safety Improvement Program (HSIP) grant exceeding \$900,000 for lighting and sidewalk improvements on Central Avenue north of 47th Avenue. This segment of Central Avenue has seen significantly higher than state-wide average incidents involving pedestrians over the last decade.
- An audit conducted by the Pollution Control Agency (PCA) of our overall MS4 Storm Water Program was successfully completed with no major findings. The PCA will conduct audits of all MS4 cities in the state with populations over 5,000 on a 5-year repeating cycle to evaluate compliance with the national NPDES Program.
- The annual Street Rehabilitation Program included continuing work on Municipal State Aid streets in 2016. It had been over 20 years since major work on our State Aid streets had been conducted.
- Our annual Street Rehabilitation Program included collaborative efforts with the cities of Fridley and St. Anthony, completing 45th Avenue from Main Street to University Avenue and Stinson Boulevard from 37th to 40th Avenues, respectively.
- Public Works also responded to a significant year in the citywide Hazardous and Diseased Tree Inspection Program to help improve the health of the urban forest and the city image. Recognizing the significant impact the Emerald Ash Borer may have in our community, an EAB Management Program was adopted by the City Council in 2014. The EABMP provides a three-fold management strategy of removals/treatments/replacements. Over 100 ash trees were removed and replaced in 2016.
- Staff continues to explore ways to reduce costs in municipal operations. Solar power for four (4) City buildings was approved by the City Council. Solar panels were installed at Public Safety, Public Works, Top Valu I, and the new Library. It is calculated that adding rooftop solar to these four buildings may save over \$900,000 in electrical costs over a 25-year period.

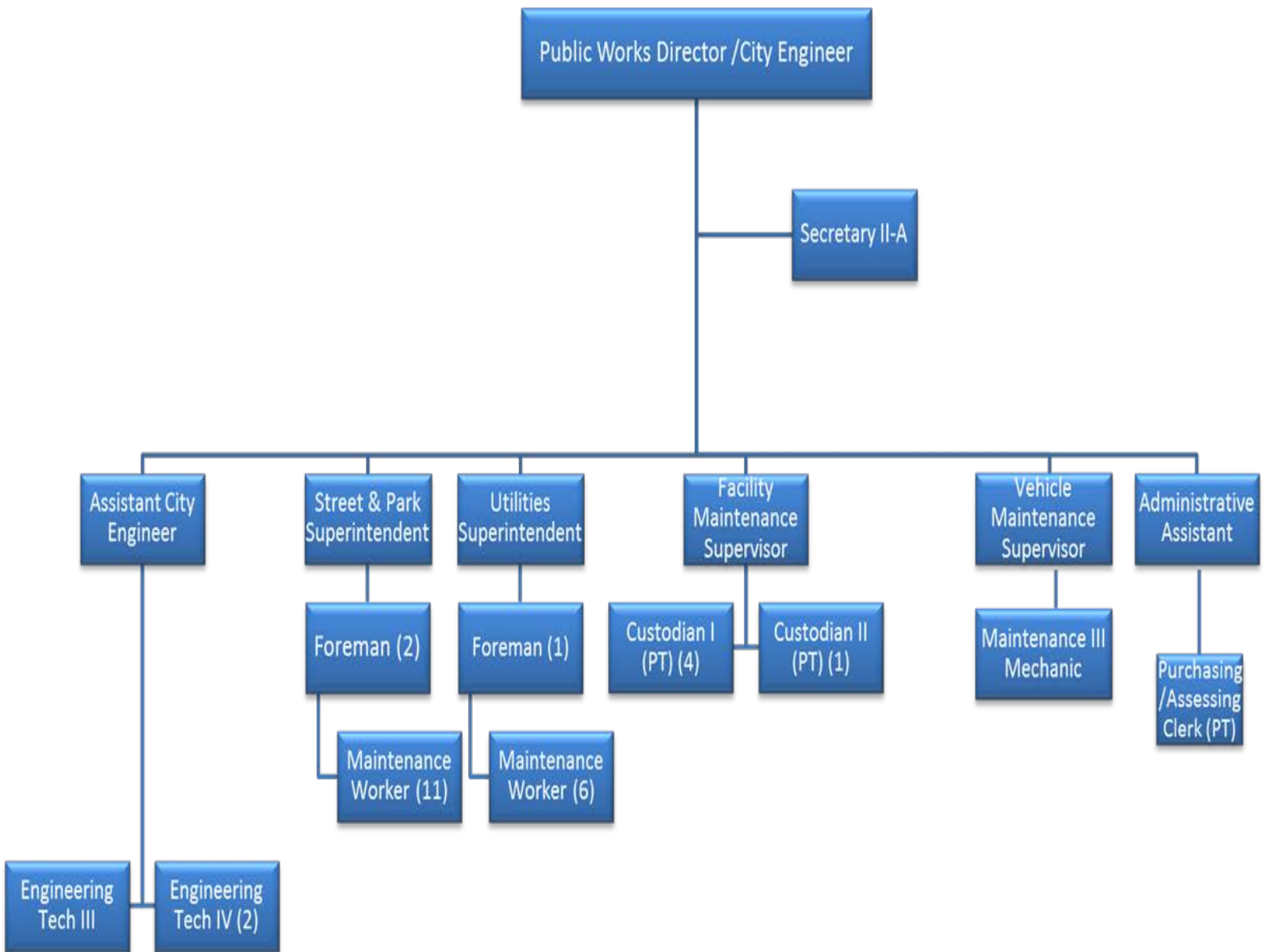
The attached reports by the various departments in Public Works provide an overview of each department's many activities. These reports are comprised of words and numbers, but please remember that these accomplishments are only possible through the dedication of the individuals who show up every day to do their jobs. It is these people, using their skills and experience that make it possible for the residents to enjoy the quality of life that is available in Columbia Heights. Few people realize that in addition to normal every day maintenance operations, each time there is a heavy snowfall, a major water break or emergency repair, or a

plugged sewer, Public Works employees respond regardless of the time of day or night. Many times while the rest of us are enjoying time with our families, Public Works employees are clearing the streets of snow and ice, or ensuring that our residents have water or sewers that work properly. I would like to take this opportunity to thank the City Council and City Manager for their support, confidence and guidance. I feel the service to the community by the Park and Recreation Commission and Traffic Commission is to be commended. I would also like to thank all City employees for their continued spirit of cooperation and I would like to extend a personal thanks to the hard working and dedicated employees of the **Public Works Department**, and the pleasure it is to work with them.

A handwritten signature in black ink that reads "Kevin Hansen". The signature is written in a cursive, flowing style with a large initial "K" and "H".

Kevin Hansen, P.E.
Public Works Director/City Engineer

Organizational Chart



2016 ANNUAL REPORT

PERSONNEL

Employees

- Myron Russell was hired and began work in the Sewer & Water Department on January 25, 2016.
 - Kyle Burns was hired and began work in the Sewer & Water Department on January 27, 2016.
 - David Quady transferred from the Park Department to the Sewer & Water Department on March 14, 2016.
 - Karl Pope retired from the Sewer & Water Department on April 15, 2016.
 - David Cullen was hired and began work in the Park Department on May 2, 2016.
 - Mike Pyka was hired and began work in the Park Department on May 3, 2016.
 - Sherri Jensen was promoted to Sewer & Water Foreman on May 16, 2016.
 - Ted Kriesel was hired and began work in the Sign Department on May 24, 2016.
 - Steve Leese retired from the Sign Department on May 31, 2016.
 - Travis McAlpin was hired and began work in the Sewer & Water Department on July 25, 2016. He resigned on October 5, 2016.
 - Ben Lund transferred from the Street Department to the Sewer & Water Department on November 21, 2016.
-

ENGINEERING AND CONSTRUCTION ACTIVITIES

PUBLIC IMPROVEMENT AND ASSESSMENT HEARINGS HELD DURING THE YEAR

2016 STREET SEAL COAT

Project 1501: PIR 2016-Z7-01-001

Zone 7B Area bounded by California Street/Main Street to University Avenue, and 37th Avenue to 45th Avenue

2016 STATE AID STREET REHABILITATION

Project 1508: PIR 2016-SA-02-001

Full Reconstruction: Stinson Boulevard, 37th Avenue to Silver Lake Road (St. Anthony)

2016 ZONE 2 STREET REHABILITATION AND 45TH AVENUE

Project 1602: PIR 2016-Z2-03-001

Partial Reconstruction: 43rd Avenue, Reservoir Boulevard to Arthur Street

PIR 2016-Z2-44-001

Overlay: 41st Avenue, Reservoir Boulevard to Stinson Boulevard

Project 1607: PIR 2016-Z2-03-002

Partial Reconstruction (FDR): 45th Avenue, Main Street to University Avenue

2016 STATE AID STREET REHABILITATION

Project 1605: PIR 2016-SA-44-001

Mill and Overlay: Jefferson Street, 40th Avenue to 44th Avenue

ALLEY LIGHT: AREA 677-46

Project 1614: Main Street to 2nd Street, 42nd Avenue to 43rd Avenue

PUBLIC IMPROVEMENT HEARINGS HELD DURING THE YEAR

2017 STREET SEAL COAT

Project 1601: PIR 2016-Z1-01-001

Zone 1 Area, bounded by Central Avenue and Johnson Street/Reservoir Boulevard,
and 37th Avenue to 47th Avenue

PROJECTS

CONSTRUCTION WORK

- Project 1410: City Library*
- Project 1414: Chatham Road Lift Station*
- Project 1504: Sanitary Sewer Lining
- Project 1508: Stinson Boulevard Reconstruction*

DESIGN AND CONSTRUCTION WORK

- Project 1401: Seal Coat City Parking Lots
- Project 1410: Central Avenue (TH 65) Median Closure at Library
- Project 1501: Seal Coat Zone 7B
- Project 1507: Water Tower Rehabilitation*
- Project 1600: Miscellaneous Concrete Repairs and Installations
- Project 1602: Zone 2 Street Rehabilitation
- Project 1604: Sanitary Sewer Lining
- Project 1605: Overlay State Aid Streets
- Project 1607: Street Rehabilitation, 45th Avenue from Main Street to dead end at University Avenue*
- Project 1609: Circle Terrace Park
- Other Projects: Monroe Street at 49th Avenue

DESIGN WORK

- Project 1506: 40th Avenue Storm Sewer Improvements
- Project 1601: Seal Coat Zone 1
- Project 1608: Central Avenue (TH 65) Lighting and Pedestrian Improvements*
- Project 1610: Keyes Park*
- Project 1700: 2017 Miscellaneous Concrete
- Project 1701: Seal Coat Zone 2
- Project 1702: 37th Avenue Street Reconstruction*
- Project 1703: Main Street Water Main Construction

Other Projects: Central Avenue (TH 65) Traffic Signal Painting
Pavement non-destructive testing and condition survey, Zones 4 and 5

* Work coordinated with other agencies or consulting engineer/architect.

OTHER MISCELLANEOUS WORK PERFORMED

- Warranty inspections on completed construction projects and review of corrective work done by contractors. Prepared record drawings of public improvements.
- Review of building permits.
- Street striping citywide.
- Update sign inventory citywide.
- Miscellaneous surveys, traffic counts and reports as required.
- Traffic Commission agendas and meetings.
- Implementation of Special Assessment module.
- GIS database expansion and metafile development.
- In-house and off-site seminars to enhance job knowledge and performance.
- Department budgeted purchases.
- Addressed erosion and drainage concerns on commercial and residential properties.
- Participated in MPCA MS4 Permit audit.
- Annual NPDES hearing, report and implementation of best management practices (BMP's).
- Annual training in support of NPDES BMP's.
- Public outreach with Rice Creek Watershed District to encourage private rain gardens.
- Director of Public Works, Kevin Hansen, and Stormwater Specialist, Lauren Letsche, were involved during the year for input and coordination on projects of the Mississippi Watershed Management Organization and Rice Creek Watershed Management Districts.

PUBLIC WORKS MAINTENANCE ACTIVITIES

CAPITAL EQUIPMENT PURCHASES

Park Department

- Ventrac tractor with mowing deck, snow blower and broom attachments

Street Department

- Bomag BW-50 asphalt roller

Tree Maintenance and Care

- None

Utility Department

- Caterpillar tractor backhoe 430F21T with hydraulic hammer

Municipal Service Center

- None

Engineering Department

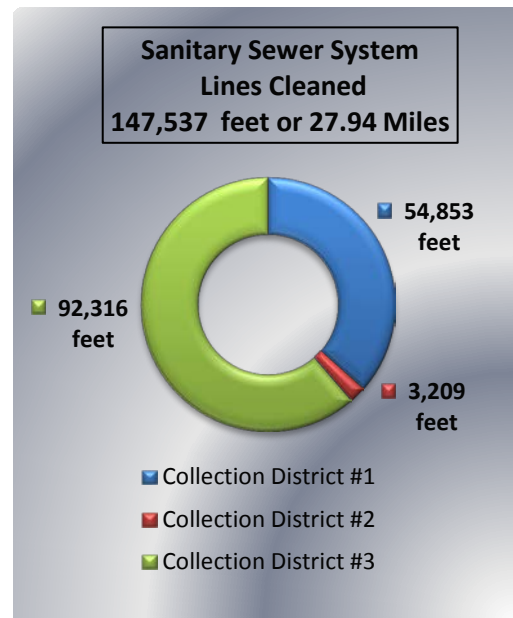
- None

SANITARY SEWER MAINTENANCE

Sanitary Sewer Cleaning

- Collection District #1: Trouble lines annual cleaning 54,853 feet.
- Collection District #1: Routine cleaning is completed once every three years.
- Collection District #2: Trouble lines annual cleaning 3,209 feet.
- Collection District #2: Routine cleaning is completed once every three years.
- Collection District #3: Trouble lines annual cleaning
 - 24,122 feet.
- Collection District #3: Routine cleaning is completed once every three years.
 - 68,194 feet
- Miscellaneous cleaning was also done in District #1.

Total 147,537 feet or 27.94 miles



Sanitary Sewer Televising

- Collection District #1: (2010 through 2016) 102,276 feet
- Collection District #2: (2010 through 2016) 58,493 feet
- Collection District #3: (2010 through 2016) 78,003 feet
- Televising was concentrated in Collection District #3 in 2016.
- 12 private clogged sanitary sewer lines.
- 9 city clogged sanitary sewer lines.
- Replaced 12 manhole covers to reduce storm water inflow.

SANITARY SEWER LIFT STATION MAINTENANCE

- The entire wet well was cleaned at Argonne lift station twice. The pump enclosure was also cleaned.
- The wet and dry wells and sight glass were cleaned at Silver Lake lift station. A new UPS was installed due to failure of the existing.
- The wet and dry wells were cleaned at Chatham lift station and a grease block was replaced. The sump pump and sump pump check valve were also replaced. The dehumidifier filter was changed twice. The starter for Pump #2 was replaced.
- The wet and dry wells and sight glass were cleaned at Sullivan Lake lift station. CenterPoint Energy installed a new gas meter. The steel man door on the south side of the building was replaced and painted.

SANITARY SEWER SYSTEM IMPROVEMENTS

- The Chatham Road Sanitary Sewer Lift Station Improvement project was awarded to Meyer Contracting Inc. and work began January 20th. The project included replacement of pumps and motors, pipes, valves, the SCADA and electrical control panels, HVAC system, and building lighting; generator hookup, steps and landings, interior and exterior painting, replacement of the gas heater with electric heaters, and electric service change from 240V to 208V. A sidewalk and chain link fence was also added to the east side of the building. Start up and training on the new pumps and SCADA system took place on May 25th.
- The sanitary sewer manhole located in the intersection of Chatham Road and Golf Place was replaced. The manhole is 22 feet deep and has two outside drops.
- The sanitary sewer lamp hole that was located on 41st Avenue between Cleveland Street and Stinson Boulevard was replaced with a manhole to allow access for maintenance.
- 783 feet of 12- inch sanitary sewer was lined by Visu-Sewer.
- 5,623 feet of 8- inch sanitary sewer was lined by Visu-Sewer.

WATER SYSTEM MAINTENANCE

- Repaired a total of 17 water main breaks in 2016.
- All fire hydrants were flushed in the spring using directional and conventional flushing procedures and were checked for proper drainage in the fall.
- Eight fire hydrants were repaired. Currently four fire hydrants remain out of service at 4655 Chatham Road, 455 37th Avenue, 5257 University Avenue, and,4554 4th Street.
- Repaired three gate valve stacks.
- The 4-½ inch nozzle and cap for the hydrant located at the intersection of 44th Avenue and Jefferson Street were replaced.
- The master water meter uninterruptable power supply or UPS was replaced twice, on 5/5/16 and 12/8/16.
- The UPS was replaced on the SCADA system control panel located at the Municipal Service Center on 10/28/16.
- The pressure relief valve spring was replaced at Water Pump Station #2 to increase the pressure adjustment range. Progressive Consulting Engineers (PCE) assisted with adjustment of the valve. Black dirt and grass seed was added to the area around the pressure relief vault located on the northwest corner of the building. The generator transfer switch was replaced by the contractor (Onan-Cummins).
- The duplex pumps were greased at Pump Stations #2 and #3.

WATER SYSTEM IMPROVEMENTS

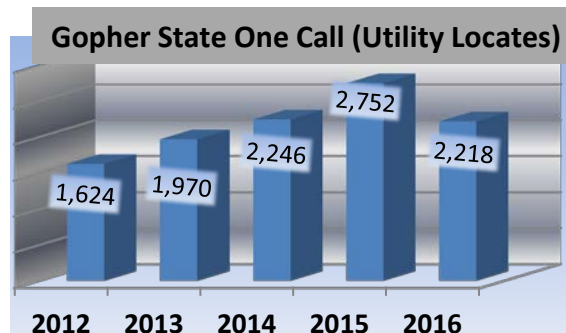
- The 2016 Water Main Cleaning and Lining project consisted of 5,204 feet of water main cleaning and cement mortar lining being completed at:
 - 40th Avenue from Central Avenue to Reservoir Boulevard
 - 40th Avenue from Hayes Street to Arthur Street
 - Arthur Street from 40th Avenue to 43rd Avenue
 - Cleveland Street from 40th Avenue to 41st Avenue
 - 41st Avenue from Arthur Street to Cleveland Street

A total of 22 access hole were installed. This was one of the more difficult water lining projects due to excessive ground water and extra rain. Project delays included a vehicle accident pushing a concrete barrier into an access hole and on more than one occasion, CenterPoint Energy was unable to mark an abandoned gas line, which was subsequently found by City crews and resulted in the project being held up until the line could be removed.

