

Columbia Heights

2013
ANNUAL REPORT

CITY OF COLUMBIA HEIGHTS

590 40th Avenue NE, Columbia Heights, MN 55421-3878 (763)706-3600 TDD (763) 706-3692
Visit our website at: www.ci.columbia-heights.mn.us

Mayor
Gary L. Peterson
Councilmembers
Robert A. Williams
Bruce Nawrocki
Tamera Diehm
Donna Schmitt
City Manager
Walter R. Fehst

February 21, 2014

To the Mayor and City Council:

Presented for your review is the 2013 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 2013 include:

- In 2013, the City received \$895,180 in Local Government Aid, the only major form of general purpose state aid still in existence. This is the same amount that was received in 2012, and it continues the overall trend of reduced state aid levels experienced over the last ten years. Cumulatively, the annual reductions in state aid since 2003 amount to \$19.3 million. The City's financial plan to address this trend is discussed in the City's annual budget documents available on the City's website.
- Residential foreclosures (2007-2013) totaled 1,251. The good news is that 1,135 of the 1,251 homes (90%) have been bought by the market, and neighborhood quality has remained strong. However, this has resulted in a City market value decline of 44% measured from 2008 to 2013.
- Much of the year was spent on two key projects: Potential repurposing of the Northeast Business Center for a City Library and senior housing and secondly, the ongoing work with the Department of Housing and Urban Development in order to effectuate the sale of Parkview Villa to Aeon Housing.
- Preliminary numbers indicate that both violent crimes and Part I crimes declined by 9% in comparison to 2012. Less serious, livability types of offenses (Part 2 crimes) decreased by 6% in 2013, following the trend that has been observed over the past few years.
- In 2013, the Police Department received the Columbia Heights School District's 2013 "Above and Beyond" Award for exhibiting passion for supporting the community's youth, and for enhancing the safety and quality of life in the schools and community. They also received the Minnesota Literacy Council's "Community Partnership Award" for work with the Adult Basic Education Center and their multi-cultural students. Officer Danielle Pregler received the Minnesota Juvenile Officers' Association "Officer of the Year" award for her work as a school liaison working on programs such as Open Gym, coordinating the Big Brothers Big Sisters program, and administering the Anti-Bullying reading program.

It has been another extremely challenging year in 2013. I wish to express my appreciation and thanks for the support I have received from the City Council, staff, and citizens.

Sincerely,



Walter R. Fehst
City Manager

WRF/cjb

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ADMINISTRATION



ADMINISTRATION DEPARTMENT STAFF

<u>Name</u>	<u>Title</u>	<u>Date Started Service</u>
Walter Fehst	City Manager	July 8, 1996
Linda Magee	Assistant to the City Manager/ Human Resources Director	October 18, 1982
Carole Blowers	Administrative Assistant/ Human Resources	January 10, 1994
Tori Leonhardt	City Clerk	September 10, 2012

HUMAN RESOURCES

New Hires

During 2013, the City experienced several personnel changes. Overall, eight full-time and fourteen part-time positions were filled on an open competitive basis, and five positions were filled on a promotional basis. Openings occurred mainly due to attrition. In addition, numerous seasonal and temporary positions were filled.

Employee of the Year

Late in November 2013, 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 recipient of the 2013 Employee of the Year Award was Greg Sinn, Police Officer. Excerpts from Greg's nomination follow:

The 2013 Employee of the Year is Officer Greg Sinn, a 13 year Police Department employee. Greg was recognized for his consistent high performance and significant accomplishments. He is a Use of Force instructor, is the BCA's contact in tracking predatory offenders in the community, and is the coordinator of the LaserShot program. This year, his investigation of a graffiti case resulted in the identification of a suspect who was linked to other graffiti cases throughout the metro area, resulting in significant costs to several property owners. Greg has also been instrumental in the development of the department's wellness program, helping individual police employees with their specific health and wellness concerns.

Congratulations to the 2013 Employee of the Year, Greg Sinn!

Years of Service Awards

Various employees marked their fifth, tenth, fifteenth, twenty-fifth, thirtieth, and thirty-fifth years of employment with the City in 2013:

The following employees were recognized for their years of service:

5 Years: Tracy Klein (Liquor), Scott Nadeau (Police), Bill Monberg (Police), Pooran Bisnauth (JPM), Barbara Thomas (Public Works), Andrew Hogg (Public Works), Adam Cordes (Public Works), Sheila Cartney (Community Development) and Kelly Schmidt (Fire)

- Ten Years:** Tony Cuzzupe (Fire)
- Fifteen Years:** Stan Johnson (Liquor), Matt Markham (Police), and Lee Okerstrom (Police)
- Twenty-Five Years:** Jeff Kline (Public Works)
- Thirty Years:** Beth O'Brien (Police)
- Thirty-Five Years:** Steve Kolosky (Fire)

The Employee of the Year and Years of Service Awards were announced at the annual employee holiday luncheon/recognition event, held on December 10 at Murzyn Hall. A delicious meal was catered by Aesop's Table.

Labor Contracts Negotiated

A tentative agreement reached for a 2013-2014 contract with the American Federation of State, County, and Municipal Employees (AFSCME) at the close of 2012, was accepted by its members and ratified by the City Council in early 2013.

Negotiations continued in 2013 for a 2013-2014 contract with the International Association of Firefighters (IAFF), Law Enforcement Labor Services (LELS) – Police Officers, and Law Enforcement Labor Services (LELS) – Police Sergeants. Tentative agreements were reached after going to mediation with each of those unions, and such agreements were then ratified by the City Council.

Contract negotiations meetings began in 2013 with the Public Managers' Association (PMA) and International Union of Operating Engineers (IUOE-Local 49) for a 2013-2014 contract. A tentative agreement was reached and accepted by the members of the PMAs and ratified by the City Council. A tentative agreement was reached after going to mediation with the IUOE, and such agreement was ratified by the City Council.

Grievances

Three grievances were filed in 2013. None were pursued to mediation or arbitration.

Furloughs

There were no mandatory furloughs for employees in 2013. However, based on comments and requests received from several employees, voluntary furloughs were offered in 2013. Nineteen employees availed themselves of this.

City-Wide Safety Committee

The Columbia Heights City-Wide Safety Committee continued to meet in 2013. Nine meetings were held.

Current members of this committee are:

- Eric Hanson, Facilities Maintenance Supervisor
- Carole Blowers, Administrative Assistant—Human Resources (Chair)
- Jesse Davies, Public Works Administrative Assistant
- John Larkin, Assistant Fire Chief
- Eric Shurson, Assistant Liquor Manager
- Stacey Hendren, Clerk-Typist II (Adult), Library
- Karen Olson, Office Supervisor-Police

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 2013, there were eleven recordable injuries, resulting in 80 days away from work, and 210 days of restricted work activities.

This committee's largest task since its inception was to review the entire Safety Manual and make suggestions for updates. This document is currently 76 pages long, and has not been updated since 1992. Many changes are being recommended for the current Safety Manual. The committee plans to complete this task in 2014. Other activities that the committee has been involved in are providing monthly safety tips to all employees and working on a form for employees to report near-misses.

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.

Cable Subscribers

By the close of 2013, cable subscribers in the Columbia Heights franchise area totaled 3,942, resulting in a penetration rate of 41.4%. Franchise fees received by Columbia Heights in 2013 totaled \$186,209.40.

FRANCHISE RENEWAL

On June 6, 2013, Comcast submitted a letter to the City invoking the renewal procedure set forth in Section 626 of the federal Cable Communications Policy Act of 1984, as amended, 47 U.S.C. § 546 (the "Cable Act"). Section 626(a)(1) of the Cable Act, 47 U.S.C. § 546(a)(1), provides that if an appropriate written renewal request is submitted by a cable operator during the 6-month period which begins with the 36th month before franchise expiration and ends with the 30th month prior to franchise expiration, a franchising authority shall, within six months of the request, commence a proceeding to identify the future cable-related community needs and interests, and to review the performance of the cable operator under the franchise during the then current franchise term. Comcast's June 6, 2013, letter was submitted during the 6-month window specified in the Cable Act, and the City must therefore commence the requisite renewal proceeding.

The § 626(a)(1) proceeding entails ascertaining the community's cable-related needs and interests and reviewing Comcast's performance under the current franchise. There is no statutory deadline for completing the needs ascertainment and past performance proceeding. While the City follows the formal renewal procedures in the Cable Act, it may concurrently pursue renewal with Comcast pursuant to the informal renewal process described in § 626(h) of the Cable Act, 47 U.S.C. § 546(h). The informal renewal process essentially involves contract negotiations.

At the City Council meeting of September 23, 2013, the City Council adopted Resolution No. 2013-67, which satisfies the Cable Act's requirement to commence a needs ascertainment and past performance proceeding within six months of receiving Comcast's formal renewal letter. The resolution authorizes the City Manager or his designee to perform all steps necessary or desirable to conduct the necessary proceeding. At the same time, Resolution No. 2013-67 authorizes the City Manager or his designee to engage in informal renewal negotiations with Comcast, if desired. Accordingly, Resolution No. 2013-67 provides the City with the flexibility to conduct the franchise renewal process in the manner that best protects and advances the public interest.

An informational meeting/open forum will be scheduled and held in 2014 in order to provide an opportunity for community input and comments.

CITY CLERK

Council Meetings

There were twenty-three regular City Council meetings, ten Work Sessions/Budget Sessions, seven Executive Sessions, one Local Board of Appeal/ Equalization meeting, one Special Meeting for Commission Interviews, one Street Improvement/Rehab Hearing, and one Special Assessment Hearing held in 2013.

Ordinances and Resolutions

During 2013, three ordinances were proposed, and all three were adopted.

During 2013, one hundred and seventeen resolutions were proposed, ninety-four were approved, and twenty-three were removed. Property abatements accounted for thirty-one of the proposed resolutions, and rental license revocations accounted for twenty-one of the proposed resolutions.

Training/Education

It is desirable that the City Clerk be a Certified Municipal Clerk (CMC), which consists of a combination of earning 110 points for training, experience, and education along with being a member of the International Institute of Municipal Clerks (IIMC) for a minimum of two years. The IIMC actively promotes the continuing education and professional development of municipal clerks through extensive education programs, certification, networking, and annual conferences.

In 2013, the City Clerk completed the first year training of the required three-year, week-long training sponsored by the Minnesota Clerks and Finance Officers Association, St. Cloud State University, and the IIMC.

OTHER EVENTS

2013 Community Prayer Breakfast

The 13th Annual Prayer Breakfast was held on May 10, 2013, at Murzyn Hall. It was attended by approximately 250 people. The program participants were: Tony Cuzzupe, Bob Niznik, Shannon Abbott, Cory Mattson, Jeff St. Martin, and Alex St. Martin (Fire Department Color Guard), Dorothy Penate, Pastor David Briley (Oak Hill Baptist Church), Police Chief Scott Nadeau, Grace Lee (Church of All Nations), Mayor Gary Peterson, Kelly Jackson, Assistant Fire Chief John Larkin, Recreation Program Coordinator Liz Bray, and Randy Mortensen from World Wide Village.

2013

City of Columbia Heights
Finance Division

Annual Report



Finance
Top Valu Liquor
Information Systems

CITY OF COLUMBIA HEIGHTS

**2013 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 2013 Finance department activities.

In 2013, substantially all of the remaining manual read water meters in the City were replaced. This was approximately 420 meters, all of which were located in structures other than single family homes and duplexes. Utility billing staff worked with Public Works to coordinate the conversion by an outside contractor. Based on a formal bid analysis and council approval, the City chose Neptune brand meters for this project. The brand previously used for 90% of the system since 1999 was Sensus. The primary reason for this change was that Sensus now only offers plastic meters in the sizes predominately used in Columbia Heights, and plastic meters do not fit the desired engineering specifications. As a secondary outcome of this decision, the Neptune radio units were also chosen for use with the Neptune meters. These radios are both technologically more advanced than the existing Sensus radios, and are not susceptible to the frequent repair issues associated with the externally-wired Sensus radios.

The challenge posed by this solution was that it requires using two different radio-based meter systems (Neptune and Sensus). This necessitates two sets of reading equipment, two sets of software and two output data files as the end result. To make this cost-effective for the City, the Neptune distributor provided the second set of reading equipment and software and training at no additional charge. The dual systems required staff to make some changes in the billing system and to the mobile computing setup used when collecting the readings. Utility billing staff can now operate the two meter-reading systems simultaneously with minimal difficulty. The cost of the new meters will be billed to customers in installments throughout 2014.

The trend in recent years of historically high volumes of both delinquent customer accounts, and customer accounts changing ownership due to mortgage foreclosure and short sales, continued through 2013. This has significantly strained available staff resources in the department. Over 300 utility accounts had unpaid delinquent charges converted to special assessments in 2013. A majority of these delinquent charges were final utility bills for customers that moved, particularly rental property tenants that moved without paying their final bill. Staff reviewed this trend and determined that, although existing City ordinances place the responsibility for these tenant bills on the property owner, this responsibility would be more clearly expressed if all bills were issued in the name of the property owner. Accordingly, as discussed at the December 2013 city council work session, new utility accounts will only be created in the name of the property owner after 2013.

In November 2013, the City issued bonds for the first time since 2009. The 2013A series general obligation bonds total \$2.8 million. The majority of this, \$1.7 million, is to finance a number of utility systems improvements. Additionally, \$840,000 was to refund (refinance) the outstanding balance of the 2006A series general obligation bonds at a new lower interest rate. Lastly, \$235,000 of the new bond issue financed concrete street reconstruction, which will be repaid over 10 years with special assessments on the benefitting properties. The 2013A series bonds received a rating of AA from the national rating agency Standard and Poor's. The City also received bids from seven different banks offering to underwrite (buy) the 2013A series bonds. Both of these factors indicate these entities view the City's financial condition favorably.

As in the prior year, there was a personnel change in the finance department. The Accounting Clerk I position turned over and presented an opportunity to revise roles within the department. Recently, the department receptionist position was changed from full-time to part-time. A new arrangement that pairs the responsibility for certain functions of these two positions provides flexibility and additional depth of coverage for some of the most time-sensitive duties of the department. During the morning hours, the Accounting Clerk I performs traditional accounting clerk functions, such as preparing payment vouchers and account reconciliations; in the afternoon this position serves as receptionist/switchboard operator and assists walk-up customers. This approach has the added benefit of allowing other positions in the department greater stability in planning their workloads compared to the prior arrangement of a single full-time receptionist.

In 2013, the department continued to look for additional ways to improve processes and create quality control steps. For example, the department identified an opportunity for improvement to the petty cash reimbursement process. A new form and updated procedure were created and each petty cash holder received training on the changes. While training other City departments on this new process, staff took the opportunity to audit all petty cash accounts in the city. The department has also recognized that turnover within the finance department in the past several years has left staff with insufficient cross-training to effectively perform certain backup roles under pressure. Once the necessary cross-training is completed on a given function, staff will be required to perform that function at least once a quarter to ensure that they stay fresh on all of the steps and processes.

In 2013, with assistance from the information systems department, the finance department initiated an electronic distribution of the monthly financial reports. Monthly revenue and expense reports are now available in Adobe (pdf) format on the city's intranet site HNet. In addition to reducing printing and storage costs, this also makes it easier to quickly compare and review multiple prior months of these reports.

The 2014 annual budget process conducted during the last half of 2013 retained substantially the same format as for several prior years, in regard to the budget documents and the meeting schedule. As in the prior year, at the request of the city council, the presentation format used in the budget work sessions placed a greater emphasis on interactive discussions lead by each division head, and a reduced emphasis on pre-recorded presentations. In the annual budget process, it was noted that the Area-wide Fiscal Disparities portion of the property tax levy has taken on far greater significance for the City than in many prior years. Copies of the city budgets for recent years are available at the finance department page of the City's website.

During the 2013 legislative session an amendment was made to Minnesota Statute 297A.70, *Subdivision 2*, adding cities and counties to the list of purchasers eligible for a sales tax exemption on qualifying purchases, effective January 1, 2014. There are a number of exceptions that currently do not qualify for the exemption, such as liquor and rental operations, as these municipal activities compete to some extent with taxable businesses. Staff attended multiple workshops and online training to prepare for the new exemption status. Staff then provided training sessions to educate other city departments on the new changes.

The City's contract with the CPA firm HLB Tautges, Redpath, Ltd. to perform the City's annual audit continued through the year 2013. During 2013, the audit of the City, EDA and HRA financial statements was completed for the fiscal year ended December 31, 2012. The contract with HLB Tautges, Redpath, Ltd. will continue through fiscal year 2014.

The Finance department is pleased to report that in 2013, the City's 2012 Comprehensive Annual Financial Report (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.

2013 IS Summary

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 2013, IS department:

- Replaced Novell GroupWise email and calendaring system with Microsoft Exchange/Outlook 2010. Exchange/Outlook platform is widely supported by third-party software vendors and mobile phone providers, and is more familiar to new City employees. During the migration all GroupWise messages, address books and calendar appointments were successfully copied into the new system. In collaboration with Computer Education Center of the Science Museum of Minnesota, IS department provided user training that simplified switchover.
- Implemented Message Archiver appliance to retain email in accordance with the document retention schedule.
- Replaced 33 obsolete PCs and laptops with Microsoft Windows 7-based computers.
- In cooperation with vendor, started replacement of point-of-sale systems at the municipal liquor stores.
- Worked with Anoka County and vendors to implement the “Connect Anoka County” fiber network project. New fiber system now provides faster access to the Criminal Justice Data Network for the City Police Department, and real-time link to the security panel at the water tower.
- Supported Laserfiche document imaging system. The system provides instant access to more than 400,000 City documents (more than 2.9 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 the City phone and voicemail system (406 phones and communication lines, 177 voicemail boxes, and over 7600 hours of call time.). Moved communication T1 and DID lines to a new provider, saving over \$300 monthly.
- Supported more than 50 different programs used by City employees at 10 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 wireless networks (18 access points) for City employees, Library patrons, and visitors at the City offices.
- Supported secure remote access to City data, programs and equipment for authorized users. Implemented virtual appliances for remote access with multiple-factor authentication to comply with PCI-DSS requirements.

- Supported Internet access servers and firewalls to provide fast and secure connection between City internal network and Internet.
- Enforced IS security policy with mandatory user passwords, password change requirements, login time restrictions, and assigning rights to access documents and applications.
- Supported and upgraded anti-virus and anti-spyware software at network servers, desktop PCs and laptops to protect against malicious programs.
- 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.

2014 IS Goals:

IS department will continue to provide support to 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.
- Support City Library staff and patrons.
- Replace the primary data storage system that is no longer supported by vendor.
- Implement reciprocal offsite backups with another City using Anoka County fiber system.
- Cooperate with the City and County GIS specialists to implement online access to the County property system database using Anoka County fiber system.
- Evaluate wired and wireless network capabilities to support phone system upgrade (scheduled for 2015). Price and plan the necessary migration to VoIP phone service.
- Continue supporting diverse mobile devices to increase employee mobility and productivity while ensuring security and compliance.
- Finish upgrade or replacement of computers with Windows XP, including replacement of point-of-sale systems at the municipal liquor stores.
- If necessary, replace IS components that are no longer supported by vendor and are not compatible with newer components, including the replacement of unsupported Adobe Acrobat 9.

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

2013 Sales Activity

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

Store	2013 Sales	2012 Sales	Amount Change	Percentage Change
Top Valu I	3,867,846	3,887,612	(19,766)	-0.51%
Top Valu II	3,663,777	3,650,476	13,301	0.36%
Heights Liquor	1,215,766	1,266,144	(50,378)	-3.98%
Total	8,747,389	8,804,232	(56,843)	-0.65%

2013 total sales decreased 0.65% percent from the prior year. This primarily reflects the impact that the extreme differences in weather between 2013 and 2012 had on sales, and beer sales in particular. Beer is the most weather-dependent product offered in the stores. 2012 had an unusually early and warm spring, with 80 degree temperatures recorded on St. Patrick's Day. On the other hand, 2013 had an unusually cold and delayed spring. With ice remaining on many recreational lakes in late May 2013, the State of Minnesota reported as many as 100,000 fewer fishing licenses were issued for the spring opening of the 2013 fishing season. Given these circumstances, which impacted many segments of the retail industry throughout the region, management views the 2013 sales performance as acceptable.

The year-to-year swing in external conditions for beer sales is further evidenced when reviewing sales by individual store. Heights Liquor is the most dependent on beer sales and it had the most significant change as a percentage of total sales. Top Valu II is the least dependent on beer sales; it showed a slight increase in total sales. The percentage of beer to total sales for Top Valu I lands between these other two, and the sales results shown above reflect this.

It is interesting to note that despite the very slight decrease in total sales, gross profit actually increased by 0.94% in 2013 to \$2,169,383. This is \$20,206 more gross profit than the prior year and reflects the fact that liquor and wine sales increased in 2013. Although they did not increase as much as the weather-sensitive beer sales declined, liquor and wine are priced at a higher profit margin than beer.

One other noteworthy factor is that the MGM liquor store located in the City of Hilltop, near Top Valu I, ceased operations in approximately September 2013. This resulted in a noticeable increase in sales at Top Valu I for the 4th quarter of 2013, compared to the 4th quarter of 2012. Presumably, this favorable trend will continue in 2014.

2013 Promotional Activity

As in prior years, most 2013 advertising was concentrated in local periodicals and certain metro area periodicals. This standard advertising highlighted our product line for both our local customers and customers from the North and East Metro, with an eye to local and national trends. As in prior years, we also advertised sales during the prime advertising months of the year. 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, we utilize these internet formats to announce our events and the arrival of limited release products.

Throughout 2013, we continued our Winery of the Month sales, and promoted specialty beers as they became available. During 2013, the sections of Top Valu I & II dedicated to specialty beers were re-organized to better highlight these products and to promote this growing subset of the beer category.

Top Valu I, our largest store, continues to offer the unique destination shopping experience of one of the largest single malt scotch whiskey selections in the state of Minnesota. In response to recent consumer trends, the bourbon whiskey selection was expanded in 2012, followed by additional rye whiskey selection

in 2013. By taking the lead in these trending areas, the store has attracted attention and excitement from both existing and new 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 2013. In some cases, the liquor operation partnered with a community organization in furtherance of that organization's mission. Other events more directly educated customers on particular products through tasting opportunities, vendor discussions and sales pricing. In particular, the seasonal tasting events generated increased sales and very favorable comments by customers. These tasting events commonly filled the store(s) with as many or more customers on an ordinary Wednesday night as would occur on any Saturday night during the holiday season rush.

2013 promotional events included:

- Spring Beer Fest
- Spring Wine Event
- Summer Bourbon/Rye Whiskey Event
- Summer Gin/Vodka Event
- Fall Beer Fest
- Fall Wine Event
- Winter Single Malt Whiskey Event
- Holiday Cordial & Champagne Event
- Weekend product tastings (rotating offerings)
- Holiday season prize drawings, no purchase necessary
- Mayor's Holiday Kick-Off Event with the Columbia Heights Activity Fund, proceeds to Columbia Heights youth programs
- 6th Annual MN Municipal Beverage Association Food Shelf Drive, benefiting SACA etc.
- Cash donation collection jars maintained for SACA at checkout counters
- "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 Top Valu stores during business hours

Other 2013 Activity

With the newest two stores now in their sixth year of heavy use, various maintenance and repair needs are beginning to manifest compared to prior years. This includes some significant systems such as HVAC and elevator, as well as most lighting in the retail areas of Top Valu I & II. We judge that the lighting problems were mostly attributable to inadequate selection of original fixtures for these stores.

The original (2007) fixtures for the cooler doors at Top Valu I & II were fluorescent lights with "cooler-rated" ballasts. This specification made them relatively expensive compared to regular fluorescent lights. Due to their shape and location however, customers frequently bumped these lights with product as they removed beer from the coolers. This contact was enough to cause the ballasts and/or bulbs to prematurely fail. At one point in 2013, over 70% of the cooler lights were out at Top Valu I. To a lesser degree this was also the experience at Top Valu II. In 2013, fixtures in both coolers were replaced with low profile LED lighting at total cost of approximately \$11,000. This resulted in better quality light which requires far less electricity. The low profile and flexible nature of the LED fixtures also reduces the likelihood of damage from a collision with product removed from the shelves. Xcel energy rebates were obtained to reduce the purchase cost of the LED lighting to less than that of the former fluorescent lighting.

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 2013, 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 and information systems costs allocated to the Liquor Fund.

2013 FINANCE DEPARTMENT STAFF ROSTER

	<u>Start Date</u>	<u>End Date</u>	
Finance			
Finance Director	Joseph Kloiber	06/21/04	
Assistant Finance Director	Jackie Senko	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	Emily Carr	09/26/12	03/01/13
Accounting Clerk I	Kathleen Lind	04/08/13	
Budget Coordinator	Sue Sartwell	10/17/05	
Finance Secretary	Nancy Becker	04/04/11	
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	
.....	Gregory Olson	01/15/81	
.....	Steven Olson	06/21/99	
.....	Eric Shurson	05/11/09	
Store Supervisor (FT)	Tracy Klein	07/15/08	
Store Supervisor (PT)	Kathy Huber	06/08/10	
.....	Daniel Mutka	09/14/09	
.....	Stephen Saunders	04/26/10	
Retail Clerk (PT)	Diana Arne	07/14/00	
.....	Scott Arne	11/13/00	
.....	Kathryn Bixler	05/26/10	
.....	Ken Brown	10/10/05	12/28/13
.....	Lynn Burchett	09/06/07	
.....	Felisha Burns	06/01/09	
.....	Tonya Eades	05/26/10	
.....	Ronald Erickson	05/26/10	
.....	John Estling	07/19/07	
.....	Nicholas Evangelist	10/10/12	05/18/13
.....	Lavonne Greene	05/18/99	
.....	Jade Hanzalik	05/20/13	
.....	Kelley Hidding	10/07/09	
.....	Brooke Hill	07/22/13	
.....	Nancy Iskierka	11/05/08	
.....	Randy Iskierka	06/03/09	
.....	Stanley Johnson	04/30/98	
.....	Marlys Klein	06/20/12	
.....	Jeffrey Loechler	07/09/13	
.....	Kurt Mueller	07/03/13	
.....	Jessica Nelson	06/05/12	
.....	Kevin Niznik	06/03/04	
.....	Derek Olson	07/10/13	
.....	Brian Pratt	07/30/05	
.....	Sharon Ruhland	08/04/03	

2013 FINANCE DEPARTMENT STAFF ROSTER (cont.)

	<u>Start Date</u>	<u>End Date</u>
Retail Clerk (PT) Nicole Schmalzbauer	12/08/08	
..... Steven Schultz	02/18/08	
..... Sharon Snider	05/21/13	
..... Patricia Sowada	06/24/04	
..... Dale Streed	06/08/00	
..... Barbara Taylor	07/12/07	09/20/13
..... Belinda Tenemasa	05/17/13	
..... Shay Tilander	05/06/02	
..... Steven Woods	09/09/04	

COLUMBIA HEIGHTS POLICE DEPARTMENT

Annual Report



2013

Dear Elected Officials and Community Partners,

I am pleased to present you with the 2013 Columbia Heights Police Department (CHPD) Annual Report, which summarizes the important work that was done by your police department this past year. The year 2013 was the fifth year since major philosophical changes were made in the police department, and the progress that has been made since that time, and the results of our important community partnerships, have continued to show encouraging results.

There are a number of policing strategies that guide American law enforcement, some being more reactive, others being more computer and data driven, and some being based on “hot spots” of crime and activity. The CHPD continued its use of a hybrid strategy that relied on Community Oriented Policing (COP) and Problem Oriented Policing (POP) in 2013 to reduce crime and areas of criminal activity, while building important community partnerships. The goals and objectives for 2013 which were memorialized in our Strategic Plan emphasized crime reduction, building community partnerships, and crime and violence prevention initiatives.

In COP our agency continued to seek out opportunities to partner with our citizens, schools, businesses, civic groups, non-profit partners, and other entities to exchange information, build relationships, and work cooperatively to solve crime and community problems. In addition to continuing to expand important projects like Neighborhood and Business Watch, supporting our important non-profit partners including SACA and the Alexandra House, and continuing to collaborate with and support our community’s schools and youth, we continued to raise the bar by finding even more ways to connect with our community. New in 2013 was a program called “*Coffee with a Cop*” where the police department met with residents in restaurants, the city’s library, and neutral community locations to have a dialogue about policing and how we can better serve our residents. The response to this program has been better than expected thus far, and reminds us that we have an engaged community that is willing to step up and partner with us to make Columbia Heights the best and safest community it can be. Other important initiatives that were new in 2013 included a “*Teen Academy*” that was hosted at Columbia Heights High School and partnered police officers with teenagers in an informational exchange and rapport building class that was enjoyed by all that attended, and will be used as a model for dialogue and information sharing into the future. Also new in 2013 was a “*Senior Academy*” where police partnered with some of our seniors to discuss issues affecting them, and to help them to better understand how to be safe in their community and the activities of their police department. Like the Teen Academy, this program was found to be both useful and enjoyable and will be repeated in the coming year. The CHPD also continued to put a lot of effort into prevention and education programs such as the Big Brothers/Big Sisters (BBBS) mentoring initiative, the Open Gym program, the Anti-bullying reading program, DARE, and our multi-cultural outreach programs that now have enjoyed years of success.