- The Water Tower Rehabilitation project took place in 2016. The water tower was taken out of service for scheduled maintenance that included minor structural repairs, in conjunction with painting the entire interior and exterior of the tower. The water tower was repaired and painted by Odland Protective Coatings and inspection was done by Bolton and Menk. Pump Station #2 was operated extensively throughout the summer months to utilize the variable frequency drive motors and pumps to reduce energy costs associated with pumping water. Pump Station #2 operated on by-pass to supply pressure to the water distribution system while the water tower was out of service. The water tower was out of service from May 21 to September 16. Final inspection of the antenna installation was done by SEH.
- New exterior security lighting was installed at Pump Station #2 and Pump Station #3 by Aid Electric.

Water Metering – Inspection – Location – Testing

- Water was supplied to a small portion of the City of New Brighton from October 13 to November 21 while construction was taking place at their water filtration plant.
- Gopher State One-Call requests for utility locations: 2,218 (see chart)
- Replaced 33 water meters.
- Repaired 29 water meters.
- Replaced 46 MXU batteries and performed 7 miscellaneous MXU repairs.
- Frozen meters reported: 0
- Frozen water services reported: 0
- Broken pipes inside building: 7
- Broken pipes outside building: 1
- Leaky water services: 2
- Investigated 15 high water bills.
- Delinquent account shut offs: 51
- Shut off five services due to winter.
- Water service turn on associated with properties in foreclosure: 39
- Water service shut off associated with properties in foreclosure: 13
- Water service turn on new property: 7
- Water service turn off for repairs: 23
- Inspected 51 sewer and water service line installations and repairs.



- Investigated two water quality complaints related to color and odor.
- Curb box repairs associated with delinquent accounts: 7
- All service line curb stops in the proposed 2017 water main replacement project area were located and operational condition was verified.
- Coordinated 36 curb box repairs associated with the water main cleaning and lining project.
- Coliform Bacteria tests are performed citywide on a weekly basis at five sites per week equaling 240 samples per year.
- Fluoride testing is done weekly at one site equaling 52 samples per year.
- THM and HAA5 testing is done quarterly at one site.
- In June, 33 lead and copper water samples were collected and sent to the MN Department of Health.

Miscellaneous Activities

- 2016 General Election duties which consisted of loading and delivering election equipment to all precincts, and training a replacement to take over election duties in 2018.
- Pumped out water at PRV at 51st Court by White Castle.
- Installed garden boxes at 40th Avenue and Jackson Street, and 44th Avenue and Reservoir Boulevard.
- Shut down Wargo fountain for the season.
- Operated the municipal by-pass to the City of New Brighton for their water treatment plant rehab.
- Checked all hydrant threads on 44th Avenue from Central Avenue to Reservoir Boulevard.

STORM SEWER SYSTEM MAINTENANCE

- Inspected storm water ponds and lakes monthly and cleaned as necessary April through November.
- Cleaned storm water pond outfall structures citywide after every major storm event.
- Cleaned catch basin grates citywide after every major storm event
- Repaired nine catch basins following a condition survey.
- Pond Treatments:
 - Cattails were treated to prevent growth around Prestemon pond inlets and outlets. Algae treatment was applied to LaBelle Pond by Lake Restoration, Inc.
 - Secondary pond algae treatment was applied.
 - Invasive plants at Silver Lake Beach and Huset Park West ponds were weeded out by hand.
 - Brush was removed from the perimeter of the pond at the Silver Lake boat landing.
 - Tru-Green applied weed control on the slopes at Jackson Pond. The area inside the fence was mowed three times.
- Aeration fountains at LaBelle Pond and Zurek Pond were operated from May 10 to October 17.

STORM SEWER SYSTEM IMPROVEMENTS

- A Ventrac lawnmower was purchased to maintain steep slopes such as around Jackson Pond. Weeds were sprayed by Tru-Green and hydric plantings were planted on the slope areas.

- The storm sewer was redesigned and replaced on Stinson Boulevard from 37th Avenue to Silver Lane as part of that street reconstruction project.
- A treatment train system consisting of tree trenches, pave drain blocks in the parking lot, iron enhanced sand filters and a filtration containment pond were constructed as part of the storm water management plan at the new library. All treatment areas were lined.

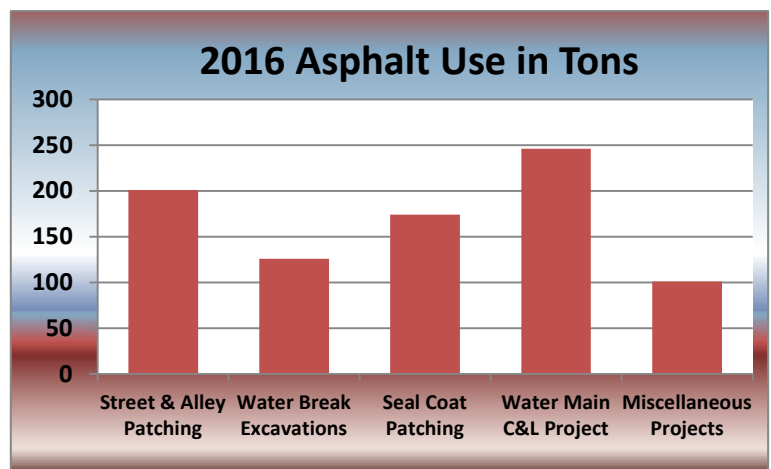
UTILITIES DEPARTMENT TRAINING AND EDUCATION

- Jim Green and Sherri Jensen attended the MRWA Water & Wastewater Conference in St. Cloud.
- Jim Green attended the Collection System Operators Conference in Brooklyn Park.
- Jim Green and David Quady attended Local 49 Public Employee Training.
- Kyle Burns and David Quady attended equipment training at the MN State Fairgrounds.

STREET MAINTENANCE

Paving, Patching, and Crack Sealing

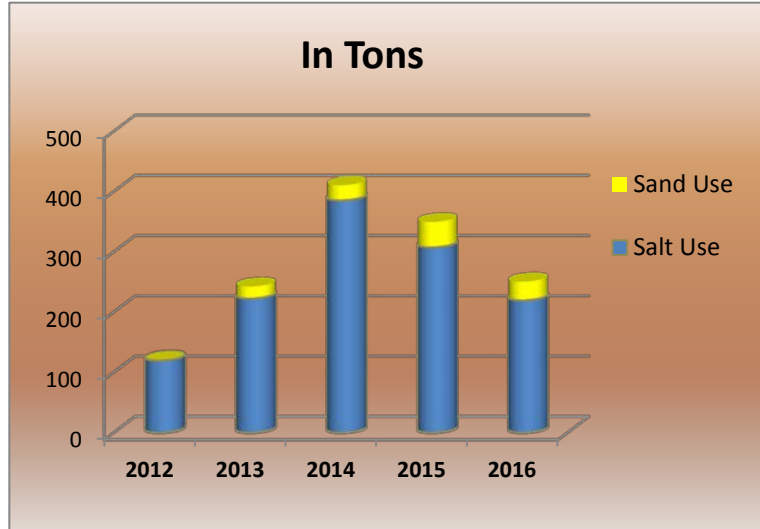
- Street patching: 153 tons of asphalt.
- Alley patching: 48 tons of asphalt.
- Water main breaks: 126 tons of asphalt.
- Street repair (Water Main Cleaning and Lining Project): 246 tons of asphalt.
- Seal coat patching streets: 80 tons of asphalt.
- Seal coat patching parking lots: 94 tons of asphalt.
- Chatham Road north of Golf Place: 50 tons of asphalt.
- Circle Terrace sports court: 51 tons of asphalt.
- Purchased 374 tons of Class 5 rock.
- Used 12 tons of cold mix asphalt.
- Purchased 324 tons of sand for water breaks and water lining holes.



Snow and Ice Operations

The winter season began on November 30, 2015 and ended February 23, 2016. The total snowfall was approximately 36.3 inches.

- Plowing and ice control citywide: 8 times
- Ice control only citywide: 22 times
- Scrape/remove ice from alleys and alley ends as needed.
- Nine sand barrels were set out and filled as needed.
- Used 220 tons of treated salt.
- Used 31 tons of salt/sand mixture.



- Used 280 gallons of anti-ice liquid for pre-event ice control, which was used five times. Average amount used per event was 56 gallons
- Removed snow from crosswalks and bus stops on Central Avenue from 37th Avenue to 53rd Avenue and from bus stops on University Avenue from 37th Avenue to 45th Avenue after snow events.
- Removed snow from all City parking lots after snow events.

Street Sweeping

- Two complete rounds of street sweeping were completed equaling 267 lane miles.
- One complete round of alley sweeping was completed equaling 54 lane miles.
- City parking lots were swept one time.
- The business district was swept on an as needed basis.
- Sweeping of low and problem areas was completed after storms. There were three high rainfall events in 2016.
- Miscellaneous sweeping was done for city events and projects such as the Jamboree, opening of the new library, Water Main Lining project, MSC backyard, and school parking lots.

Leaf Pickup

- In 2016 street sweepings totaled 320 yards. A Trommel machine was rented to screen the sweepings. Of the 320 yards, approximately 25 yards had to be disposed of in the trash. The remaining 295 yards were mixed with 100 yards of compost to make topsoil that was used at Lomianki Park. The Trommel was also used to screen black dirt from the Circle Terrace Park project for use at the Huset East soccer field.
- There was a late leaf drop this year, leaf pickup began October 13th and ended November 21st. Two rounds of fall leaf pickup were conducted generating 960 yards of leaves.

Debris Disposal

- Asphalt and concrete disposal consisted of 283 tons for the water main lining project and 196 tons from water main breaks. Frost boils and paving of Chatham Road consisted of 96 tons. Removal of the tennis court at Lomianki Park generated 194 tons of asphalt disposal and the Circle Terrace project 19 tons. All debris was hauled to Midwest Asphalt in New Brighton, MN.
- Public Works hauled 410 yards of dirt (clay) from the water main lining project and water main breaks to the MBE site in Blaine, MN.

Storm Sewer Maintenance

The Street Department cleans the storm water ponds, pond inlets and outfalls and structures monthly and after major storms. Jetting of plugged storm sewer lines is performed when necessary. The catch basins are also cleaned citywide after major rain events and on an as needed basis, sometimes requiring use of the Vector.

Catch basin grates and curb backs were rebuilt and reset.

Numerous floating bogs that plugged the Sullivan Lake outlet were removed. Weeds at Jackson Pond were removed, cut and sprayed.

Miscellaneous Improvement Projects

- City Hall remodeling.
- Moving and landscaping at the new library along with other library requests.
- Handled 84 illegal dumping incidents of electronics and other large items.
- Assisted other departments as needed.
- Constructed the plaque stand at Murzyn Hall and installed the plaque stand at LaBelle Park.
- Installed a concrete door apron for the salt storage building at Public Works.

Miscellaneous Activities

- Spray the city right-of-ways for weeds (Central Avenue from 37th to 53rd Avenue and University Avenue from 37th to 45th Avenue) as well as Jackson Pond and the MSC yard.
- Hauled scrap metal from the MSC yard for recycling.
- Performed MSC yard maintenance and cleanup for the MS4 audit.
- Completed tree trimming in Zone 1 and 90% of Zone 2. Trees were trimmed for seal coat clearance. Trimmed hazardous limbs over city sidewalks and streets. Trimmed storm damaged trees and cleared off streets as needed after storm events. Trimmed trees as requested by the police.
- Continue with staff education and training to obtain and/or maintain certifications.
- Cross-training of new employees.
- Assist other departments as needed.
- The Street Department had two seasonal employees this year.

SIGN DEPARTMENT

The Sign Department consists of one employee and was originally assigned to the Central Garage. In 2016 the Sign Department was transferred to be under the Street Department.

The main functions of the Sign Department consist of the following.

- Sign installation and repair.
- Curb and crosswalk painting.
- Jamboree setup.
- Flag raising and lowering; and maintenance.
- Election setup and teardown.
- Installation and maintenance of banners and Christmas decorations on Central Avenue.
- Street light re-lamping and repair.
- Tree trimming clearance around signs.

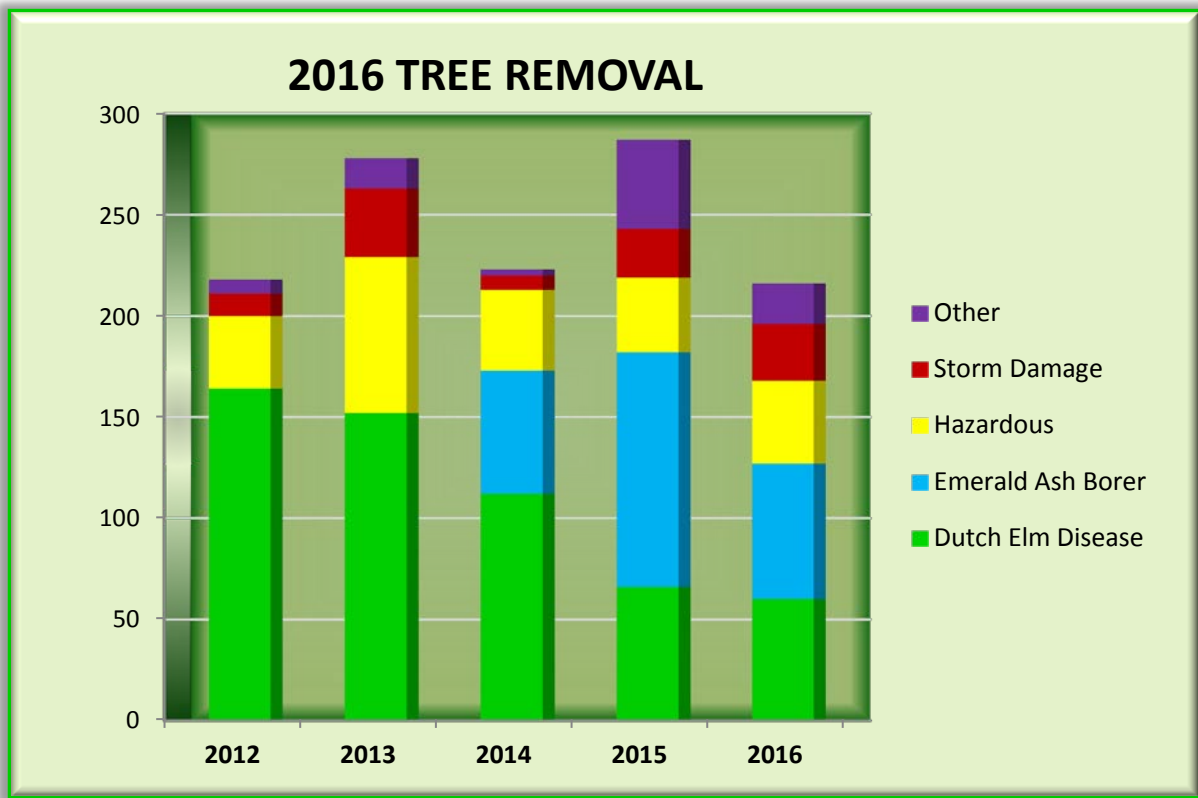
STREET DEPARTMENT TRAINING AND EDUCATION

Employees received the following training and education.

- Sweeper equipment demonstrations.
- In-house training on skid steer and loaders regarding use of forks.
- Training by McQueen Equipment on the new Vector.
- Training on International trucks by an authorized representative.
- Full crew training for CPR, Storm Water, Traffic Safety, and Lockout/Tagout procedures.
- OSHA chainsaw safety training.
- Confined space training.
- Ben Lund and Tom Pope attended the Road Salt Symposium.
- Adam Cordes and Tom Pope attended Tree Inspector School, passed the test, and received their Tree Inspector certification.
- Jackie Wohlers attended the 2016 Safety & Loss Control Workshop.

TREE MANAGEMENT AND CARE

- Three scheduled Dutch Elm disease inspections were conducted citywide in June, July and August.
- One scheduled hazardous tree inspection was conducted citywide in March.
- One scheduled Emerald Ash Borer inspection was conducted in November.
- A total of 216 diseased and hazardous trees were removed--182 public trees and 34 private trees.
- S & S Tree Service was hired to treat 140 ash trees located in the parks with Tree-age, a systemic insecticide, to control and limit the growth of the Emerald Ash Borer population. Treatment was completed in June.
- Removal of ash trees that are severely stressed was continued in 2016 as a proactive measure to control the Emerald Ash Borer population. Sixty-seven ash trees located on public property were removed.
- Nick's Tree Service was contracted for diseased and hazardous tree removals.



- Boulevard tree trimming citywide was done on a request basis.
- Limbs blocking street signs were trimmed citywide.
- Park tree trimming was done as needed. Woodchip mulch was placed around the trunks of young trees.
- A total of 119 trees were planted in the parks and boulevards in 2016. The city now plants bare root trees instead of balled and burlap. Bare root trees are less expensive to purchase, have a longer healthier life, and can be planted by Public Works employees.
- The summer was perfect for new plantings, very little watering was required.

PARK MAINTENANCE

Winter Activities

- **Ice Rinks:**
 - In January the hockey rink at McKenna Park and a skating rink at Ostrander Park were maintained. Unfavorable weather prevented us from making ice at the other rinks. The warming houses were not staffed. Timers were used to control the lighting for the rinks. The rinks opened for the season on January 4, 2016 and remained open and maintained until February 17.
 - A cold spell in mid-December allowed us to get a good base down on the rinks. They were opened for skating on December 20. Heavy rain over Christmas raised havoc with the rinks but staff was able to have the rinks in decent shape by the end of 2016.
- A significant portion of winter maintenance activities includes maintaining public sidewalks and park pathways. Maintenance includes removing snow by hand shoveling, using snow blowers, sweeping with the Toro Groundsmaster equipped with a broom, and either sweeping, plowing, or blowing the snow with the MT Trackless. A Ventrac tractor with a snow blower and broom attachment was also added to the snow fighting equipment in 2016. In January snow events requiring sidewalk maintenance occurred on 10 days,

February had snow events six days requiring sidewalk maintenance, while in March spring came early with no snow events. November had unseasonably mild weather with only one snow event near the end of the month. December had five snow events requiring sidewalk maintenance. A non-chloride pre-wetting liquid is applied to the Central Avenue walk bridge prior to snow events.

- Besides snow removal and rink maintenance, park staff is involved with tree trimming operations during the winter. This includes boulevard tree trimming as well as tree trimming in the parks.
- On January 30th Silver Lake Beach Park was home to the 2nd annual Columbia Heights Fire and Ice Plunge. Fire rings, fencing, and trash containers were provided for the event.
- The Silver Lake Aeration System was not operated in 2016 as oxygen levels in Silver Lake never reached critical thresholds.

Turf Maintenance

- With the early spring, mowing operations began on April 22. The Park Department is responsible for maintaining turf at 52 locations throughout the city ranging from small lots to large parks.
- TruGreen Chem Lawn performed spring weed and feed applications to Huset, Edgemoor, McKenna, Keyes, Ostrander, LaBelle, Hilltop, Prestemon, Sullivan, Ramsdell, and Lions Parks and the Silver Lake boat landing. Gateway and Wargo Parks received spring and fall applications. In addition, TruGreen Chem Lawn treated City Hall, Murzyn Hall, 4400 Reservoir Boulevard, Jackson Pond, Public Safety, and the liquor stores on Central Avenue and 37th Avenue. TruGreen Chem Lawn also applied growth retardant to the City-owned hillside along 37th Avenue as well as tree fertilization and shrub bed weed control in the beds along Central Avenue and University Avenue.
- The majority of the turf areas were aerated and thin spots over seeded this year. Numerous holes and dips as well as areas with poor soils and thin turf at Huset Park were top dressed with a mixture of screened compost sand and screened dirt and over seeded.
- A Ventrac tractor with a rough cut and finish cut mowing deck was added to Parks mowing equipment in 2016. The Ventrac mower with its low center of gravity and dual tires worked very well for mowing steep slopes such as the Jackson Pond area. The finish cut deck worked very well on the Ramsdell ballfield and was terrific cutting extremely wet areas. The rough cut mower does an outstanding job mowing tall grass and brush.
- The University Avenue right-of-way was cut with the flail mower two times and the Ventrac three times in 2016. Mowing was also done along the University Avenue service road as well as trimming around the signs along University Avenue.
- Irrigation systems are operated and maintained at 37th Avenue and Huset Parkway, City Hall, Lions Park, Wargo Park, Gateway Park, and Ramsdell Park. The Ramsdell Park ball field irrigation system is not watering the outfield area evenly and staff is investigating a solution.

Shrub Bed Maintenance

The Park Department is responsible for maintaining shrub beds at 22 locations throughout the city. Maintenance includes trimming, mulching, weeding, watering, plant replacement and applying weed control. TruGreen ChemLawn applied herbicide to the Central Avenue shrub beds.

Trees

Bare root trees were planted at several parks as well as multiple boulevard locations near the end of April. A variety of trees were planted including 10 Adams Crab, 10 Northern Acclaim Honey Locust, 10 Burr Oak, 10 Kentucky Coffee, 10 Prairie Reflections Laurel Willow, 10 Prairie Stature Oak, 10 Royalty Crap, 10 Majestic Skies Pin Oak, and 10 Autumn Brilliance Amelanchier trees.

Also, six container-grown White Pine, six container-grown Concolor Fir, three container-grown Pin Oak, and three container-grown Swamp White Oak were planted. In honor of Arbor Day, a container-grown Pin Oak was planted at Lomianki Park.

In June, 140 boulevard green ash trees were treated to resist the Emerald Ash Borer.

Ball Fields

- Spring maintenance on the ball fields began March 24 at Ramsdell, Huset, Keyes, Prestemon and McKenna parks. By March 28, bases were installed, staff began working the infields, and all fields were being used. Anywhere from one to eight fields were prepared daily for games, which included dragging, lining, hand raking and installing bases at the proper distances. This included games for Recreation programs, Columbia Heights School District games, and games for Immaculate Conception. Over the course of the season, fields were prepped for games 268 times.
- Ballfield improvements in 2016 included adding infield Ag lime and replacing base standards and infield lip removal. Topdressing and over seeding of the outfield areas was completed. Repairs were made to the fencing, backstops, and ball field lighting. At Huset 5, it was determined that weak breakers were causing issues with the lighting. Loads were rewired, redistributed and the Huset 5 lighting worked well all season.
- Soccer and football fields were laid out and maintained throughout the summer and fall. Starting in August, Huset Park West and Huset Park East were striped with soccer fields. Keyes and McKenna Parks were each striped with two soccer fields. These fields were maintained through the end of October with the lines being repainted approximately every 15 days.

Wading Pools and Splash Pad

- The Grand Opening for the splash pad at Huset Park West was June 1. Prior to opening, park staff installed shade shelters, picnic tables and benches, as well as prepping the splash pad itself. The splash pad has proved to be very popular and was in constant use during its open hours. Controller glitches were evident for the new splash pad after opening resulting in a new one being installed on September 7. The splash pad was shut down and winterized on September 19.
- The wading pools were cleaned, painted and prepped in May to meet the requirements of Anoka County. McKenna and Ramsdell pools were filled and recirculation systems started on May 31. On June 3, the McKenna and Ramsdell pools passed the inspection of the Anoka County Health Department and were opened for the season. The pools were shut down for the season on September 6.

Playgrounds

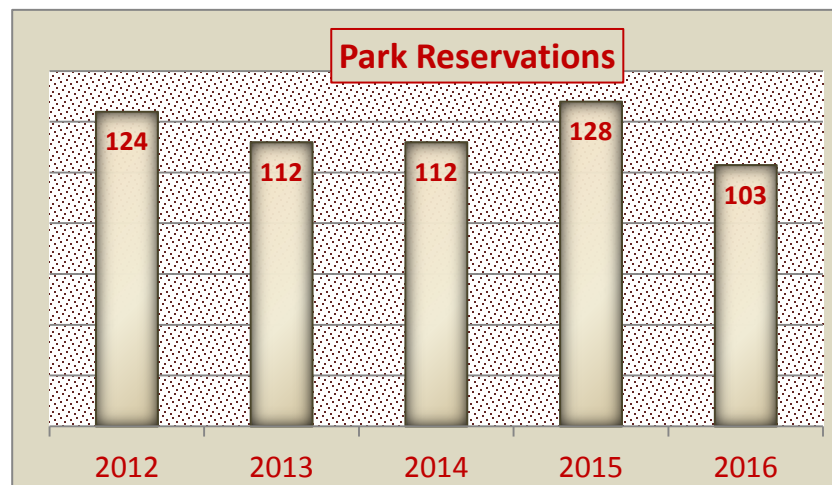
- Broken parts were replaced on playgrounds as needed. Additional engineered wood fiber was added to Huset, McKenna, Sullivan Lake Park, and the Silver Lake Beach playgrounds. Several playground diggers were replaced. Weeds were removed and debris cleaned out of the playground surfacing.

Aerator Fountains

- Aerator fountains were installed and operated on ponds at Huset and LaBelle Parks on May 10. A third fountain was added to LaBelle Park near the new picnic shelter. The fountains were removed, cleaned, winterized, and stored for winter on October 17.

Park Reservation Preparation

Numerous reservations for picnics and other uses of park facilities were received throughout the summer months. Park area reserved for use included the Huset West picnic shelter (37 reservations), Huset East Jefferson building and picnic shelter (15 reservations), McKenna Park building (6 reservations), Sullivan Lake Park picnic shelter (20 reservations), Ramsdell Park picnic shelter and building (14 reservations), Silver Lake Beach picnic shelter (6 reservations), LaBelle Park (1 reservation), and Ostrander Park building (2 reservations). Picnic areas and bathrooms are thoroughly cleaned in preparation for these events and cleanup takes place following the picnic. Also this summer we prepped for two community picnics at LaBelle Park – Circle Terrace.



PARK IMPROVEMENTS

LaBelle Park

- In 2016 improvements continued with the addition of a shade shelter and picnic tables near the 42nd Avenue playground. Improvements were also made in the Circle Terrace area. The old playground was removed and the entire area regraded by park staff. Sidewalk with a sport court area was installed. Park staff also installed new playground equipment.

Miscellaneous Activities

- Approximately 2,500 feet of temporary fencing was installed for the annual Jamboree fireworks and Lions Beer Garden. The beer garden fencing included an overflow area on Field 5 for Friday evening. Numerous extra tables and trash cans were temporarily added to Huset Park for the event.

- A good deal of park staff time is spent taking care of small details like trash and litter clean up, graffiti removal, snow removal and ice control, minor repairs to playgrounds and other park amenities, and sign maintenance.
- Park staff installed and maintained Christmas decorations along Mill Street, Gateway Park, Wargo Park, and along Central Avenue.
- Park staff also assisted other departments as needed. Examples include helping Streets with snow plowing and storm clean up and the Sewer and Water Department with sewer maintenance and water breaks. The Park Department assisted departments outside of Public Works including the Library, Recreation, City Hall, and the liquor stores with special projects and tasks. Such tasks included hanging pictures, televisions, and bulletin boards, moving furniture, remodeling projects, and dealing with water problems in basements.

Personnel

- As of December 31, 2016, the Park Department had six full time employees, consisting of the foreman and five maintenance workers. From April through September, 11 seasonal employees assisted with park maintenance duties.
- In addition to the required training such as Confined Space and Right to Know training, park staff completed additional training in 2016. Tim Lund, Jeff Kline, Kelly Fetzer, John Norldund, and David Cullen attended the Green Expo in January and completed Competent Person Training February 3. Tim recertified his pesticide license at the Green Expo. In March, John and Tim recertified their Tree Inspector licenses at the Shade Tree Short Course. Tim attended the League of Minnesota Cities Loss Control Workshop. David Quady, David Cullen, and Mike Pyka attended Pool Operators Training and obtained pool operator licenses.

FACILITY MAINTENANCE

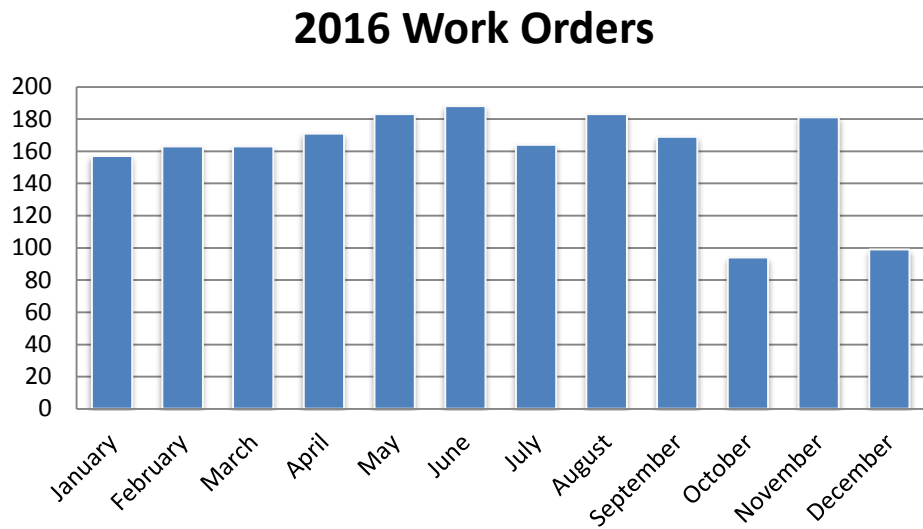
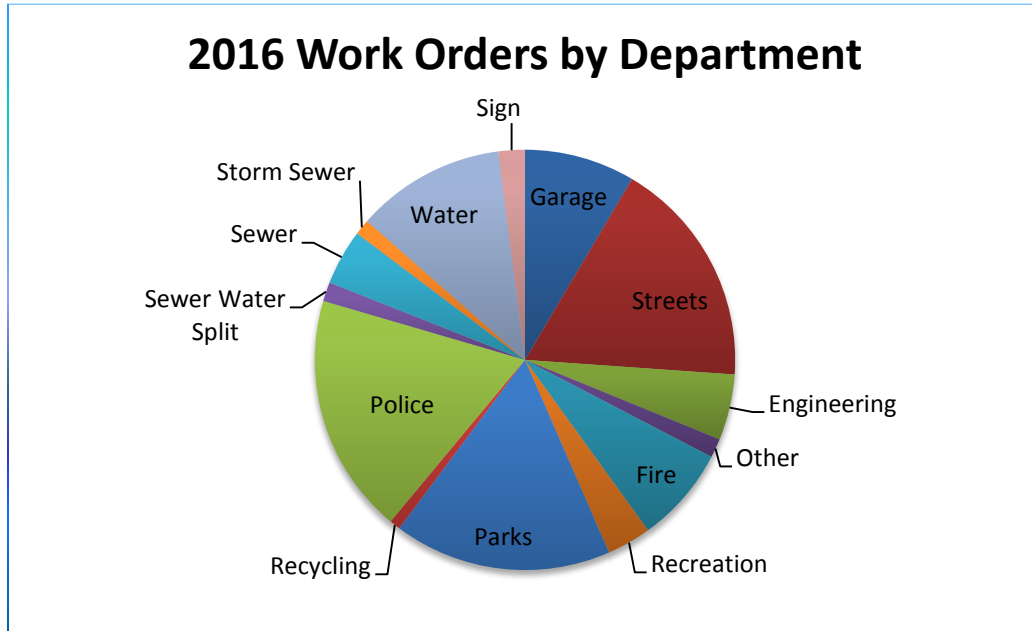
- The new library officially opened June 25, 2016 and was added to our Delta Controls building automation system and Pacom security system.
- Staff worked with Apex Companies on rooftop solar panels for four city buildings; Public Safety, Public Works, Library, and Top Valu I. The panels have been installed and are generating renewable energy.
- Central Roofing Company prepared roof inspection reports for the following buildings; Public Works, Top Valu I, Top Valu II, Pump House #3, Heights Liquor, City Hall, Murzyn Hall, and Public Safety. Repairs were made to Top Valu I, Public Safety, Murzyn Hall and Public Works.
- Nine roof top units were repaired due to a hail storm.
- There were 281 Help Desk requests for facility issues and requests in 2016.

CENTRAL GARAGE

Work Orders

- The Central Garage processed 2,074 repair and work orders totaling 2,541 chargeable hours at \$62.62 an hour, plus a \$2.25 surcharge per work order. Repair orders consist of requests by the operators for repairs or maintenance on the vehicles. Work orders consist of preventive maintenance procedures generated by the CFA Fleet Maintenance Program.

- The Police Department, Street Department, Park Department, and Water Department generated the most work orders in 2016.



Major Repairs

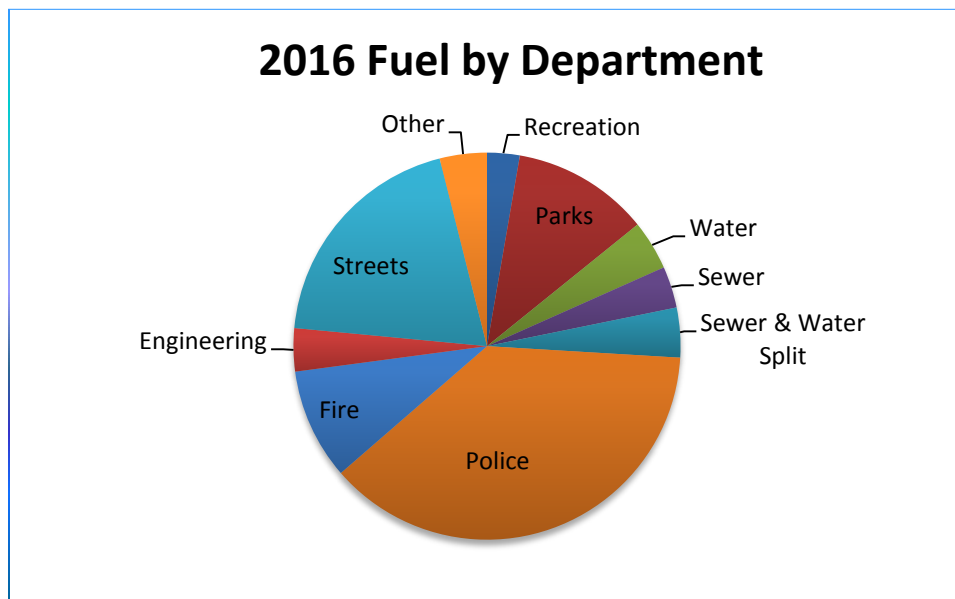
Major repairs in 2016 which resulted in equipment down time or altered daily work programs were:

- #0080 Engine repair \$6,565.00
- #0009 Transmission \$4,703.00
- #0081 Broom Repair \$4,296.00
- #0125 Debris Hose \$3,028.00
- #0144 Tractor camera \$2,326.00

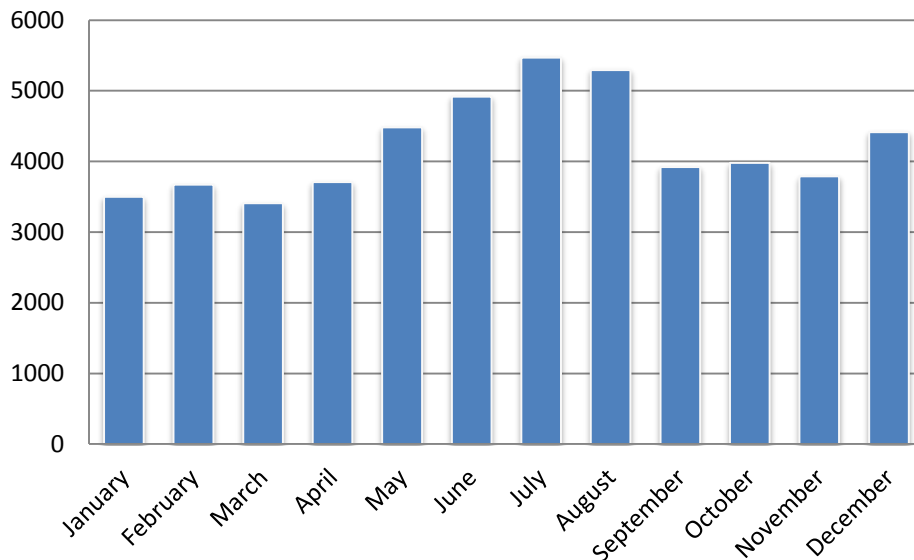
- #8007 Rack & Pinion \$2,011.00
- #0280 Replace tracks \$1,970.00

Fuel Usage

- The City purchased 30,925 gallons of unleaded gasoline and 18,193 gallons of diesel fuel. The total cost of fuel purchased in 2016 was \$97,224.
- The City used 33,293 gallons of unleaded gasoline and 17,259 gallons of diesel fuel. The total fuel used by the City in 2016 was 50,553 gallons.
- The Police Department, Street Department, Park Department and Fire Department used the highest amounts of fuel in 2016.