In POP our police department took problem-solving to the next level and continued to improve its ability to quickly identify crime trends, crime hot spots and problem people, and then work with our community and criminal justice partners to reduce and eliminate crime problems in Columbia Heights and Hilltop. Our staff is now well versed in utilizing crime data to detect crime, and then look past the numbers to determine exactly what is going on in an area and work with our community partners to reduce or eliminate the problem. Examples of our problem-solving methodology in action included a robbery of person in a neighborhood where over six officers worked in concert over a two-day period to investigate the offense, identify and arrest the offenders, and recover the victim’s property. Other great examples of the police department’s problem solving approach included prolonged investigations on narcotics and violent crime by our now year-round Street Crimes Unit (SCU) which made dozens of felony arrests in 2013, as well as a detailed and multi-jurisdictional investigation into a graffiti issue that challenged our community’s sense of well-being and livability.

I am once again pleased to report that the efforts of your police department, assisted by our strategic partners, have again helped our community to see a crime reduction in 2013. This is the fifth straight year of crime reduction, with reductions in Part 1 crime, Part 2 crime, and the overall or combined crime rate. We know that crime is a community issue and not just an issue for the police, and there are many who

deserve the credit for continuing to make this a safer community, yet we are thrilled to see the good things that are continuing to happen in regards to crime in our community.

I am also pleased to report that your police department and its employees continued to receive awards and recognition for their work in 2013. Investigator Greg Sinn was awarded the *Employee of the Year* for the City of Columbia Heights in 2013 for his investigative accomplishments as well as his many contributions to employee wellness and training. School Liaison Officer Danielle Pregler was selected as the MN Juvenile Officers Association's (MNJOA) *Outstanding Juvenile Officer of the Year* for her work as a school liaison which included the Open Gym program, as well as administering the anti-bullying and BBBS programs for the City. In April, the department was notified that it had been selected to receive the Minnesota Literacy Council's *Community Partnership Award* for our work with the multi-cultural students at the Metro North Adult Basic Education Center. The police department was also surprised to receive the Columbia Heights School District's *Above and Beyond Award* at the 2013 Back to School Convocation. This prestigious award is the most significant that the department has received thus far, as it illustrates that we are living out our mission and vision in a way that is having a positive impact in our community and with our youth.

Awards and recognition are always nice, but what is more important is that we continue to do our best each day to ensure that Columbia Heights is an attractive and safe city to visit, work, and raise a family. To that end we will continue to commit ourselves to serving our community with our core values of *Committed, Helpful, Professional, and Dedicated*, in 2014 and beyond.

Scott Nadeau
Chief of Police



2013 – Another Year of Crime Rate Reduction

In 2013 there was an overall reduction in number of crimes reported, which follows a pattern that has been prevalent since 2008. The 2013 overall decrease in crime when compared to 2012 was 7%.

Part-I crime decreased in five out of the seven categories with the exceptions being arson and auto theft which both increase by one incident (*Figure-1*). Overall Part I crime decreased by 9% when compared to 2012 resulting in a reduction of 67 incidents. Even more significant was the drop of violent Part I crimes (homicide, rape, robbery, and aggravated assault) which has decreased by more than 30% over the past five years.

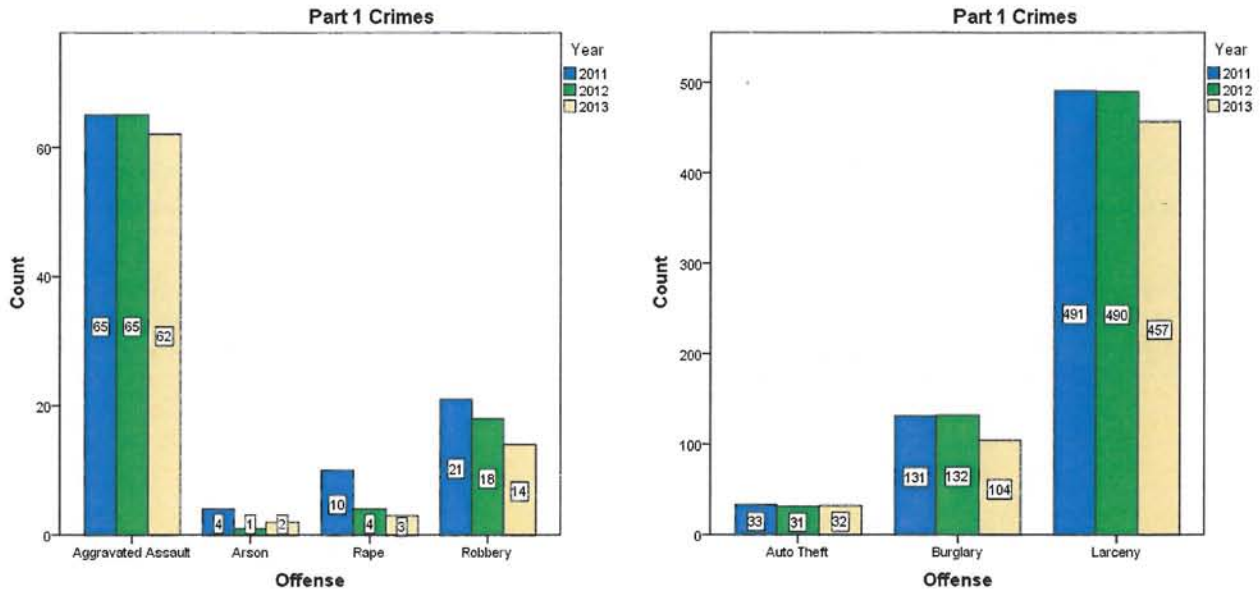


Figure 1. Part-I Crime: 2011-2013 (Anoka County RMS)

Part-II crime was diminished by six percent over the past year. There were significant drops in vandalism, stolen property and weapons violations. Other categories including other sex, other assault, and forgery and counterfeiting did increase. It should be noted that since 2010 both aggravated assaults and other assaults have been more apt to an increase due to the Anoka County Lethality Assessment Program and a change in department policy that takes a zero tolerance approach to domestic violence.

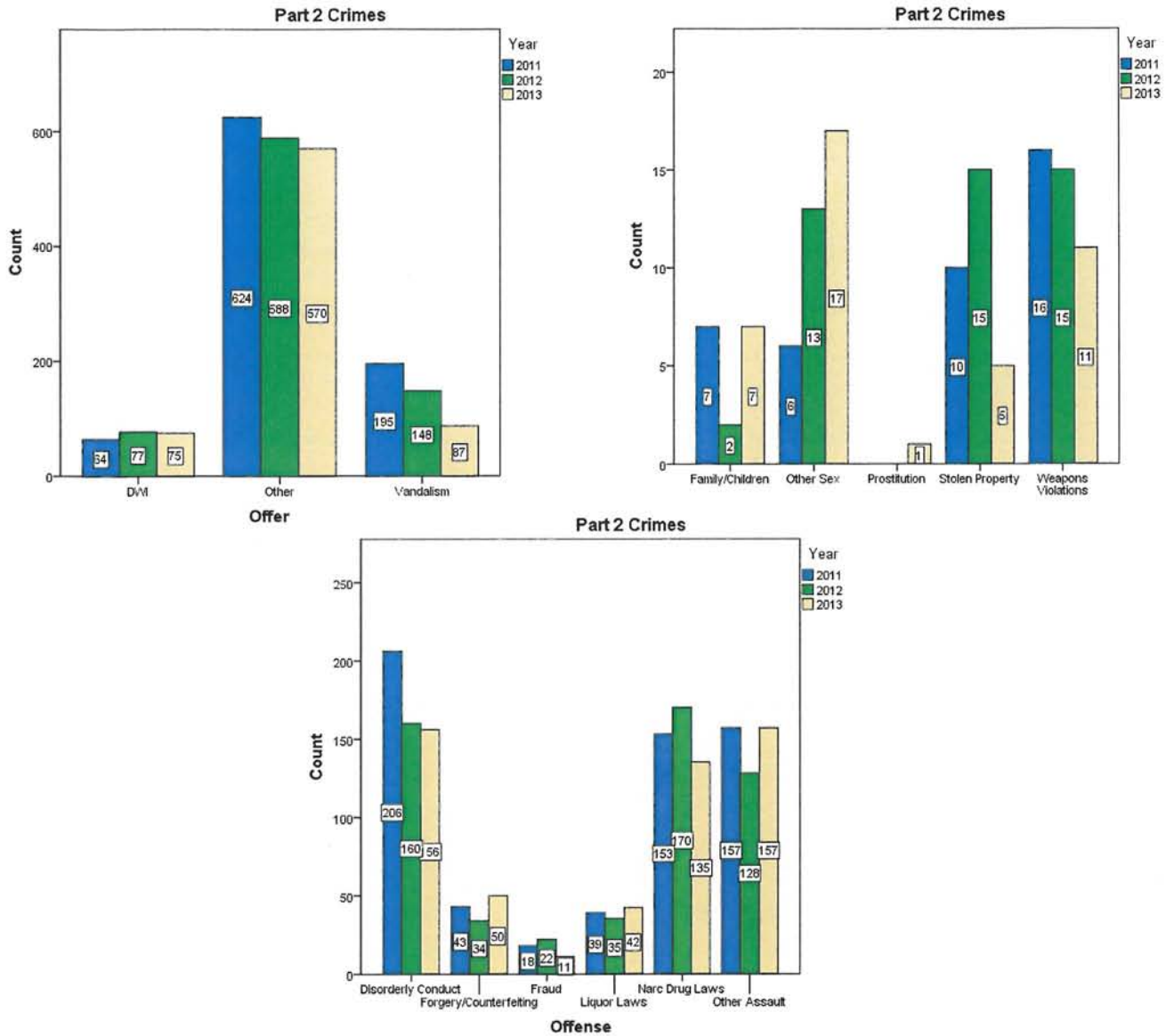


Figure 2. Part-II Crime: 2011-2013 (Anoka County RMS)

While Part-I crime remained relatively stable in 2013, arrests for those crimes went up by 28% (Table 1). In particular, the arrest numbers for larceny doubled even though the offenses decreased by 7%. 47 of these arrests were related to shoplifting. This increase may have occurred for a multitude of reasons; however the Business Watch Program has helped garner a better relationship with our business partners. In addition, while robbery once again decreased in 2013, the number of robbery arrests went up. More of these incidents are now being investigated by CHPD investigators and the Street Crimes Unit, while in the past they had typically been routed to the Anoka County Sheriff's Office Criminal Investigation Division.

Arrests: Part 1: 1/1 to 12/31 for 2011 - 2013

	2013	2012	2011	1yr % Chg	2yr % Chg
Homicide	0	0	0	0%	0%
Rape	0	1	2	-100%	-100%
Robbery	4	3	9	33%	-56%
Aggravated Assault	28	37	33	-24%	-15%
Total Violent Crimes	32	41	44	-22%	-27%
Burglary	7	10	9	-30%	-22%
Larceny	75	37	83	103%	-10%
Auto Theft	3	4	4	-25%	-25%
Arson	1	0	0	---	---
Total Property Crimes	86	51	96	69%	-10%
Total Arrests	118	92	140	28%	-16%

Table 1. Part-I Crime: 2011-2013 (Anoka County RMS)

Arrests: Part 2: 1/1 to 12/31 for 2011 - 2013

	2013	2012	2011	1yr % Chg	2yr % Chg
Other Assault	73	71	62	3%	18%
Forgery/Counterfeiting	4	4	9	0%	-56%
Fraud	0	1	0	-100%	0%
Embezzlement	0	0	0	0%	0%
Stolen Property	3	14	10	-79%	-70%
Vandalism	25	31	39	-19%	-36%
Weapons Violations	5	9	13	-44%	-62%
Prostitution	0	0	0	0%	0%
Other Sex	1	0	0	---	---
Narc Drug Laws	119	148	142	-20%	-16%
Gambling	1	0	0	---	---
Family/Children	5	1	5	400%	0%
DWI	74	75	62	-1%	19%
Liquor Laws	38	35	38	9%	0%
Disorderly Conduct	111	118	138	-6%	-20%
Other	380	353	451	8%	-16%
Total Arrests	839	860	969	-2%	-13%

Table 2. Part-II Crime: 2011-2013 (Anoka County RMS)

Part-II crime showed an increase in the other assault category. This would correlate with the slight increase that was observed in the other assault offenses and the Domestic Abuse Lethality Program that is within Anoka County. *Table 2* shows the Part-II crime arrests over the past three years.

The number of calls for service (CFS) in 2013 remained similar to 2012. A decrease of 17 CFS brought the 2013 total of calls in Columbia Heights to 14,268. Calls for service include all types of calls to police. In addition to crimes, these can be medicals, suspicious activity, or even questions citizens might have.

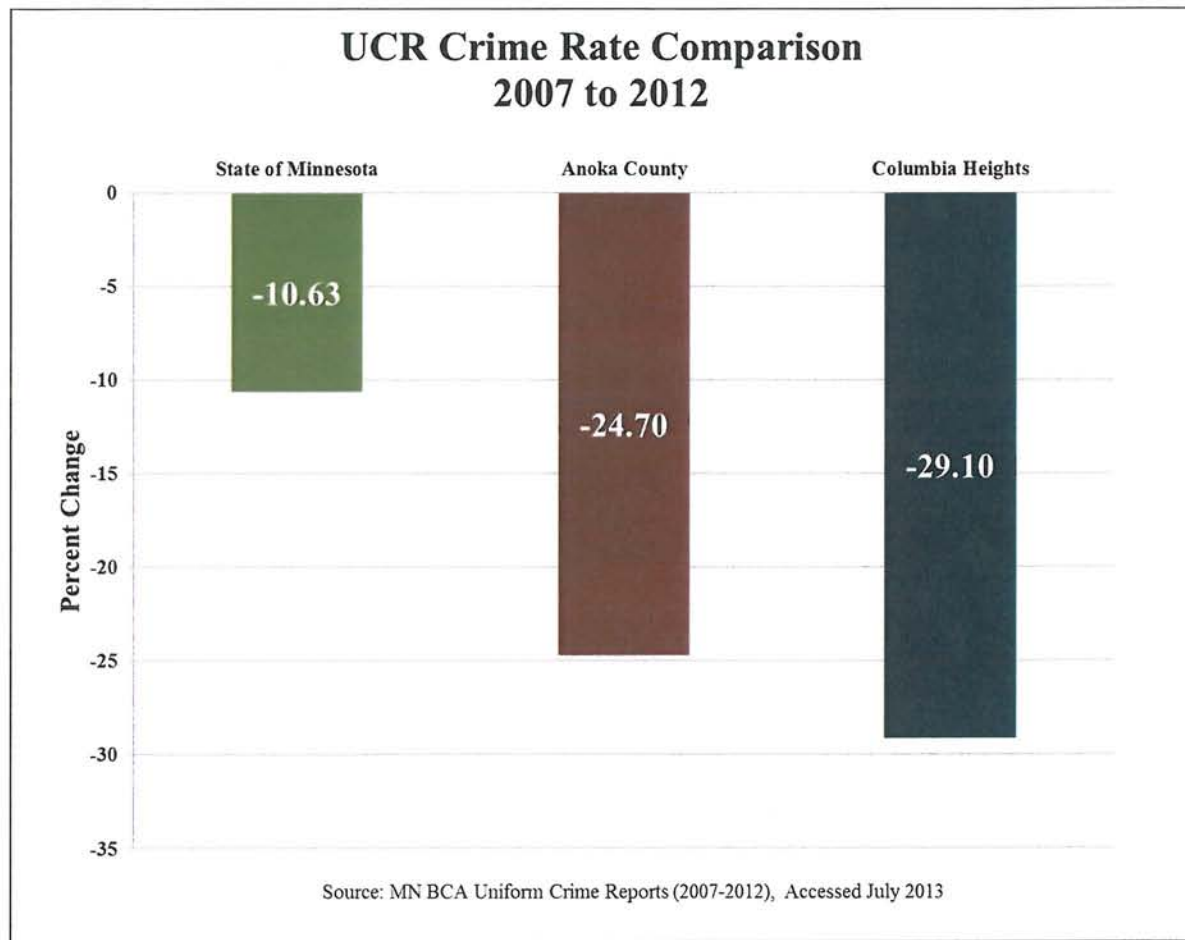


Figure 3. Combined UCR Crime Rate Percent Decrease

The final graph shows a comparison of crime rate percent decrease experienced from 2007 through 2012 in Columbia Heights, Anoka County, and the State of Minnesota. While crime rates are down overall, the percentage of decrease is larger in Columbia Heights as seen in *Figure 3*.

Community Oriented Policing

The police department continued its community policing philosophy in 2013, honing existing programs like Neighborhood Watch and Business Watch, while initiating new ventures for community contact like Coffee-with-a-Cop. Utilizing all members of the department has allowed officers choices for connecting with people in programs and events such as a picnic, National Night Out, and the Domestic Assault Response Team.

Community Picnic

In July, the police department sponsored a community picnic at Huset Park. In keeping with the city's interest to reach out to the community and to better keep residents informed, various departments of the city government were on hand to speak with the public. Representatives of the police and fire departments, along with the public works, community development, and recreation departments answered questions from the attendees. The Columbia Heights Library had staff to inform people about upcoming events. The police department displayed the next generation of smaller, all-wheel drive Ford sedan and SUV vehicles.

The police department had tables set up with officers highlighting Neighborhood Watch, Youth Outreach, Drug Task Force, and ways of communication with the department through Facebook, Twitter, and the CHPolice.com website. Lasershot and Taser demonstrations were conducted inside Murzyn Hall.



Officer Danielle Pregler plays a game with children alongside other officers promoting prevention literature.

The weather was near perfect with air temperature about 80 degrees which helped draw out at least 250 people to talk and eat. The police department promoted bicycle safety through child bicycle helmet drawings. Other entities that set up tables at the picnic for the first time at a department hosted picnic were the Sister Cities Program and the Mississippi Watershed Management Organization.

Cultural Outreach

In 2013 the police department continued its relationships with the various cultural backgrounds residing in the city. The class talks at the Adult Basic Education Center spanned through the year with 11 classes reaching 170 students. Ten different officers participated by answering questions of the 98 percent multi-cultural student base. Recognizing the positive influence, the Minnesota Literacy Council's Community Partnership Award was granted to CHPD for its teaching those unfamiliar with American law enforcement. A ceremony in May was held at the Loft Literacy Center in Minneapolis.



Officer Nightingale (left) and Captain Austin receive a plaque depicting the efforts of the CHPD for connecting with Adult Basic Education students.

A March event connected with the School District's parents at the monthly information breakfast. Two officers gave presentations on child safety topics to the largely Hispanic audience.

In April, select officers presented police perspectives at the Islamic Center of Minnesota where Church of All Nations coordinated an inter-faith gathering as a community builder to share common hopes and dreams between parents, teens, and police. One hundred people were present.

In September, two officers interacted with attendees of a Latino Arts Festival at Columbia Heights High School. The School District sponsored event had dance, music, food and activities. Two hundred people filtered through the five-hour long Saturday event.



Corporal Paul Bonesteel helps a child take a swing at a piñata donated by the Police Association.

Rental Property Outreach

Efforts to reduce crime and disorder at residential rental property maintained a consistent pace through 2013. Rental licensing increased through the year, ending with a total of 929 licensed rental properties. There was much in-person, telephone, and email communication between police and owners which

strengthened the strategic relationship leading to problem prevention. Four department-hosted quarterly training presentations were attended by a total of 194 owners and managers. Presenters this year included:

- Director David Bartholomay, Mediation Services for Anoka County
- Officers Korts and Sorensen, Crime Prevention Through Environmental Design
- Attorney Mary Dobbins, Top 10 Legal Mistakes by Landlords
- Vice President Tony Karels, Rental History Reports

Only one action plan to address disorder on one rental property was indicated this year. The plan, developed jointly by police and property owner, was successful in eliminating the problem. Crime mitigation plans have been helpful in recent years to reduce or remove chronic problems, highlighting the power of this important partnership.

The police department tracked violations of the city's property maintenance code relative to the Crime Free/Drug Free/Disorderly Use provision. A total of 184 letters were sent to rental owners advising them of violations due to their tenant's behavior, a ten percent decrease from 2012. Owners were required to evict a total of 32 tenants in 2013, the same number as last year.

Police also advised some owners of repeat problems occurring on their property. Completing its fourth year, the Repeat Nuisance Call Service Fee ordinance saw cause to send 160 letters to property owners throughout the city for certain disturbances and nuisances. Nearly all of the incidents involved rental property. Thirty of those letters were invoices for \$250.00 to the owner because of a third or subsequent violation occurring within one year's time. Overall, there was a 27 percent decrease in CSF letters sent compared with 2012.

Neighborhood Watch

The 2013 goal to increase Neighborhood Watch groups by ten actually netted 23 new leaders. Including attrition, the year ended with 104 block captains, a nine percent increase over 2012's total. The effort continues to reach more residents wanting to be involved in neighborhood security. Interested persons should call the police department; becoming a block leader is easy and is particularly helpful with reducing residential burglaries.

Neighborhood Watch training topics were offered in the Spring and Fall covering what to do should you find yourself in an active shooter environment, and a general personal safety presentation. Almost 100 attended the two sessions. A May appreciation dinner was held at the station thanking those for taking on the responsibility of block leader. The dinner was also a time for block captains to better understand their roles and connect with liaison officers. The officers assigned as Neighborhood Watch liaisons were Officers Sturdevant, Beckett, Titus, Dietz and Pikala, along with Community Policing Coordinator Terry Nightingale.



Officer Sturdevant instructs residents on personal safety at a December training.

National Night Out

Quick Facts for 2013:

- 58 total gatherings were planned in Columbia Heights and Hilltop.
- 17 officers were involved.
- 1,310 residents participated as per police count.
- 718 pounds of food was collected from residents for donation to S.A.C.A.

National Night Out in August continues to be the focal point for crime prevention awareness as residents share in the success of another year of crime reduction.

Mayor Peterson and Council Members Bruce Nawrocki and Donna Schmidt participated, as well as the fire department and Anoka County Public Health Emergency Preparedness. Anoka County sent an emergency meal hand-out sheet encouraging residents to think about what they would or could make for their family in case of a disaster that traps them at home.

Rain hampered some parties with six ending before an officer arrived and two holding their event on a different day. Some of the messages broadcast to party participants included a 25-year low crime rate, department initiatives, connections, outreach, and opportunities. One connection following National Night Out was the annual police softball fundraiser for Southern Anoka Community Assistance. This was also the tenth year that food was collected during National Night Out to support SACA.



Officer Nightingale with Council Member Bruce Nawrocki (seated) pose with new Neighborhood Watch members hosting their first NNO gathering in the 4300 block of Madison Street.

Business Watch

Expansion of Business Watch met its 2013 goal with another 25 businesses signing up to be connected to police in order to keep problems at bay in our business community. Largely a communication platform, crime alerts and other helpful information were sent via email to the member businesses through the year.

Also, two training sessions were offered to Business Watch members. A Spring-time meeting covered what to do should you find yourself in an active shooter environment and the Fall training related a crime discipline known as Crime Prevention Through Environmental Design. Both sessions were conducted by trained CHPD officers.

Coffee-with-a-Cop

In September, officers started visiting with residents at local businesses over a cup of coffee. Coined “Coffee-with-a-Cop”, the department is able to answer the community’s questions in a casual, approachable, and comfortable atmosphere. Newspaper and magazine articles about our program prompted inquiries from interested police departments like Richmond, VA, and Omaha, NE.



Officer Harvey (background) and Chief Nadeau speak with McDonald’s customers at the department’s first Coffee-with-a-Cop in September.

CHPD Employee Wellness Program

The CHPD’s Wellness program continues to develop ways to promote the department’s commitment to the health and well-being of its employees. At the end of 2013, Cooper Institute-trained Officers Sinn and Pletcher started to put their training and knowledge to work. In November and into December, these Wellness Coordinators sat down individually with every member of the department, officers and support staff alike, to have a face-to-face conversation about the department’s Wellness program. Employees were informed of how to use their Wellness Coordinator as a tool. Using a multitude of approaches, Wellness Coordinators are able to personalize wellness programs of various types, including but not limited to diet, strength conditioning, flexibility, etc. In 2014, this program will continue to become stronger as the Wellness Coaches begin their in-depth annual meetings with all employees to help them in their efforts at healthy living. These meetings, as well as the ongoing efforts of the entire Wellness Committee, will use enthusiasm and synergy to attain the goal of improving the department’s health in what will be both an individual and team effort.

Problem Oriented Policing

The Columbia Heights Police Department continued to capitalize on the effectiveness of Problem Oriented Policing strategies in 2012 and into 2013. The problem solving practices that were implemented department wide in 2011 continue to be effective in focusing attention and resources on developing problems as they are identified. When making use of these practices, officers have been able to identify the need to include landlords, other departments and community members in the efforts to curb criminal activity and promote a healthy community. Many of these issues are being addressed and resolved before they develop into serious problems for both the police department and the community.

Anoka-Hennepin Drug Task Force

Columbia Heights continues to be a valued member of the Anoka-Hennepin Drug Task Force. Detective Piehn completed his commitment to the Anoka-Hennepin Drug Task Force during the second quarter of 2013, and while Columbia Heights Police were forced to deal with staffing issues during the third quarter, his position went unfilled. In October 2013, Detective Pletcher was assigned to the AHDTF for the remainder of the fourth quarter and continues to work there into the New Year. Even with the brief hiatus, both Anoka County and Columbia Heights alike were served well by the AHDTF and their continued pursuit of curbing the destructive nature of narcotics and the crimes associated with drug use. In 2013, the AHDTF executed a total of 138 search warrants, 13 of which were in Columbia Heights, and made an astounding 696 arrests. Some notable arrests made by the AHDTF include the suspect from Fridley who was imitating an officer while committing acts of sexual violence, a heroin dealer who was charged with murder in the third degree after the product he sold to a young female caused her premature death, and a long time pedophile who has abused numerous young boys over the last several years. Recently, Detective Pletcher was given information regarding a cocaine dealer who was selling their product in and around Columbia Heights. After investigating further, Detective Pletcher and the AHDTF were able to set up multiple operations that started in Columbia Heights and finished with the arrests of two separate drug dealers who were charged with First Degree Controlled Substance – Sales crimes. AHDTF has also recently targeted multiple convenience stores in the area that were selling the illegal and highly dangerous synthetic narcotics, resulting in the confiscation of hundreds of thousands of dollars' worth of illegal product, as well as the forfeiture of any proceeds earned from the sales of this felonious substance. Detective Pletcher and the AHDTF continue to strive for excellence and look forward to the challenges and successes of 2014 and beyond.

Street Crimes Unit (SCU)

In 2012, the Street Crimes unit went from a summer initiative detail to a full time unit. The unit consists of two officers. Corporal Paul Bonesteel and Officer Justin Pletcher were assigned to this unit in 2012 and throughout most of 2013. In the fourth quarter of 2013, Officer Justin Pletcher was reassigned to the Anoka-Hennepin Drug Task Force and has since been replaced by Officer Tim Noll. The primary goal of the SCU is to target lower-level crimes and to improve quality of life issues in and around identified problem areas. The SCU works closely with our department's investigators, as well as the Anoka-Hennepin Drug Task Force. The SCU utilizes non-traditional policing tactics such as plain-clothes details and unmarked vehicles in order to be more effective at spotting and addressing criminal activity. Furthermore, the SCU utilizes bike patrol and increased foot patrol in targeted areas during the summer months. The SCU maintains flexibility in order to respond to any needs that arise. An example of this took place this summer when a resident became a victim of a car break-in. A few days later, the suspect made contact with our victim and attempted to extort money from her in exchange for returning her property. The SCU assisted patrol and the victim in arranging a meet. The suspect was ultimately arrested and miscellaneous stolen items were recovered, not only for this one victim but for others as well. In December 2013, a person came forward to report that they were a victim of a robbery and assault. The victim provided both suspect and vehicle information to police. The SCU checked various addresses in both Hennepin and Ramsey Counties and eventually determined where the suspect lived. The information gathered ultimately led to a search warrant and an arrest of the person responsible for committing this act.

The SCU has been highly effective, maximizing the flexibility this type of unit allows. Through proactive police tactics, such as warrant sweeps and surveillance, SCU continues to show effort and progress through both a high number of arrests and citations. However, SCU has also evolved into a progressive community

asset, utilizing positive contacts within the diverse community of Columbia Heights and Hilltop to foster a healthy and growing relationship between police and residents. The Police Department has continued to see positive results from this unit, and since its inception SCU continues to focus on problem areas that patrol might not otherwise be able to address on its own. SCU has also done several narcotic investigations that have led to multiple search warrants and arrests in 2013. These arrests also resulted in sanctions as part of the Crime Free and Drug Free sections of the Property Maintenance code, and often resulted in the termination of tenancy in rental housing, as well as disorderly house charges for those properties that are not rentals. The end result of this work was a reduction of criminal activity from several neighborhoods in Columbia Heights.

All Hands Days

The Police Department has continued to utilize the tactic of “All Hands Days” in which the Police Department partners with other criminal justice agencies to create saturation events during the summer months. In 2013, Anoka County Corrections and deputies from the Anoka County Sheriff’s Office assisted us during these saturation details. During All Hands Days, police made several home visits of predatory offenders to assure that they are compliant. Columbia Heights Community Development also participated in the 2013 events. By working with other city departments, we were able to enforce additional issues to include building code violations and problem locations within the city. The department utilized marked squads, unmarked squads, bicycles, foot patrol, and officers in both plain clothes and department uniforms.

POR Checks

In 2013 the Columbia Heights Police Department initiated a program where Officers Noll, Dietz, Sturdevant, Korts and Investigator Sinn do home visits with predatory offenders to ensure that they are compliant with their registrations. Formerly, all POR checks were handled through one investigator, and this new procedure allows a distribution of the workload to enable officers to check offenders living in Columbia Heights and Hilltop more frequently. The number of offenders in the city averages around 50 and with this new program they are all getting checked three to four times in a year.



Prescription Drug Take Back

The Columbia Heights Police Department is pleased to announce that, in partnership with the Anoka County Sheriff’s Office, it now offers citizens the ability to drop off unused prescription drugs. A Prescription Drug Take Back container is located in the lobby of the Columbia Heights Public Safety Center at 825 41st Avenue.

Prescription drug abuse is the nation’s fastest-growing drug problem. While there have been decreases in the use of some illegal street drugs such as cocaine, nearly one-third of people aged 12 and over who have used drugs for the first time began by using a prescription drug non-medically.

There is no fee for this service. The Columbia Heights Police Department only accepts household prescription pills, capsules, caplets, and tablets. Citizens can drop off their unused prescription drugs during regular business hours.

Youth Initiatives

Bullying

In 2013, the CHPD once again partnered with the School District to conduct Anti-Bullying storybook readings to elementary students. The program started at Highland Elementary three years ago, and has since expanded to include Valley View Elementary. In this program, 18 officers and two support staff read books on bullying to 581 students at the two schools. Afterwards, the students ask the officer questions and this provides an opportunity to develop a positive rapport with the students in the District.

The CHPD's School Liaison Officers, Erik Hanson at the high school and Danielle Pregler at the middle school, have access to the School District's bullying report forms, and they work with school staff as an additional resource for students to intervene with bullying concerns and behaviors. The "See it-Text it" program continues to be a way for students and staff an opportunity to contact the School Liaison Officers with concerns.

School Safety

The police department this year conducted an assessment of school safety concerns and presented a report to the School District with proposals to increase school safety. The report took into account the physical security of school buildings and suggestions for improving security within the school.

For 2014, the police department plans to collaborate with the Minnesota Department of Homeland Security and Emergency Management to review the school Crisis Manual, and for further assistance in assessing the School District's emergency preparedness. Also, the police department will be conducting training with school staff focusing on threat assessment and response.

Beginning in the Fall of 2013, the police department partnered with the School District to improve safety and ease the flow of traffic from Valley View Elementary and Columbia Academy by directing traffic in the parking lots and adjacent streets before and after school. This has resulted in a safer environment for walking students, and less congestion for parents who drive to drop off and pick up their students.



Captain Austin escorts Valley View students across the Walk Bridge at 49th Avenue NE and Central Avenue NE.

D.A.R.E.

This was the Columbia Heights Police Department's 23rd year of teaching D.A.R.E. (Drug Abuse Resistance Education) in the 5th grade classrooms at Highland and Valley View Elementary Schools. The curriculum was also instructed for the first time this year at North Park Elementary School, a Columbia Heights district school located in southern Fridley. This year, 270 students graduated from the D.A.R.E. program, where they learn to avoid drugs, alcohol and tobacco, and how to make good decisions.

Open Gym

The police department hosts a weekly Open Gym every Tuesday at Columbia Academy for middle school students and at the Hylander Center for high school students. The Open Gyms are supervised by the School Liaison Officers at these schools, with assistance from other CHPD employees. In 2013, a total of 4,585 kids attended the Open Gyms. This program is very popular and many kids return week after week.



Beth O'Brien and Officer Danielle Pregler attending Open Gym at Columbia Academy.



Officer Danielle Pregler and Community Service Officer Wellman attending Open Gym.

Big Brothers Big Sisters

2013 marks the second year of bringing the Big Brothers/Big Sisters program to Highland Elementary. Columbia Heights is the only department in Anoka County involved in this program. Several CHPD employees have volunteered to become a "Big". After an application, interview and training process, these employees are matched with a student from the school, and develop a mentoring relationship by having lunch together, and reading, playing games or doing crafts. The police department plans to expand the program with other community partners to have a minimum of fifteen student matches.



Officer Justin Pletcher mentoring during Big Brothers Big Sisters.

Metro Heights Academy

The CHPD has had an officer assigned as a School Liaison Officer at the Metro Heights Academy from January of 2010 until the school moved out of its location in the city in June of 2013. Officer Rob Harvey, who was that school's Liaison Officer, taught a class at the school on the consequences of criminal behavior and mentored at-risk kids about making good life choices. He also assisted with the Open Gym program.

Columbia Heights Police Reserves

The Columbia Heights Reserve Unit is a volunteer organization committed to assisting the Police Department and Columbia Heights-Hilltop communities with a wide variety of tasks and assignments. New Reservists are schooled through a field training program, including training on police skills, tactics and other duties. The Reserve Unit receives ongoing training in Use of Force and other areas throughout the year. The Reserve Unit has been in existence in Columbia Heights for approximately 50 years, and the CHPD is grateful to these dedicated volunteers for their assistance.

In 2013:

- Reserve Officers volunteered a total of 1,327 Hours. These hours were logged at events including training, meetings and performing patrol services.
- Reserve Officers provided 1,105 hours of patrol services and special detail work. The Reserves assisted patrol officers with 93 various transport details during the year to include transports to jail and detox units. The Reserves also responded to call-outs to provide scene security and other assistance during critical events.
- The Reserves assisted at Columbia Heights High School Graduation and various sporting events. They participated in the department's All Hands Days, helped with flyer distributions, and provided traffic and crowd control at the annual Jamboree parade and carnival.
- The Reserves assisted with other Columbia Heights community activities:

Community Picnic	Global Academy 5K run
Walgreens Open House	National Night Out
- Reserves also participated in assisting partner agencies with these events:

Coon Rapids Parade	Blaine Triathlon
Robbinsdale Whiz-Bang Days	Hopkins Raspberry Days
- The Reserves have received training in the following:

Taser	Mental Health
Spring Use of Force	CPR/First Aid
Fall Use of Force	Performing Searches
Jail Procedures	Patrol Duties



o Police Reserves in 2013:

<u>Name</u>	<u>Serving Since</u>
Bob Schmidt	02/01/1996
Darin Bistodeau	06/25/1998
Brian Getty	01/11/2000
Tim Utz	04/16/2007
Omar Abshir	10/21/2010 – Resigned August 2013
Kevin Gominsky	10/21/2010
Marco Torunski	10/21/2010
Joe Scartozzi	06/02/2011 – Resigned February 2013
Olutola Ogundare	06/02/2011
Ryan Keyes	12/01/2011 – Resigned March 2013
Kelly Anderson	07/05/2012
Mir Ali	08/02/2012
Dan Reid	10/04/2012 – Resigned November 2013
Katie Wimberly	10/04/2012
Jake Skowronek	06/06/2013
Dan Stone	06/06/2013
Joel Kleven	11/07/2013
Ziad Alobaidi	11/07/2013

CHPD Hosts Meeting with Senator Al Franken

On August 5, 2013, the CHPD was proud to host a meeting headed by U.S. Senator Al Franken with partners to include Mayor Peterson, Anoka County Attorney Tony Palumbo, Anoka County Commissioner Kordiak, and representatives from the mental health community to discuss the bill that Franken had introduced that authorizes grants to police departments and courts for Crisis Intervention Technique (CIT) training. There was also discussion on how CHPD has developed and implemented mental health training for officers along with its collaborative efforts with Metropolitan State University, the Barbara Schneider Foundation, Lee Carlson Center, and Anoka County Human Services.



City and County officials talk with Senator Al Franken about mental health issues.

Police Employees in 2013

<u>Name</u>	<u>Title</u>	<u>Serving From:</u>	
Scott Nadeau	Chief of Police	04-21-08	
Lenny Austin	Captain	02-15-95	
John Rogers	Sergeant	06-12-86	Retired 3-29-13
Ted Fischer	Sergeant	10-30-92	
Matthew Markham	Sergeant	08-31-98	
Erik Johnston	Sergeant	12-02-02	
Paul Bonesteel	Corporal/Street Crimes Unit	09-08-94	
Lee Okerstrom	Corporal	03-23-98	Retired 8-21-13
Terence Nightingale	COP Coordinator	04-01-85	
Gary Kallestad	Police Officer	04-17-89	
Steven Korts	Police Officer	09-13-89	
Joe Sturdevant	Police Officer	05-06-96	
Dale Sorensen	Police Officer	09-11-97	
Matthew Aish	Police Officer	08-30-99	
Gregory Sinn	Investigator	06-05-00	
Robert Harvey	Alt School Liaison/Patrol	01-07-01	Patrol 06-01-13
Jason Beckett	Police Officer	01-08-01	
Jason Piehn	AHDTF/Patrol	04-04-05	Patrol 04-01-13
Danielle Pregler	Middle School Liaison	03-19-06	
Erik Hanson	High School Liaison	02-05-07	
Tessa Villegas	Police Officer	06-18-07	Last Day 04-29-13
Ronald Dietz	Police Officer	11-26-07	
Andrew Carigiet	Police Officer	08-11-08	Last Day 04-5-13
Joseph Pikala	Police Officer	08-12-08	
William Monberg	Police Officer	10-13-08	
Maggie Titus	Police Officer	01-04-10	
Justin Pletcher	Street Crimes Unit/AHDTF	05-24-10	AHDTF 10-21-13
Timothy Noll	Police Officer/Street Crimes Unit	11-19-12	SCU 10-16-13
Jacob Hilden	PT CSO/Police Officer	08-20-12	Patrol 05-14-13
Andrew Museus	Police Officer	05-13-13	
Karen Olson	Office Supervisor	02-19-86	
Elizabeth O'Brien	Records Technician	08-20-90	
Carol Femling	Records Tech	10-26-09	
Ramon Gomez	Clerk-typist	11-04-13	
John Nichols	Information Systems Specialist	03-08-10	
Jerry Wellman	Community Service Officer	01-25-06	
Marcus Ottney	PT Community Svc Officer	08-27-12	
Jacqueline Duchschere	PT Community Svc Officer	06-26-13	
Jordan Trammel	PT Community Svc Officer	06-26-13	



COLUMBIA HEIGHTS

FIRE DEPARTMENT

2013 Annual Report



Mission Statement

The Columbia Heights Fire Department strives to maintain and improve the quality of life of all whom live, work, visit, or invest in the communities in which it responds. Our primary mission is to provide a full range of programs and services designed to protect the lives and property of the people we serve. These services include fire prevention and education, fire and maintenance code enforcement, fire suppression and investigation, emergency medical services, and initial response to natural and man-made catastrophes.

Introduction

The Columbia Heights Fire Department 2013 Annual Report is a reflection of the commitment to the community we serve. It is filled with statistics and information that identifies ways in which we continue to successfully meet our mission. Our successes 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. We couldn't meet our mission without this dedication and support.

The fire department responded to a total of 2,794 calls for service this past year. Of this total, 852 were calls were fire related and of them 24 were structure fires. Fortunately, there were no deaths attributable to fire in the City of Columbia Heights this past year.

The fire department also provides emergency medical services at the Emergency Medical Technician Basic level. The greatest number of fire department responses is due to medical emergencies, of which the department responded to 1942 medical calls in 2013.

The department also responds to and provides a variety of services intended to meet the specific needs of our community. The fire department trains and responds to incidents involving hazardous materials, water rescue, ice rescue, confined space rescue and weapons of mass destruction. In addition, the department members conduct fire prevention education and participate in numerous citywide events such as National Night Out and the 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.

Early in 2013 the Fire Department participated in a Feasibility Study for Shared or Cooperative Fire and Emergency Services with Fridley and St Anthony Fire Departments. The study was financed through a grant from the Minnesota State Fire Marshal's office and was conducted by Emergency Services Consulting International. The study was presented to all three participating communities in June. As we move forward into the new year, the Columbia Heights Fire Department will continue to evaluate the services we provide to the community to determine quality and effectiveness and to look at ways to work with our neighboring communities to share services. Firefighter education, training, and development will continue to remain a priority.

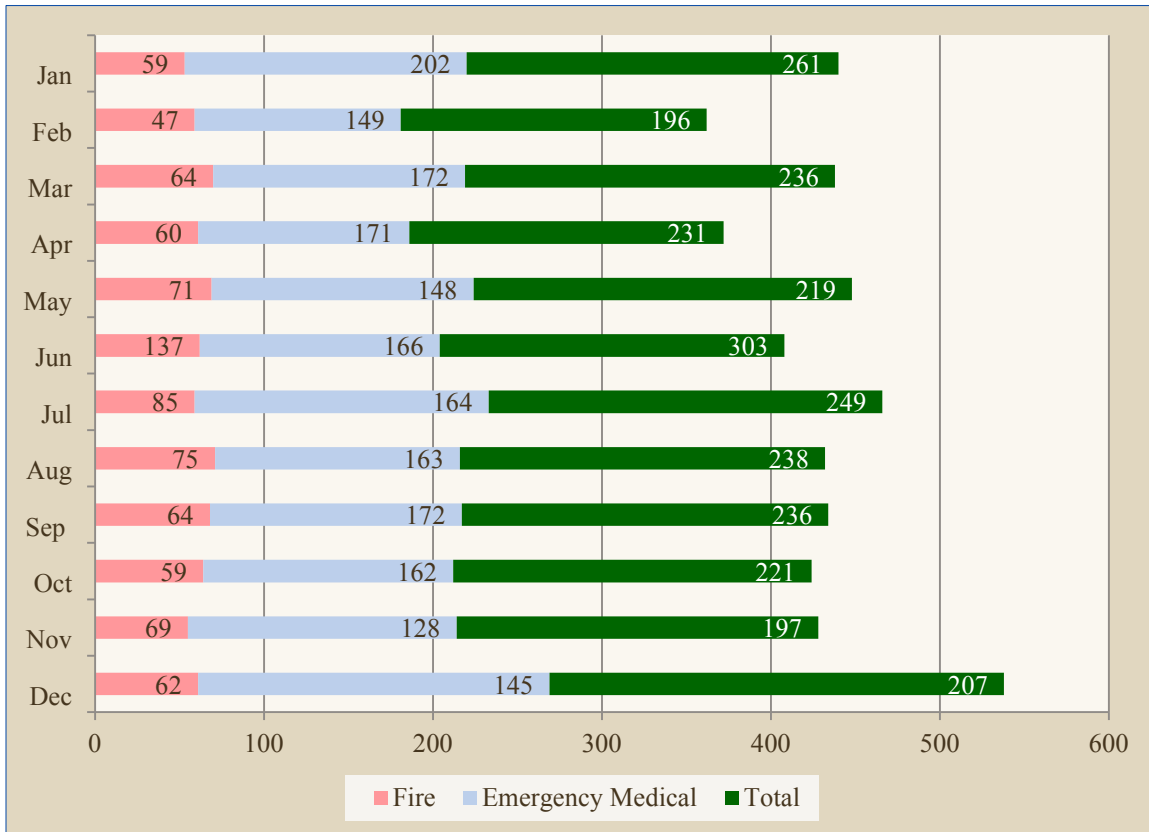
The Columbia Heights Fire Department, as always, is committed to preserving the life and property of our citizens and to serve the community with honor and loyalty.

Incident Reports

The Fire Department responded to 2,794 calls in 2013. 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 4 minutes 49 seconds.

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.

2013 Fire and Emergency Medical Calls by Month



*2013 Total
Fire Calls*

852

*2013 Total
Medical Calls*

1942

*Total calls
for 2013*

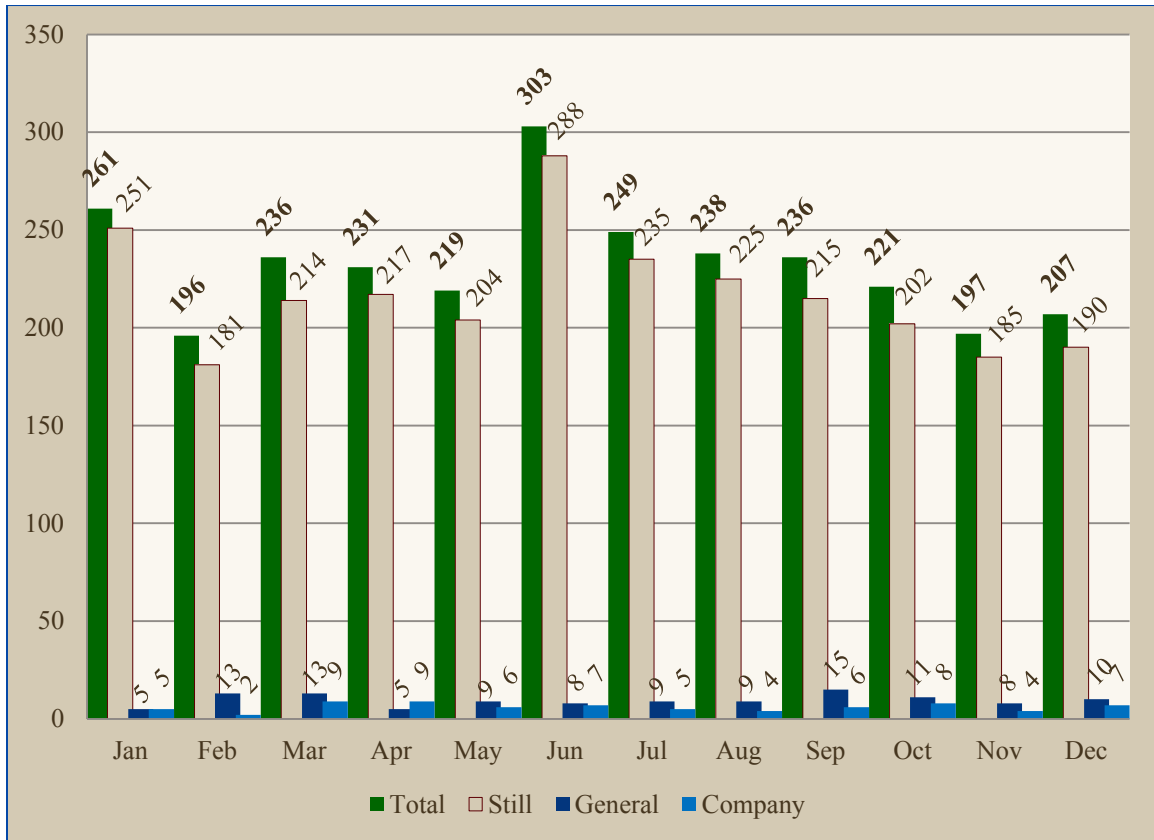
2794

2013 Type of Alarms by Month

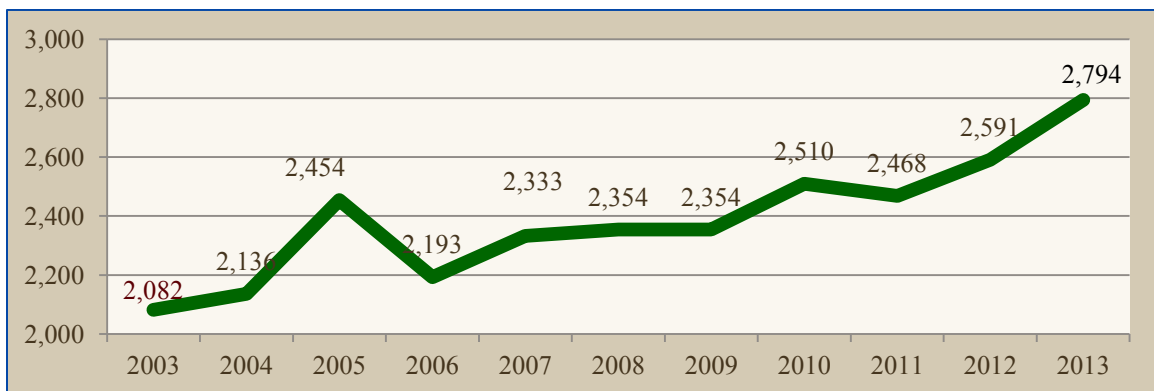
Still Alarms are handled by on-duty personnel without calling for additional help.

Company Alarms are handled by call-back of available off-duty paid personnel and approximately 1/2 of 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



2013 Classification of Alarms

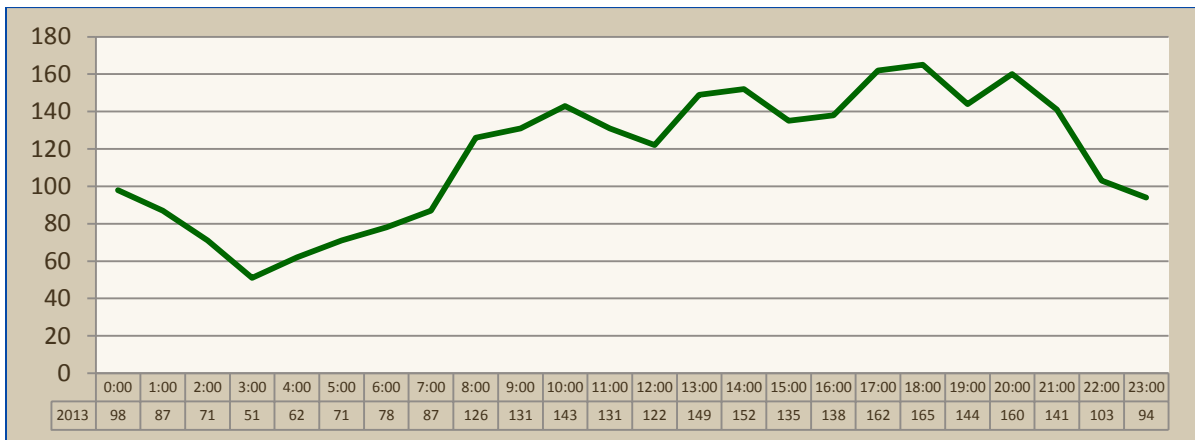
Rescue/Medical Alarms	1942	Service Calls	262
Medical Assist	206	Misc. Service Call	3
Assault	34	Person in distress	2
Breathing Problems	211	Jewelry Removal	2
CVA/Stroke	41	Water evacuation	2
Diabetic	58	Water/Steam leak	7
Flu Symptoms	105	Smoke/odor removal	3
Fall/Fracture	248	Assist Police/Government Agency	47
Chest Pain/Heart	163	Police Matter	43
Choking	7	Public Service	21
DK/ETOH	28	Assist Invalid	88
Laceration/Bleeding	71	Unauthorized Burn	37
Overdose/Suicide Attempt	29	Standby/Cover Other Agency	1
Pregnancy/OB	15	Good Intent Calls	261
Cardiac Arrest	12	Good Intent, other	1
Seizure	78	Dispatched/Cancelled en route	139
Abdominal Pain	82	Wrong Location	3
Allergic Reaction	14	No Incident Found Upon Arrival	84
Back Pain	43	Authorized Controlled Burning	6
DOA	21	Smoke Scare/Steam/Fog	17
Behavioral/Psych	48	Hazmat Investigation/No Hazmat	11
Misc. EMS Call/General Illness	374	False Alarm & Calls	115
MV Accident w/injuries	35	Malicious False Call, other	8
MV Pedestrian Accident	9	Bomb Scare	1
Removal from elevator	2	Sprinkler Activation, Malfunction	4
Heat/Cold Emergency	2	Smoke Detector Malfunction	11
GunShot/Stabbing	6	Alarm System Malfunction	19
Hazardous Condition/No Fire	84	CO Detector Malfunction	16
Flammable liquid spill	5	Sprinkler Activation/No Fire	4
Gas leak	20	Detector Activation/No Fire	16
CO Incident	24	Alarm Activation/No Fire	25
Heat From Short Circuit Wiring	4	CO Activation/No Fire	11
Power Line Down	17	Fire	77
Arcing/Shorted Equipment	9	Building Fire	21
Misc. Condition	5	Cooking Fire, Confined	27
		Trash/Rubbish Fire	4
		Fire in Portable Building/Dumpster	8
		Vehicle Fire	11
		Grass/Brush Fire	4
		Fire, Other	2

Top Properties for Service

Address	# of Calls for Service
1 Comforts of Home Assisted Living – 3801 Hart Blvd	113
2 Northeast Seniors Housing – 85 Units – 3850 Stinson Blvd	74
3 Parkview Villa Apartments - 146 Units – 965 40th Ave	68
4 Crest View on 42 nd - 50 Units – 900 42nd Ave	48
5 Crest View Lutheran Home – 4444 Reservoir Blvd	44
6 Crest View Royce Place Assisted Living – 1515 44th Ave	42
7 Crest View Columbia Village – 1675 44th Ave	31
8 Starlite Motel – 4720 Central Ave /Hilltop, MN 55421	28
9 Bryant Apartment Rentals - 17 Units – 3806 Stinson Blvd	24
10 Crest View Boulevard Apartments – 77 Units – 4458 Reservoir Blvd	21
11 Steven Scott Management, Inc. – 75 Units – 3839 Hart Blvd	20
12 Steven Scott Management, Inc. – 35 Units – 2200 39th Ave	19
13 Central Valu Shopping Center – 4300 Central Ave	19
14 Kingsriter Duplex Rentals – 4000 Block University Ave	17
15 Samir & Kawthar Partnership – 907 46 ½ Ave/Hilltop	17
16 Columbia Heights Senior High – 1400 49 th Ave	17
17 M.V.A. Apartment Rentals – 4330 3 rd St	16
18 Samir & Kawthar Partnership – 4630 Central Ave/Hilltop	16
19 Single Family Home – 4500 Block of Taylor St	14
20 Demetriou Apartment Rentals – 1400 47 th Ave	14

Calls by Time of Day

Below is a breakdown of the 2013 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 10:00 pm and 6:00 am account for over one quarter (25.53%) 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.