2016 Fuel (in gallons)



Personnel

- Steve Leese, Sign Department, retired May 31. At that time the sign position was transferred from the City Garage into the Street Department.
- Steve Synowczynski, Vehicle Maintenance Supervisor, announced his retirement to be effective January 3, 2017.

SPECIAL EVENTS AND ACTIVITIES

Public Works was responsible for set up and take down for the following events in 2016:

- Arbor Day tree planting
- The annual jamboree parade, fireworks, and carnival
- Christmas decorations and seasonal banner maintenance in the following areas:
 - Central Avenue 39th Avenue to 41st Avenue
 - Mill Street from Murzyn Hall to 40th Avenue
 - Wargo Court
 - Gateway Park
- 2016 Canadian Pacific Holiday Train: Fund raiser /food drive to support food shelves of East Side Neighborhood Services. Columbia Heights, St. Anthony, Minneapolis, Canadian Pacific and East Side Neighborhood Services worked on this event together. The event was held at Lions Park.
- New Library grand opening on June 25, 2016
- Fire and Ice Plunge: Fundraiser for SACA
- General Elections

ADDITIONAL COMMENTS

Schools and Training

Employees attended courses for sewer/water maintenance, street maintenance, park maintenance, forestry, vehicle maintenance and safety to obtain or maintain required certification.

Safety Management

For the 17th consecutive year, Public Works contracted with Integrated Loss Control Inc. for safety training and record-keeping activities required by state and federal regulations as well as City policy. Public Works is very pleased with the improvement that the safety program has shown under the administrative support of Integrated Loss Control Inc.

REFUSE AND RECYCLING DEPARTMENT ACTIVITIES

2016 ANNUAL REPORT

REFUSE & RECYCLING

Residential Services

The City provided over 6,300 residential properties with refuse, recycling, and yard waste services with expenditures reaching \$2 million. One-hundred thirty-seven of these properties are considered multi-dwelling with four or more units, totaling over 2,000 apartments. Typically more than 6,700 refuse carts, 130 dumpsters, and 3,300 recycling carts were emptied during an average week. Almost 200 service issues were resolved by the City's Refuse Department concerning the contractor's operations. The most common complaints expressed by residents were missed services and delayed cart exchanges. Over 490 change orders were processed for properties that adjusted their services during the year. An audit of over 1,500 properties was conducted to ensure services matched contractor invoices and utility billing charges.

Solid Waste Disposal

Solid waste tipping fees increased 17% at the Minnesota State approved and Anoka County preferred disposal facility, Great River Energy in Elk River. Contractor service charges increased 3% as well as transfer station tipping fees. The contractor hauled 7,234 tons of solid waste for disposal, including bulk (furniture/mattresses), which was 5% more than the previous year. Approximately 25% of the waste was delivered to metro area Refuse-Derived-Fuel facilities and incinerated, with the remaining waste going to the contractor's transfer station.

Recycling

Contractor hauling charges increased 3% in 2016. There were no rebates for curbside recyclable material, in fact, the contractor paid tipping fees for single-sort tonnages but did not bill for those fees. The city recycled 1,618 tons of recyclable materials from residential curbside programs (single sort, multi-dwelling, electronics, and appliances), the Recycling Center, a multi-city recycling event, and city facilities. This was a decrease of 12% from the previous year (reported tons are being verified in 2017). Overall, 18% of the total solid waste was recycled.

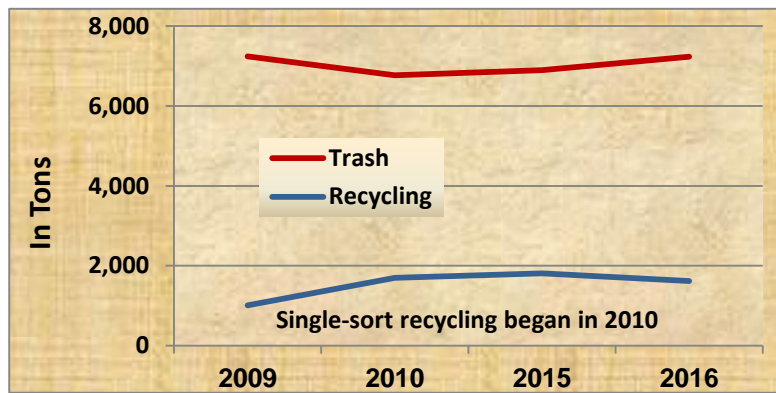
Residential households recycled 1,371 tons of yard waste (curbside) and 14 tons of food organics (Recycling Center) for composting. The city also recycled another 15 tons of problem/hazardous materials, mostly from the Recycling Center. Several vendors were used to collect and recycle the material including: Advanced Disposal, Waste Management sorting plant, Jr's Appliance, Tech Dump, Greenlights Recycling, Loe's Oil, Sanimax, Specialized Environmental Technologies, Full Circle Organics, and the Mdewakanton Sioux composting facility.

The free Recycling Center was open most Saturdays and received \$3,568 for scrap metal, cardboard, fluorescent bulbs, and used oil. Residents also dropped off oil filters, antifreeze, tires, string lights, and household batteries. The Kiwanis Club staffed the Recycling Center and

received rebates for the value of the material. The high school Key Club sold finished compost for their fundraising as part of a MN Composting Council program with the organics drop-off. The City participated in a multi-city recycling day with the cities of Hilltop, Spring Lake Park, and Fridley. Columbia Heights attendance was 103 residents, which was 21% of the total participation between the cities. The City's subsidized (\$20 flat fee) Electronics Collection and Recycling program removed 349 electronic items from the curb, including 181 with hazardous CRTs. Public Works paid to dispose of six illegally dumped electronics that were found in parks or public right-of-ways. The City offers one free appliance pickup per year to each property and 49 units were recycled in 2016. Public Works recycling dumpsters were changed to all single sort containers to make it easier for Parks recycling handling.

SCORE (Select Committee on Recycling and the Environment)

The City achieved 86% of the 2016 recycling goal as set by Anoka County. SCORE required activities were also completed including several newsletter articles and two direct mailers that promoted recycling to all 55421 addresses. Recycling promotion outreach was conducted for apartment and other multi-dwelling buildings as well as duplex rental properties.



Over 100 households, six multi-dwelling properties, and five duplexes increased recycling service on their properties which did not increase their cost. Those rental properties also received free tenant recycling kits. The City's free organics drop-off at the Recycling Center added another 77 households, 196 total, at the end of December, and they received free starter kits. Several residents and CHHS Key Club members attended a City tour of the Full Circle Organics composting yard. Resident Jennifer Pyper-Muno and McDonalds were given a Recycling Champion award from Anoka County for their efforts with organics recycling. The City received \$99,454 in grant funds for 2016 recycling programs.

2016 PUBLIC WORKS STAFF

| | <u>Start Date</u> | <u>End Date</u> |
|--|--------------------|-----------------|
| Engineering | | |
| Public Works Director/City Engineer | Kevin Hansen | 12/01/1997 |
| Assistant City Engineer | Kathy Young | 08/11/1986 |
| Engineering Tech | Lauren Letsche | 05/05/2014 |
| Engineering Tech | Rich Nordstrom | 05/17/1999 |
| Engineering Tech | Clark Trytten | 04/20/2015 |
| Administrative Assistant..... | Jesse Davies | 09/13/2004 |
| Public Works Secretary..... | Sue Schmidtbauer | 03/01/2010 |
| Purchasing/Assessing Clerk | Barb Thomas | 09/29/2008 |
| Facilities Maintenance Supervisor | Eric Hanson | 07/09/2013 |
| Utilities Superintendent | Lauren McClanahan | 06/09/1986 |
| Sewer & Water Department | | |
| Foreman | Karl Pope | 08/10/1992 |
| Foreman | Sherri Jensen | 08/23/1999 |
| Maintenance Worker | Kyle Burns | 01/27/2016 |
| | James Green | 02/02/2015 |
| | David Quady | 03/30/2015 |
| | Ben Lund | 01/05/2015 |
| | Travis McAlpin | 07/25/2016 |
| | Myron Russell | 01/25/2016 |
| Street and Park Superintendent..... | Mike O'Reilly | 09/25/1979 |
| Street Department | | |
| Foreman | Tom Pope | 12/26/1990 |
| Maintenance Worker | Adam Cordes | 01/14/2008 |
| | Jeremy Hansen | 08/25/2014 |
| | Ben Mathson | 05/20/2002 |
| | Jackie Wohlers | 12/03/2002 |
| Park Department | | |
| Foreman | Tim Lund | 05/02/1994 |
| Maintenance Worker | David Cullen | 05/02/2016 |
| | Kelly Fetzer | 06/12/1995 |
| | Jeff Kline | 08/01/1988 |
| | John Nordlund | 03/26/2001 |
| | Mike Pyka | 05/03/2016 |
| City Garage | | |
| Vehicle Maintenance Supervisor..... | Steve Synowczynski | 12/26/1991 |
| Maintenance Worker | Jeff Hook | 04/28/1997 |
| Sign Department | | |
| Maintenance Worker | Steve Leese | 06/16/1981 |
| | Ted Kriesel | 05/24/2016 |

COLUMBIA HEIGHTS PUBLIC LIBRARY



2016 ANNUAL REPORT

February 2017

Mayor
Members of Council
Library Board
Citizens of Columbia Heights

Ladies and Gentlemen:

2016 was a year of tremendous excitement and accomplishment. The Library continued to provide the core services the community has come to expect; namely, to serve a diverse community's need for access to resources, information, and technology in a welcoming environment. Details of library services, collaborative programs, partnerships and people served are available in the attached report.

Simultaneously, and with the help of countless volunteers, library staff cleaned house and prepared to move into a beautiful, new, state-of-the art facility on Central Avenue, next door to the Heights Theatre where the story began back in 1928. Together, we weeded many worn and outdated books, obsolete office equipment and ragged storytime props. Then we placed RFID tags on nearly 60,000 books, magazines, CDs, and DVDs. We packed up the entire collection, office equipment and supplies and moved. We unpacked everything, tried to set it in order, and welcomed over 1800 people to a gala opening day celebration. We greeted increased numbers of visitors throughout the fall as we finished up construction, added an automated book return and tried to figure out how to work in an unfamiliar new space.

All of this could not have been accomplished without the dedication and work of countless people. I would especially like to thank the library staff - the best people I have ever worked with. They bring kindness, humor, and hard work to every task and get it done! Thanks to the Library Board, the Library Task Force, the Design Task Force and the Library Foundation for their unwavering support of a new library to serve the community into the future. Thanks to the staff of HGA Architects, especially Jane Dederling, Jennifer McMaster, and Paul Neuhaus, for their inspired design. Thanks to Public Works Director Kevin Hansen and Brett Baldry for guiding the construction. Finally, thanks to the people of Columbia Heights for voting yes, funding, and using your library.

Sincerely,

Renee Dougherty
Library Director

2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
NARRATIVE

The Columbia Heights Public Library provides many services and fulfills countless needs in the community each year. In 2016, the Library provided 2,502 public service hours which equates to approximately 54 hours per week. During open hours, people can visit the library to read a newspaper or magazine, use a computer to get online, participate in a program, check out a book, seek research assistance from a librarian, get a referral to a community partner or meet friends and neighbors. Each annual report provides an opportunity to summarize activities of the previous year and to gauge impact on the community. This report will focus on four primary topics – library programs and services, the material collection, library spaces, and people.

SERVICE TO ADULTS - Barb Kondrick, Adult Services Librarian

Adult Services programming continues to evolve with the changing needs and interests of community members. Working together with Anoka County librarians and the Metropolitan Library Service Agency (MELSA), library staff continues to develop programming and opportunities for adult library users, focusing on adult literacy, lifelong learning, the arts, digital literacy and technology, books and writing, and volunteerism. Programming includes a variety of choices to meet the needs and interests of adult library users.

Digital Literacy

- **Senior Surf Classes** for older adults (55+)
According to a recent PEW Research study, 73% of adults feel they are lifelong learners, “whether that means gathering knowledge for ‘do it yourself’ projects, reading up on a personal interest or improving job skills.” The Internet is an important tool in the pursuit of lifelong learning, but many older adults (age 55+) have limited skills and experience in using computers, tablets, and other forms of technology. Senior Surf classes provided in collaboration with the Metropolitan Area Agency on Aging (MAAA), Senior LinkAge Line and the Minnesota Board on Aging, are free, two-hour sessions offered the first Wednesday of each month for seniors who want to learn computer basics, Internet searching and accessing websites of interest to seniors.
- **Downloading Books from the Cloud Library**
Columbia Heights and Anoka County Library staff invited patrons to bring tablets, laptops, and cell phones to a hands-on class offering instruction on downloading eBooks and audiobooks to their devices.
- **Genealogy 101**
This class, designed for participants interested in getting started with genealogy and researching their family history, covered basic forms, computer software options, and online resources that can provide clues to accessing various records for family history projects. Evaluations were very positive and 14 of the 15 evaluations returned indicated that participants were “inspired” or “highly inspired” to apply what they learned that day.

In addition to formal classes, library staff offered brief, one-on-one computer and technology assistance on an ongoing basis. Scheduled appointments with a volunteer computer tutor were available for patrons needing extended, one-on-one computer assistance with things like setting up email accounts, filling out job applications and designing resumes.

Reference librarians also provided daily, ongoing assistance to patrons identifying and using online databases and resources for various types of research, adult learning, preparation for various tests --GED, ACT, SAT, job-related tests and more--automobile, truck and small engine maintenance and repair, language learning, and learning computer software programs such as Word, Excel, and PowerPoint.

Programs for Adult Language Learners

- **Buddy Up and Read**

Adult English language learners partner with an English-speaking volunteer to practice reading and/or writing and speaking in English. Reading buddies typically meet once a week for an hour at a prearranged time at the library. Some partnerships have lasted for two years or more. One volunteer commented that through the process, she benefitted so much by getting to know her partner and learning about her culture and reasons for coming to America. In 2016, five Buddy Up volunteers met with an adult English Learner "Buddy" 160 times.



Buddy Up and Read

- **Conversation Circles**

Adult English language learners meet with an English-speaking volunteer facilitator to practice English speaking skills in an informal environment. A quick survey of participants at one session included participants from Peru, Morocco, Algiers, Congo, and Mexico.

Books and Authors

- **Library Book Club**

The fiction book club is held on the third Wednesday of each month. Members take turns facilitating each month's book discussion.

- **Non-fiction Book Club**

This monthly book club encouraged participants to talk about a non-fiction book that they were currently reading or recently finished. Despite a small, loyal following, the club decided to take a break after the August meeting, due to declining attendance.

- **Author Talks**
 - Local author Colin Mustful discussed his recent historical novel, based on the tragic events surrounding the U.S./Dakota War of 1862.
 - Dressed as a character in her book, local author Patricia Stinson discussed her writing, read from her work, and signed copies of her most recent book, “Wild River.”
 - Minnesota Book Awards finalist Catherine Madison, author of “The War Came Home with Him,” discussed how her father’s experiences in the Korean War affected her family long after he returned.
- **Winter Reads**, a MELSA-sponsored adult reading program in January and February, encouraged adult readers to write short reviews of the books they listened to or read. Reviews were placed in a notebook for browsing and participant’s names were entered into weekly prize drawings. 180 reviews were submitted.
- **Banned Books Week**
In recognition of “Banned Books Week,” in September, readers filled out forms citing how they feel about books being banned by governments, schools, libraries, or other organizations.

Participation Programs

- Library guests celebrated “National Library Week: Libraries Transform,” in April by filling out “conversation bubbles,” completing the statement, “Libraries are important because...”
- Patrons filled out “conversation bubbles,” expressing their thoughts about the old library, when prompted to “Remember when...” Some of their reminiscences included, “when the kittens were born in the library,” “when I got stuck in the elevator and the fire department was called,” “when you had to go into the basement to find the kids’ books,” “when my Buddy Up and Read partner said she wanted to read the Wall Street Journal together.”

Arts and Culture Programs

- Spring Poetry, a Legacy-funded, First Pages Creative Writing Class, taught by an instructor from the Loft Literary Center was held in April.
- A Polish Folk Art Class, based on the centuries-old tradition of the villagers of Zalipie, Poland, was offered in collaboration with the Polish American Cultural Institute of Minnesota in October.
- Introduction to Screenwriting, a Legacy-funded, First Pages Creative Writing Class taught by an instructor from the Loft Literary Center, was held in October.
- A Polish Folk Art Ornament Class was offered in collaboration with the Polish American Cultural Institute in December.
- In December, adult learners made



Polish Folk Art Ornament Class

hard cover, screw-post journals and sketch pads in a class taught by the Minnesota Center for Book Arts, and funded by the Minnesota Arts and Cultural Heritage Fund.

Outreach Services

- **At-Home Delivery**

Residents who are not able to come to the library due to age or health issues can elect At-Home Delivery service. Numbers of participants vary due to changing situations, but generally includes 6 to 12 participants a month. The adult services librarian selects materials every four to six weeks for participants. Deliveries, which can include books in large print or regular print, audiobooks, cds, dvd and magazines, are made by volunteers or library staff.

- **Senior Road Show**

In April and May, the adult services librarian presented information about library services to residents of Hart Lake Apartments, the Lighthouse of Columbia Heights, Crestview Nursing Home, Crestview Assisted Living, and Parkview Villa as part of the Police Department’s Senior Road Show.

- **Community Events**

- The adult and children’s librarians and two Friends of the Library staffed an information table at the Community Picnic/Splash Pad Opening event and spoke to over 600 people.
- Adult and children’s librarians participated in a neighborhood “Eat and Greet,” on the 4600 block of Tyler Street in July. About 80 people stopped to answer questions and win prizes at the Library Wheel of Fortune.
- The adult services librarian and library director gave library tours of the new building to several groups, including police officers and the mayor of Lomianki, Poland, Anoka County Neighborhood Center staff, Friends of the Library, Anoka County Library staff and trustees, the Adult Basic Education Learning Center, Hennepin County, and others.