2013 Mutual Aid Received – (12 Times)

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

Date	Call #	Address	Type of Assistance	Type	Department
2-14	13-357	5020 – 6 th St	SOB – 2 nd Call	M	Fridley
8-07	13-1751	4101 - 5 th St	Gas Leak	M	St. Anthony
8-24	13-1871	204 - 42 nd Ave	Structure Fire	M	Fridley St. Anthony
9-12	13-2020	5152 - 4 th St	SOB	M	Fridley
9-12	13-2024	800 - 53 rd Ave	Chemical Leak	M	Fridley St. Anthony
10-22	13-2327	4417 University Ave	Burnt Food on Stove	A	Fridley St. Anthony
10-31	13-2384	1340 – 42 nd Ave	House Fire	A	Fridley St. Anthony
10-31	13-2385	965 – 40 th Ave	Medical	M	Brooklyn Park
11-07	13-2423	4900 Stinson Blvd	Medical Alarm	O	Fridley
11-26	13-2546	5131 University Ave	SOB – 2 nd Call	O	Fridley
11-29	13-2571	1009 - 42½ Ave	Garage Fire	A	Fridley St. Anthony
12-06	13-2615	4120 - 4 th St	Burnt Food on Stove	A	Fridley St. Anthony

2013 Mutual Aid Given – (22 Times)

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

Date	Call #	Address	Type of Assistance	Type	Department
1-04	13-36	Brooklyn Center	Station Standby	M	Brooklyn Center
2-05	13-291	6031 Benjamin St	House Fire	A	Fridley
2-12	13-337	6341 University Ave	Station Standby	M	Fridley
2-20	13-400	3216 Diamond Eight Ter	Cancel En Route	A	St. Anthony
3-12	13-546	St. Anthony	Cancel En Route	A	St. Anthony
3-24	13-634	Brooklyn Center	Station Standby	M	Brooklyn Center
4-06	13-731	6431 University Ave	Station Standby	M	Fridley
4-26	13-889	30 - 81 st Ave	Grass Fire	M	Fridley
5-15	13-1024	6545 Monroe St	Cancel En Route	A	Fridley
5-16	13-1032	6060 - 5 th St	House Fire	A	Fridley
7-22	13-1626	1400 - 73 rd Ave	Station Standby	M	Fridley
8-15	13-1804	St. Anthony	Station Standby	A	St. Anthony
8-29	13-1912	4100 Main St	Station Standby	M	Fridley
9-26	13-2138	37 th Ave & Lincoln St	PI Accident	M	Minneapolis
9-30	13-2166	5451 - 5 th St	Cancel En Route	A	Fridley
10-02	13-2176	3911 Silver Lake Rd	Cancel En Route	A	St. Anthony
10-11	13-2247	Fridley	Address Mix Up	M	Fridley
10-21	13-2324	15 - 63½ Way	Oven Fire	M	Fridley
12-22	13-2733	5400 - 5 th St	Apartment Fire	M	Fridley
12-24	13-2752	53 rd Ave & 5 th St	Building Fire	M	Fridley
12-30	13-2787	7855 East River Rd	Apartment Fire	A	Fridley
12-30	13-2788	690 Osborne Rd	Burnt Food on Stove	M	Fridley

Fire Loss Report

2013 Structure Fire Incidents with Property Loss

Date	Call #	Address	Occupancy Type	Cause of Fire	Prop Loss
1-02	13-19	4645 Washington St	Rental	Dryer	2,000
1-18	13-147	3854 Central Ave	Commercial	Grease Fire	300
1-30	13-249	4614 Johnson St	Single Family	Burnt Food on Stove	20
2-02	13-274	3812 Van Buren St	Single Family	DK rec Fire next to garage	300
2-15	13-369	1836 – 39 th Ave	Rental	Undetermined	175,000
2-18	13-385	3850 Stinson Blvd	Multi Family	Burnt Food on Stove	1,000
3-04	13-479	4050 Maureen Dr	Multi Family	Undetermined	20,000
3-12	13-545	4550 Central Ave	Mobile Home	Undetermined	500
3-14	13-568	4300 Central Ave	Commercial	Grease Fire	10,000
3-26	13-656	940 – 39 th Ave	Rental	Pizza Box in Oven	500
5-16	13-1031	4900 – 5 th St	Family Exempt	Burnt Food on Stove	12,000
5-24	13-1096	4021 Jefferson St	Single Family	Chemical Reaction	4,000
7-16	13-1582	909 – 46 1/2 Ave	Apartment	Grease Buildup on Burners	600
7-23	13-1637	1000 Peters Pl #203	Apartment	Burnt Food on Stove	500
8-24	13-1871	204 – 42 nd Ave	Rental	Electrical	40,000
8-26	13-1883	4645 Fillmore St	Single Family	Undetermined	85,000
8-27	13-1891	4347 University Ave	Rental	Electrical	3,000
9-15	13-2048	5038 – 6 th St	Single Family	Undetermined	52,500
9-15	13-2049	4516 – 5 th St	Rental	Cigarette	1,000
9-27	13-2145	4901 Madison St	Single Family	Arcing Wires	3,000
10-31	13-2384	1340 – 42 nd Ave	Single Family	Electrical	68,000
11-10	13-2441	4546 Tyler St	Rental	Burnt Food on Stove	500
11-29	13-2571	1009 – 42 ½ Ave	Rental	Coals from Smoker	10,000
12-27	13-2767	843 – 41 st Ave	Townhouse	Burnt Food on Stove	2,300
Total 2013 Structure Fire Property Loss (24 incidents) - estimated figures					\$492,020

2013 Vehicle Fire Property Loss Summary

Total 2013 Vehicle Fire Property Loss
(9 incidents) - estimated figures

\$219,902

Casualty Report

2013 Fire Service Casualties

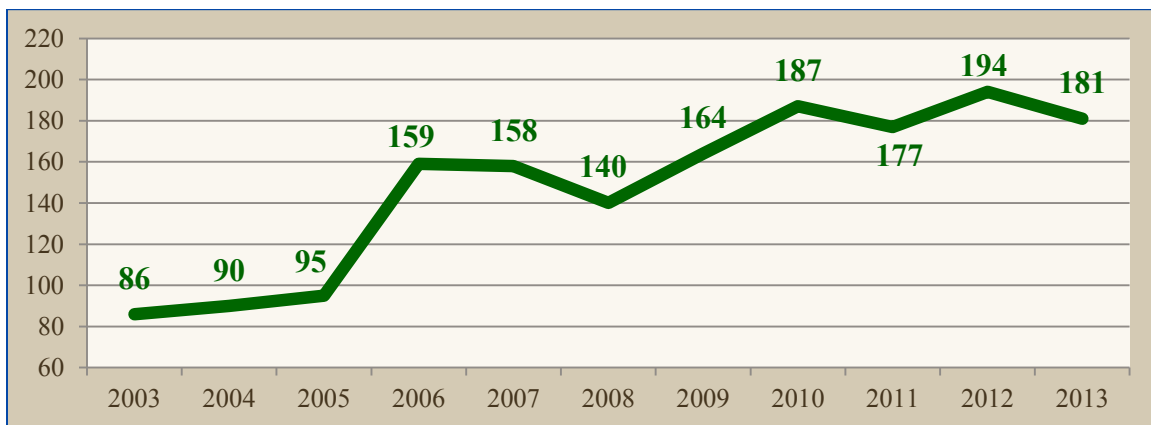
Date	Call #	Name	Injury	Cause
3-21	13-606	Fulltime Firefighter	Back/Leg	Car Fire
11-25	13-2533	Fulltime Firefighter	Back Strain	Lift Assist

2013 Civilian Casualties

Date	Call #	Name	Injury	Cause
2-15	13-369	Adult Male	Smoke Inhalation	Building Fire
8-26	13-1883	Minor Male	Smoke Inhalation	Building Fire
12-6	13-2615	Minor Female	Smoke Inhalation	Burnt Food on Stove

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 2012, which covers the years 2013-2015. A 10-Year comparison of the number of calls to the City of Hilltop is reflected in the chart below.

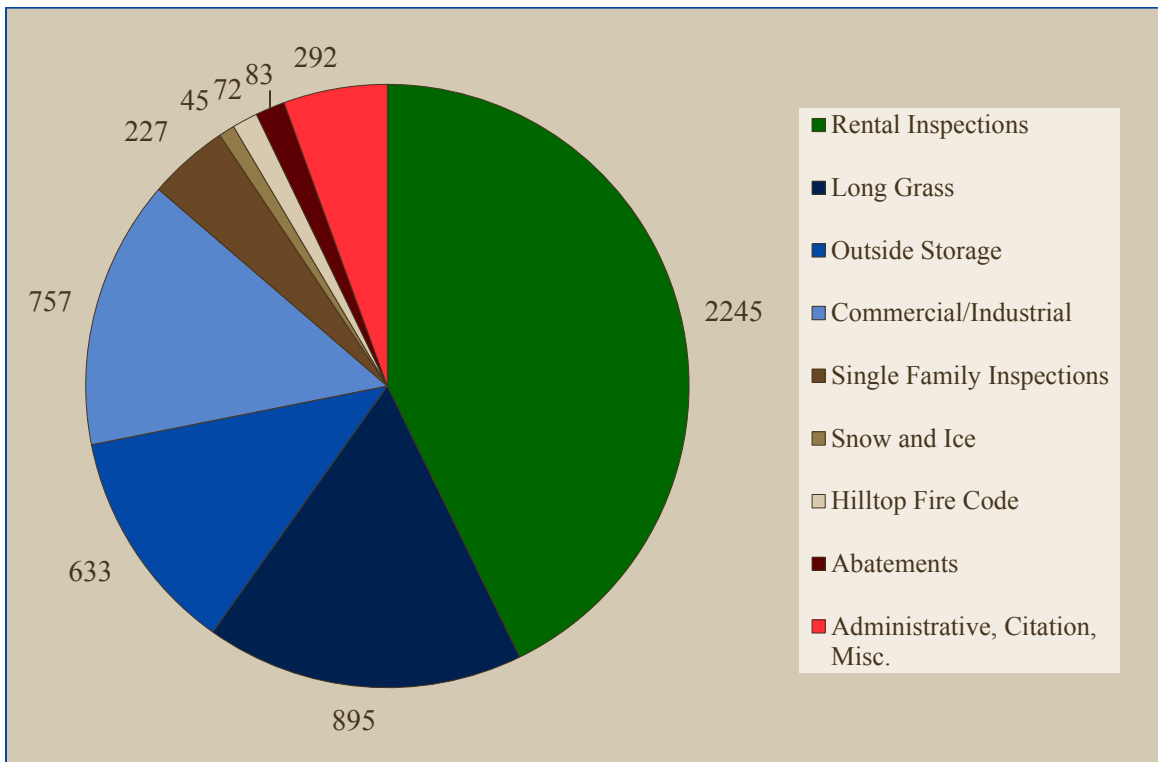


Inspection Report

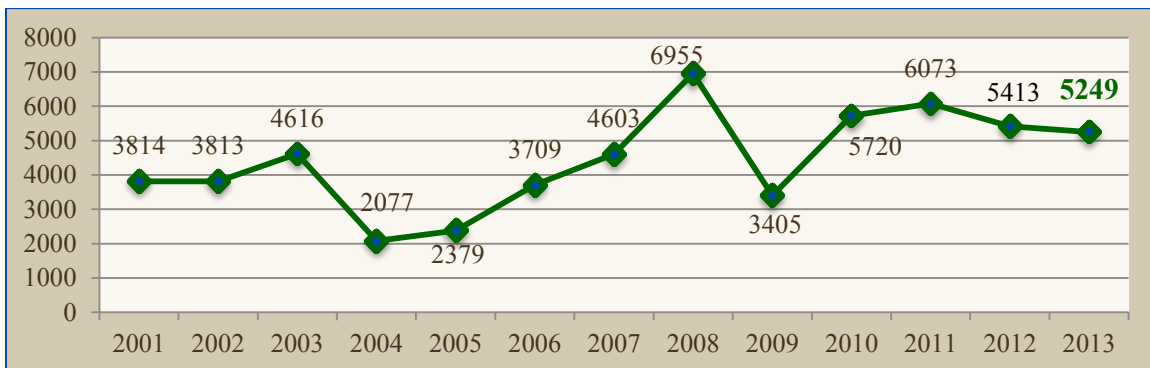
The Fire Department Inspection Program is supervised by the Assistant Fire Chief and involves the six full time firefighters as inspectors. All inspectors are cross trained for both fire and property maintenance inspections, allowing for flexibility in scheduling.

The fire department conducted a total of **5,249** inspection, license, and inspection-related data entry activities during 2013. 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.

2013 Number/Type Inspection Summary

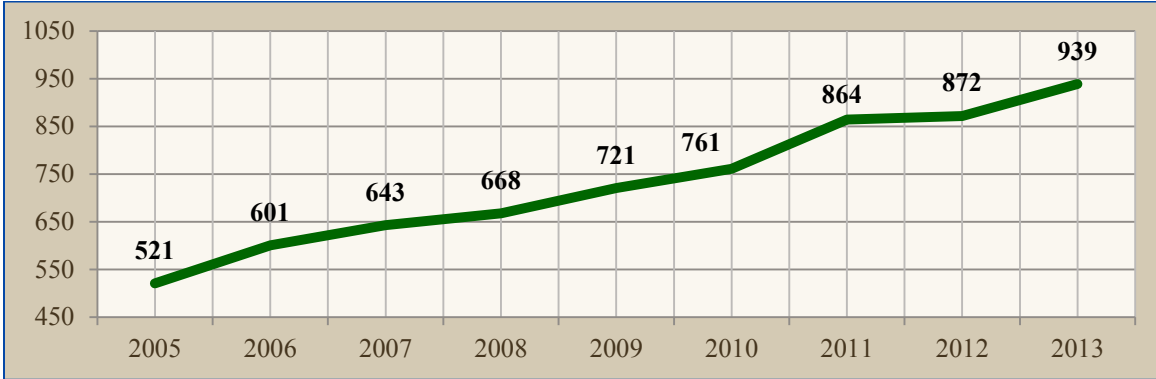


Total Inspections by the Year

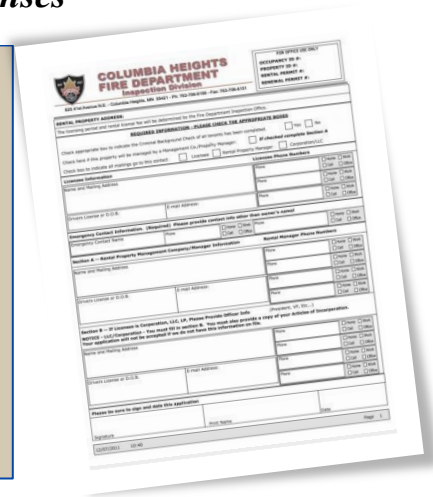
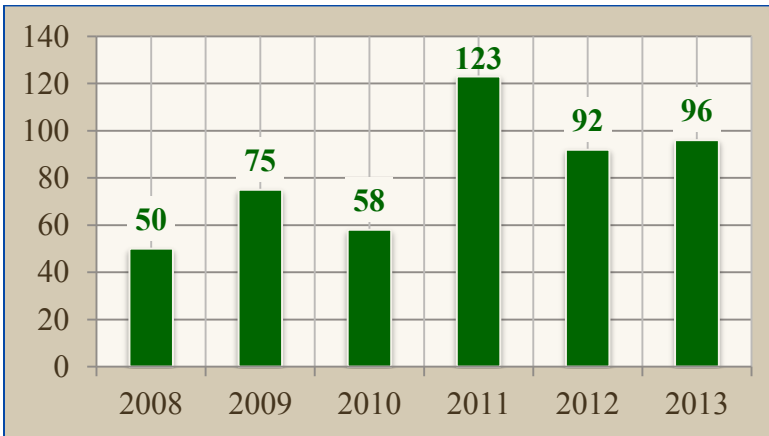


The amount of rental properties continues to increase as many of the foreclosed properties are being purchased as investment properties. In 2013, there were 96 new rental licenses. Interiors of rental properties are on a cycle to be inspected every two years and exteriors and common areas are inspected on an annual basis. Complaint inspections are inspected in a timely manner.

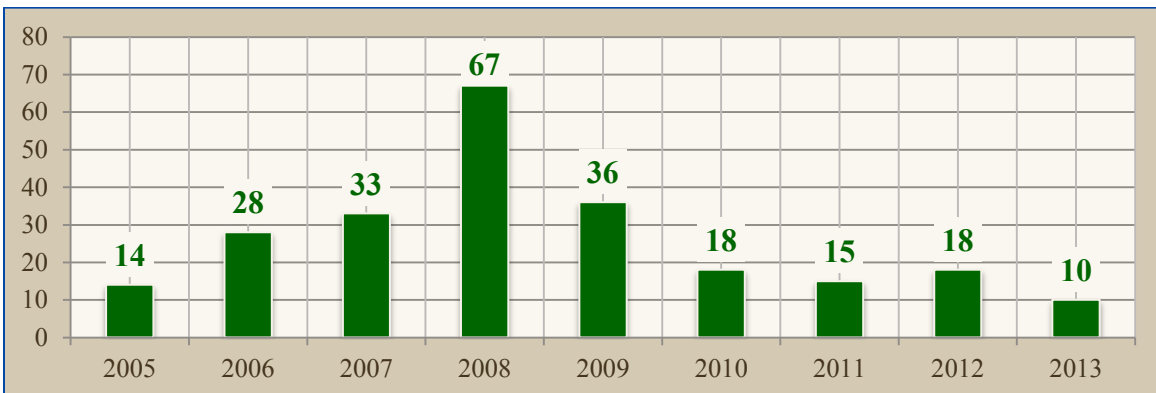
Number of Rental Licenses



Number of New Rental Licenses

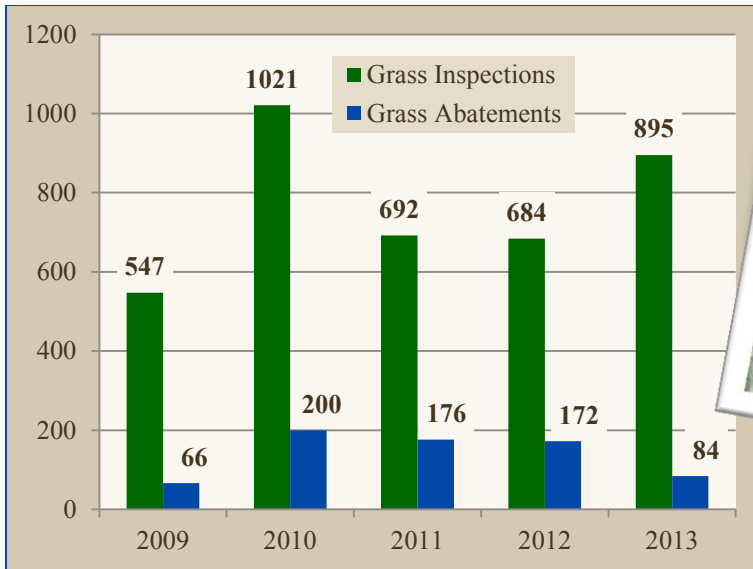


Number of Rental License Revocations



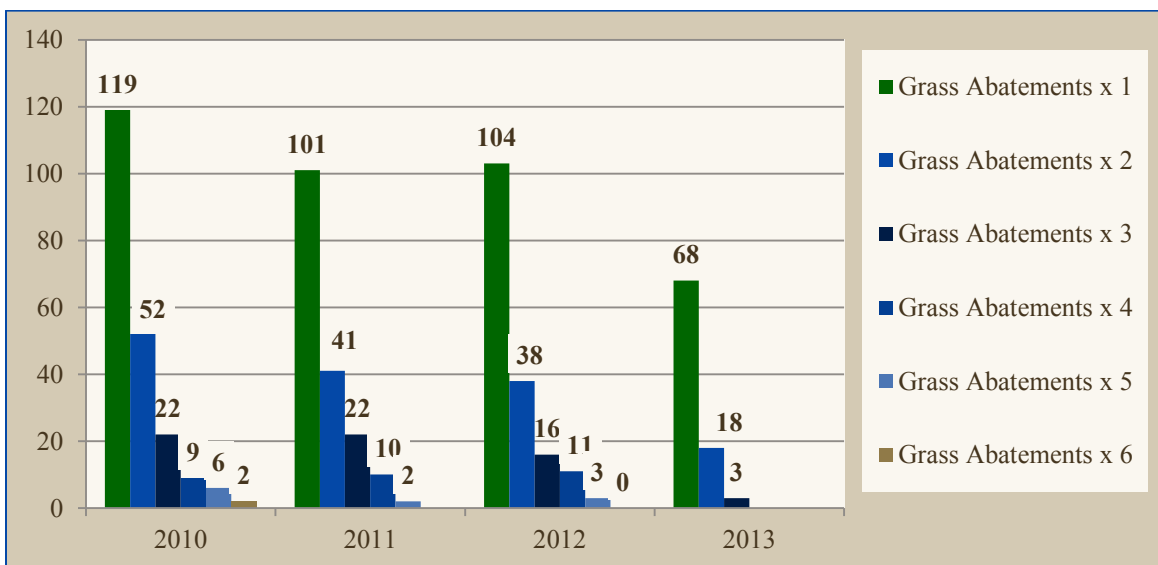
The Fire Department enforces the City Codes that do not allow the growth of long grass, weeds, and scrub growth over nine inches tall on any property. If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are abated. The graph 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.

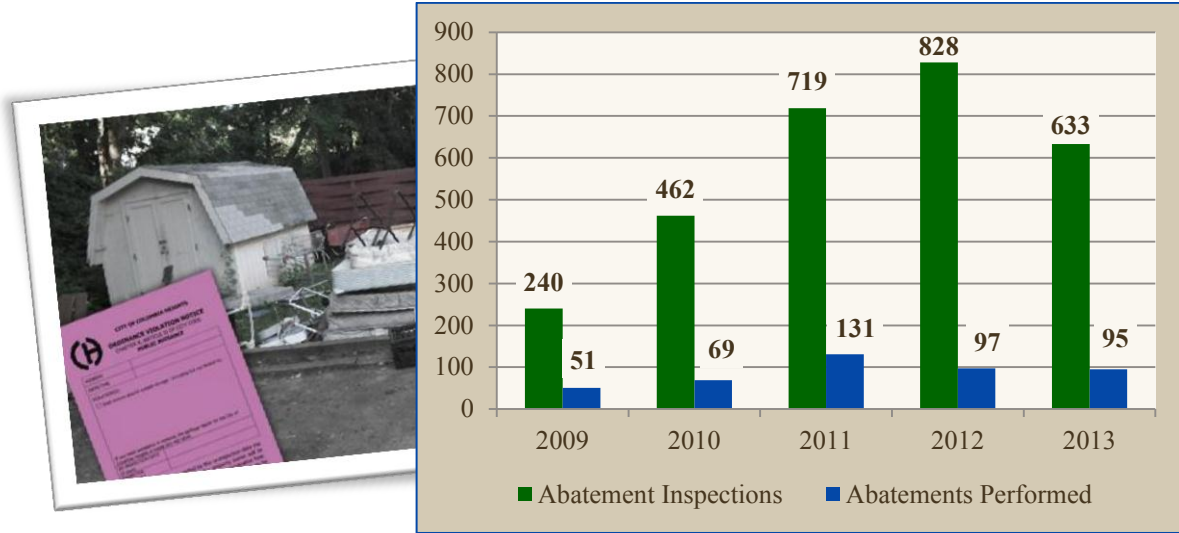
Number of single and multiple abatement breakdown



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.

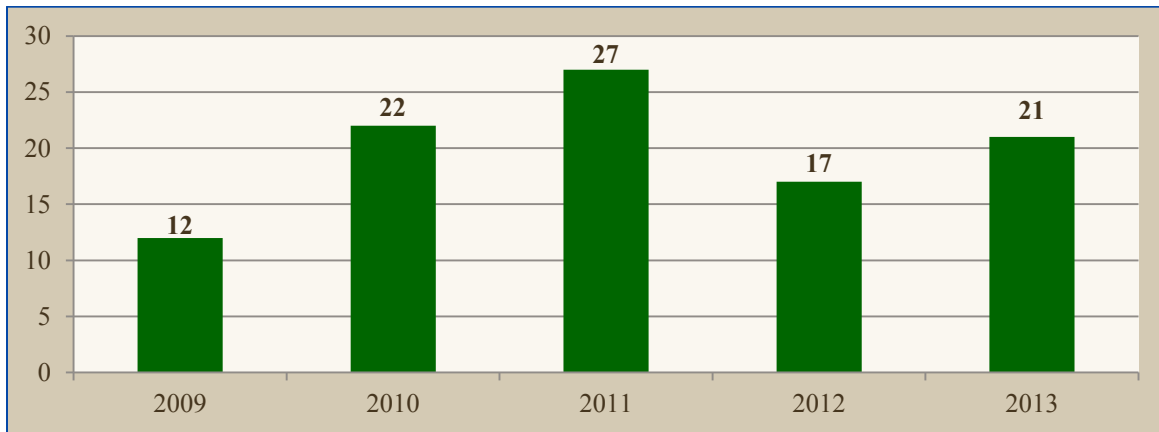
If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are corrected by a contractor. These corrections are called “Immediate Abatements”. The graph below shows the total number of times a contractor was assigned to abate an outside 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 2013 the Columbia Heights Fire Department had 62 fire prevention contacts which allowed them to speak to approximately 2,620 people about fire prevention.

National Night Out

The department took an active role in the National Night Out to reach as many citizens as possible with our fire prevention message.

Fire Prevention Month Open House

The Open House in September had beautiful weather and had a crowd of approximately 400 people in attendance. The Open House continues to focus on education activities that engage people with fire prevention messages.



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 2013 the fire department took 130 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.

AED Training

A donation by the Wargo family enabled the fire department to purchase three automated external defibrillators (AEDs) for victims of sudden cardiac arrest. Firefighters installed the public AEDs in the Library, City Hall, and Public Works and provided five training sessions for approximately 20 employees in their use. Access to AED's is important because they can restore a normal heart rhythm and strengthen the chain of survival of sudden cardiac arrest victims.



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 program consists of young adults, aged 14-21, who are interested in learning about the Fire service and EMS service. This group meets weekly and trains using the same fire and EMS curriculum the fire department uses. This past year, our explorer's have been quite busy performing joint-training with the Brooklyn Park Fire Explorers, water rescue, and competing in the Annual Governors Fire Prevention Day at the Minnesota state fair. The program has acted as a feeder program for the fire department and has generated dozens of dedicated and competent firefighters throughout the years.



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 2014, 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 2013, our members spent over 3,017 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.

Honor Guard

The fire department honor guard, equipped with class A uniforms and equipment purchased with a donation from the Wargo family, participated in many 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 taken part in the first two Anoka County Fire Academy Graduation Ceremonies.



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 Zodiak 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 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

2013 Staffing Changes

Paid-On-Call Division, Leave Of Absence

Andrew S. Hall	September 1, 2012 to June 1, 2013
Andrew S. Hall	August 26, 2013 to December 21, 2013
Curtis H. Drommerhausen	August 1, 2013 to December 31, 2013
Robert A. Miller	February 20, 2013 to March 31, 2013
Matthew C. Smigleski	August 1, 2013 to December 1, 2013
Alexander M. St. Martin	October 1, 2013 to November 12, 2013
Tou Vang	April 11, 2013 to December 31, 2013

Paid-On-Call Division, Appointments

Curtis H. Drommerhausen	January 1, 2013
Daniel J. Kiley	January 1, 2013
Matthew C. Smigleski	January 1, 2013
Charles E. Struzyk	January 1, 2013

Resignations

Curtis H. Drommerhausen	Served from January 1, 2013 to December 31, 2013
Thomas K. Flermoen	Served from July 1, 2005 to March 31, 2013
Daniel J. Kiley	Served from January 1, 2013 to January 31, 2013
Guislain K. Muvundamina	Served from November 1, 2007 to February 1, 2013
Joel T. Ostmo	Served from March 1999 to March 5, 2013
Tou Vang	Served from September 1, 2009 to December 31, 2013

Roster of Members

Columbia Heights Fire Department

December 31, 2013

Full Time Division

	<i>Position</i>	<i>Serving Since</i>
Gary C. Gorman	Fire Chief	6/2/81
John K. Larkin	Assistant Fire Chief	11/13/90
Stephen F. Kolosky	Captain	11/3/78
Matthew D. Field	Captain	8/20/80
Daniel L. O'Brien	Captain	10/1/95
Richard J. Hinrichs	Full Time Firefighter	7/2/86
Thomas A. Mattson	Full Time Firefighter	1/1/99
Anthony G. Cuzzupe	Full Time Firefighter	7/1/03
Kelly M. Schmidt	Fire Secretary	12/28/09
Keri L. Johnson	Fire Clerk	5/20/13

Lieutenants

Don W. Kostohryz	2/1/06
Troy D. Neurauter	10/1/02

Paid-on-Call Division

Shannon E. Abbott	8/1/09
Emily L. Cramble	5/1/11
Jesse D. Dittbenner	7/24/09
Jacob W. Gillespie	5/1/11
Andrew S. Hall	3/1/04
Kyle A. Hall	8/1/09
Nicholas T. Linder	2/1/12
Cory L. Mattson	9/1/09
Robert A. Miller	1/1/09
Robert J. Niznik	1/1/99
Brian J. Polski	5/1/10
Jeffrey N. Rosener	2/1/12
Daniel M. Seiberlich	2/1/12
William T. Shutte	3/1/10
David S. Sims	10/1/02
Mathew C. Smigleski	1/1/13
Alexander M. St. Martin	8/1/11
Jeffrey T. St. Martin	8/1/11
Charles E. Struzyk	1/1/13

PUBLIC WORKS



2013 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 I-I Reduction Program and Water Meter Replacement 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 2013, 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, vehicle and equipment repair and preventive maintenance, and the design and inspection of construction projects. Major accomplishments in 2013 included the following:

- 2013 saw the first full year of the City operating within the Mississippi Water Management Organization (MWMO). We were successful in securing a grant in the amount of \$795,000 to reconstruct Jackson Pond to improve flood control and add water quality treatment.
- A significant personnel change in 2013 involved the transition of the Facility Maintenance department from Administration to Public Works. A new supervisor was also hired to manage the HVAC and custodial services for public buildings.
- 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.
- Our water distribution system model was updated in 2012, and based on recommendations in that report, staff changed the operation of pump station #2 resulting in over a 40% decrease in our water main breaks from our historical average. (21 in 2010; 17 in 2011; and 15 in 2012)
- The pressure reducing valve at water pumping station #2, located on 44th Avenue west of Reservoir Boulevard, was replaced
- 2013 also continued our annual Sanitary Sewer Lining Program focusing on problem mains throughout the City. In 2014 and future years, work will focus on Collection District 3 to address Inflow and Infiltration (I-I) problems in the SE quadrant of the City.
- With the completion of the Residential Water Meter Battery Replacement program, the focus shifted to the Commercial Meter Replacement program – completed in 2013. This now concludes the replacement of all water meters in the City of Columbia Heights.
- The annual Street Seal Coating program was delayed for one year as our Street Rehabilitation program was suspended for two years to focus on Concrete Streets in 2013 and Alleys and MSA Streets in 2014.
- Staff coordinated the Public Safety Building decommissioning report recommendations focusing on improving the operational efficiencies of the HVAC systems.
- Argonne Lift Station was completed as the first of two lift station replacements planned with the Chatham Road Lift Station scheduled in 2014.
- We were again very fortunate to receive a cost share grant to continue the playground equipment replacement in our parks. The grant and equipment was received in 2012 and LaBelle Park had a new, updated playground installed by staff in 2013.
- Another major project was the completion of surface water improvements in the MSC rear yard to provide for surface treatment and operational improvements related to storm water improvement. The only remaining improvement is adding permanent roof covers for the open storage bins – planned for installation in 2014.
- Staff also coordinated activities with MnDOT on University Avenue for the traffic signal replacement including ADA pedestrian ramps at 40th Avenue.
- Staff has now shifted focus to investigate Inflow and Infiltration (I-I) in Sanitary Collection District 3 by rigorous cleaning and televising to determine the problem areas with I/I surcharging. We were informed of Collection District 3 peak exceedance and resulting calculated surcharge by the Met Council in the summer of 2013.

- The new Federal ADA law changes impacted our three wading pools. Bids were rejected by Council in 2013 for ADA improvements (due to the high cost) and staff will be shifting to focus on developing a splash pad type water pool in 2014.
- The Utility Department continued the annual Sanitary Sewer Line Cleaning program, with over one-half of the entire system being cleaned in 2013.
- Another significant project completed in 2013 was the Concrete Street Rehabilitation Zone project. This project provided crack, joint, and panel repairs to two miles of concrete streets in the NE quadrant of the city.
- 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. Our urban forestry management also has begun developing a plan to respond to the inevitable Emerald Ash Borer (EAB).

The attached reports by the various departments in Public Works provide an overview of the 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.**



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

ENGINEERING AND CONSTRUCTION ACTIVITIES

2013 ANNUAL REPORT

PERSONNEL

There were no changes in permanent personnel in the Engineering Department. The summer internship position was filled. The Engineering Technician III position remained vacant.

The Public Works Department had several changes in permanent personnel.

Employees

- Joe Ornellas resigned from the Park Department on January 25, 2013 to take a position with the City of St. Paul Park Department.
- Aaron Lieberman resigned from the Sewer & Water Department and transferred to the Park Department on March 25, 2013.
- Todd Waters was hired on May 13, 2013 and began work in the Sewer & Water Department on May 28, 2013.
- Supervision of facilities maintenance was transferred from the Human Resources Department to Public Works. Eric Hanson began work on July 9, 2013, as the Facilities Maintenance Supervisor.
- Five Public Works employees volunteered to take the equivalent of two weeks unpaid furlough in 2013.

PUBLIC ASSESSMENT HEARINGS HELD DURING THE YEAR

2013 Concrete Street Rehabilitation – Innsbruck Area

Project 1302: **PIR 2013-Z3-03-001**
Innsbruck Parkway, Johnson Street to Stinson Boulevard
Innsbruck Parkway West, Innsbruck Parkway to Innsbruck Parkway
Innsbruck Circle West, North of Innsbruck Parkway West
Matterhorn Drive, Pierce Terrace to 255' North (City Limit)
Rainier Pass, Innsbruck Parkway to 545' North (City Limit)
St Moritz Drive, Innsbruck Parkway to 440' North (City Limit)
Argonne Drive, Innsbruck Parkway to Stinson Boulevard
St Imier Drive, Innsbruck Parkway to 150' North (City Limit)
Pennine Pass, 225' South of Innsbruck Parkway to Argonne Drive
Chalet Drive, Pennine Pass to Stinson Boulevard
Stinson Boulevard, 225' South of Innsbruck Parkway to Argonne Drive

PROJECTS

Design And Construction Work

Project 1114: Argonne Lift Station*
Project 1206: Municipal Service Center Storage Yard NPDES Permit Improvements
Project 1300: Miscellaneous Concrete Repairs and Installations including Legacy Garden
Project 1302: Concrete Street Rehabilitation
Project 1305: Heritage Tower and Hentges Legacy Garden
Project 1306: LaBelle Park Playground Improvements
Project 1310: Municipal Service Center Floor Strengthening

Project 1314: Demolition of 3919 Central Avenue (Mady's)
Other Projects: Sullivan Park Trail Reconstruction
Storm Water Grants on 44th Avenue and Argonne Drive

MnDOT Projects within the City of Columbia Heights*

Traffic Signals at Central Avenue (TH 65) and 49th Avenue
Traffic Signals at University Avenue (TH 47) and 40th Avenue

Design Work

Project 1304: Sanitary Sewer Lining
Project 1308: Jackson Pond Construction*
Project 1400: Miscellaneous Concrete
Project 1401: Seal Coat City Parking Lots
Project 1402: Concrete Alley Construction
Project 1405: Overlay State Aid Streets
Project 1408: Silver Lake Park Pond Construction
Other Projects: ADA Transition Plan
Sign Management Plan
MPCA MS4 Permit
FEMA Map Update

* 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.
- Warranty inspections on Anoka County broadband installation sites.
- Review of building permits.
- Street striping citywide.
- Updated sign inventory citywide.
- Miscellaneous surveys, traffic counts and reports as required.
- Traffic Commission agenda 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 drainage concerns on residential properties.
- Annual NPDES hearing, report and implementation of best management practices (BMP).
- Annual training in support of NPDES BMP's.
- Public outreach with Rice Creek Watershed District to encourage private rain gardens.
- Controlled burn of native grasses around city storm water ponds
- Director of Public Works, Kevin Hansen, was involved during the year as a City staff representative to the Mississippi Watershed Management Organization and Rice Creek Watershed Management Districts.

PUBLIC WORKS MAINTENANCE ACTIVITIES

2013 ANNUAL REPORT

CAPITAL EQUIPMENT PURCHASES

Park Department

None

Street Department

None

Tree Maintenance and Care

None

Utility Department

- Replacement of foreman pickup truck
- Replacement of 1993 Vactor sewer cleaning truck

Municipal Service Center

- Replacement of 1997 Tennant floor scrubber

Engineering Department

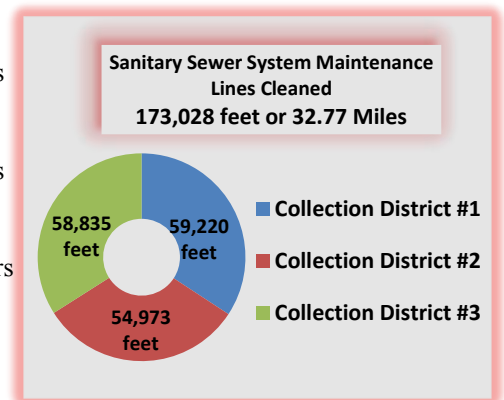
None

SANITARY SEWER MAINTENANCE

Sanitary Sewer Cleaning

- Collection District #1: Trouble lines annual cleaning 58,803 feet
- Collection District #1: Routine cleaning completed once every 3 years
 - Miscellaneous 417 feet
- Collection District #2: Trouble lines annual cleaning 2,879 feet.
- Collection District #2: Routine cleaning completed once every 3 years
 - 52,094 feet
- Collection District #3: Trouble lines annual cleaning 24,173 feet
- Collection District #3: Routine cleaning (completed once every 3 years)
 - Miscellaneous 34,662 feet

Total 173,028 feet or 32.77 miles



Sanitary Sewer Televising

- Collection District #1: 34,983 feet
- Collection District #2: 5,125 feet
- Collection District #3: 911

Total 41,019 feet or 7.77 miles

- 24 private clogged sanitary sewer lines
- 13 city clogged sanitary sewer lines
- Replaced 26 seven-hole sanitary sewer manhole covers with solid covers to reduce the amount of storm water inflow into the sanitary sewer system.

SANITARY SEWER LIFT STATION MAINTENANCE

- Argonne lift station: The wet well was cleaned. Installed a drain kit on pumps. Washed and waxed the generator housing. Resolved generator call and run problem and problem with the SCADA UPS.
- Chatham lift station: Repaired check arm on both pumps. Cleaned wet well and dry well.
- Sullivan lift station: Cleaned the wet well and dry well. Removed debris from Pump #1.

- Silver Lake lift station: Cleaned wet well and dry well.

SANITARY SEWER SYSTEM IMPROVEMENTS

- A decorative fence, retaining wall, and pavers were installed to improve the aesthetic appearance of the lift station and blend it into the residential neighborhood.
- Minger Construction replaced 140 feet of 8-inch sanitary sewer main located on Jefferson Street between 40th and 41st Avenues that was in poor alignment, broken, and showing signs of significant infiltration.
- Contracted with Infratec Technologies to line and pour inverts and benches in two manholes on University Avenue and 48th Avenue, one manhole on Upland Crest, and one manhole on McLeod Street and Royce Street.

WATER SYSTEM MAINTENANCE

- Repaired a total of 10 water main breaks.
- All fire hydrants were flushed in the spring using directional and conventional flushing procedures.
- All fire hydrants were checked for proper drainage in the fall.
- Repaired three fire hydrants.
- Repaired five gate valve stacks.
- Rusty water problems, presumably caused by nitrification, were addressed by placing an automatic hydrant flushing unit at the following locations: 39th Avenue and Main Street, 44th Avenue and Quincy Street, and 40th Avenue and Cleveland Street.
- The SCADA system computer and the UPS on the main SCADA system control panel at the Municipal Service Center were replaced.
- Replaced the sump pump in the master meter vault.
- Pump Station #2 was taken out of service during the winter months to evaluate pump starts and stops as a possible cause contributing to the number of water breaks in the area.
- Installed a new top dome for the filter, a new pump motor and gaskets, and a new winter box at Wargo Fountain.

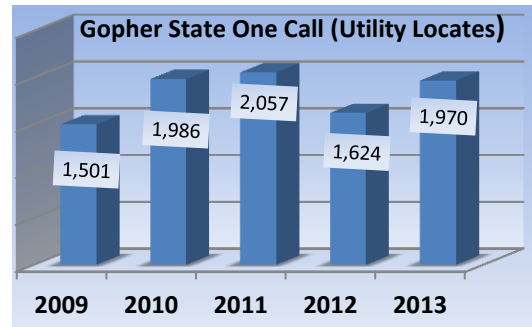
WATER SYSTEM IMPROVEMENTS

- Water main cleaning and cement mortar lining was completed on University Avenue from 51st to 53rd Avenue, 4th Street from 51st to 53rd Avenue, 5th Street from 51st to 53rd Avenue, and 53rd Avenue from University Avenue to 4th Street.
- The pressure reducing valve, gate valves, and vault located on the 16-inch water main at Pump Station #2 were replaced. (PRV #2 Replacement)
- A yard hydrant was installed on the east end of the Reservoir Boulevard community garden to facilitate removing air out of the large diameter water line.
- Sprint completed the punch list items that were left over from Clearwire's antenna installation at the water tower.
- C-Factor testing was conducted between Johnson Street and Stinson Boulevard from 39th Avenue to 45th Avenue to identify future water main cleaning and lining project areas.

Water Metering – Inspection – Location – Testing

- The Commercial Water Meter Replacement program was completed by Ferguson Waterworks. Neptune meters equipped with radio read registers were installed.
- Replaced 36 water meters.
- Installed 26 water meters.
- Repaired 3 water meters.
- Replaced 33 MXU batteries and performed 18 miscellaneous MXU repairs.
- Frozen meters reported: 15

- Frozen pipes inside building: 3
- Investigated 12 high water bills.
- Delinquent account shut offs: 84
- Shut off five services due to winter.
- Investigated five low water pressure complaints.
- Investigated five rusty water complaints.
- All service curb stops in the proposed 2014 water main cleaning and lining project area were located and operated to verify condition.
- Water service turn on associated with properties in foreclosure: 48
- Water service shut off associated with properties in foreclosure: 28
- Curb box repairs associated with delinquent accounts: 41
- Curb box repairs associated with the water main cleaning and lining project: 25
- Gopher State One-Call request for utility locations: 1,970
- Inspected 37 sewer and water service installations and repairs.
- 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.
- Lead and copper testing is done once every three years taking 30 samples. Testing was done in 2013.



STORM SEWER SYSTEM MAINTENANCE

- Monitored the level of lakes and ponds from April to October.
- Cleaned retention pond outfall structures citywide after every major storm event.
- Cleaned catch basin grates citywide after every major storm event.
- Cleaned 20 catch basins that were clogged below grade.
- Repaired 15 catch basins following a condition survey.
- Infratech Technologies repaired a catch basin and storm water manhole on the southeast corner of 48th Avenue and the University Avenue service road. They also repaired a storm water manhole at 44th Avenue between Quincy Street and Monroe Street.
- Cattails were treated to prevent growth around Prestemon pond inlets and outlets. Algae treatment was applied to LaBelle Pond. Treatments were applied by Lake Restoration.
- Algae treatment was applied to the secondary pond. The cost is billed back to properties that adjoin the secondary pond.
- Prairie Restoration coordinated the controlled burn of the native grass areas at Prestemon Park, Huset Park West, and the Public Safety area.
- Invasive plants were weeded out by hand at the Silver Lake Beach sedimentation ponds and the Huset Park West sedimentation pond.
- Brush was removed from the perimeter of the pond at the Silver Lake boat landing and Jackson Pond.

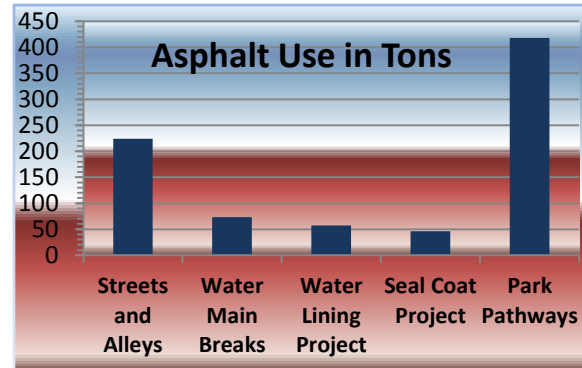
STORM SEWER SYSTEM IMPROVEMENTS

- Minger Construction replaced two catch basin structures on the south side of 53rd Avenue between Central Avenue and Sullivan Way.

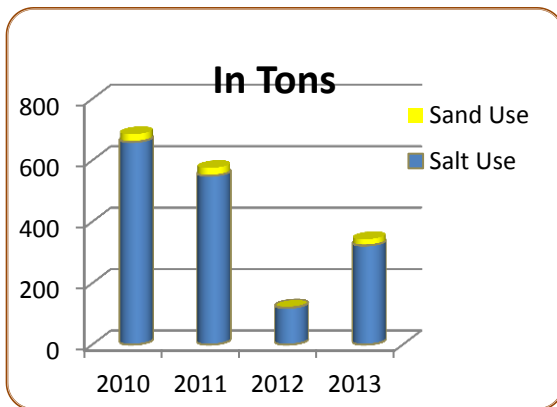
STREET MAINTENANCE

Paving, Patching, and Crack Sealing

- Pave streets and alleys: 224 tons of asphalt
- Street repair (water main cleaning and lining project): 57 tons of asphalt
- Zone 7 Seal Coat project: 46 tons of asphalt
- Water main breaks: 73 tons of asphalt
- McKenna and LaBelle park pathways: 63 tons of asphalt
- Sullivan Park pathway: 355 tons of asphalt
- Purchased 294 tons of Class 5 rock for use as base
- Purchased 25 tons of cold mix



Snow and Ice Operations



The Street Department continues to evaluate application procedures and calibrate application rates for effective ice control. The total snowfall in 2013 was 20 inches.

- Plowing and ice control citywide: 25 times
- Ice control only citywide: 20 times
- Scrape/remove ice from alleys and alley ends as needed.
- Set out sand barrels and fill as needed.
- Used 323 tons of treated salt, both Clear Lane and ThawRox.
- Used 20 tons of sand
- Used 250 gallons of GG Anti-Ice liquid to pre-treat parking lots at the liquor stores, the Public Safety building, and City Hall.
- Snow removal was completed twice from the designated snow removal route.

Street Sweeping

- Citywide Streets: Three complete rounds of street sweeping were completed equaling 386 lane miles.
- Citywide Alleys: Two complete rounds of alley sweeping were completed equaling 108 lane miles.
- City Parking Lots: One complete round.
- Downtown district was done as needed.
- Low areas were swept after every major rain event.
- Conducted an early spring sweep of watershed areas – BMP under City SWPPP.
- Low areas are swept after every major rain event to limit clogging at catch basins.

Debris Disposal

- Public Works hauled an estimated 312 yards of street sweepings to the MnDOT site. The state informed us that they will no longer take sweepings after 2013.
- The City contracted with Specialized Environmental Technologies, Inc. for leaf disposal—1,400 cubic yards of leaves were taken to the compost site.
- Public Works hauled 483 tons of asphalt and concrete to Belair Excavating.

Storm Sewer Maintenance

The Street Department handles minor repairs of catch basins and also cleans the catch basins and manholes on an as needed basis (using the Vactor). Lakes and ponds are cleaned out monthly or after major rain events.

Miscellaneous Improvement Projects

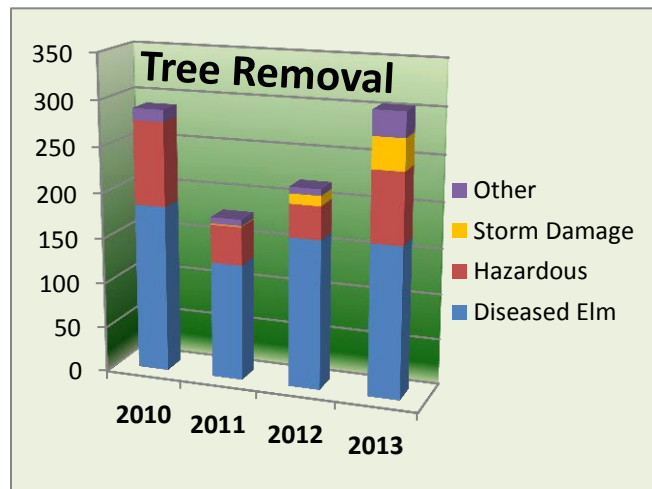
- Widened and paved the pathway on the east and north sides of Sullivan Park.
- Constructed a new pathway around the new playgrounds at LaBelle and McKenna Parks.
- Rented a screen attachment for the skid steer to salvage useable soil material and reduce the amount of debris that is hauled away.
- Assisted with the concrete project in the Innsbruck area.
- Remodeling of the MSC lunch room.

Miscellaneous Activities

- Sprayed the city right-of-ways for weeds (Highway 65 from 37th to 53rd Avenue and University Avenue from 37th to 53rd Avenue). Also sprayed miscellaneous areas for weeds as needed.
- Temporary patching of water main breaks during the winter months and temporary patching of potholes in the off season.
- Removed the dog kennels in the lower level of MSC.
- Picked up and disposed of over 100 television sets that were illegally dumped in alleys and city lots.
- Installed a hose reel and wash out station with a meter and backflow unit in the MSC yard.
- Continued cross-training in and out of the home department.
- Hauled water break dirt to city lots for fill, black dirt and seed. The 4600 block of Tyler Street took an estimated 100 yards. Hauled 200 yards of water break dirt to the old Mady's site for the demo project.
- Hauled scrap metal from our yard for recycling.
- The Street Department had one seasonal employee this year.

TREE MAINTENANCE AND CARE

- Three Dutch Elm disease inspections were conducted citywide in June, July and August.
- In March one hazardous tree inspection was conducted citywide.
- A severe storm in June caused a significant amount of tree damage. It took several weeks to clean up the debris. An emergency hazardous tree inspection was done citywide in June.
- Two-hundred and eighty four diseased and hazardous trees were removed: 167 public, 117 private.
- A forestry intern was employed for approximately four weeks and inventoried ash trees on public property. Rainbow Tree Service was hired to complete the inventory of ash trees on private property.
- Removal of ash trees that are severely stressed began as a proactive measure to control Emerald Ash Borer.
- Nick's Tree Service was contracted for diseased and hazardous tree removals.
- Boulevard tree trimming was done citywide 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.
 - Bare root trees were planted at several parks near the end of April. A variety of trees were planted including 10 Triumph Elm, 10 Valley Forge Elm, 10 Skyline



Honey Locust, 10 Redmond Linden, 10 green Mountain Sugar Maple, 20 Hackberry, 10 Kentucky Coffee Tree, 10 Japanese Lilac, 10 Serviceberry, 10 Pin Oak and 10 Fragrant Sumac. Trees were planted in Huset, McKenna, Keyes, LaBelle, Prestemon, Silver Lake Beach, Hilltop and Ostrander parks as well as along Reservoir Boulevard, Mill Street, and the 4100 block of Jackson Street. In November, three Northern Acclaim Honey Locust trees were planted along Central Avenue and two Fall Fiesta Sugar Maples were planted at LaBelle Park. The last part of summer was very dry and new plantings had to be watered at least two times per week.

PARK MAINTENANCE

Winter Activities

- Ice rinks were prepared and maintained at McKenna, Keyes and Ostrander Parks. Each park had a hockey rink and a recreation rink. The warming houses were not staffed. Timers were used to control the lighting for the rinks. The rinks opened for the season on January 2. On January 19, Columbia Heights celebrated Hockey Day at Keyes Park. In addition to using the warming house, two heated tents were erected for the day's activities. Rink maintenance ended February 26 due to warm weather.

As we prepared rinks for the 2013/2014 season, December brought below average temperatures, allowing us to establish a good solid base on the ice rinks. The rinks were opened for use on December 13.

- 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 plowing, sweeping, or blowing the snow with the MT Trackless. In January snow events occurred on five days requiring sidewalk maintenance, while February had seven days of snow events requiring sidewalk maintenance. March was snowy with eight days requiring sidewalk maintenance. The snow events extended into April with four occurrences requiring sidewalk maintenance. November had no snow events requiring sidewalk maintenance, but December had 12 snow events requiring sidewalk maintenance. We began using Apogee pre-wetting liquid on the Central Avenue walk bridge in December.
- Besides snow removal and rink maintenance, park staff is involved with tree trimming operations during the winter. Boulevard tree trimming as well as tree trimming in the parks occurs.
- The Silver Lake Aeration System operation began on March 20. The system was run until the ice went out on Monday, April 29.

Turf Maintenance

- Due to the late spring, mowing operations began on May 21. In 2012 mowing operations began on April 2, almost two months earlier. The Park Department is responsible for maintaining turf at 66 locations throughout the city ranging from small lots to large parks.
- TruGreen ChemLawn made spring and fall weed and feed applications to the ball fields at Huset, Keyes, McKenna, and Prestemon parks as well as Lions, Gateway, and Wargo parks. TruGreen applications were also made at the Huset West, Sullivan Lake, and Silver Lake beach picnic areas. Also, Ramsdell Park, LaBelle Park and the Silver Lake boat landing received applications. TruGreen Chem Lawn also treated City Hall, Murzyn Hall, 4400 Reservoir Boulevard, and the liquor stores on Central Avenue and 37th Avenue.
- The majority of the turf areas were aerated and thin spots over seeded this year. Areas with poor soil and thin turf at Huset, McKenna, Keyes and Ramsdell parks were top dressed with a mixture of screened compost sand and screened dirt. Additional maintenance was done to the outfield area of the Ramsdell ball field. Settling irrigation trenches were filled and seeded. Professional Turf and Renovation also top dressed, leveled, fertilized and over seeded, the outfield area at the season's end.
- University Avenue was cut with the flail mower four times in 2013. Mowing was also done along the University Avenue service road as well as trimming around the signs on 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 is not watering the outfield area evenly and we are still searching for a solution to the problem.
- The Park Department is responsible for maintaining shrub beds at 21 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.

Ball Fields

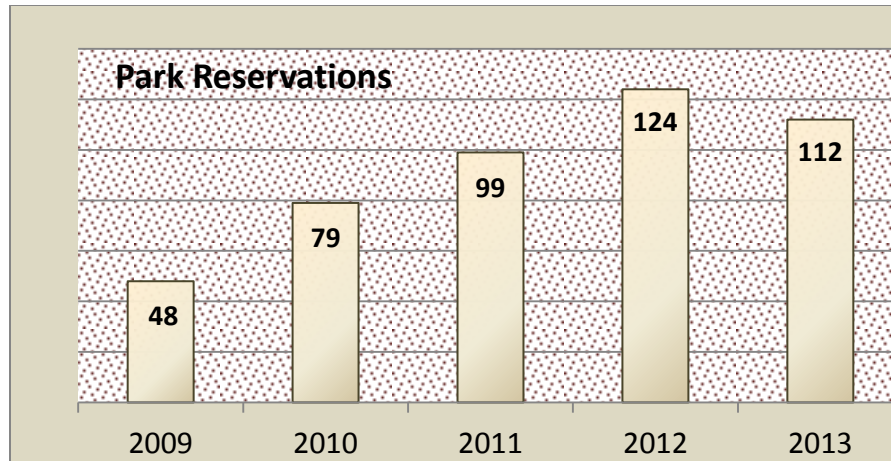
- The late spring delayed us from working the ball fields until April 29. We installed bases and started working the infields. The games scheduled in April were postponed or moved to indoor facilities. One to eight fields were prepared daily for games, which included dragging, lining, hand raking and 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 294 times.
- Ball field improvements in 2013 include adding infield Ag lime, 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 lighting.
- Eight soccer and football fields were laid out and maintained throughout the summer and fall. Beginning in August, Huset Park West was striped with a football field and a soccer field. Huset Park East was also striped with a soccer field. Keyes and McKenna parks were each striped with two soccer fields. A football field was striped at Prestemon Park. These fields were maintained through the end of October with the lines being repainted approximately every 15 days.

Playgrounds and Wading Pools

- Broken parts were replaced at playgrounds as needed. Major repairs included replacing the main bearing assembly on the whirl at Edgemoor Park and a cracked slide at Hilltop Park. Additional engineered wood fiber was added to Huset, McKenna, Sullivan Lake, and the Silver Lake Beach playgrounds. Several playground diggers were replaced. Weeds were removed and debris cleaned out of the playground surfacing.
- Near the end of July, park staff installed new playground equipment the LaBelle Park playground near the 42nd Avenue parking lot. The old playground was removed and disposed of. A large structure for 5 to 12 year old kids was installed along with a smaller structure and a swing set for 2 to 5 year old kids. The three play areas are separated by a concrete patio. This equipment was purchased with the help of a grant from Gametime.
- The wading pools were cleaned and prepped in May to meet the requirements of Anoka County. Huset and Ramsdell pools were sand blasted and repainted prior to opening. Pools were filled and recirculation systems started on June 26 allowing the paint the proper curing time. On June 27 the Huset and McKenna pools passed inspection of the Anoka County Health Department and were opened for the season. The McKenna pool was not opened in 2013 due to ADA requirements and budget considerations. The pools were closed for the season on September 3.
- Aerator fountains were installed and operated on ponds at Huset and LaBelle parks on June 6. The fountains were removed, cleaned, winterized, and stored for winter on October 14.

Park Reservation Preparation

We received reservations for 112 picnic and other uses of park facilities throughout the summer months. Park areas reserved for use included the Huset West picnic shelter, Huset East Jefferson building and picnic shelter, McKenna Park building, Sullivan Lake Park picnic shelter, Ramsdell Park picnic shelter and building, Silver Lake Beach picnic shelter, Keyes Park building, and Ostrander Park building. Picnic areas and bathrooms are thoroughly cleaned in preparation for these events and cleanup takes place following the picnic.



PARK IMPROVEMENTS

Keyes Park

Private trees obstructing the 46th Street parking lot were trimmed.