SERVICE TO YOUTH – Brianna Belanger, Children’s Librarian

Early Literacy

Over 84 storytimes were offered this year reaching more than 2,400 parents and children. The consistency of storytime attendance demonstrates the community’s belief that Toddler, Family, and Baby Storytimes are an essential service. Storytimes are fun but also provide parents the tools they need to help their children become successful readers. Storytimes build vocabulary, social skills, letter knowledge, school readiness skills and more. They are designed to be accessible and to model ways parents can build literacy skills at home.

Storytime groups grew in 2016. The partnership with the Early Childhood and Family Education (ECFE) program of Independent School District 13 continued to grow and strengthen, and parent educator Abby Sundquist brought relevant parent information to each session of Baby Read, Baby Grow. Parents often lingered after storytime to connect with other families and ask Abby questions about their child’s development and parenting strategies. The addition of the ECFE

Storytime Attendees

2015: 1,742

2016: 2,247

Parent Educator has helped to build a storytime community and to provide valuable support for parents.

Library and school district staff encourage families to build literacy skills with their children by talking, singing, reading, writing, and playing. Research demonstrates that play is an important aspect of early literacy because it often encompasses all other practices into one experience. Because of this, the library offers opportunities to play and intends to improve play spaces in future years.

Books and Reading

The library supports older children’s literacy-based pursuits as well. By offering programs like READ Dogs and Drop-in Book Club during the summer months when children are not in school, we strive to give kids the opportunity to practice their reading in a nonjudgmental, supportive environment.

We also offer reading programs over winter and summer breaks to keep kids motivated to read during out-of-school time. The goal is to make reading fun and to get books that kids want to read into their hands.

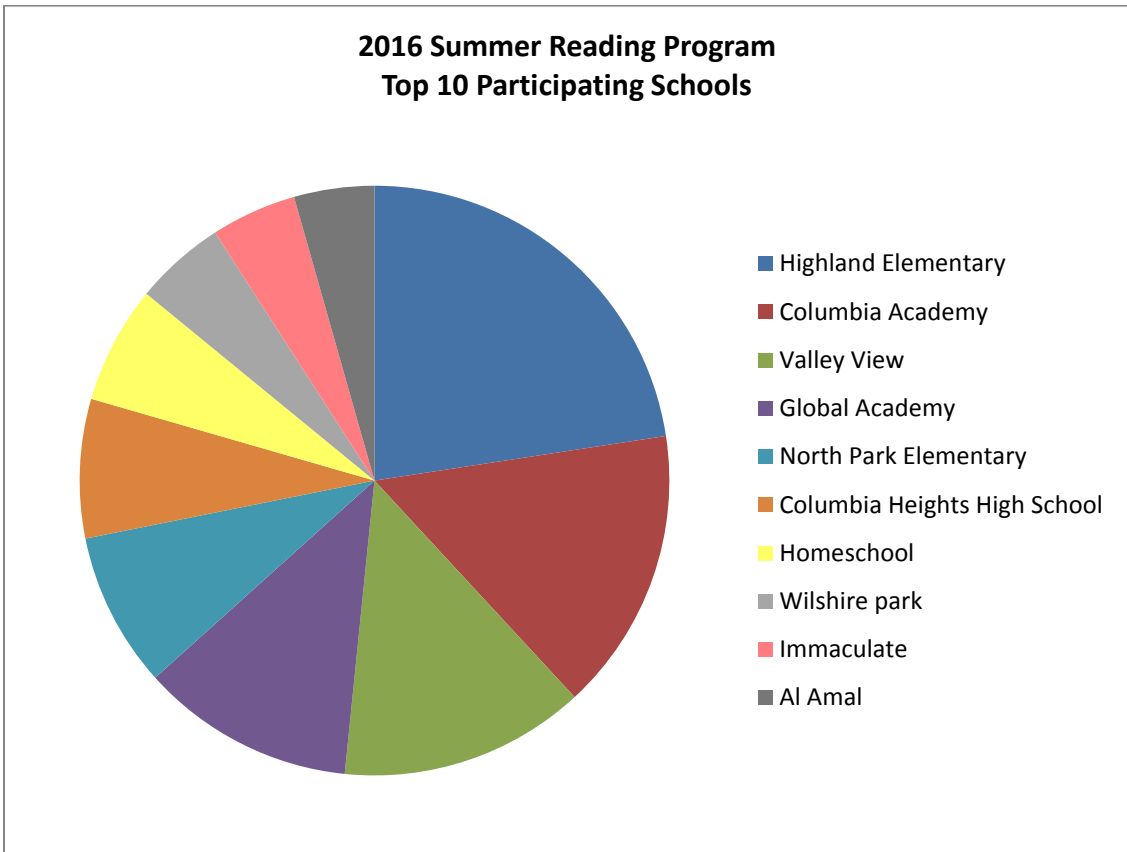
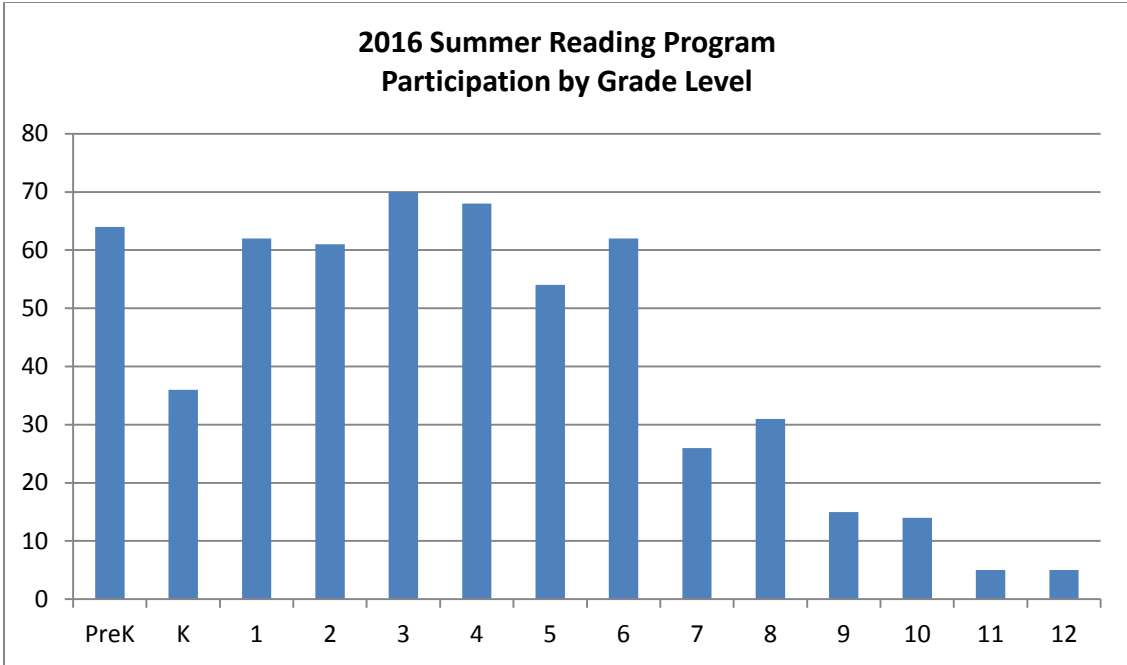
Summer Reading Program

Changes were made to the summer reading program this year with hopes of reducing barriers to participation. Upon completion of 3 reviews, every child received a book.

The summer reading program is focused on keeping kids reading throughout the summer months in order to avoid “summer slide.” “Summer slide” is the tendency for students, especially those from low-income families, to lose some of the achievement gains they made during the previous school year. Research shows that reading just 4 to 6 books over the summer has the potential to prevent a decline in reading achievement scores from the spring to the fall, so even small steps are very beneficial.

In addition to the formal reading program, we also offered many educational opportunities for youth and families during the summer. Summer at the library is a great chance to expose kids and families to quality programming such as a puppet show, a program about animals, or a science program about optical illusions. Staff hopes to ignite curiosity and a passion for learning in the kids who attend these programs.

*Youth summer program
attendance: 1,103*



Youth Read Down

On three occasions during the year youth aged 17 and under were encouraged to read down fines on their library accounts. For every fifteen minutes spent reading in the library, a kid could “earn” \$1.00 off overdue fines on their own card. The Read Down program reinforces the value of reading, encourages youth to use the library and reduces barriers to borrowing library materials.

Community Outreach

- Facilitating monthly library visits from Immaculate Conception School classes.
- Coordinating visits from ECFE classes in March, April, and November which include participatory storytimes for children and parent education sessions.
- Including ECFE Parent Educator Abby Sundquist in all storytime offerings. The Parent Educator encourages ECFE families to attend library programming and visit the library for playdates. The Parent Educator’s presence at storytimes provides parents an opportunity to informally ask questions related to their child’s development.
- Visiting schools during May to encourage library use and reading over the summer.
- Hosting library visits from Head Start classes in May and November.
- Providing an offsite collection of books for the ISD 13 Mini Adventure program.
- Orienting new teachers at ISD 13 and the Immaculate Conception School to teaching and learning resources, programs and collections available at the public library.
- Attending the Multicultural Resource Fair held quarterly at the Blaine Human Services Center which provides information about free community and health service resources to new immigrant families. The back-to-school event reached over 260 kids and parents.
- Coordinating a Global Academy field trip to the library and recommending books for individual teachers.

STEAM Learning

Staff continued to focus on providing quality STEAM (Science, Technology, Engineering, Art, and Math) programming for kids of all ages at the library. STEAM programming promotes experimentation, problem solving, and love of science while fostering growth mindsets. In addition, library programming during out-of-school time provides youth with a structure that becomes familiar over time and opportunities to connect with other youth and reflect on their experiences.

Preschool STEAM:

- A monthly **Block Party** builds fine motor skills, promotes problem solving, and engages social skills.
- **STEAM Storytime**- the culmination of the summer storytime session featured books about water and explored the different places water is found. Kids had a chance to experiment with water afterward.

School Age STEAM:

- **LEGO Club** –builds engineering, problem solving, and narrative skills.
- **Maker Club** - Sessions begin with introductions and icebreakers, focus on the importance of having a Tinker Mindset (“mistakes are gifts, be curious, and see everything as an experiment.”) Students then have free time to interact with materials. Each session ends with a show and tell/reflection piece. Activities have included marble runs, thaumatropes, straw towers and kites.



Maker Club working together to build marble runs

- **Minecraft Unplugged** used duct tape and boxes to construct Minecraft elements in the real world.
- The **Minnesota Zoomobile** brought rainforest animals to the library. Families learned about rainforest habitat and creatures including falcons, tarantulas, and anteaters. The highlight was a chance for kids to meet and feed the anteater.
- **Mini Catapults**-was taught by staff from The Works Museum and explored engineering principles.
- **4-H** program about **bees** taught kids about pollinators.
- **CD Weaving** – used compact discs as looms and yarn to weave works of art.
- **Optical Illusions**-was taught by instructors from Mad Science.
- **Stormwater 101**- Mississippi Watershed Management Organization staff taught kids about storm water runoff through experiments and discussion. The class ended with a visit to the library’s stormwater management system.
- **ArtBots** - was one of the most popular school-age summer programs. Kids were armed with a fun noodle, an electronic toothbrush, and a marker and tasked with creating a robot that drew. They received very little guidance beyond the supplies they would need, but all kids were successful in creating a robot. After some kids experienced



Feeding the anteater at the Zoomobile program

initial frustration, everyone began to embrace the tinker mindset (be curious, experiment). Each kid left excited and with a sense of accomplishment. One mother commented that it was the coolest thing they ever did.

- The Bakken Museum, named after Heights resident and Medtronic founder Earl Bakken, provided an engaging program about **batteries**. At the end of a really energetic and informative history, kids had a chance to build their own battery.

Teen STEAM:

- **Create it at Your Library** explored the use of circuits and LEDs to create light-up flowers.
- **4-H Tech Wizards** is a yearlong afterschool program that connects teens with technology and mentors to provide them with social, emotional, and STEM skills. The University of Minnesota County Extension program operates local 4-H programs which prepare youth to learn and lead in their schools and communities. During the 2016-2017 school year Tech Wizards has been focused on learning the components of video game creation.



4-H Tech Wizards

At each session youth are provided some instruction and guidance, but ultimately, research and projects are self-directed with only occasional guidance from the mentor. Teens experience quality out-of-school time with structure and adult mentors they can rely on. They learn teamwork and leadership as they gain access to and

understanding of technology. Twenty kids have gained confidence in their abilities and become regular library users. Partnering with 4-H has allowed the library to explore a new programming model for teens and tweens that provides an out-of-school activity which prepares youth for the 21st century workforce.

COLLECTION

The library collection consists of print books, magazines, video and audio discs, eBooks and eMagazines, downloadable audio and online databases and indexes. The collection has numerous uses unique to each patron including personal development, research and support of formal education, recreation and entertainment. New materials, purchased and donated, are continuously added, and the collection is actively managed for accuracy, datedness, relevance and use. On December 31, 2016, the collection contained 57,531 physical items. See the attached datasheet for a breakdown of the collection by item type and reading level. 139

donated items were added to the collection in 2016. Collection development efforts included an initiative to build diversity which resulted in the relocation of world language materials in the children's area and the addition of graphic novels for adults.

During 2016 library staff undertook a significant review of all collection items. As a result, many outdated, inaccurate, dirty, worn and unused items were removed from the collection in anticipation of Radio Frequency Identification (RFID) tagging and the move to a new facility. The collection was trimmed by approximately 20% to fit available shelving in the new building and to allow for future growth, especially in the teen and children's areas. Many of the withdrawn items were shipped to Better World Books which sells library discards and unusable donations and returns a portion of the proceeds to the library. Better World Books donates unsaleable books to agencies supporting literacy throughout the world.

Radio Frequency Identification Implementation

RFID was introduced to Columbia Heights and Anoka County libraries in 2016. RFID technology uses tags which are placed on books and media discs to provide identification and security for those items. It replaced the electromagnetic security system used in the library from 1997 through 2015. RFID tags identify individual collection items for management of checkouts and returns, enable streamlined collection inventory, and provide security for the items within a single device. RFID self-service checkout stations integrate with system software to record checkouts on the user's library account and deactivate the security on multiple items simultaneously. Security gates sound an alarm if a person exits the library without properly checking out an item. During the period of March 17 – May 5, 2016, library staff, with the assistance of numerous community volunteers, used a mobile tagging station rented from 3M/Bibliotheca to program and place RFID tags on every library item residing on the shelves. Thereafter, as borrowed items were returned, tags were added.

Express Self Check Kiosks

RFID technology can help libraries enhance productivity by moving labor-intensive tasks, such as checking out materials, from paid staff to the library user. When the new library opened, three express checks were available for patrons to check out their own materials. The express check units allow library users to borrow items and disable the security tag on library materials; renew materials; and check their library accounts to determine any outstanding fines or the due dates of checked items. During the first six months of operation, the express self checks were used for an average of 77% of checkouts and renewals, freeing staff to assist patrons using computers, deliver programming, and manage the library collection.



Using the Express Self Check Kiosk

Automated Materials Handling

RFID technology also enables automated material handling at the discharge stage of library transactions and the processing of delivered items to fill patron holds. The library added a small, three-bin materials handling system at the site of the drive-up book return at the rear of the building. The automated materials handler was operational on September 9. The automated materials handler or AMH uses machinery rather than people to lift and sort materials, thereby reducing repetitive stress injuries and back strains and potentially reducing worker's compensation costs. In addition to reducing labor for library staff, the drive-up book drop brings convenience and ease to library customers. Materials can be returned twenty-four hours a day, seven days a week. They are discharged and removed from the user's account by the AMH immediately. The AMH also presorts returned items, saving staff time when readying materials for holds at other Anoka County Libraries or returning them to the shelves.



TechLogic Automated Materials Handling

EBooks

In October of 2016 Anoka County Library terminated a contract with Overdrive, Inc. for the software platform enabling borrowing of eBooks. Columbia Heights and Anoka County staff made a decision to retain Cloud Library as the sole platform for eBooks. Cloud Library was created by 3M, a local company, who worked with the Metropolitan Library Service Agency (MELSA) to enable consortial sharing of electronic content. Under the consortial agreement, eBooks purchased by member library systems can be shared by other library cardholders within the metropolitan area. In addition, MELSA purchased a substantial amount of eBook content for all member libraries to share. Anoka County-owned content which could be transferred to the Cloud Library platform was moved on October 17. The decision to cancel the Overdrive contract was based on the excessive cost for the platform and the inability to share content with other metropolitan library users. Use of eBook and downloadable audio content by Columbia Heights cardholders increased in 2016.

Online Resources

In 2016, Lynda.com, an online training portal, was added to the library's collection of online learning and content indexes. The online auto repair database AllData was discontinued and replaced by the Chilton's online product.

Circulation

Total circulation in 2016 was 116,201 items - 106,541 were physical books, magazines, audio and video discs; 7,629 were electronic books and 2,031 were downloadable audio books. Total circulation in 2016 increased 6.6% over 2015.

NEW BUILDING

Library staff spent much of early 2016 delivering public service at the 40th Avenue facility while eagerly watching Ebert Construction and subcontractors complete construction of the new Central Avenue building. Staff prepared and RFID tagged the collection; continued to order new materials; planned for new computer, copier, and printer equipment; hosted a farewell party for families, and prepared patrons for the closure and reopening of the library in June.

Moving

After consulting with three potential transportation firms, the city selected Copeland Trucking to pack and transport the library collection from the old facility on 40th Avenue to the new building. On June 9 and 10, Copeland staff working with library staff, packed and labelled the entire collection. On June 13 and 14, the materials were unloaded and placed on shelves in the new building. Library staff spent the remainder of the week making sure that items were correctly shelved in call number order, and placing audiovisual materials into drawers, and items such as children's picture books, boardbooks, and book/CD kits onto specialty shelving.

Grand Opening Ceremony

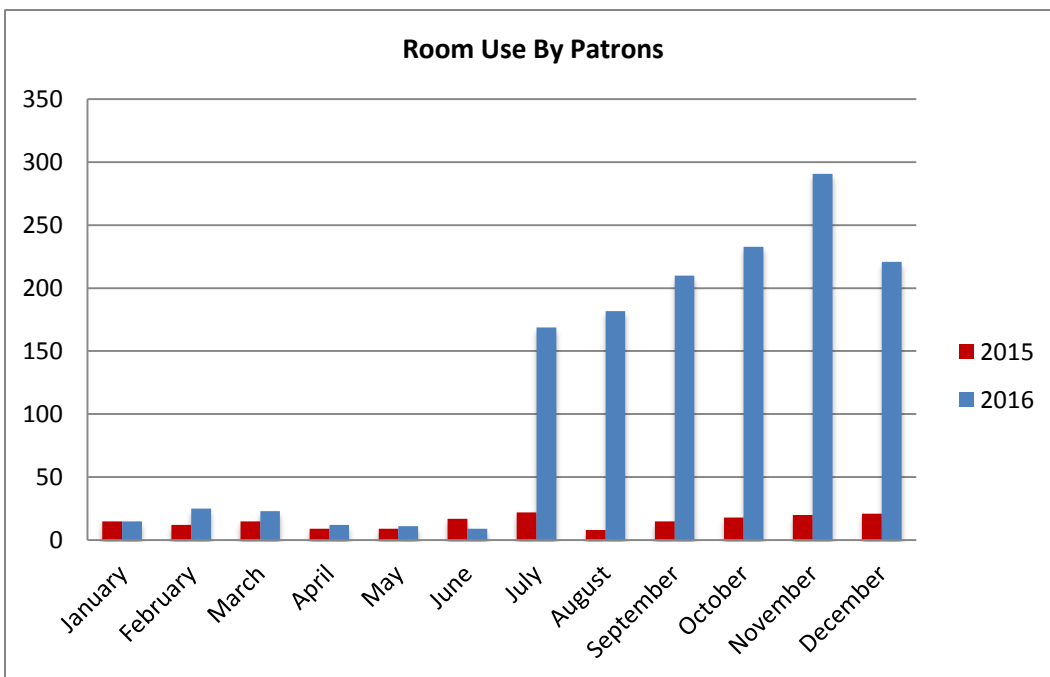
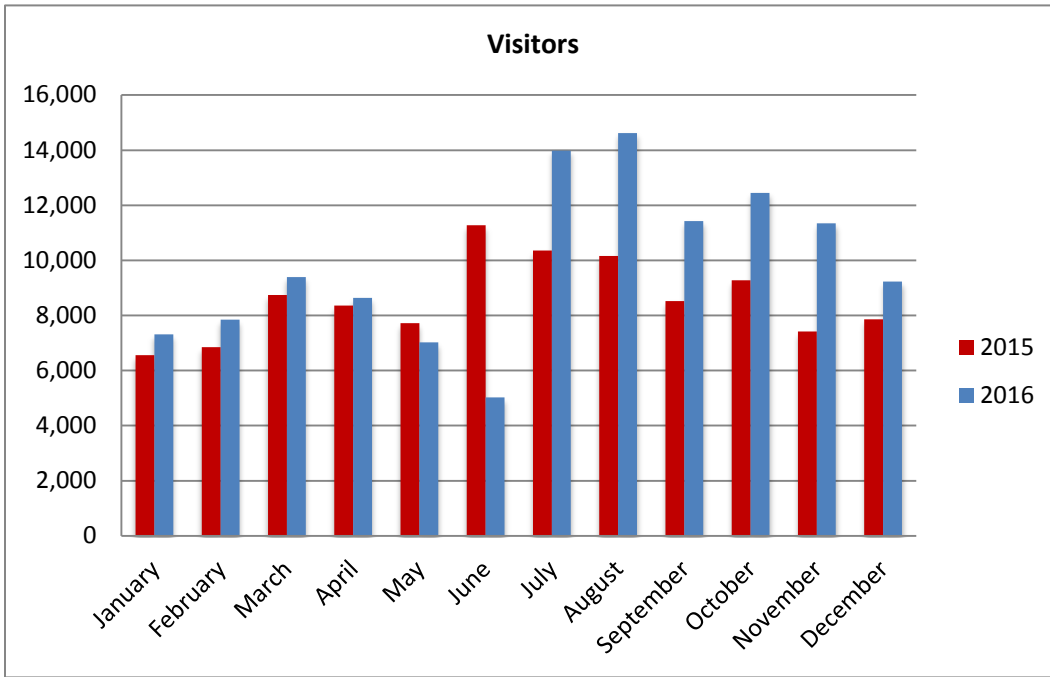
On June 26, 2016, after eight short months of construction, city staff reopened the library to the public at the new Central Avenue facility. The ceremony included speakers, demonstrations of new equipment, musical entertainment, costumed storybook characters, food, and fun. Speakers included the mayor; members of the library board, library design task force, and foundation, the library director, the architect, and the chair of the Mississippi Watershed Management Organization. Local musical educators Leo and Kathy Lara entertained families with the music and folk history of South America. Members of the Friends of the Library provided refreshments in the community room. 1,850 people visited the library on the first day of operation in the new building.

Rescape Award

The City of Columbia Heights received a Minnesota Brownfields Rescape Award for the new Library at an award ceremony on November 17, 2016. The Columbia Heights Library project won the Small City Impact award. Minnesota Brownfields Rescape awards "recognize innovation, collaboration and exemplary results in revitalizing formerly contaminated land." Kenny Horns from HGA Architects and Engineers, Kevin Hansen, Renee Dougherty and representatives from the Minnesota Pollution Control Agency accepted the award on behalf of the city.

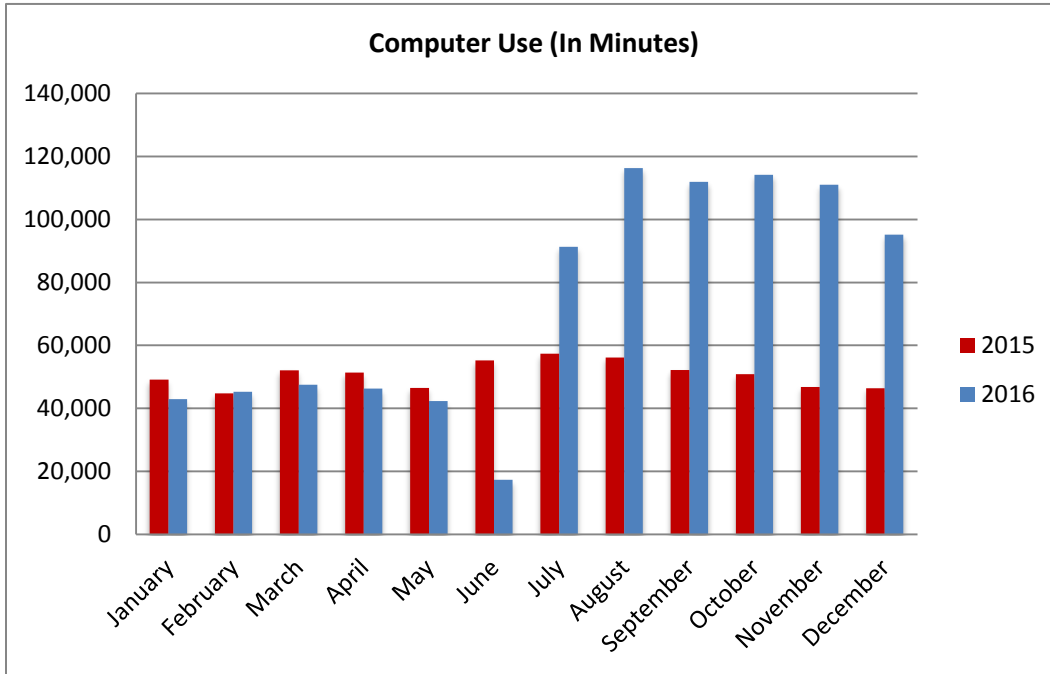
Space Use

The new library has experienced tremendous use. Among the most appreciated spaces are the fireplace lounge area, the children’s reading cave, and the teen area. In addition, the small study rooms, a small meeting room, a craft space, a local history room, and a large community room may be reserved for meetings, private consultations, or quiet study or work. Room reservations grew from 181 instances in 2015 to 1,412 in 2016, a whopping 680% increase. In 2016 118,182 people visited the library, a 14.7% increase over 2015.



Bridging the Digital Divide

The library is dedicated to increasing the digital literacy of our community and bridging the digital divide. The digital divide is defined as the percentage of the population who don't have access to the internet because of age, location, low income, disability, or language barriers. The new building allowed the library to add 22 new computers for patron use. The increased number of computers freed the library up to increase time limits for daily use. Computer usage increased from 14,425 logins in 2015 to 22,094 logins in 2016. Minutes spent online grew from 608,136 in 2015 to 880,792 in 2016.



PEOPLE

Columbia Heights Public Library Foundation

Members of the Foundation have been volunteering their time and fundraising talent since 2001. In 2016 the Foundation contributed \$65,269 for the RFID tags, self check units, and security gates installed in the new building. The Foundation's fundraising efforts were instrumental in raising public awareness of the need for a refurbished library for the 21st century and continues to be a vehicle for donors to make gifts to their public library which are recognized on a glass display wall in the library lobby. The Foundation also hosted their annual Spaghetti Dinner fundraiser at Murzyn Hall in September.

Friends of the Library

- Hosted a Pancake Fundraiser at the Lighthouse of Columbia Heights in April.
- Assisted with the RFID tagging project.
- Staffed an information table at the Community Picnic/Splash Pad Grand Opening in June.

- Greeted guests and served refreshments at the Grand Opening Celebration and greeted guests for author visits.
- Began and continue to facilitate an adult Scrabble Club on the first and third Tuesdays of each month.
- Three Friends attended a workshop sponsored by the Minnesota Association of Library Friends (MALF) in September.
- Counted, sorted, and delivered to SACA, 207 new, donated books for children and teens for Christmas.

Volunteers

The Library could not survive, and certainly would not thrive, without the support of a dedicated crew of volunteers. Volunteers include the members of the Library Board, the Library Foundation, Friends of the Library and the many individuals who volunteered their time and talents in 2016.

Last year 21 teen volunteers contributed 327 hours of work. “Volunteers” assisted with program setup and cleanup, registered kids for the summer reading program and straightened the children’s and teen areas. Volunteering helps youth learn rudimentary job skills such as adhering to a dress code, arriving and leaving on schedule, completing a timecard, working with an adult mentor, working independently when a supervisor is unavailable, and modeling appropriate behavior for younger children.

Adult volunteers contributed 494 hours in 2016. Adults volunteer for a variety of reasons: the desire to socialize; share a special skill set, such as digital literacy, with the community; meet neighbors by facilitating a conversation circle or being a reading buddy; help an institution they believe in. Adult volunteers delivered books to the homebound, provided hospitality at author events, and facilitated book discussion.

Staff

- In 2016 seven new Pages were hired and trained. Three Pages resigned to pursue other career and learning opportunities.
- Renee Rewitzer retired from the position of Clerk Typist II – Adult Services, and was replaced by Nick Olberding.
- Michelle Wermerskirchen resigned from the position of Library Aide; the position remains vacant.
- A market-rate wage adjustment for all part-time staff was approved by the City Council in November.
- The library employed six full-time and approximately fifteen part-time staff for a total full-time equivalent of 9.5 employees.

2016 ANNUAL REPORT
COLUMBIA HEIGHTS PUBLIC LIBRARY
2016 STAFF, BOARD, AND AFFILIATED GROUPS

| <u>NAME</u> | <u>TITLE</u> | <u>START DATE</u> | <u>END DATE</u> |
|-------------------------|------------------------------|-------------------|-----------------|
| Renee Dougherty | Director | 4/01/2013 | |
| Barbara J. Kondrick | Adult Services Librarian | 06/17/2013 | |
| Brianna Belanger | Children's Librarian | 10/19/2015 | |
| Renee Rewitzer | Clerk Typist II – Adult | 11/03/2014 | 6/10/2016 |
| Nick Olberding | Clerk Typist II -- Adult | 7/5/2016 | |
| Kelly J. Olson | Clerk Typist II - Children's | 06/01/1992 | |
| Winnifred Coyne | Clerk | 1/26/2015 | |
| Michelle Wermerskirchen | Aide | 11/19/2013 | 10/06/2016 |
| Elaine Dietz-Mamaril | Library Supervisor | 11/15/1993 | |
| Nancy Soldatow | Library Supervisor | 2/29/2000 | |
| Al Mamaril | Library Supervisor | 10/08/2007 | |
| Alicia Cermak | Library Page | 2/22/2001 (sub) | |
| Dan Kleinfehn | Library Page | 11/15/2001 | 3/31/2016 |
| Tracy Shaffer | Library Page | 9/25/2006 | 8/27/2016 |
| Alison Marzolf | Library Page | 8/01/2007 | |
| Rachel Meyers | Library Page | 5/01/2008 | |
| Gianna Ritzko | Library Page | 1/17/2012 | |
| Rosa Boda | Library Page | 3/2/2015 (sub) | |
| James Heryla | Library Page | 3/2/2015 | |
| Aeris Allen | Library Page | 01/11/2016 | 9/13/2016 |
| Karen Yaeger | Library Page | 01/11/2016 | |
| Michelle Wermerskirchen | Library Page | 10/22/2016 (sub) | |
| Farrah Briest | Library Page | 12/5/2016 | |
| Maria Fink | Library Page | 12/5/2016 | |
| Tammie Powell | Library Page | 12/5/2016 | |
| Geraldine Yorks | Library Page | 12/5/2016 | |

LIBRARY BOARD

Patricia Sowada, Chair
Nancy Hoium, Vice Chair
Steve Smith
Barbara Tantanella
(resigned October, 2016)
Catherine Vesley, Secretary
Gary Peterson, Council
Liaison

FRIENDS OF THE LIBRARY

Kay Reiners, President
Jane Polley, Secretary
Betty Robbins, Treasurer

FOUNDATION BOARD

Marlaine Szurek, President
Don Vesley, Vice-President
Kit Burgoyne, Secretary
Sharon Shedlov, Treasurer
Bruce Magnuson
Jane Polley
Cliff Shedlov
Tom Sherohman, Emeritus

2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
DATA SHEET

| | | | |
|--|--------------|--------------------------------|----------------|
| <u>COLLECTION TOTALS</u> | | <u>TOTAL VISITORS</u> | 118,182 |
| Adult Books | 26,982 | | |
| Youth Books | 20,745 | <u>INTERNET USE</u> | |
| | | Users | 22,094 |
| Adult Audio | 2,922 | Computer Logins | 35,556 |
| Youth Audio | 1,119 | Minutes Used | 880,792 |
| | | <u>PROGRAMS AT THE LIBRARY</u> | |
| Adult Video | 2,818 | Adult | 333 |
| Youth Video | 1,087 | Attendance | 3,402 |
| | | Children's | 192 |
| Adult Magazines | 1,638 | Attendance | 5,244 |
| Youth Magazines | 199 | | |
| Newspapers | 9 | Teen | 40 |
| Watt Meters | 4 | Attendance | 539 |
| Bike Locks | 8 | Total Programs | 565 |
| | | Total Attendance | 9,185 |
| TOTAL | 57,531 | <u>ROOM USE BY PUBLIC</u> | 1,412 |
| <u>COLLECTION TOTALS BY</u> | | <u>REFERENCE QUESTIONS</u> | 12,805 |
| <u>READING LEVEL</u> | | | |
| Adult | 34,373 | <u>BORROWERS</u> | |
| Young Adult | 3,579 | Columbia Heights cardholders | 13,614 |
| Juvenile | 19,579 | MELSA cardholders | 6,586 |
| <u>ADDITIONAL SERVICES</u> | | Outstate cardholders | 94 |
| Items delivered to "At Home" users | 565 | ACL cardholders | <u>165,107</u> |
| Bulk loan to institutions | 4,399 | Total Served | 185,401 |
| Interlibrary loans for items not available at COH or ACL | 756 | <u>VOLUNTEER HOURS</u> | |
| COH items supplied for interlibrary loans throughout the state | 588 | Adults | 494 |
| | | Teens | <u>327</u> |
| <u>CIRCULATION</u> | | Total | 821 |
| Physical Items: | 106,541 | <u>DONATED ITEMS ADDED</u> | |
| Ebooks | 7,629 | <u>TO COLLECTION</u> | 139 |
| Eaudiobooks: | <u>2,031</u> | | |
| Total Circulation: | 116,201 | | |

2016 ANNUAL REPORT

CITY OF COLUMBIA HEIGHTS

DEPARTMENT OF RECREATION



**COLUMBIA
-HEIGHTS-**

February 2017

Mayor
City Council
Park and Recreation Commission
City Manager

The mission of the Columbia Heights Recreation Department is to provide recreational and service opportunities for people of all ages. The Recreation Department offers a vast, year-round, comprehensive program that strives to meet the needs of the whole community. Under the Recreation Department umbrella are these major areas: Youth Athletics/Programs, Traveling Athletics, Youth Enrichment Programs, Adult Athletics, Senior Citizens Center, Senior Citizen Trips and Outings, Special Events, John P. Murzyn Hall, Community Garden Plot Rentals, Neighborhood Event Wagon Rentals, Park Scheduling, and the Hylander Gym and Fitness Center.

The following pages contain the vast number of community members that the Recreation Department reaches, hopefully enriching the quality of life.

With the support of the Mayor, City Council, Park and Recreation Commission, City Manager, and the many civic and community organizations, the high quality delivery of services and opportunities are provided through the dedicated work of the Recreation staff and our numerous volunteers.