LaBelle Park

New playground equipment was installed. The new equipment was partially funded by a grant from Gametime.

Ramsdell Park

A large maple tree northwest of the picnic shelter was removed because it was dying.

The outfield area of the softball field was top dressed, leveled, fertilized, and over seeded by Professional Turf and Renovation.

The softball irrigation system and drainage system is not working properly. Staff is evaluating the problem and researching possible solutions.

The furnace failed in the park house, pipes froze and broke. The furnace is scheduled for replacement in 2014.

Huset Park

Hentges Legacy Garden was constructed using remnant of the old Columbia Heights High School to make benches and an entrance arch.

Heritage Tower was installed in the center of the roundabout.

A new door was installed on the equipment shed located near Field #3.

The furnace failed in the park house, pipes froze and broke. The furnace is scheduled for replacement in 2014.

Sullivan Lake Park

The asphalt pathway along the east and north side of Sullivan Lake was widened and paved.

Brush and hazardous trees were removed from the edge of the pathway.

McKenna Park

An asphalt pathway was constructed to provide access to the new playground.

University Avenue Right-of-Way

The grass was mowed five times. The shrub beds and trees were mulched with woodchips and the trees were pruned.

Prairie Restoration was hired to assist with the maintenance of the native grass areas.

Ten diseased or drought stressed Black Hills spruce trees were removed.

Miscellaneous Improvement Projects

- Parks staff constructed a new training and exercise room on the mezzanine area above the shop office. The project started with framing the walls and soffit enclosing the piping and duct work. The walls were insulated for sound proofing and sheet rock was installed. The taping was contracted out. Parks staff primed and painted the walls and then installed the glass block windows. The final task for Parks staff was to install the suspended ceiling.
- In May footing construction in the center of the roundabout that had begun in the fall of 2012 continued. After the footing construction was completed, artwork was installed on the footing.
- LED lighting was installed at the roundabout and at the 37th Avenue entrance to Huset Parkway.

Miscellaneous Activities

- Much time is spent taking care of little 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 snow plowing and storm clean up as well as sewer maintenance and water breaks. The Park Department also 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, and dealing with water problems in basements.
- The Parks Department had 15 seasonal employees from April to December in 2013.

MUNICIPAL SERVICE CENTER IMPROVEMENTS

- A conference/exercise room was constructed on the mezzanine of the Municipal Service Center by public works personnel. Light fixtures were added in the mezzanine hall and stairwell.
- The old conference room was converted into an office for the Facility Maintenance Supervisor.
- The boiler was replaced.
- One-hundred thirty feet of chain link fence was replaced on the north side of the MSC yard between the Recycling Center and the blue cold storage building.
- The lunchroom was remodeled and new chairs were purchased.
- The fire alarm system was upgraded to automatically call the Fire Department.
- The Assessing/Purchasing clerk's work area was reconfigured to provide an ergonomically correct work space.
- Steel structural support beams were installed under the shop floor and vehicle entrance located on the southwest side of the MSC.
- The dog kennels were removed from the basement.
- A vehicle washout area, complete with hose reel, water meter, and backflow preventer was installed in the storage yard.

CENTRAL GARAGE

- The Central Garage generated 2,302 work orders and 2,083 chargeable hours at \$62.62 an hour, with a \$2.25 surcharge per work order.
- City fuel purchased was 34,650 gallons of unleaded gasoline and 18,807 gallons of diesel fuel. The total cost of fuel purchased in 2013 was \$167,605.

SPECIAL EVENTS AND ACTIVITIES

Public Works is responsible for set up and take down for the following events:

- Arbor Day tree planting.
- The annual jamboree parade, fireworks and carnival.
- Christmas decorations and seasonal banner maintenance in the following areas:
 - Central Avenue from 39th Avenue to 41st Avenue
 - Mill Street from Murzyn Hall to 40th Avenue
 - Wargo Court
 - Gateway Park
- Elections

ADDITIONAL COMMENTS

Schools and Training

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

Safety Management

For the 14th consecutive year, Public Works has contracted with Integrated Loss Control Inc. for safety training and recordkeeping 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 & RECYCLING ACTIVITIES

REFUSE & RECYCLING

Residential Service Averages

The City provided over 6,300 residential properties with contracted refuse and recycling service through Advanced Disposal Services (formerly Veolia Environmental Services). One-hundred thirty-nine of these properties are considered multi-dwelling with four or more units. Properties not serviced due to various non-occupancy reasons averaged 104. Over 6,600 refuse carts and more than 120 dumpsters were emptied during an average week.

Solid Waste Disposal

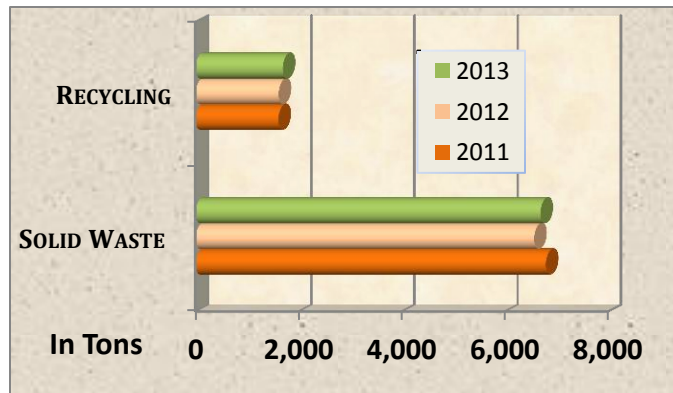
Solid waste tipping fees increased 4% to \$56 per ton at the Anoka County approved disposal facility, a total of 47% since 2009. Contracted charges increased over 3.5%. Fuel surcharges averaged \$2,900/month (charged when diesel costs over \$3.10/gal). The contractor hauled in excess of 6,684 tons of solid waste for disposal, an increase of 121 tons. Overall 20% of the total solid waste was recycled, 63% disposed of at the Refuse-to-Fuel facility in Elk River, with 17% handled at transfer stations by the contractor.

Recycling

The contractor hauled 1,690 tons of recyclables to processing facilities from both curbside and the Recycling Center. This is slightly more than last year; but it still appears the City has reached a plateau after the changeover to single-sort recycling. Contractor recycling and yard waste charges increased over 3.5%.

Curbside single-sort recyclable material had virtually no value this year and the only rebates received were for scrap metal and used oil from the Recycling Center.

Residents also dropped off used oil and oil filters at the Recycling Center. In addition, a vendor conducted two fluorescent bulb events collecting over 600 bulbs and ballasts. The Recycling Center was staffed by local Kiwanis Clubs and serviced by Advanced Disposal, free of charge, under the current contract. The Kiwanis Club received rebates for the value of the material totaling \$2,198 after processing costs. The Recycling Center was open most Saturdays.



SCORE (Select Committee on Recycling and the Environment):

The City achieved 94% (based on data 2/11/14) of the 2013 recycling tonnage goal as set by Anoka County. The goal was 1,792 tons, which was a 2% increase from the 2012 goal. SCORE required activities were also completed including several newsletter articles and two direct mailers that promoted recycling to all 55421 addresses. The City received over \$68,000 in SCORE funds.

ADDITIONAL COMMENTS

Other Notes

- Three apartment buildings increased their trash service and four buildings increased their recycling service to ensure they have enough capacity for their tenants.
- The main issue expressed by residents concerning our full service collection system is the electronics collection costs and disposal options. An issue with service last year was the contractor falling behind with yard waste pickup in November.
- A partial audit of refuse containers was completed in August to ensure services matched billing charges.
- The Kiwanis club provided scholarships to Columbia Heights and Fridley high school students with proceeds from the Recycling Center.

2013 PUBLIC WORKS STAFF

Engineering

Public Works Director/City Engineer Kevin Hansen
Assistant City Engineer Kathy Young
Engineering Tech Andrew Hogg
Engineering Tech Rich Nordstrom
Administrative Assistant Jesse Davies
Public Works Secretary Sue Schmidtbauer
Purchasing/Assessing Clerk Barb Thomas

Public Works Superintendent Lauren McClanahan

Sewer & Water Department

Foreman John Murzyn
Maintenance Worker Natalie Fleischhacker
..... Sherri Jensen
..... Lonnie Johnson
..... Ben Mathson
..... Karl Pope
..... Todd Waters

Street Department

Foreman Mike O'Reilly
Maintenance Worker Jackie Baron
..... Adam Cordes
..... Tom Pope
..... Clark Trytten
..... Mike Verbrugge

Park Department

Foreman Tim Lund
Maintenance Worker Kelly Fetzer
..... Jeff Kline
..... Aaron Lieberman
..... John Nordlund

City Garage

Supervisor Steve Synowczynski
Maintenance Worker Jeff Hook

Sign Department

Maintenance Worker Steve Leese



**COLUMBIA HEIGHTS
PUBLIC LIBRARY**

2013 ANNUAL REPORT

February 20, 2013

Mayor
Members of Council
City Manager
Library Board of Trustees

Dear Ladies and Gentlemen:

In 2013 the staff of the Columbia Heights Public Library stretched toward the Library's mission of connecting the diverse members of our community with the information, resources, and technology needed to improve their lives. The library strove to meet diverse needs with a variety of innovative materials, programs, and services.

The Columbia Heights Library facilitated learning in our community in 2013. Staff shared stories and books with Head Start and kindergarten classes and reminded parents of the importance of building early literacy skills in order to help children succeed in school. The Library offered bulk loans to teachers and after-school groups allowing them to borrow a collection of 100 books on a subject for an extended time to supplement lessons and independent study of biology, history, geography, or sports. The popular R.E.A.D. Dogs program paired certified therapy dogs and handlers trained in literacy coaching with kids for reading practice. Staff welcomed field trips from the Metro North Adult Basic Education Center so that English Language Learners and GED students could learn about library services and materials to help them meet their educational goals. Dedicated volunteer "Buddies" met weekly with adult newcomers to help them learn to read and speak English more fluently. The Library proctored examinations for local university students enrolled in online classes to earn advanced degrees.

The Library helped people of all ages to connect in 2013. Through the partnership with ISD 13 and funding available through the 21st Century Community Learning Centers Grant, the Library offered 166 programs for youth that were attended by 5,275 people. Library programs allowed kids to work together, to think creatively, to access and evaluate information, and to adapt to a changing world which will require these 21st century skills. Adults met their neighbors at monthly book clubs, author visits, and informative programs. Library public spaces were used 220 times for meetings of community groups like housing associations, Boy Scout leaders, teachers, life-skills therapists and their clients, families, and study groups.

The library public computers and Wi-Fi hotspot were used heavily. Those who could not afford internet service at home came to the Library to search for jobs and submit applications online; to get and send email; or to use social media to connect with neighbors throughout the world. Library databases, such as Ancestry, for family history research, or AllData for car and truck repair, helped our community to do-it-themselves and stretch their dollars.

New services available to Columbia Heights Library cardholders in 2013 included the addition of downloadable audiobooks to the Overdrive e-book service; the addition of the 3M Cloud Library collection of e-books purchased by MELSA for metro-area library users, and the launch of Zinio, a platform for electronic magazines, and the purchase of 150 e- magazine subscriptions.

Major facility projects completed in 2013 included the replacement of 20-year-old carpeting in the Adult Reading Room and the replacement of shorter shelving with 84" shelving in the children's department to create a comfortable seating area for kids to spend time reading or doing homework at the Library.

The Library Task Force concluded their fact-finding work and defined an ideal library for Columbia Heights to serve current and future needs. They recommend that the City Council construct a new, single-level, 20,500 square-foot library of flexible, well-designed spaces for children and adults with adequate parking to serve community needs for life-long learning and connecting with neighbors.

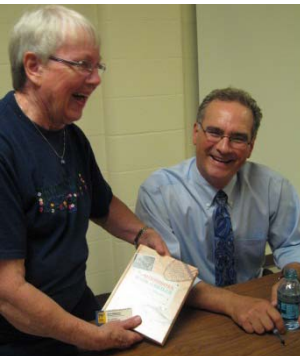
I am proud of what the Library accomplished in 2013 and am exceedingly grateful for a truly outstanding staff whose daily work reveals their dedication to top-notch library service and to serving the citizens of Columbia Heights. Thanks also are due to Ms. Patricia Sowada, the Library Board of Trustees, Mayor Gary Peterson, the City Council, the Foundation Board, the Library Task Force, Friends of the Library, Mr. Steve Silverdahl, Mr. Kevin Hanson and the staff of Public Works, Ms. Linda Magee, and Mr. Walt Fehst for all of their help and support of the Library during 2013.

Respectfully,

Renee Dougherty
Library Director

COLUMBIA HEIGHTS PUBLIC LIBRARY 2013

DID YOU KNOW?



- 5,275 youth attended a program at the library. 166 youth programs, an average of 3 per week, were held.
- 146 adult programs served 1,072 adults.
- Library public meeting rooms were used by 220 groups.
- Volunteers donated 635 hours of service. 16 teen volunteers helped deliver the Bookawocky Summer Reading Program to 840 youth.
- Friends of the Library donated time and resources and collected 412 books for Project Bookshelf which were distributed by SACA.
- A total of 17,657 residents have library cards.
- 109,683 people visited the library.
- The collection contains 76,658 items; 332 donations were added.
- 121,827 items were borrowed.
- Staff answered 16,068 reference questions.
- 16,145 people used a library computer and spent 712,452 minutes online.

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
2013 YEAR IN REVIEW**

1928-2013: Eighty-Five Years of Public Library Service in Columbia Heights

Adult Programs

- Classes were offered on using electronic readers or tablet computers to borrow e-books, e-audiobooks, and e-magazines.
- One hundred twenty-six adults participated in the Winter Jackets reading program.
- Adult Book Club met monthly facilitated by Elaine Dietz Mamaril or Renee Dougherty.
- Materials were selected and delivered to At Home Service patrons.
- Federal and state tax forms were distributed.
- Kao Kalia Yang, author of *The Latehomecomer*, presented a program in February.
- Luna MacIntyre from Eastside Co-op presented *Eating Green* in March.
- National Library Week was celebrated in April.
- Andrew Hogg from Public Works presented *Plant Green*, a program on conserving and preserving water resources in residential yards, in April.
- National Library Card Sign-Up month was observed in September with a mayoral proclamation and incentives for new library card signups.
- The Sister Cities organization installed a display on Polish history and culture in October.
- Author Chris Niskanen presented a program on *The Minnesota Book of Skills* in October.
- Columbia Heights author John Cox presented a program on *Gettysburg: A People's History* in October.
- A Nonfiction Book Club was begun by Barb Kondrick and Catherine Vesley in October.
- Heading Home Anoka provided a display for Homelessness Awareness Month and collected donations of new socks and slippers for the homeless in November.
- The Police Department hosted *Coffee with a Cop* for library visitors in November.
- An informational session about MNSURE and the Affordable Care Act was offered by Health Access Minnesota in December. A MNSURE navigator was available to help with signups.
- College-level examinations were proctored for city residents taking online courses.
- Reference service was expanded by contributing staffing to AskMN 24/7 Online Reference.
- Library tours and orientation to library services were provided for new teachers of ISD 13 and Immaculate Conception School, classes from Metro North Adult Basic Education Center, new City employees, and various parent groups.
- Throughout the year, adult volunteers pulled materials for weeding review, delivered materials to homebound patrons, cleaned videos and audiobook discs, served as reading “Buddies” for adults, priced and stocked sale cart items, provided technology assistance, dusted shelves, delivered Project Bookshelf donations to SACA, and assisted with children’s programs.

Children’s Programs

- Bulk loans were prepared for Immaculate Conception School, Adventure Club, Mini-Adventure Club and Early Childhood and Family Education.
- Numerous groups, including Head Start classes, kindergarten classes and after-school programs, visited for tours, to learn about library resources, or to listen to stories.
- *R.E.A.D. Dogs*, a program pairing Reading Education Assistance Therapy Dogs and trainers with children for reading practice, was offered.
- *A Captain Underpants* program was held in February.
- *Kaleidoscopes*, a science-based program on reflection and mirrors, was held in March.
- *Skyscrapers*, a science-based program on architecture and construction, was held in April.
- *Sing, Play, Learn* storytimes were presented by McPhail Center for Music in May and December.
- *Solar Prints*, an art meets science program, was held in June.
- *Read and Grow* program was presented by Como Zoo in July.

- *Ninjago Fun* was presented by Abrakadoodle in July.
- Two sessions of the popular *American Girl Tea Party* were offered in July.
- The Science Museum presented a *Design-Build-Create* engineering program in August.
- The Works presented a chemistry program, *Mixing Molecules*, in August.
- *Schiffely Puppets* presented a program in August.
- MadScience presented a *Bugs!* program in August.
- Three *Kids Club* book groups were facilitated by Mai Kao Xiong.
- *Magical Mia* presented a magic-based storytime in September.
- Mad Science of Minnesota presented *Science of Toys* and *Radical Robots* in October.
- Three sessions of *Games @ the Library* were held in November.
- A *Build Your Own City* program was held in December.
- Family story times, intended for children of multiple ages, were offered.
- Preschool storytimes, intended for three to five year olds, were offered.
- Baby Read/Baby Grow storytimes were offered in partnership with Early Childhood and Family Education staff from Independent School District 13.
- Anoka Child and Teen Checkups staff distributed wellness information and giveaways at selected programs throughout the year.
- *Make and Take* self-directed craft sessions were held.
- Six *Wacky Wednesday* programs were held in June and July.
- BookWarms, the children's reading program, was held January 22 through February 28, and 125 children registered. BookWarms 2014 began on December 21.
- Classes from Immaculate Conception School visited monthly.
- Youth Read Down was offered during the month of June and the last week of December. Youth Read Down allowed children under 17 to erase \$1 of overdue fines by reading in the library for 15 minutes.

Teen Programs

- Teen Tech Week (March) and Teen Read Week (October) were celebrated.
- *Percy Jackson: Sea of Monsters Mayhem* event was held in August.
- *Manga Clubs* were very popular when held throughout the year.
- Three teen *Crafternoon* programs were held in August.
- Sixteen teen volunteers were trained to assist with summer reading program activities. Teen volunteers were formally recognized by the City Council in August.

Library Collection

- Regular book orders were placed each week. Selections were made using reviews in *Booklist*, *Kirkus Reviews*, *Library Journal*, and *School Library Journal*.
- Non-fiction titles with updated editions were replaced.
- Collection development was completed in adult nonfiction sections 000-199, large print, and juvenile non-fiction sections 600 and 800.
- Reports of books, music, and music with multiple requests (holds) were reviewed weekly and additional titles purchased as needed to satisfied user demand.
- Weeding was done regularly to insure appropriate condition of items and discoverability within the collection. Weeding of adult fiction and nonfiction in sections 000-600 and ault paperbacks was completed. Weeding, per the annual schedule, was completed in the juvenile fiction collection, easy picture books, juvenile paperbacks, juvenile non-fiction J394-J398, juvenile music CDs, and in young adult (YA) fiction.
- Reports of "last copy in the county" titles were reviewed weekly and evaluated for retention in Columbia Heights based upon condition and estimation of future demand.
- Adult and juvenile music were added.
- Adult and juvenile videos were added.
- Adult and juvenile audiobooks (spoken word) were collected.
- Zinio, the platform for borrowing and reading e-magazines, was launched on March 1. Library patrons have access to 150 electronic magazines with no check out limits or due dates.

- Print magazines older than three years were discarded; current print magazine subscriptions were evaluated for continued purchase; and the archived magazine collection was repaired.
- Subscription databases, such as AllData (auto repair), Ancestry (genealogy and history) JobNow (resume building and live job search coaching), Homework Rescue (online tutoring), Learning Express (practice tests and academic/life skills building) and Academic Search Premier (full-text articles from 8,000 magazines and journals) continue to provide 24/7 access to quality information.

Staff

- **Director**

Renee Dougherty (Director 2013-Present; Adult Services Librarian 2010-2013; Supervisor 2008): staff training, coaching, and performance evaluation; scheduling of part-time staff; exit interviews; applicant evaluation, interviewing, and hiring; collection management and development; represents Columbia Heights on management and public service teams of Anoka County Library; liaison to Foundation Board; reference; annual reports to State Library and city; facility oversight; public relations; budget preparation and oversight; 21st Century Advisory Council

- **Adult Services Librarian**

Barbara Kondrick (2013-Present; Supervisor 1998-2004): At Home Service; audio-visual collection development; liaison to Friends of the Library; book displays; tax forms; book sale; “Buddy Up and Read” coordinator; reference, including synchronous chat reference; Heights Happenings; City Council presentations; directs adult volunteers; adult programming

- **Children’s Librarian**

Mai Kao Xiong (Children’s Librarian: 2011-2013): preschool storytime; Baby Read/Baby Grow; plans and executes reading programs; 21st Century grant programming; outreach to early childhood and family education (ECFE), English language learning (ELL), and parent groups in Independent School District 13 and Immaculate Conception School; early literacy; reference, including synchronous chat reference; City Council presentations; juvenile collection development; reader’s advisory; library tours; supervises teen volunteers; resigned to accompany spouse to Shanghai, China

Bethany Grabow (Children’s Librarian: 2013 – Present): preschool storytime; family storytime; outreach to parents, children, and teachers; early literacy; reference; staff interviewing and applicant evaluation; children’s and teen reading programs; 21st Century Advisory Council; represent Columbia Heights on early literacy and summer reading teams at Anoka County Library

- **Clerk Typist II**

Kelly Olson (Clerk Typist II-Children’s: 1992- Present): ordering and record keeping for books; magazine subscription vendor liaison; maintain magazine entries in Integrated Library System (ILS); promotional materials for programs related to 21st Century programs; preschool story times; verification of library card accuracy; Laserfiche entries; financial reports; bulk loans; Employee of the Year Selection Committee

Stacey Hendren (Clerk Typist II- Adult: 2007-Present; Page 2006-2007): Library representative to city Safety Committee; secretary to the Library Board; lead circulation worker; oversight of material mending; Library cable channel programming; Laserfiche entries; liaison to Unique Management for collections accounts; Police Department book discussion group

- **Clerk**

Ramon Gomez (Clerk: 2007-2013; Page: 2002-2007): Resigned to accept a position in the Police Department

Renee Rewitzer (Clerk: 2013-Present, Page 2008-2013): monthly visitor and computer statistics; paperback orders; lobby theme displays of paperbacks; repair calls and solicitation of quotes for building projects; Page training; inter-library loan tracking; last copy weeding; website; Facebook; bulletin board maintenance

- **Aide**

Candice Marsh (Aide: 2012 -2013): Resigned to accept a position with Anoka County Library

Michelle Wermerskirchen (Aide: 2013-Present): prepares publicity materials; bulletin boards; compiles statistics for 21st Century programs; collection maintenance; program set up; designs book lists and bookmarks

- Staff were trained in new web applications for Zinio (electronic magazines) and 3M Cloud Library (e-books).
- Staff attended Anoka County Library Staff training in May.

Technology

- Three staff computers were replaced.
- Library staff adjusted quickly to the conversion from Groupwise to Microsoft Office for email and calendaring.
- Information services staff kept staff and public computers operational during numerous service interruptions during the year and were extremely helpful in disconnecting and reinstalling computers during re-carpeting of the Adult Reading Room.
- A new version of the library web catalog, Enterprise, was launched in December. Enterprise provides a simplified search similar to Google and allows direct download of e-books and e-audio from within the catalog rather than redirection to a separate app or platform.

Foundation

- Columbia Heights Public Library Foundation celebrated its twelfth year of existence and tenth year under the guidance of a citizen Board.
- Commissioned a space need analysis from the Leo A. Daly Company to inform the Library Task Force in their exploration of community needs and current library environment in Minnesota.
- Benefitted from a fundraiser at Linder's Greenhouses which donated 15% of all pre-tax sales during a weekend in May.
- Sponsored Spaghetti Dinner and silent auction in September with assistance from Tasty Pizza and Culver's.
- Hosted a December fundraiser at the Heights Theatre featuring "National Lampoon's Christmas Vacation."
- Received United Way donations and online donations on "Give to the Max MN" Day in November.
- Created a new brochure outlining the need for a new library and prepared direct mailing to invite year-end gifts.
- Foundation has accrued approximately \$75,000 toward construction of new library.

Task Force

- The Library Task Force met biweekly January through May.
- With Library Board and City Council reviewed a proposal for redevelopment of Northeast Business Center including a City Hall, Library, and market-rate senior housing.
- Concluded fact-finding work and prepared vision statement, summary of needs, and recommendation for a new library including evaluation of potential sites. Distributed to City Council, Library Board, Foundation, Friends, and local media.
- Presented findings to City Council in April and attend Council meetings throughout the year.

Building Maintenance and Equipment

- Service contracts were continued with Fidelity Building Services for cleaning of hard flooring; NSI/Horwitz for maintenance of the HVAC system; Squeegee Pro for exterior window cleaning; Orkin for pest control; and Schindler Corporation for elevator inspection and maintenance.
- Public Works kept the sidewalks and parking lot clear during numerous snow and ice events; replaced a faucet in the family restroom; replaced numerous interior and exterior light bulbs; removed obsolete shelving; moved furniture and fixtures for re-carpeting of the Adult Reading Room, and did minor building repair throughout the year.
- Heights Electric and Aid Electric replaced lighting ballasts and made necessary electrical repairs. Lighting fixtures in the lobby are too antiquated for ballast replacement and too deteriorated to repair.
- In the children's department, 30" shelving was replaced with 84" shelving along the north wall. A

substantial discount from Mid-America Business Systems was realized by leveraging the State Library contract.

- Carpeting in the Adult Reading Room was replaced in May by Anderson New Carpet Design.
- Window blinds, entry mats, and lower level carpet were cleaned.
- Firenet performed regular inspection and annual maintenance of the fire alarm panel; and Ahern Fire Protection completed an annual inspection of the sprinkler system.
- During a major storm on June 21, water intruded into the lower level through the north emergency door and a tree on the south side of the building was lost.
- Dalco Roofing performed an annual roof inspection and re-caulked at roof penetrations and parapet edges to prevent leakage.

Miscellaneous

- Board, Staff, or Task Force distributed information at the Jamboree parade in June; Community Picnic in July; and Latino Arts Festival in September.
- The Friends of the Library donated bookshelves in memory of long-time Friend and Secretary Connie Carlson; adult audiobooks; summer reading program equipment and incentives; baby board books. They also delivered Project Bookshelf donations to SACA (412 books); maintained the book sale cart; delivered materials to At-Home patrons; and assisted with children's programs.
- The book sale cart continues to be a success, generating over \$1,300 in revenue in 2013.
- Volunteers donate 635 hours of service.
- Unique Management is contracted to oversee revenue recovery for collections accounts.

Grants

The library benefited from the following grants in 2013:

- 21st Century Community Learning Centers Grant (in conjunction with Independent School District 13): children's programming
- Legacy Funds (in conjunction with Anoka County Library): adult and children's programming

Summary

- Circulation of 121,827 items.
- Staff answered 16,068 reference questions.
- 17,657 residents of Columbia Heights had active library cards.
- 109,683 people visited the building to use library materials and/or services.
- 16,145 people accessed the Internet on library computers for a total 712,452 minutes of usage.

Library staff continued to find more efficient and cost-effective ways to do business; schedule programs of interest to the community; developed and maintained the materials collection; kept current with information technology to assist patrons; maintained the physical environment of the building; pursued collaborative efforts with other agencies including the county library, local school district, and other city departments; and provided quality library service to all patrons.

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
DATA SHEET**

COLLECTION TOTALS

Adult Books	35,698
Children's Books	27,304
Adult Audio	2,858
Children's Audio	1,235
Adult Video	2,438
Children's Video	931
Adult Magazines	5,792
Children's Magazines	368
Newspapers	9
Pamphlets	21
Watt Meters	4
TOTAL	76,658

**COLLECTION TOTALS BY
READING LEVEL**

Adult	47,008
Young Adult	4,275
Juvenile	25,375

ADDITIONAL SERVICES

Items delivered to "At Home" Users	308
Bulk loan to institutions	4,333
Interlibrary loans for items not available at COH or ACL	681

CIRCULATION

Physical Items:	116,368
Ebooks & eaudio:	<u>5,459</u>
Total Circulation:	121,827

<u>TOTAL VISITORS</u>	109,683
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INTERNET USE

Users	16,145
Computer Logins	24,952
Minutes Used	712,452

PROGRAMS AT THE LIBRARY

Adult	146
Attendance	1,072
Children's and Teen	166
Attendance	5,275
Total Programs	312
Total Attendance	6,347

<u>ROOM USE BY PUBLIC</u>	220
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<u>OUTREACH EVENTS</u>	13
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<u>REFERENCE QUESTIONS</u>	16,068
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CARD HOLDERS

Columbia Heights Library	17,657
Anoka County Library	<u>249,156</u>
Total Served	266,813

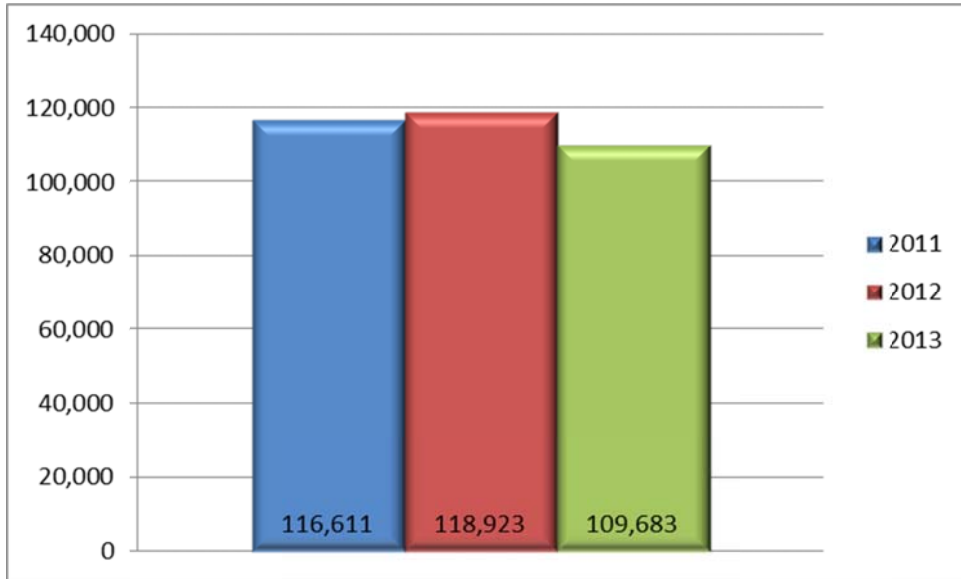
VOLUNTEER HOURS

Adults	297
Teens	<u>338</u>
Total	635

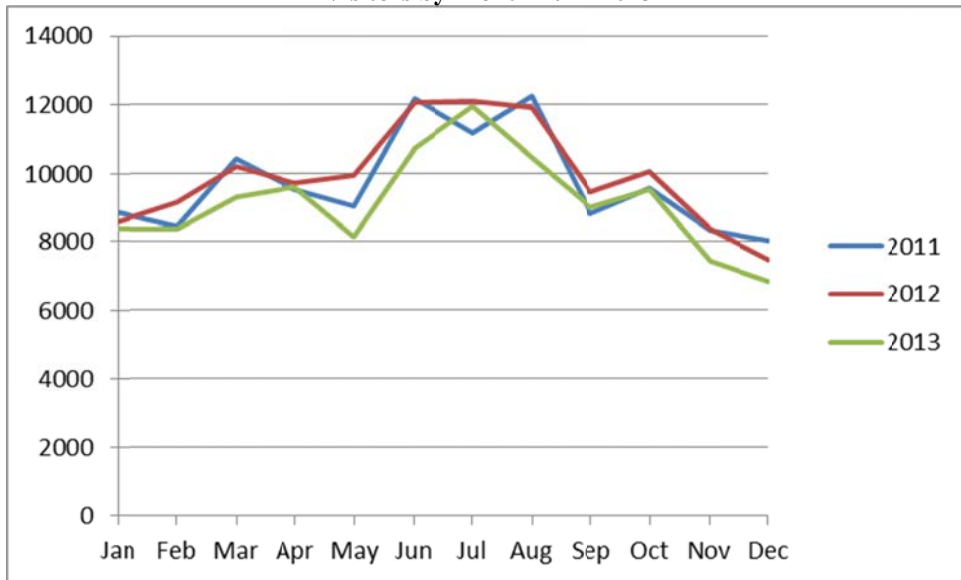
<u>DONATED ITEMS ADDED TO COLLECTION</u>	332
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**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
LIBRARY VISITS 2011-2013**

Total Visitors 2011-2013

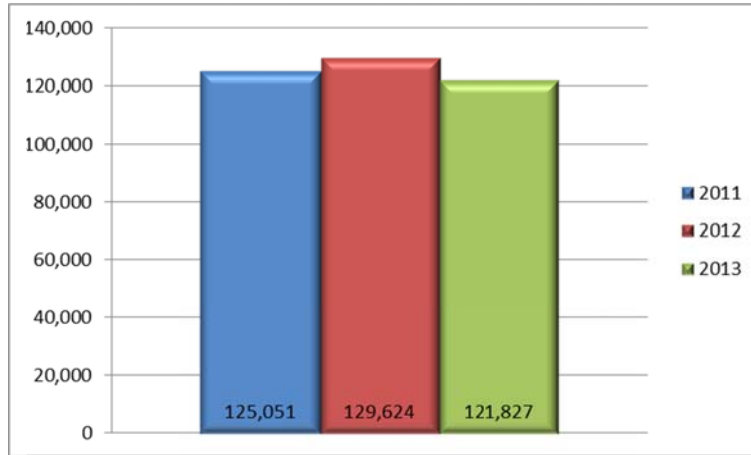


Visitors by Month 2011-2013

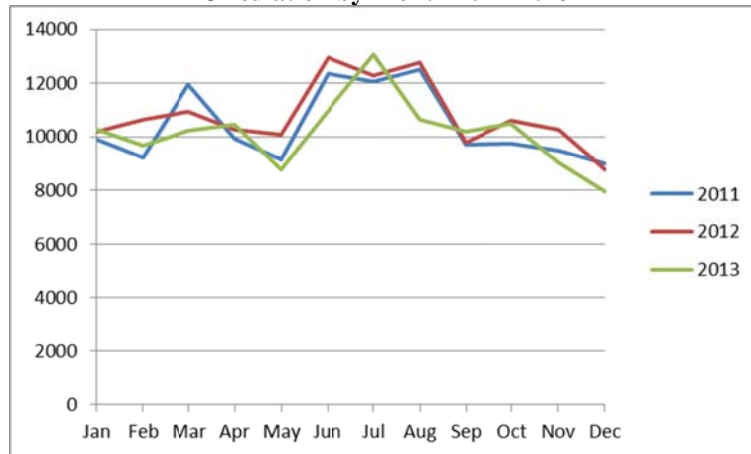


**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
CIRCULATION 2011-2013**

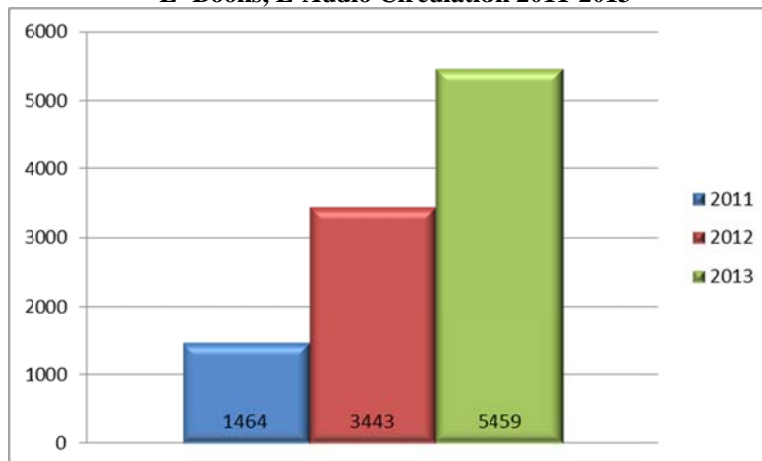
Total Circulation 2011-2013



Circulation by Month 2011-2013

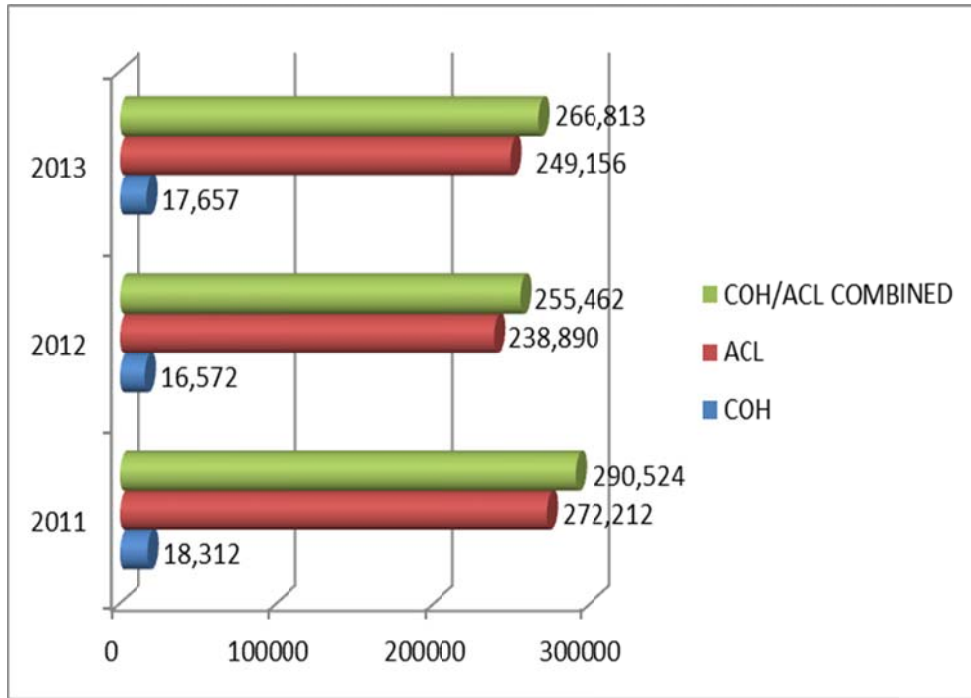


E- Books, E-Audio Circulation 2011-2013



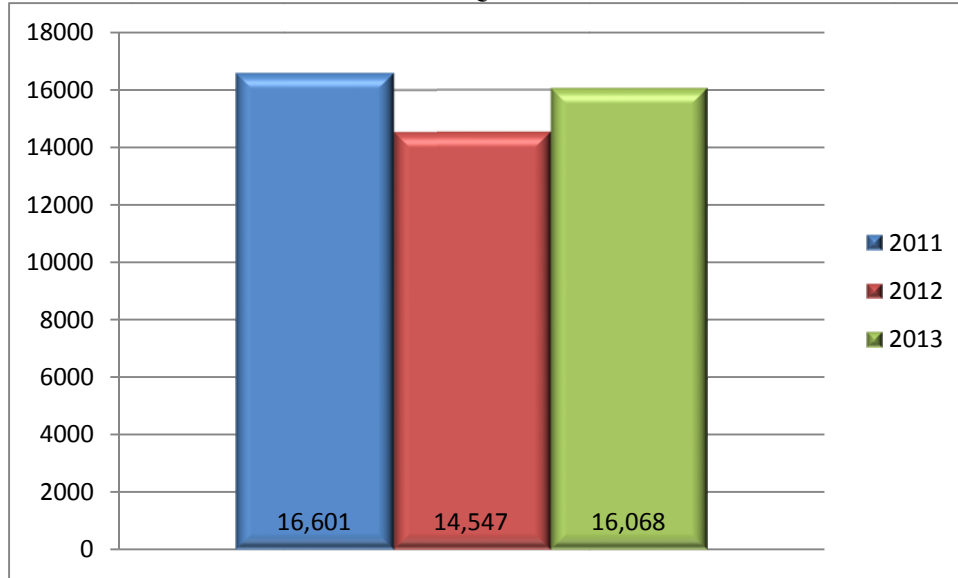
**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
LIBRARY CARDHOLDERS 2011-2013**

**Columbia Heights (COH)
and
Anoka County Library (ACL)
Cardholders 2011-2013**



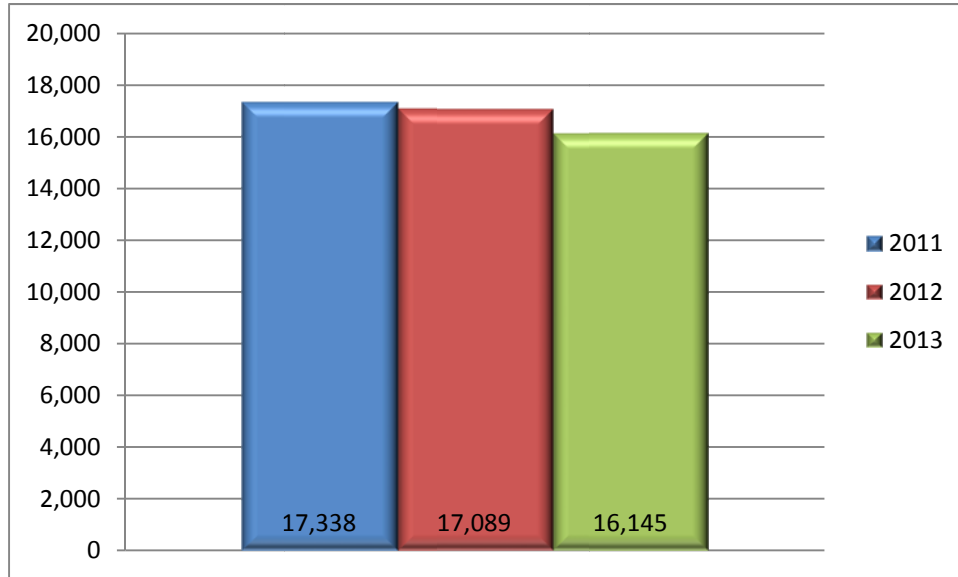
**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
REFERENCE QUESTIONS 2011-2013**

Total Reference Questions 2011-2013

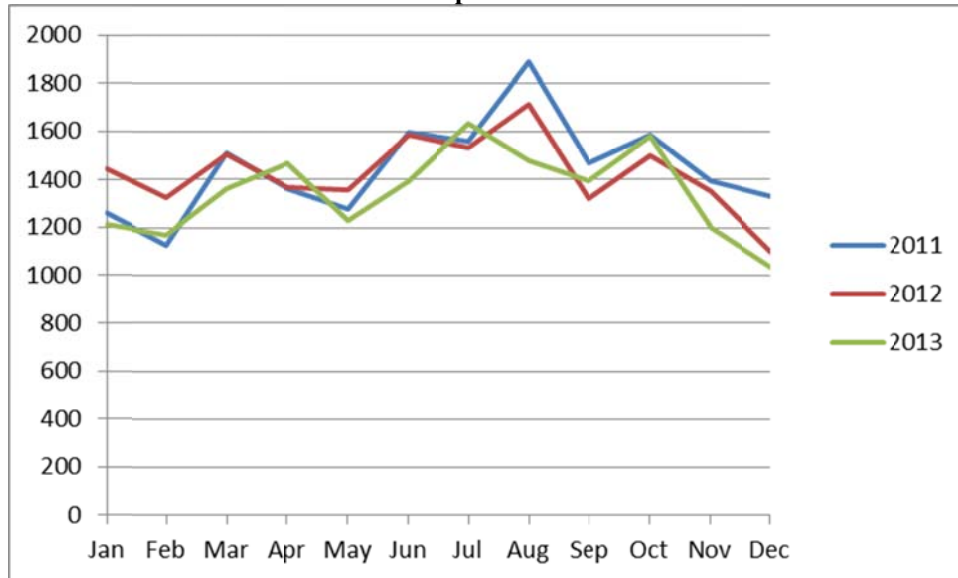


**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
INTERNET USERS 2011-2013**

Total Internet Users 2011-2013

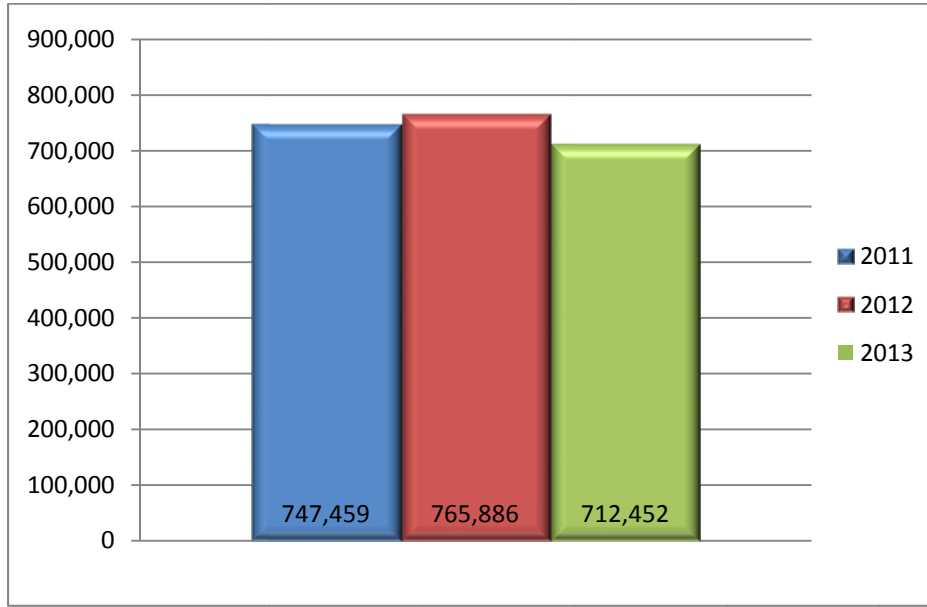


Internet Users per month 2011-2013

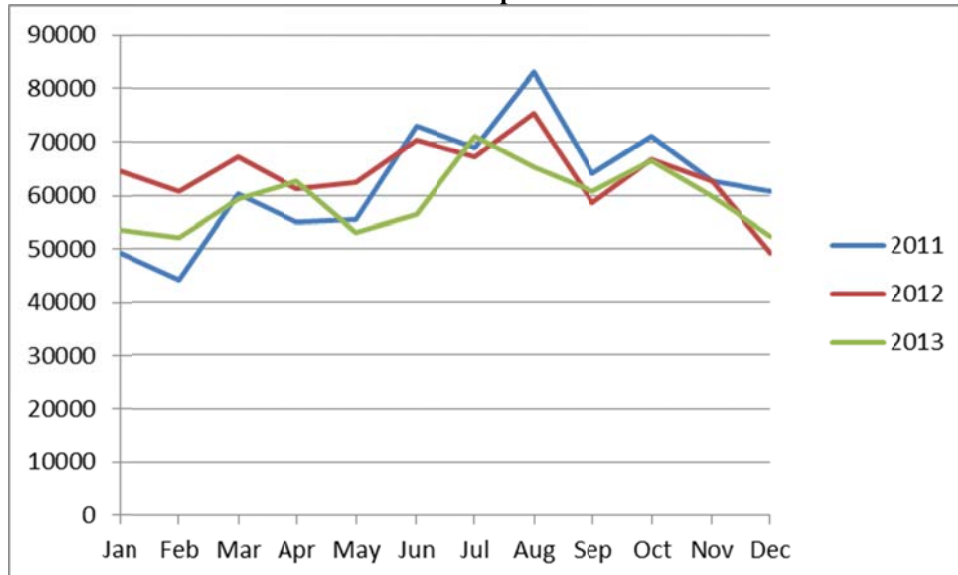


**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
INTERNET MINUTES 2011-2013**

Total Internet Minutes 2011-2013



Internet Minutes Used per Month 2011-2013



**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
2013 STAFF, BOARD, AND AFFILIATED GROUPS**

TITLE	NAME	START DATE	END DATE
Director	Renee Dougherty	04/01/2013 (04/12/2010)	
Adult Services Librarian	Barbara J. Kondrick	06/17/2013 (Supervisor: 1998-2004)	
Children's Librarian	Mai Kao Xiong	03/05/2012 (09/13/2011)	08/26/2013
Children's Librarian	Bethany Grabow	10/14/2013	
Clerk Typist II – Adult	Stacey Hendren	09/04/2007 (9/25/2006)	
Clerk Typist II - Children's	Kelly J. Olson	06/01/1992	
Part-Time			
Clerk	Ramon Gomez	03/26/2007 (02/28/2002)	11/01/2013
Clerk	Renee Rewitzer	12/02/2013 (05/01/2008)	
Aide	Candice Marsh	01/17/2012	10/8/2013
Aide	Michelle Wermerskirchen	11/19/2013 (6/23/2010)	
Supervisors	Elaine Dietz-Mamaril	11/15/1993 (Adult Services Librarian: 09/04/2012-06/15/2013)	
	John Brosnahan	09/28/1999	
	Nancy Soldatow	02/29/2000	
	Al Mamaril	10/08/2007	
Pages	Alicia Cermak	02/22/2001 (sub only)	
	Nick Olberding	04/17/2001 (sub only)	
	Dan Kleinfehn	11/15/2001	
	Tracy Shaffer	09/25/2006	
	Alison Marzolf	08/01/2007	
	Lauren Gutkaes	05/01/2008	
	Rachel Meyers	05/01/2008	
	Asiya Hassan	07/27/2012 (sub only)	
	Rukia Sheikh-Mohamed	06/24/2009 (sub only)	
	Gianna Ritzko	01/17/2012	
	Winnifred Coyne	04/18/2013	
	Andrew Hester	04/18/2013	

LIBRARY BOARD OF TRUSTEES

Tami Diehm, Council Liaison
Nancy Hoium, Vice Chair
Patricia Sowada, Chair
Barbara Tantanella
Steve Smith
Catherine Vesley, Secretary

FRIENDS OF THE LIBRARY

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

FOUNDATION BOARD

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

2013 ANNUAL REPORT

CITY OF COLUMBIA HEIGHTS

DEPARTMENT OF RECREATION



January 2014

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, Trips and Outings, Special Events, John P. Murzyn Hall, Community Garden Plot Rentals, Neighborhood Event Wagon, Park Scheduling and Hylander Gym and Fitness Center.

The following pages are filled with charts, tables and graphs demonstrating the vast number of community members 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: 2013 Annual Report

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

2012 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)	Stacy DeBar	10/12

PART-TIME

John P. Murzyn Hall Custodian I	Scott Rockstad	6/79
John P. Murzyn Hall Custodian II	Mark Gallagher	5/94
	Teresa Bernick	1/97
	Doodnauth Bisnauth	9/96
	Sue Wolney	5/99
	Floyd Joswick	3/01
	Rick Basara	5/02
	Marcella Zmuda	11/04
	Elise Johnson	8/11
	Brian Maharaj	8/11

PARK AND RECREATION COMMISSION

Eileen Evans, Chairperson
 Sean Clerkin, Jr.
 Tom Greenhalgh
 Stan Hoium
 Kevin McDonald
 David Payne
 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

**2013 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 21st Century After School Grant 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 \$40.00 plus tax for Columbia Heights residents, \$60.00 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 \$35.00 plus tax is charged for use of the wagon. A \$200.00 deposit is required to reserve the event wagon and is returned upon a satisfactory inventory check. 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 \$20.00 plus tax. The garden plots are maintained by the Recreation Department and tilled by the Parks Department.

Park Rental	112
Community Event Wagon	18
Community Garden Plots	47

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Programs

2013 was a very successful year with established programs continuing as well as new programs being offered. A highlight of our 2013 programming was the increase in attendance for non-school day trips. Our dance, martial arts and gymnastics programs were very popular again this year. Columbia Heights Recreation Department works in conjunctions with ISD #13 to coordinate the 21st Century Grant. The 21st Century After School Grant funded approximately \$45,000 for 2013. This grant allows us to provide affordable programs for the youth of our community. Listed below are the enrichment and special event programs provided for the youth in 2013. 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 Ostrander Park (Recreation Department)	45
Glitter-Bugs - Sess. I & II Ostrander	(22)
Glitter-Bugs - Sess. I & II Keyes	(23)
Dyno-Hites Playground (Recreation Dept.)	39
McKenna Park - Session I & II	(17)
Huset Park - Session I & II	(22)
S.P.A.R.K.S. Playground Program (Grant Program)	28
McKenna Park Session I & II	(28)
T.N.T. Teen Program (Grant Program)	64
Session I	(29)
Session II	(35)
Wild Wednesday Summer Trips (Grant Program)	431
Nickelodeon Universe	(55)
Minnesota Zoo & IMAX	(50)
Valleyfair	(56)
Twins Game	(43)
Bunker Beach	(58)
Cascade Bay	(56)
Edina Aquatic Center	(57)
Wild Mountain	(56)
August Adventure Days (Grant Program)	89
Cheap Skate	(34)
Zero Gravity	(30)
Lili Putt Golf & Go Carts	(25)
Theater in the Park (Recreation Dept. & Grant Program)	11
Moonshoe Players Theater Group (Grant Program)	25

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Mill Street Players (Grant Program)	21
Fishing Clinic & Tournament	29
Minnesota Twins Game (Grant Program)	77
Heights Idol	18
Holiday Theater Class	13
Crochet	34
Holiday Special Events	5,102
Fireworks/Jamboree	(5,000)
Harvest Fest	(31)
Custard, Sprinkles & Performance	(40)
Spring Egg Hunt	(31)
Gymnastics (Recreation Department)	90
Spring	
3-6 year olds	(14)
Level 1 & 2	(12)
Fall	
3-6 year olds	(21)
Level 1 & 2	(18)
Winter	
3-6 year olds	(18)
Level 1 & 2	(7)
Dance (Recreation Department)	27
Spring	
Preschool/Kind	(12)
Grades 1-5	(3)
Winter	
Preschool/Kind	(8)
Grades 1-5	(4)

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Puppet Wagon Puppeteers (Grant Program)		33
Puppet Wagon Spectators	(1,581)	
Martial Arts		164
Winter		
Little Tigers ages 3-6	(15)	
Tae Kwon Do Levels 1 & 2	(19)	
Spring		
Little Tigers ages 3-6	(28)	
Tae Kwon Do Levels 1 & 2	(41)	
Fall		
Little Tigers ages 3-6	(18)	
Tae Kwon Do Levels 1 & 2	(22)	
Summer		
Little Tigers ages 3-6	(6)	
Tae Kwon Do Levels 1 & 2	(15)	
Non School Day Trips and Activities (Grant Program)		361
Zero Gravity/Oval Skating	(29)	
Wild Chutes & Snow Tubing Wild Mountain	(37)	
Skiing Wild Mountain	(34)	
River Valley Ranch	(57)	
Water Park of America (fall and spring)	(104)	
Nickelodeon Universe	(53)	
Children's Theater	(29)	
New Year's Eve Party	(18)	

**2013 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 their 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	96
T-Ball	(45)
Squirts	(32)
CH Baseball Training Clinic	(19)
Traveling Programs	61
10U	(12)
11/12U	(23)
13U	(12)
14/15U	(14)

BASKETBALL

In-House Programs	83
Boys Grades 3-4 League	(31)
Boys Grades 5-6 League	(11)
Girls Grades 3-4 League	(13)
Girls Grades 5-6 League	(11)
Summer Basketball Clinic	(10)
Jr. Hylander Basketball Clinic	(7)

FOOTBALL

In-House Programs	76
2 nd & 3 rd Grade Tackle	(0)
4 th Grade Tackle	(23)
5 th Grade Tackle	(18)
K- 2 nd Grade Flag Football	(19)
Football Camp 1 st -8 th Grade	(16)

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Athletics Summary, Continued

<u>SOFTBALL</u>		
In-House Programs	22
2 nd -5 th Grade Slow Pitch	(12)	
10U Girls Fast Pitch	(10)	
Fast Pitch Traveling	44
12 and Under	(15)	
14 and Under	(16)	
16 and Under	(13)	
<u>SOCCER</u>		
In-House Programs	100
1 st -2 nd Grade Co-Ed Fall League	(10)	
3 rd -4 th Grade Co-Ed Fall League	(16)	
5 th -6 th Grade Co-Ed Fall League	(13)	
Hites Kickers	(24)	
Jr. Hylander Soccer Clinic	(37)	
<u>VOLLEYBALL</u>		
In-House Programs	10
3 rd -5 th Grade Spring Clinic	(10)	
<u>WRESTLING</u>		
In-House Programs	16
1 st -5 th Grade Wrestling	(10)	
6 th -8 th Grade Wrestling	(6)	
<u>TENNIS</u>		
Tennis Camp (Spring)	10
<u>ICE SKATING</u>		
2nd – 8th Grade	13
<u>SPORTS SAMPLER</u>		
K – 2nd Grade	14

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

ADULT ATHLETICS

Adult activities are divided between softball leagues and tournaments.

Slow Pitch Softball – Summer	(11 teams/ 65 participants)
Slow Pitch Softball – Fall	(8 teams/120 participants)
Jamboree Tournament	(16 teams/ 240 participants)

Zumba.....	12
Total Body Conditioning	14

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 AM to 11:00 AM, after school, Monday through Thursday 6:00 PM to 8:30 PM, Saturday mornings 9:00 AM to noon, and Sunday noon to 3:00 PM. For 2013, we sold 83 monthly memberships and 4,538 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 55 and older. .