Sincerely,



Keith Windschitl
Recreation Director

Enclosure: 2016 Annual Report

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

2016 RECREATION DEPARTMENT STAFF

| | | |
|--------------------------------------|------------------|------|
| Recreation Director | Keith Windschitl | 8/97 |
| Senior Citizen Coordinator | DeLynn Mulligan | 9/12 |
| Recreation Program Coordinator | Liz Bray | 5/05 |
| Recreation Clerk/Typist II | Deanna Saefke | 7/05 |
| Recreation Clerk (1/2 time) | Darci Knauer | 2/15 |

PART-TIME

| | | |
|--|--------------------|------|
| John P. Murzyn Hall Custodian I | Scott Rockstad | 6/79 |
| John P. Murzyn Hall Custodian II | Doodnauth Bisnauth | 9/96 |
| | Sue Wolney | 5/99 |
| | Floyd Joswick | 3/01 |
| | Elise Johnson | 8/11 |
| | Brian Maharaj | 8/11 |
| | Dario Tionson | 9/15 |
| | Bob Erickson | 9/15 |

PARK AND RECREATION COMMISSION

David Payne, Chairperson
Ann Carder
Sean Clerkin, Jr.
Bruce Evans
Tom Greenhalgh
Kevin McDonald
Marsha Stroik
Mayor, Gary Peterson, City Council Liason
Kevin Hanson, Director of Public Works/City Engineer
Keith Windschitl, Recreation Director
Deanna Saefke, Recreation Clerk/Typist II

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

HIGHLIGHT SUMMARY

Recreation

The Recreation Department provides a wide variety of social, educational, and recreational programs for youth and adults. Youth programs are divided between athletics and enrichment programs. Youth in-house athletics are designed for children in grades K-6, with traveling athletics designed for experienced players in grades 3-9. It is envisioned that youth athletic program participation will remain steady over the next few years, with growth to be found in enrichment activities like the summer playgrounds (i.e. Glitter-Bugs, Dyno-Hites, Sparks, Puppet Wagon, T.N.T., drama programs, community special events, and the After School Program). Adult athletics consists of league play in softball during the summer and fall seasons. It also includes the Jamboree Softball Tournament.

Park Scheduling

While City parks are maintained by the Park Department, the parks' usage is scheduled through the Recreation Department. Both Departments work hand-in-hand to provide the highest quality service to the residents who utilize our parks. Rental of park facilities are provided for a small fee of \$40 plus tax for Columbia Heights residents, \$60 plus tax for non-residents, and \$100 plus tax for large groups of 100 plus people. A \$100.00 key deposit is required to improve security of park buildings. The \$100.00 deposit is returned if parks are left in good shape after the event and the key is returned.

Neighborhood Event Wagon

The Neighborhood Event Wagon is a 16-ft trailer equipped with tables, chairs, and a large variety of sports equipment. The recreation staff delivers the trailer to the residence for their use during their event. Once their event is complete, the recreation staff picks up the trailer and completes an inventory of all supplies. A small fee of \$35 plus tax is charged for use of the wagon. The Columbia Heights V.F.W. Post #230 donated the wagon. The sports equipment, tables, and chairs were supplied by the Recreation Department.

Community Garden Plots

The Recreation Department offers Community Garden Plots located on Reservoir Boulevard. Residents may rent a 10 x 15 foot garden plot for the summer at a cost of \$20 plus tax. The garden plots are maintained by the Recreation Department and tilled by the Parks Department.

| | |
|-------------------------------------|------------|
| Park Rental | 144 |
| Community Event Wagon | 28 |
| Community Garden Plots | 48 |

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Programs

2016 was a very successful year with established programs continuing as well as new programs being offered. A highlight of our 2016 programming was the increase in attendance for non-school day trips. Our dance, martial arts, and gymnastics programs were very popular again this year. Listed below are the enrichment and special event programs provided for the youth in 2016. They are broken down into specific areas that show the variety of programs offered.

| <u>Summer Programs</u> | <u>Total Attendance</u> |
|---|--------------------------------|
| Pre-School Programs (Ramsdell Park)..... | 36 |
| Glitter-Bugs - Sess. I | (18) |
| Glitter-Bugs - Sess. II | (18) |
| | |
| Dyno-Hites Playground (Huset Park) | 57 |
| Session I | (37) |
| Session II | (20) |
| | |
| S.P.A.R.K.S. Playground Program (McKenna Park) | 37 |
| Session I | (14) |
| Session II | (23) |
| | |
| T.N.T. Teen Program | 57 |
| Session I | (28) |
| Session II | (29) |
| | |
| Wild Wednesday Summer Trips | 377 |
| Nickelodeon Universe | (54) |
| Minnesota Zoo & IMAX | (35) |
| Valleyfair | (54) |
| Twins Game | (39) |
| Bunker Beach | (52) |
| Cascade Bay | (48) |
| Edina Aquatic Center | (40) |
| Wild Mountain | (55) |
| | |
| August Adventure Days | 66 |
| Cheap Skate | (18) |
| Zero Gravity | (24) |
| Lili Putt Golf & Go Carts | (24) |
| | |
| Meals Provided by Loaves and Fishes | 3188 |

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Heights Idol 18

Holiday Theater Class 10

Holiday Special Events5097

| | |
|----------------------------------|------|
| Fireworks/Jamboree | 5000 |
| Harvest Fest | (29) |
| Custard, Sprinkles & Performance | (32) |
| Spring Egg Hunt | (36) |

Gymnastics (Recreation Department) 359

| | Spring | Summer | Fall | Winter |
|------------------------------|---------------|---------------|-------------|---------------|
| Mommy & Me (18 mo – 2½ yrs) | (9) | (11) | (12) | (19) |
| Mighty Tikes (3/4 year olds) | (9) | (8) | (22) | (18) |
| Mighty Bees (Ages 5-8) | (13) | (18) | (23) | (15) |
| Shooting Stars (Level 1) | (9) | (9) | (18) | (19) |
| Springers (Level 2) | (9) | (10) | (22) | (27) |
| Leapers (Level 3) | (8) | (10) | (20) | (21) |

Dance (Recreation Department) 70

| | Spring | Fall | Winter |
|---|---------------|-------------|---------------|
| Preschool (3/4 years old) | (11) | (8) | (10) |
| Kindergarten (5 years old) | (7) | (4) | (8) |
| 1 st & 2 nd Grade | (2) | (7) | (9) |
| 3 rd – 5 th Grade | (4) | (0) | (0) |

Theater in the Park 13

Mill Street Players Theater Group 14

Mill Street Play Tickets 96

Moonshoe Players Theater Group 18

Moonshoe Players Play Tickets 139

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Puppet Wagon Puppeteers (Grant Program) 36
Puppet Wagon Spectators (1,258)

Martial Arts 203

| | Winter | Spring (2 sessions) | Fall (2 sessions) |
|--------------------------|---------------|----------------------------|--------------------------|
| Little Tigers ages 3-6 | (17) | (29) | (19) |
| Tae Kwon Do Levels 1 & 2 | (26) | (62) | (50) |

Non School Day Trips and Activities (Grant Program) 299

| | |
|--|------|
| Zero Gravity and a Movie (spring/winter) | (82) |
| Wild Chutes & Snow Tubing Wild Mountain | (34) |
| Skiing Wild Mountain | (17) |
| River Valley Ranch | (43) |
| Water Park of America (spring/fall) | (75) |
| Nickelodeon Universe | (48) |

Youth trip T-shirts..... 93

City Merchandise 193

| | |
|--------------------------|-------|
| Ceramic Coffee Mugs | (18) |
| Stainless Drink Tumblers | (11) |
| Posters | (164) |

Art Fest Vendors..... 53

| | |
|--------|------|
| Summer | (28) |
| Fall | (25) |

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

YOUTH ATHLETICS

Programs are divided between in-house and traveling. Youth in-house athletics are designed for children in grades K-6, with traveling athletics designed for experienced players in grades 3-9. We have seen an increase in youth in-house basketball. Some parents would rather have the youth learn the basic fundamentals of the game and have fun with friends. To accommodate these needs, we have added some additional baseball and softball programs that would involve some travel, but only to neighboring communities. There has been an increase in the number of youth participating in traveling athletics. In the traveling programs, youth travel to other communities throughout the metro area.

BASEBALL

| | |
|---------------------------------|-----------|
| In-House Programs | 62 |
| T-Ball | (35) |
| Squirts | (27) |
| Traveling Programs | 37 |
| 10U | (13) |
| 11/12U | (12) |
| 14/15U | (12) |

BASKETBALL

| | |
|--------------------------------|-----------|
| In-House Programs | 99 |
| Boys Grades 3-4 League | (24) |
| Boys Grades 5-6 League | (34) |
| Girls Grades 3-4 League | (12) |
| Basketball Clinics | (29) |

FOOTBALL

| | |
|--|-----------|
| In-House Programs | 51 |
| 6 th Grade Tackle | (21) |
| 5 th Grade Tackle | (21) |
| Football Camp 1 st -8 th Grade | (9) |

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Athletics Summary, Continued

SOFTBALL

| | |
|-----------------------------------|-----------|
| Fast Pitch Traveling | 25 |
| 10U Girls Fast Pitch | (12) |
| 12U | (13) |

SOCCER

| | |
|---|------------|
| In-House Programs | 111 |
| 1 st -2 nd Grade Co-Ed Fall League | (21) |
| 3 rd -4 th Grade Co-Ed Fall League | (21) |
| 5 th - 6 th Grade Co-Ed Fall League | (12) |
| Pre-K and Kindergarten Hites Kickers | (27) |
| Jr. Hylander Soccer Clinic | (30) |

VOLLEYBALL

| | |
|------------------------------|-----------|
| In-House Clinic | 10 |
|------------------------------|-----------|

WRESTLING

| | |
|--|-----------|
| 2nd – 8th Grade | 12 |
|--|-----------|

TENNIS

| | |
|--|-----------|
| Tennis Clinic (Spring) | 10 |
| 3 rd -5 th Grade | (7) |
| 6 th -8 th Grade | (3) |

ICE SKATING

| | |
|--|-----------|
| 2nd – 8th Grade | 15 |
|--|-----------|

SPORTS SAMPLER

| | |
|---|-----------|
| Pre K – 3rd Grade | 28 |
| 4 yrs. –Kindergarten | (18) |
| 1 st -3 rd Grade | (10) |

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

ADULT CLASSES & ATHLETICS

Adult softball (Men’s and Co-Ed) is divided between leagues and tournaments.

Slow Pitch Softball – Summer.....(13 teams/ 158 participants)
Slow Pitch Softball – Fall..... (11 teams/132 participants)
Jamboree Tournament..... (14 teams/ 168 participants)

Total Body Conditioning 28
Adult Aerobics..... 104
Crochet 55
Women’s Self Defense 11

HYLANDER CITY GYM & FITNESS CENTER

Participation has been increasing as more people become aware of the facility and become familiar with the hours of operation. It is open for community use Monday through Friday 9:00 a.m. to 11:00 a.m., after school, Monday through Thursday 6:00 p.m. to 8:30 p.m., Saturday mornings 9:00 a.m. to 12:00 p.m., and Sunday 12:00 p.m. to 3:00 p.m. For 2016 we sold **69** monthly memberships and **3668** daily drop-in passes. Examples of other usage include senior shuffleboard, after school youth open gym, adult open gym, youth basketball league, weekend tournaments, youth sports camps, wrestling and basketball kick-off nights, summer park programs, and school out day field trips. This addition has been a wonderful asset to our Recreation Program.

SENIOR CENTER

(The Senior Program offers a wide variety of programs for people 50 and older.)

Projects:

Collecting eye glasses & hearing aids for Lion’s Club

SENIOR PROGRAMS

| | # of Times Offered | Average Attendance |
|-------------------------------|---------------------------|---------------------------|
| 500 Club | 46 | 12 |
| Cribbage | 40 | 5 |
| Bridge | 36 | 30 |
| Friends of the Library Bridge | 7 | 50 |
| Bingo | 52 | 80 |
| Games | 73 | 15 |
| Midday Matinee | 24 | 21 |
| Walking Group | 57 | 5 |

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

SENIOR PROGRAMS (Continued)

| | # of Times Offered | Average Attendance |
|---------------------------------|---------------------------|---------------------------|
| Bocce Ball | 13 | 20 |
| Shuffleboard | 24 | 10 |
| Wii Wednesday | 37 | 4 |
| Free Exercise (twice most days) | 400 | 10 |
| Hiking Group | 36 | 10 |

SPECIALTY SENIOR EVENTS/CLASSES

| | # of Times Offered | Average Attendance |
|------------------------------|---------------------------|---------------------------|
| Golden Age Club | 21 | 21 |
| Golden Age Christmas Lunch | 1 | 26 |
| Anoka County Senior Expo | 1 | 27 |
| 500 Club Chicken Dinner | 1 | 24 |
| Income Tax Assistance | 20 | 60 |
| Blood Pressure | 12 | 30 |
| Health Insurance Counseling | 12 | 5 |
| Happy Feet Foot Care | 24 | 10 |
| Make Your Own Sundae Party | 2 | 90 |
| Pot Luck Luncheons | 6 | 30 |
| Pot luck & Bingo | 6 | 30 |
| Pie Socials | 2 | 80 |
| New Year's Eve Party | 1 | 40 |
| Halloween Party | 1 | 80 |
| Playing Card Bingo | 24 | 40 |
| Valentine's Day Party | 1 | 50 |
| Felted Art Stillwater | 1 | 13 |
| Adult Coloring | 6 | 6 |
| St. Paddy's / Easter Concert | 1 | 50 |
| Comfort Keepers Presentation | 3 | 30 |
| Cinco de Mayo | 1 | 40 |
| Silver Stars | 2 | 40 |

Stompin' At The Hall Exercise 98

Defensive Driving.....169

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

The Senior Trips continue to be very popular programs (both the motor coach and the mini-bus outings). The motor coach trips have their draw because people like the comfort of a larger bus on longer trips. The mini-bus continues to be very successful for local trips. Many of our seniors prefer the ease and affordability local trips. Listed below are our trips and outings for 2016.

SENIOR TRIPS AND OUTINGS

Mini-Bus Outings..... 965

| | |
|-------------------------------|----|
| Pine Tree Apple Orchard | 65 |
| Mystery Lunch | 42 |
| Ingredients Café/Kowalski's | 26 |
| Shakopee | 39 |
| Como Park Grill & Movie | 13 |
| Cracker Barrel & Concert | 39 |
| Farmington Steakhouse & Movie | 42 |
| Edina | 26 |
| Elk River | 26 |
| St Anthony Park & Movie | 39 |
| Hopkins | 26 |
| Movie "The Finest Hours" | 13 |
| Paisley Park | 65 |
| Sweet Treat Outing | 52 |
| St Louis Park | 49 |
| Golden Corral | 52 |
| Rock Elm Tavern/Fresh Thyme | 39 |
| Abdallah Candy | 78 |
| Lake Elmo Inn | 65 |
| Nelson's Ice Cream | 78 |
| Minnesota Pops | 39 |
| Hy Vee | 52 |

One Day Trips 214

| | |
|------------------------------------|----|
| Chanhassen "Sister Act" | 39 |
| Plymouth Playhouse "Country Roads" | 34 |
| Augusta Amish Tour | 40 |
| Hastings Sanctuaries Tour | 17 |
| Hudson Victorian Tour | 23 |
| New Prague Music & Murals | 27 |
| Vikings Stadium Tour | 34 |

**2016 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

JOHN P. MURZYN HALL

Similar to years past, the hall was booked for most weekends throughout 2016. Many local civic and community groups used the hall in one capacity or another in 2016. The ability to use any licensed caterer is another very attractive feature that we offer at Murzyn Hall. Our flexibility and willingness to work with various renters puts Murzyn Hall in a class of its own. The following consists of various community users that receive a reduced or waived rental fee.

| | | |
|---|-----------------------------------|------------|
| AARP | Minnesota Youth Athletic Services | |
| American Red Cross | PACIM | |
| Anoka County – Housing/ACCAP | Pals | |
| Anoka County Senior Issues Network | Park & Recreation Commission | |
| ARAHA | Parkview Townhomes | |
| Association of Recycling Managers | SACA | |
| Beautification Committee | Senior All Night Party | |
| Columbia Heights Activity Fund | Sister Cities | |
| Columbia Heights Administration | Toastmasters | |
| Columbia Heights Athletic Banquets | Train Collectors | |
| Columbia Heights Athletic Boosters | University Heights Condominiums | |
| Columbia Heights Basketball Association | University Heights Townhomes | |
| Columbia Heights Fire Department | | |
| Columbia Heights Fire Explorers | <u>Paid Rentals</u> | |
| Columbia Heights Fire Fighters Association | Funerals | 5 |
| Columbia Heights High School Class Reunions | Birthday Parties | 24 |
| Columbia Heights IS Department | Classes/Seminars/Meetings | 37 |
| Columbia Heights Library Foundation | Parties/Banquets | 21 |
| Columbia Heights Lion’s Club | Holiday Parties | 9 |
| Columbia Heights Liquor Operations | Wedding Receptions | 36 |
| Columbia Heights Police Department | Family/Class Reunions | 5 |
| Columbia Heights Public Works | Fundraisers | <u>6</u> |
| Columbia Heights Recreation Department | Total | 143 |
| Columbia Heights Royalty | | |
| Community Education-ISD #13 | <u>John P. Murzyn Hall</u> | |
| Fridley/Heights Soccer Association | Resident Rentals | 50 |
| Friends of the Library | Non-Resident Rentals | 36 |
| Girl Scouts – 3 troops | | |
| Golden Age Club | | |
| Happy Feet Foot Care, Inc. | | |
| Heighten the Arts Committee | | |
| Heights Church | | |
| Immaculate Conception School | | |
| Independent School District #13 | | |
| India Association of Minnesota | | |
| Minnesota Cricket Association | | |
| Minnesota Deaf Senior Citizens | | |



Community Development Division

2016 Annual Report



INTRODUCTION

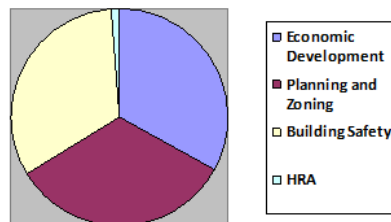
Thank you for the opportunity to provide an update to you regarding activities in the Community Development Division. This Annual Report highlights the achievements of the City Council, the Planning Commission, the Economic Development Authority (EDA), the Housing and Redevelopment Authority (HRA), and the staff of the Community Development Division during 2016. The Community Development Division extends its gratitude for the significant commitment of our elected and appointed officials. Your leadership and vision continues to ensure that Columbia Heights remains great place to live, work and play!

In 2016, the Community Development Division was fortunate to have brought on two new staff members, including the Economic Development Manager and the Secretary II – Community Development. Both of the new staff members have proven to be an invaluable addition to our team. Throughout 2016, we have also seen a significant increase in building permit and construction activity. To help fill the need for additional inspections and plan review, a temporary Building Inspections Intern was brought on board for the summer.

The function of the Community Development Division centers around four core service departments:

- **Economic Development** – Redevelopment and property acquisition, and economic development programs.
- **Planning and Zoning** – Long range planning and zoning administration, and leadership within the Community Development Department.
- **Building Safety** – Permitting, code enforcement, building licensing and building inspections.
- **Housing and Redevelopment Authority** – Audit duties associated with the HRA’s former ownership of Parkview Villa.