Volunteer Services	# of Times Offered	Average Attendance
Senior Newsletter	12	11
Senior Trip Flyer	3	14
Red Cross Blood Drive	5	4
Fill Easter Eggs	1	30
Bingo	52	3

Projects:

- Collecting eye glasses & hearing aids for Lion’s Club
- Donations/food for SACA
- Paper Drive for Ronald McDonald House

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Senior Center Summary, Continued

SENIOR PROGRAMS

	# of Times Offered	Average Attendance
500 Club	46	20
Cribbage	40	10
Bridge	36	20
Friends of the Library Bridge	7	40
Bingo	52	100
Senior Aerobics	97	9
Games	73	15
Midday Matinee	23	10
Walking Group	57	12
Bocce Ball	13	10
Adult Aerobics	77	15
Shuffleboard	24	10
Wii Wednesday	37	8
Head to Toe Exercise Class	42	10

Special Programs/Classes	# of Times Offered	Average Attendance
Golden Age Club	21	26
Income Tax Assistance	20	30
Make Your Own Sundae Party	1	90
Pot Luck Luncheons	4	20
Volunteer Recognition	1	15
Pizza Party	3	28
Senior Police Academy	6	16
Defensive Driving	11	23
Health Insurance Counseling	12	5
Blood Pressure	11	5
New Year's Eve Party	1	40
Halloween Party	1	80
Happy Feet Foot Care	17	6
Golden Age Christmas Lunch	1	26
Nutrition Education	1	30
Financial Seminar	1	5
Senior Resources Seminar	1	16
Diabetic Foot Care Seminar	1	9
Thanksgiving Tea	1	30
Mother's Day Tea	1	30
500 Club Chicken Dinner	1	17
Valentine's Day Party	1	33
Hot Dogs/Ice Cream Social	1	47
Bob Ross Painting Class	1	4

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Senior Center Summary, Continued

The Senior Trip Programs continue to be very popular programs (both the motor coach and the mini-bus outings). The motor coach trips will still continue to have their draw because people like the comfort and ease of a larger bus on longer trips. It is still wonderful that we still continue to have the mini-bus for trips that are closer in town. Many of our seniors prefer to stay close to town and also cannot afford the larger trips. Many of the in-town programs are at little to no cost which is a nice option to offer. Listed below are our trips and outings for 2013.

SENIOR TRIPS AND OUTINGS

One Day Trips 436

St. Croix Casino	47
Ice Sculptures/Mansion Tea	33
Chanhassen- Bye, Bye Birdie	35
Golden Strings/Lafayette Club	55
Mason City Architecture	25
Lake Minnetonka Cruise	41
Afton House & Cruise	49
Geriatric Theatrical	16
Chanhassen- Joseph/Dreamcoat	22
Franconia Sculpture Park	12
Geritol Frolics	42
MN History Center- Christmas of Swing	43
Chanhassen- Fiddler on the Roof	16

Mini-Bus Outings..... 539

Pine Tree Apple Orchard	36
Minneapolis Institute of Art	13
Maggie's Restaurant & Movie	13
Finnish Bistro & Movie	11
Minnesota Landscape Arboretum	8
Shakopee Warehouse	13
Mystery Lunch	194
Ruby Tuesday's & Movie	9
Minnesota History Center	25
Minnesota Textile Center	7
Stillwater Outing	34
Stillwater Ice Cream	43
State Fair	10
Como Park	20
Senior Expo	18
Abdallah Candy	13
Primetime Living Expo	7
Gammelgarden Coffee Party	13
Chic-Fil-A Lunch	26
Trader Joe's/Fleet Farm	12
Noodles Lunch	14

**2013 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

JOHN P. MURZYN HALL

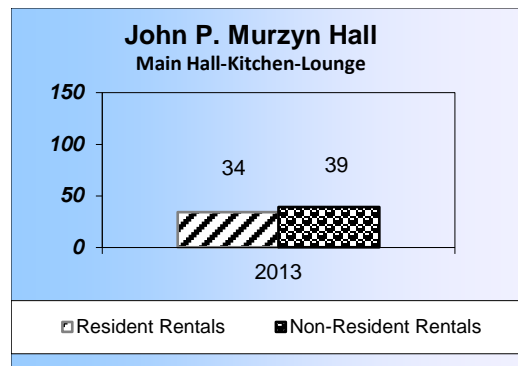
Similar to years past, the hall was booked for most weekends throughout 2013. Nearly all local civic and community groups used the hall in one capacity or another in 2013. The ability to use any licensed caterer is another very attractive feature that we offer at Murzyn Hall. Our flexibility and willingness 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
Abbott Northwestern Hospital
AFCSME
American Red Cross
Anoka County Historical Society
Anoka County – Housing/ACCAP
Beautification Committee
Charter Commission
Columbia Heights Administration
Columbia Heights Athletic Banquets
Columbia Heights Athletic Boosters
Columbia Heights Basketball Association
Columbia Heights City Council
Columbia Heights Community Development
Columbia Heights Fire Department
Columbia Heights Fire Explorers
Columbia Heights Fire Fighters Association
Columbia Heights High School Class Reunions
Columbia Heights IS Department
Columbia Heights Library Foundation
Columbia Heights Lion’s Club
Columbia Heights Liquor Operations
Columbia Heights Police Department
Columbia Heights Public Works
Columbia Heights Recreation Department
Columbia Heights Royalty
Columbia Heights Women of Today
Community Education-ISD #13
Daycare Providers
DFL 5th Congressional District
Fridley/Heights Soccer Association
Friends of the Library
Girl Scouts – 4 troops
Golden Age Club
Happy Feet Foot Care, Inc.
Heighten the Arts Committee
Hennepin County
Immaculate Conception School
Independence Party
Independent School District #13
Lee Carlson Center
Minnesota Deaf Senior Citizens

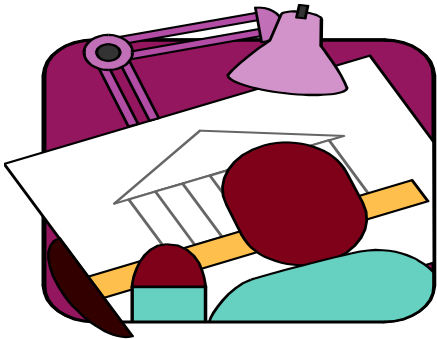
Minnesota Youth Athletic Services
Pals
Park & Recreation Commission
Parkview Townhomes
SACA
Safety Committee
Senior All Night Party
Sister Cities
Sullivan Shores Townhomes
Toastmasters
Train Collectors
Twin Cities North Chamber of Commerce
University Heights
VFW Post 230 Junior Auxiliary
Women of Today

Paid Rentals

Funerals	3
Birthday Parties	12
Classes/Seminars/Meetings	43
Parties/Banquets	17
Holiday Parties	9
Wedding Receptions	49
Family/Class Reunions	2
Fundraisers	4
Total	139



COMMUNITY DEVELOPMENT



INTRODUCTION

Mayor and City Council Members, please accept this 2013 Annual Report. This 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 Department during 2013. The Community Development Department extends its gratitude for the time and challenging work performed by the elected and appointed officials. It is your vision and leadership that the City of Columbia Heights becomes a better place to live and work for our current and future residents, businesses and other stakeholders.

It is critical to emphasize that 2013 remained a difficult development year, from the perspective of outside investment into the community, and much of the year was spent on two key projects: Potential repurposing of the Northeast Business Center for a City Library and senior housing and secondly, the ongoing work with the Department of Housing and Urban Development in order to effectuate the sale of Parkview Villa to Aeon Housing. The positive news was that 2013 foreclosure numbers are dwindling, although the effect of the combination of the natural real estate market decline, and a foreclosure rate of 20% of the City's single family homes (2007-2013) has resulted in a City market value decline of 44% measured from 2008 to 2013.

The Department's work centered on the Economic Developments Authority's 2011 work plan goals. As such, the focus for the Department in 2012, was threefold: 1) Continuing resource allocation to various housing programs 2) Positioning the City so when the market comes back the community will be ready for development 3) Advancing the goals and objectives of the EDA as expressed in the 2011 goal setting session. Due to budget cuts, the Department lost the City Planner position and after it became clear that a four person Department was ineffective, a full time intern position was hired to do many of the necessary day to day planning and related activities. Sheila Cartney, Assistant Community Development Director, resigned in September and Joseph Hogeboom was hired as a replacement in late October, who has done a great job within a short period of time. Director Scott Clark gave his retirement notice in September of 2013 with an April 28, 2014 end date.

ECONOMIC DEVELOPMENT AUTHORITY

The purpose of the EDA is to promote economic development, redevelopment, and housing in Columbia Heights. The EDA is comprised of seven members, five City Council Members and two appointed members. 2013 members include: Gary L. Peterson – President, Bobby Williams– Vice President, Tamera Diehm, Donna Schmitt, Marlaine Szurek, Bruce Nawrocki-Secretary/Treasurer, Bobby Williams, and Gerry Herring. 2013 highlights include:

- Economic Development Authority Goal Setting and Work Plan

The EDA adopted various objectives under the following goals:

- 1) Sustain Residential Neighborhoods
- 2) Continue efforts to improve the Central Ave. corridor
- 3) Creating a refreshed identity for Columbia Heights
- 4) Implement the Approved Goals of the August 2010 City's Comprehensive Plan

The EDA is holding a January of 2014 retreat to establish new goals and strategies and it is anticipated that these will be finalized in April of 2014.

- Huset Park Industrial Development

The unfortunate news for this project was the foreclosure of various properties by BNC National Bank, which officially took over the three remaining phases in January of 2011. Based on past Subordination Agreements, BNC automatically became the Redeveloper of record and must maintain all of the obligations of the original development contract in order for the tax increment revenue stream to continue. The commercial brokerage firm of Cassidy/Turley was hired by BNC to market the property. During 2012, staff has spent a considerable amount of time working with seven different entities regarding various types of proposals (all housing related) but no one proceeded past a concept discussion with the EDA. The complexities and challenges associated with this site are: 1)The number

of junior banks that hold position on a sale 2) The need for a developer to work with both the EDA on modifications to the Development Agreement and then another process with the Planning Commission/City Council 3) Developers are concerned about spending up-front time and resources without a framework as to what is an acceptable land use 4) The private negotiation of land sales and/or tax increment proceeds flowing back from BNC and its' affiliates. In 2013 staff worked the full year with a senior housing provider who wanted to do a 120 unit project without the use of tax credits. This objective would mean a higher rent price point, and the concern shared by the developer/future owner was, that the existing Columbia Heights market has an income level that couldn't support a new, pure market rate project. After a full year of work it appears that the developer is walking away from the project. The newest interest is coming from Habitat for Humanity for a 16 unit townhouse project, which would replace the original 70 units of senior rental, at Jefferson and Huset Parkway.

- Grand Central Lofts

History-- of all projects in the City, this particular development probably has had the greatest negative impact from the collapsed economy. Both the Phase II and Phase III of the housing portion (condos) look economically unfeasible and the commercial spin-off parcel is struggling. Staff was informed in late 2009 that the housing developer desired to convert the condo phases to two 100 unit rental units described as "high quality mid-market." The developer presented this concept to the EDA and Council in 2010 and after lengthy discussions the project was rejected.

The next change in this project, which originally started in 2004, was the revamping of the tax increment financing agreements. The new proposal is for the City to take on the obligation of constructing the pipe "bursting" (expansion of sewer capacity) on Central Ave., which, in turn, will allow future Phase II and III of the housing component and the commercial development to be built. In trade for the city constructing the pipe bursting, the housing developer (who had the original obligation to construct) would not receive any tax increment assistance. This negotiated amendment gave the City the ability to implement the pipe bursting project in 2010, and when new development occurs, the issue of timing the construction of the pipe would be eliminated. Based on the costs of the aforementioned project, the City benefited by retaining at least \$300,000 in tax increment proceeds. These funds were ultimately used for Sheffield redevelopment purposes, instead of developer payments.

In 2011, activity and interest for the commercial and housing portion was zero. The City did force various site plan improvements to be completed that were required as part of the original development agreement. The 2012/2013 work plan calls for the Department to make contact with the individual owners and start a dialogue regarding future development.

In 2012, the owner of the commercial piece started a voluntary foreclosure process and Anchor Bank now retains ownership. The two phases of the condo site have been put for sale (the EDA will need to review any modifications to the Redevelopment Agreement and the City Council/Planning Commission will need to act on any land entitlement issues). The last phase of the townhomes was sold under contingency and a nine unit "small lot" single family home (with an association) is being processed in 2013. Aside from two of the nine aforementioned townhouse units being built, there has been absolutely no interest being shown for either the condo or commercial site.

- 39th and Central

Past History-- In 2006 and 2007 the EDA approved a Preliminary Development Agreement with Sherman and Associates to prepare a redevelopment plan for the area adjacent to Central Avenue that includes the Burger King, Mady's, and Columbia Heights Rental sites. Unfortunately, the financing proposal, including market deterioration, made the project unfeasible. In 2008, staff attempted negotiations with Frattalone's Ace Hardware to occupy the Burger King Site but they decided that new construction did not meet their corporate mode (fortunately for the City, they elected to stay in the area and moved to the shopping center located at 43rd and Central). In 2010, staff worked with an environmental consultant to submit a conceptual remediation action plan to the State's PCA office. Approval of this plan memorializes all of the past environmental characteristic work that was done and will save a significant amount of time when this site is redeveloped.

On December 13, 2013 the City successfully closed and acquired the Mady's property. This is a monumental step as this site is listed in the City's Comprehensive Plan as a key redevelopment site. In 2013 the City was successful in securing \$125,000 in CDBG funds for the demolition of the building. Unfortunately, due to Federal sequestering of funds a major delay occurred as to when the City could start the actual demolition bidding which resulted in a fall start. Due to weather and other issues the final demolition will not be completed until spring of 2014.

- 40th and Central Area

The major downtown effort was the examination of repurposing the Northeast Business Center (with approximately 80% of the existing 90,000 sq.ft. vacant) as a possible location for a combined city Library/City Hall with 60 to 70 units of senior housing on floors 2 through 6. The review and discussion of this started in December of 2012 and went through all of 2013. Staff had at 15 to 20 various types of meetings on the subject with no final result. It is anticipated that the City Council will make a decision to work with the building owner, or not, by the end of the 1st quarter of 2014. Our downtown area saw the closing of the Columbia Grill but a quick reopening at the same spot with Latina Kitchen

- Root Property

In 2011, this property went into tax forfeiture and the State of Minnesota Trust now holds the property, and by state law Anoka County manages the property. The city has collaborated with Anoka County on a DEED grant for a Phase I, II and a conceptual Remediation Action Plan (RAP) for this property. DEED has awarded the City a \$23,724 investigation grant with the City providing the local match of \$7,908. The EDA hired Baywest to perform the environmental investigation which was completed in late fall of 2012. The next step in this long process is submitting the RAP, along with an application to the VIC program in 2014.

- Jimmy's Billiards

The City tendered a \$24,084 loan to this facility for payment of Sewer Availability Charges (SAC) in 2011. Due to past financial practices of how the City maintained SAC credits, the City was able to do the loan using credits instead of cash. The loan is short term in nature and is secured through the special assessment process. This loan was paid off in 2013 and this is a good example of how an EDA loan fund can be used to assist a local business.

- Community Gardens

In 2010, the EDA agreed to allow three scattered site lots to become community gardens operated by local residents. Our Department worked with Public Works to initiate this project, and by all accounts the gardens were tremendously successful and an asset to the community. However, due to the start of the scattered site housing program the only EDA property that will be usable for the garden program will be the Jackson and 40th Ave. lot.

- Abandoned and Vacant Property Ordinance

In 2009, due to the high number of residential foreclosures in the City, staff presented to the EDA concerns over the conditions of homes coming back on the market (many properties being vacant for up to two years). In lieu of a point-of-sale program the EDA agreed to a "vacant property" ordinance, which removes the certificate of occupancy from a property if it meets two tests: 1) The property is vacant and 2) The property is abandoned based on Ordinance definition (the primary cause of abandonment is utility shut-off due to delinquency). Approximately 120 properties in 2009, and 45 properties in 2010 had the certificate of occupancy removed, and about half of these have had City inspections and necessary repairs in order to meet minimum property code requirements. The number of newly posted properties has resulted (averaging 2 inspections per property) in the following number of inspections: 33 in 2011, 37 in 2012, 32 in 2013 meaning approximately 50 homes over the past three years.

- Residential Foreclosure

History- from January 1, 2007 to December 31, 2013, the City experienced 1,251 residential foreclosures, which is approximately 20% of the City’s single and two-family housing stock. A number of efforts have been made to ensure that these properties are being maintained, but our department still had concerns regarding the conditions of these properties when sold. As part of the effort, the aforementioned Vacant and Abandoned Property Ordinance was passed in 2009. Although this Ordinance is not specific to foreclosed properties, the majority of the properties on the list are in foreclosure. The good news- although 2013 still had 108 new foreclosures a number of factors, including a robust housing market and a greater sophistication by lending institutions to get foreclosed properties back on the market quickly, the City’s foreclosed properties on the market has shrunk to only 116 homes. This means that of the 1,251 foreclosures since 2007, all but 116 have sold. As evidence of how quickly property is turning, 90% of all of the 2012 foreclosures have been sold.

- Heritage Heights

In 2009, the city implemented two different programs, which involve property acquisition and demolition. As continued from 2008, the City has been working in the Heritage Heights neighborhood on policing and acquisition, hoping to improve the neighborhood and provide reinvestment opportunities. The City received a CDBG grant in the amount of \$170,000 for demolition of properties in the Heritage Heights neighborhood. To date, the City has purchased 9 properties in the Heritage Heights neighborhood and demolished all the buildings. City departments have formed a task force to concentrate efforts in this area. The Police, Fire, Public Works and Community Development Department have worked collaboratively on some small code changes that have helped with refuse issues in this neighborhood as well as in the Circle Terrace neighborhood. During the Summer Police and Fire increase their code enforcement inspections in this area as well. The task force meets periodically to discuss any issues that arise in this neighborhood as well as in Circle Terrace. In 2013 no EDA actions were taken in the neighborhood.

- Housing Services

The EDA administers two rehab programs for Heights residents. The rebate program and single family deferred loan program. Both programs are for home improvements. The rebate is for basically any improvements done to a residence, once complete the homeowner can receive a 10%, 12%, 15% rebate depending on their income. The deferred loan is income qualified and a matching loan up to \$7,500 for any interior improvements. The table below summarizes 2012 housing activities:

Rebates	Loans
Received 10 applications	Received 3 applications
Closed 8 Rebates	Closed 3 loans
Total Rebates \$7,885	Total Loans \$14,941.15
Total Rehab work (project costs) \$66,601	Total Rehab work (project costs) \$29,864.31

HOUSING AND REDEVELOPMENT AUTHORITY

The purpose of the Housing and Redevelopment Authority (HRA) is to oversee the operation of Parkview Villa North and South. The HRA is comprised of six members, five City Council Members and one appointed member. Members include: Tammera Diehm – Chair, Bobby Williams - Vice Chair, Bruce Nawrocki, Gary Peterson – Secretary/Treasurer, Donna Schmitt, and Rheta Nelson who was appointed during 2012.

- Parkview Villa North and South 2012 Capital and Operating Highlights include:
 - The HRA received an operating subsidy in 2013 of approximately \$139,000
 - 2013 Capital Fund Grant of \$85,000

- No major capital improvements were done, but bid and rehab specification work occurred for major first quarter of 2014 work to include: Replacement of fire alarm system, elevator modernization for Parkview Villa North, carpeting of all 9 floors for North and replacement of first floor doors and modification for ADA compliance on the first floor.

-Aeon conducted a Paint-A-Thon in November to paint all nine floors of Parkview Villa North

The monumental action by the Housing and Redevelopment Authority (HRA) in 2012 was entering into a Purchase Agreement with Aeon, for the purchase of Parkview Villa. Since that time City staff and Aeon have worked towards a sale that unfortunately has to be approved by HUD. The lack of HUD approval is highly technical in nature but due to frustrations and lack of progress by this Federal entity, the City has asked, and has received, Congressional assistance from Congressman Keith Ellison. Staff is of the opinion that whether or not HUD will allow the sale will be known by April or May of 2014.

PLANNING AND ZONING

The purpose of the Planning Commission is to promote the health, safety, and welfare of the community through administration of the Comprehensive Plan and the Zoning Ordinance. The Planning Commission is comprised of five citizens, advisory to, and appointed by the Council. During 2013 the members included: Marlaine Szurek– Chair, Tracey Kinney, Chris Little, Rob Fiorendino and Grace Lee. Gary Peterson continued as the Council liaison. Shelia Carney, Shelley Hanson, Joe Hogeboom and Elizabeth Holmbeck served as staff liaisons.

2013 Planning and Zoning Highlights:

1. Completed a Variance for 4347 Central Ave. for a reduction in parking space requirements.
2. Completed a Site Plan and Preliminary Plat approval for Grand Central Lofts, 2nd Addition (47th Ave. NE and Central Ave. – Grandview Court)
3. Completed a Site Plan approval for Basha Mediterranean Restaurant, located at 4920 Central Ave. NE.
4. Completed an Interim Use Permit for the Linder’s Greenhouse located at 4300 Central Avenue (Rainbow Food’s).
5. Completed a Conditional Use Permit approval to allow a charter school to operate at First Lutheran Church, located at 1555 40th Ave. NE.
6. Completed a Variance for 4421 5th St. NE to allow a home to be constructed with a minimum main floor area of 581 square feet.
7. Completed an Ordinance Amendment that reduced the minimum main floor area of a single family home from 960 square feet to 550 square feet and a minimum total above-grade square foot floor area to 1,020 square feet. This was recommended for approval by the Planning and Zoning Commission and forwarded to the City Council for final approval.
8. Completed an Interim Use Permit for Renaissance Fireworks located at 4300 Central Avenue (Rainbow Food’s).
9. Completed an Interim Use Permit for Renaissance Fireworks located at 4005 Central Avenue.
10. Completed an Amended Site Plan Approval for restaurant/deli to be located at 4001 University Ave. (a previous Site Plan had been approved in 2012 for a gas station in this location).

In Summary:

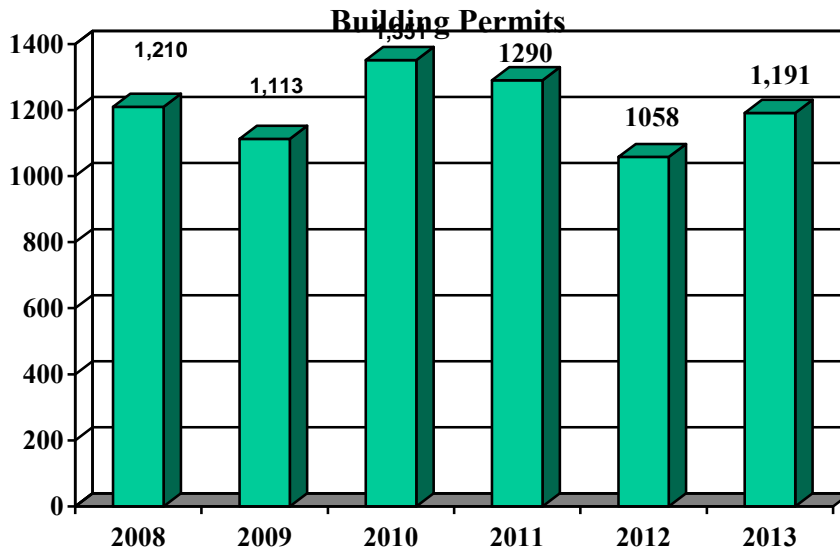
Processed 1 Conditional Use Permit.
Processed 2 Variance requests.
Processed 3 Site Plan approvals.
Processed 3 Interim Use Permits.
Processed 1 Zoning Amendments.

BUILDING SAFETY

The building inspection and permitting function ensures the health, safety and welfare of residents through reviewing both residential and commercial construction plans and inspecting construction to ensure compliance with State codes.

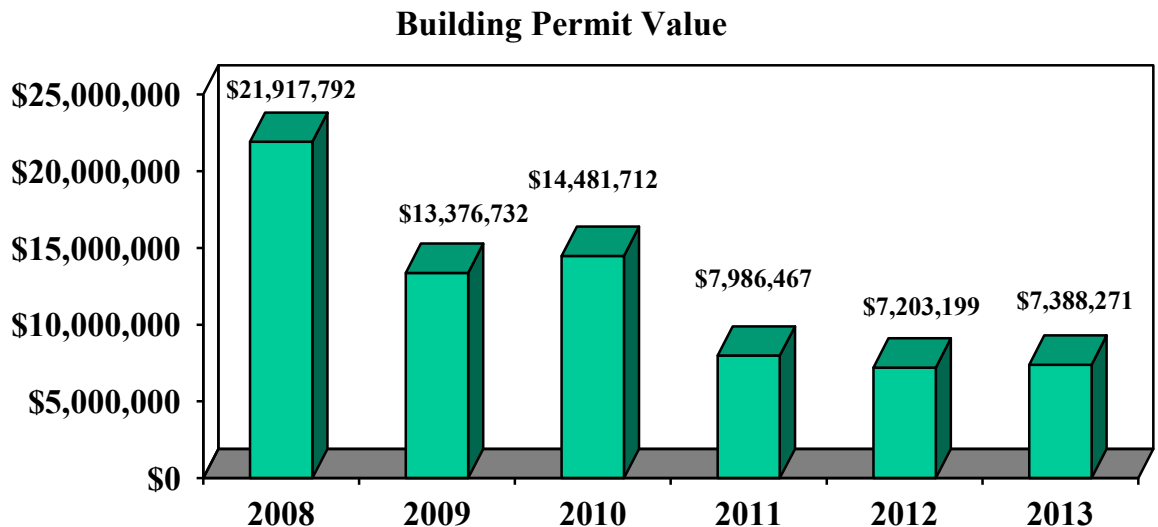
- **Building Permits**

The graph below describes building permit activity over the last six years. In 2013, the Department issued 1,191 permits. This includes all building, plumbing, and heating-ventilation-air conditioning permits.



- **Building Value**

The Building permit value was \$7,388,271. This value is attributable to 9 new homes, several commercial remodels, additional remodeling of Highland Elementary School, along with the usual maintenance and remodeling of residential properties throughout the City.



- **Building Inspection Data**

During 2013, the Building Official conducted 1,469 inspections for building permits, 251 rental inspections, and 32 abandoned property inspections.

BUSINESS LICENSING

To promote and protect the health, safety and welfare of the community, the Community Development Department issues licenses primarily for alcohol sales, contractors and other miscellaneous vendors. There were 346 business licenses issued in 2013.

- **Business Licensing 2008-2013**

<u>License</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Beer / Liquor	18	24	22	17	24	16
Contractor	293	305	298	260	251	274
Other	<u>52</u>	<u>50</u>	<u>73</u>	<u>57</u>	<u>48</u>	<u>56</u>
Total	363	379	393	334	323	346

STAFFING

- **Community Development Staff**

<u>Name</u>	<u>Title</u>	<u>Service Dates</u>
Scott Clark	Community Development Director	12/10/07-Present
Sheila Cartney	Asst. Community Development Director	6/2008—9/2013
Joseph Hogeboom	Asst. Community Development Director	10/2013 – Present
Larry Pepin	Building Official	1/2005 – Present
Elizabeth Holmbeck	Intern	8/2013 – 8/2014
Shelley Hanson	Admin Asst. to Comm. Dev/Lic. & Permit Clerk	5/2001 – Present

- **Economic Development Authority**

<u>Name</u>	<u>Service Ends</u>
Gary Peterson-President	January 8, 2015
Marlaine Szurek,-Vice President	January 5, 2015
Donna Schmitt	January 8, 2015
Bruce Nawrocki	January 3, 2017
Tammera Diehm	January 8, 2015
Bobby Williams	January 3, 2017
Gerry Herringer	January 1, 2018

- **Housing and Redevelopment Authority**

<u>Name</u>	<u>Service Ends</u>
Tammera Diehm-Chair	January 1, 2015
Bobby Williams- Vice Chair	January 3, 2017
Rheta Nelson	January 1, 2016
Bruce Nawrocki	January 3, 2017
Donna Schmitt	January 1, 2015
Gary Peterson	January 8, 2015

- **Planning Commission**

<u>Name</u>	<u>Service Ends</u>
Marlaine Szurek- Chair	4/1/2016
Rob Fiorendino	4/1/2014
Tracey Kinney	4/1/2015
Chris Little	4/1/2016
Grace Lee	4/1/2017