The following chart illustrates the approximate division of time spent in the four functional service areas of the Community Development Division:



This report will highlight the activities featured in each service department. Each function of the Community Development Division works to forward the City of Columbia Heights’ overall goal of fostering reinvestment in the community, ensuring quality development, implementing safe and efficient building practices and providing programs and services to our residents and business community. Thank you for the opportunity to continue to serve our community.

ECONOMIC DEVELOPMENT



The purpose of the Economic Development Department is to promote economic development, redevelopment, and housing in Columbia Heights. The Economic Development Manager serves as the department manager for this functional area.

The Economic Development Department is responsible for coordination of the Economic Development Authority (EDA). The EDA is currently comprised of seven members, including the five City Council Members and two appointed members. In 2016, members included: Gary Peterson (President), Bobby Williams (Vice President), Bruce Nawrocki (Secretary/Treasurer), Donna Schmitt, John Murzyn Jr., Marlaine Szurek, and Gerry Herringer. The EDA considers the following goals when making its decisions:

1. Enhance the City's image and enhance community pride by actively promoting the many positive aspects of Columbia Heights.
2. Actively celebrate success in the community through press releases, website publications and other means.
3. Focus on reinvestment for Central Avenue that will contribute to long-term community stability through an increased tax base and business vitality.
4. Establish and manage a comprehensive housing program that will help increase values, manage and reduce the number of single family rental properties, generate a wider range of price point options and encourage reinvestment.
5. Continue to invest and reinvest in City infrastructure as a means to promote growth and shape the community.
6. Sustain and reinvest in residential neighborhoods.
7. Implement the goals and objectives of the Comprehensive Plan.

While working to achieve these goals, major EDA projects in 2016 included the following:

The Legends at Columbia Heights (Huset Park Senior Apartments)

While this project commenced in 2015, certain financing pieces were not addressed until 2016. The Legends at Columbia Heights is a 191-unit senior housing apartment building under

construction the northeast corner of University and 37th Avenue. This project occupies two of the three undeveloped parcels located within the Huset Park redevelopment area. (The third and final parcel, located at the southwest corner of the Jefferson Street/Huset Parkway intersection was acquired by Dominion, but will likely be marketed and sold to a smaller residential developer at a later time.)

Throughout late 2015 and early 2016, the EDA and the City Council approved an amendment to the Redevelopment Contract that governs the Huset Park area to accommodate the Lily Gables project. In addition, the City Council approved a Site Plan for the project, as well as a re-platting of the site that consolidated the two separate development lots into one lot.

Due to the long history associated with land acquisition, site clean-up and other activities within the Huset Park development area, financing for this project is somewhat complex. In connection with a previous contract for development, the EDA issued tax-exempt Tax Increment Financing (TIF) revenue bonds, which currently retain an outstanding balance. Tax increment generated by the project is pledged to payment of debt service on the TIF bonds. Previously, the EDA issued a taxable TIF revenue note to reimburse a prior developer for certain public redevelopment costs associated with the project. The TIF note was assigned to Dominion's subsidiary in 2016 at the real estate closing of the property. The TIF note is secured by the tax increment generated by the project on a subordinate basis to the TIF bonds.

In addition to obtaining federal tax credit to sell for development financing, Dominion had requested that the City issue a housing revenue note to finance construction and other project-related costs, which would be secured on a subordinate basis by revenues from the project, as well as by tax increment paid to Dominion under the TIF note. This proposal was approved by the EDA and by the City Council in the spring of 2016. Dominion had also secured a bridge loan for the project, which would have no City or EDA connection.

With the final approval and allocation of federal tax credits, the Legends at Columbia Heights officially broke ground in August, 2016. The Legends at Columbia Heights is expected to have its grand opening in early 2018.

Single Family Residential Lot Sales Program/ Heritage Heights Redevelopment

Since 2007, the Economic Development Authority acquired a number of properties throughout the City that are well suited for the development of single family housing. Certain properties were able to be included in a scattered site Tax Increment Financing (TIF) district and sold under a certain set of legal criteria. Two lots within this district still remain for sale.

There were certain lots that were obtained by the EDA that are not qualified to be introduced into the scattered site housing TIF district. Several housing developers expressed interest in obtaining these lots in 2015. For that reason, the EDA created a program wherein certain lots could be sold at market value. The Single Family Residential Lot Sales Program, established in 2015, created minimum construction and zoning standards that must be adhered to for all new construction on lots contained within the program.

Six lots were initially included in the program, all of which being located in the Heritage Heights neighborhood near the vicinity of Central and 47th Avenues. In 2016, the EDA approved a

purchase agreement with a local developer for the acquisition of all six program lots. One of the six lots was subsequently sold to another developer. Currently, five new homes have been generated in the neighborhood. The EDA intends to evaluate additional properties for possible inclusion in the program, with a special focus on the Heritage Heights neighborhood.

Circle Terrace Park Development

In 2015, the EDA coordinated the removal of a dilapidated residential structure that was previously acquired in 2014. The EDA and City now control three adjacent lots, which have been the focus of larger-scale park planning. A multi-purpose building is being considered for construction at the site that would serve as a neighborhood gathering place and a hub for local activities.

The City, visa vie the EDA, received Community Development Block Grant funds for the development of the multi-purpose building on this site. Planning and design of the facility is currently underway, with construction anticipated to begin this spring. The Police Department and the Public Works Department have been instrumental partners in this project.

Hy-Vee Tax Increment Financing

Hy-Vee, which plans to renovate and occupy the former Rainbow Foods and Slumberland retail spaces within the Central Valu Center, located at 4300 Central Avenue, had requested public financial assistance for the redevelopment of the property. The basis for Hy-Vee's request focuses on the need for environmental cleanup, land acquisition, demolition, additions, site improvements, site work, exterior renovations, and soil corrections.

In the fall of 2016, the EDA amended the Downtown Central Business District Revitalization Plan to include the Hy-Vee site, which was the first step in securing TIF qualification. The building was also declared "blighted" by a third party, and therefore eligible to be incorporated into a special financing district. Based on the analyses conducted by the EDA, staff, as well as legal and financial consultants, it was determined that TIF assistance in the amount of \$1,100,000 generated over a 12 year period is substantially sufficient for Hy-Vee's project. In conjunction with TIF assistance from the EDA, the EDA worked with Hy-Vee on applying for contamination cleanup grants offered through the Minnesota Department of Employment and Economic Development (DEED) and the Metropolitan Council (Met Council). Unfortunately, grants in 2016 were not approved.

The Hy-Vee project continues to move forward in 2017. Clean-up activities are expected to begin soon on the site, and an off-site Hy-Vee gas station/convenience store is currently being considered for approval by the City.

New Website and other Communications

Economic Development staff has been facilitating the process of creating a new website for the City. The website is part of a broader campaign to reinvest in communication mechanisms throughout the City. In 2016, EDA staff negotiated a contact with a new webhost vendor, and had been coordinating efforts with the Information Services Department and other internal users to transfer data from the former website to the new and improved website. In early 2017, the transition between the two websites is substantially complete.

In addition to this charge, EDA staff facilitates an interdepartmental work group that focuses on overarching communication goals for the City. This group is currently focusing on drafting usage policies for city logos and taglines, as well as for public art applications.

PLANNING AND ZONING



The purpose of the Planning and Zoning Department is to promote the health, safety, and welfare of the community through administration of the Comprehensive Plan and the Zoning Ordinance. The Department works closely with the Planning and Zoning Commission, which is comprised of five citizens. The Commission is advisory to, and appointed by, the City Council. During 2016, the Planning and Zoning Commissioners included: Marlaine Szurek– Chair, Rob Fiorendino, Stan Hoium, Connie Buesgens and Adam Schill. John Murzyn, Jr. served as Council liaison to the Commission and Elizabeth Holmbeck served as its staff liaison.

- **Planning and Zoning Commission**

Highlights from 2016 for the Planning and Zoning Commission are as follows:

1. Completed a Zoning Code Text Amendment limiting the size and scope of automotive uses in commercial areas.
2. Created a policy for the implantation of Interim Use Permits and Temporary Event Permits.
3. Completed a Site Plan Approval to allow for a multi-purpose commercial building at 3836 Stinson Blvd. NE.
4. Completed a Site Plan Approval to allow for the reconstruction of a commercial building at 5055 Central Ave. NE. (White Castle Restaurant).

5. Completed an Interim Use Permit for temporary produce sales at 4001 Central Ave. NE. (Produce Plus, Inc.).
6. Completed a Site Plan Approval, and TIF Plan compliance review, to allow for a substantial commercial renovation at 4300 Central Ave. NE. (Hy-Vee, Inc.).
7. Completed a Site Plan Approval and Plat Approval for a new single-family residential development project located at 4400 Stinson Blvd. NE. (Thomas Brama, Jr.).
8. Completed a Conditional Use Permit to allow minor automobile repair for the property located at 3912 Central Ave. NE. (Decorative Construction).
9. Considered a Minor Subdivision for a lot split at the property located at 1016 44th Ave. NE. (IEA Leasing, LLC.).
10. Completed a Conditional Use Permit for a new monument LED sign located at 4259 Central Ave. NE. (Holiday Station Stores).
11. Completed a Zoning Amendment for the property located at 3989 Central Avenue NE. NE. (Northeast Business Center/ Swervo Development Co.).
12. Completed an extensive update to the City's Floodplain Ordinance.

Comprehensive Plan

In 2016, the Planning and Zoning Department began planning for the Comprehensive Plan update process. The Metropolitan Council requires that the Comprehensive Plan be updated every 10 years. Staff has been working closely with the Metropolitan Council to ensure that Columbia Heights' Comprehensive Plan will be completed thoroughly and cost-efficiently.

By the end of 2016, a Request for Proposals was generated and distributed to planning and engineering consultants. Staff reviewed a number of proposals, and ultimately interviewed three groups. The Hoisington Koegler Group, together with SRF Consulting, was selected to be recommended to the City Council for the production of the Comprehensive Plan. In 2017, the City Council will consider approving the contract with the Hoisington Koegler Group, thus initiating the production process.

The updated Comprehensive Plan must be submitted to the Metropolitan Council at the end of 2018.

Additional Duties

The Planning and Zoning Department also facilitates management and enforcement of the City's Zoning Code. This role includes monitoring and correcting zoning violations throughout the City. It involves administration of the City's Sign Code, and the issuance and review of all Sign Permit applications in the City. The City Planner also works with residents faced with issues associated with FEMA and/or floodplains.

The City Planner functions as the assistant to the Community Development Director, and serves as Interim Director as needed. In this capacity, the City Planner takes on other various management duties in the Community Development Division as assigned.

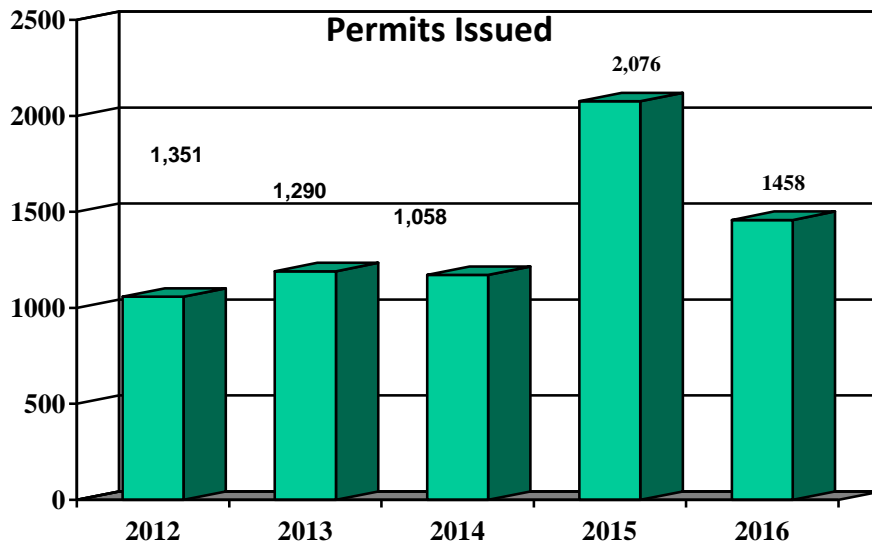
BUILDING SAFETY



The Building Safety Department ensures the health, safety and welfare of the citizens and visitors of Columbia Heights through reviewing both residential and commercial construction plans and inspecting new construction to ensure compliance with State Building and Construction codes. The Building Safety Department is also responsible for issuing and monitoring business licenses. The Building Official serves as department manager for this functional area.

Building, Mechanical and Plumbing Permits

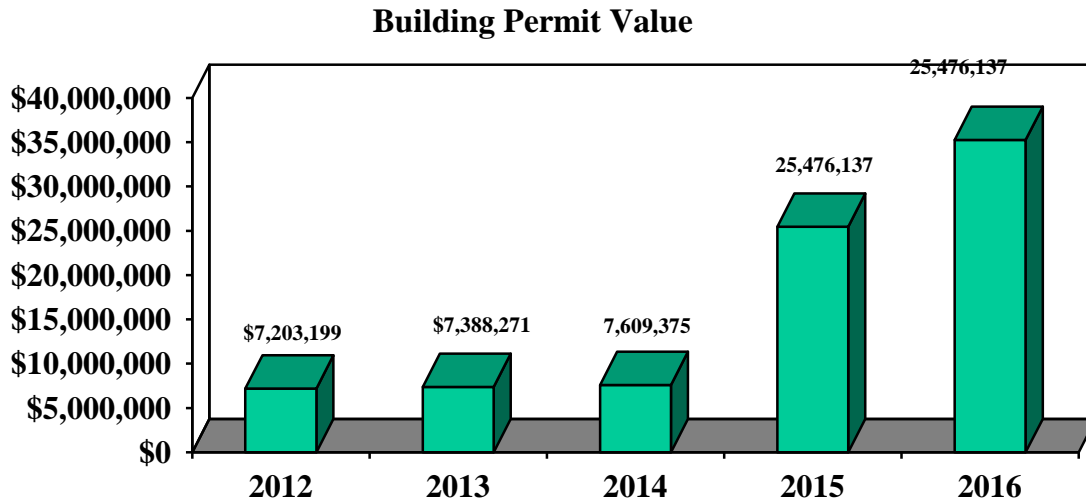
The graph below describes building permit activity over the last five years. A spike in permit activity is reflected in 2015 due to a large number of severe storms that year impacted exterior improvement projects. In 2016, the Department issued 1,458 permits. This includes all building, plumbing, and mechanical permits.



Building Value

The total building permit value in 2016 was \$35,252,845. This value is attributable to new home construction and remodeling, commercial reconstruction and remodeling jobs and the usual

maintenance and installation projects throughout the City. The following graph shows the permit values over the past five years.



Building Inspection Data

During 2016, the Building Official conducted 2,141 inspections for building/mechanical/plumbing permits, 80 rental inspections, and 12 abandoned property inspections.

To promote and protect the health, safety and welfare of the community, the Community Development Department issues licenses primarily for alcohol and tobacco sales, contractors and other miscellaneous vendors. There were 359 business licenses issued in 2016.

Business Licensing 2011 – 2016

| <u>LICENSE TYPE</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> |
|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Beer / Liquor | 17 | 24 | 16 | 19 | 16 | 20 |
| Contractor | 260 | 251 | 274 | 267 | 285 | 271 |
| Other | <u>57</u> | <u>48</u> | <u>56</u> | <u>53</u> | <u>58</u> | 57 |
| Total | 334 | 323 | 346 | 339 | 359 | 348 |

HOUSING AND REDEVELOPMENT AUTHORITY



The original purpose of the Housing and Redevelopment Authority (HRA) was to oversee the operation and management of Parkview Villa North and South. During the past several years, the HRA worked diligently to facilitate the sale of both Parkview Villa North and Parkview Villa South to Aeon Housing. The sale transaction officially took place on September 28th, 2015.

During 2016, the Aeon Housing embarked on a major rehabilitation project which resulted in expanded and improved common spaces, as well as enhancements to individual units. Because of ongoing audit and reporting requirements associated with the HRA's former ownership of the facility, the HRA must continue to officially exist even though it no longer owns or operates any property.

In 2016, HRA Commissioners included Tammera Diehm (Chair), Donna Schmitt (Vice Chair), Bruce Nawrocki (Secretary/Treasurer), Gary Peterson, John Murzyn Jr. and Rheta Nelson. Council Member Bobby Williams did not serve on the HRA in 2016. During the year, the HRA voted to amend its bylaws by removing the sixth "resident" Commissioner role. In 2017, the City Council Members and Mayor were appointed to serve as HRA Commissioners.

HRA staff continues to oversee necessary U.S. Housing and Urban Development (HUD) reporting for the facility, as well as necessary auditing requirements associated with the timeframe during with the HRA owned and operated Parkview Villa. Official HRA meetings are no longer regularly scheduled, and are only done if needed.

2016 STAFFING AND COMMISSION ROSTER

▪ **Community Development Staff**

| <u>Name</u> | <u>Current Title</u> | <u>Service Dates</u> |
|--------------------|--------------------------------------|----------------------|
| Joseph Hogeboom | Community Development Director | 10/2013 – Present |
| Larry Pepin | Building Official | 01/2005 – Present |
| Elizabeth Holmbeck | City Planner | 08/2013 – Present |
| Keith Dahl | Economic Development Manager | 01/2016 – Present |
| Shelley Hanson | Admin. Asst. – Permits and Licensing | 05/2001 – Present |
| Jodi Griffin | Admin. Asst. – Community Dev. | 12/2015 – Present |
| Dan Pederson | Building Inspections Intern | 05/2016 – 10/2016 |

▪ **Economic Development Authority**

Name

Gary Peterson - President
Bobby Williams – Vice President
Bruce Nawrocki - Secretary/Treasurer
Marlaine Szurek
Donna Schmitt
John Murzyn Jr.
Gerry Herringer

▪ **Housing and Redevelopment Authority**

Name

Tammera Diehm - Chair
Donna Schmitt - Vice Chair
Bruce Nawrocki – Treasurer
Rheta Nelson
John Murzyn Jr.
Gary Peterson

▪ **Planning Commission**

Name

Marlaine Szurek - Chair
Rob Fiorendino – Vice Chair
Adam Schill
Stan Hoium
Connie Buesgens