

Columbia Heights

2014
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
John Murzyn, Jr.
Donna Schmitt
City Manager
Walter R. Fehst

March 1, 2015

To the Mayor and City Council:

Presented for your review is the 2014 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 2014 include:

- In 2014, the City received \$1,404,000 in Local Government Aid (LGA) from the State of Minnesota, which was an increase of \$509,000 over the amount received in 2013, and the only increase received since 2009. By the end of 2014, the cumulative reduction in general purpose state aid received since 2003 amounted to \$21.2 million. In accord with the City's most recent five-year financial plan, the 2014 increase in LGA was applied toward capital projects, specifically to a portion of the construction of a new library building and to a park improvement.
- Under the Metro Area-Wide Fiscal Disparities program, a portion of the City's annual property tax levy is collected from metro area properties outside of Columbia Heights, reducing the portion paid by Columbia Heights property owners. In 2014, the subsidy provided by this program was \$3,505,000; a significant increase of \$819,000 over 2013. This resulted in a 6.5% decrease in the amount of the property tax paid by Columbia Heights taxpayers in 2014 as compared to 2013. This trend subsequently reversed however, when the subsidy received from the fiscal disparities program was decreased for 2015, returning the local share of property taxes back to 2013 levels following 2014.
- Residential foreclosures (2007-2014) totaled 1,294. (In 2014, there were 43 additional foreclosures, which is significantly lower than in prior years.) Neighborhoods in Columbia Heights remain strong, as the City continues its Scattered Site Housing Program and other initiatives to help stabilize the housing stock. The median home value in Columbia Heights in 2014 was \$141,300. Columbia Heights home values have declined -1.2% in 2014. However, home values in the Columbia Heights, and the near-north metro area are expected to increase slightly in 2015.
- In 2014, quite a bit of effort was spent to facilitate the sale of Parkview Villa to Aeon Housing. Elected officials and city staff traveled to Washington D.C. to meet with U.S. Representative Keith Ellison as well as senior U.S. Department of Housing and Urban and Development officials to help reach an agreement about the method of the sale. The sale process is ongoing and is expected to be completed in 2015. In addition, staff worked in 2014 to stabilize the commercial core along Central Avenue by hosting community events and by partnering with the McComb Group to provide an analysis of retail and restaurant development. The City also initiated a branding and communication campaign, which seeks to update and refresh the City's logo and image.
- 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 2014, the total number of Part-I and Part-II crimes reported decreased by 14% in comparison to 2013. Part-I crime increased by one percent in both Violent and Property crimes. This rise constitutes seven additional Part-I crimes when compared to 2013. It should be noted that there was a decrease in

Aggravated Assault, Larceny, and Arson. Part-II crime was diminished significantly by twenty two percent. This decrease was seen in thirteen of the sixteen Part-II crime categories. Two of the most significant reductions were seen with Disorderly Conduct and Forgery, which dropped by over twenty percent.

- The City of Columbia Heights has had a library since 1928 when the Silver Lake Mothers Club used their children's little red wagons to collect books and magazines for a new library to support the educational mission of the public high school. In 1953, the City officially recognized the library as a department and began providing regular financial support. In December 2011, the mayor appointed a citizen Task Force to advise the Council on the need for a new library and/or city hall. After fifteen months of careful study of community needs, metropolitan area library facilities, available sites in the city of Columbia Heights, and a professional space needs analysis conducted by Leo A. Daly Architects, the Library Task Force recommended that the city construct a new library. After thorough consideration of the recommendation, augmented with additional cost scoping information, the City Council acted in June 2014 to sell \$7 million of general obligation library bonds to fund library construction. A group opposed to the Council action collected sufficient signatures to put the question of funding for a new library on the general election ballot. On November 4, 2014, 62.58% of Columbia voters said "yes" to fund a new city library. In late December of 2014, requests for proposals for design services were sent to seven architectural firms experienced in the design of 21st century libraries. The four firms who submitted proposals were interviewed in January, and the Council awarded the contract to Hammel, Green, and Abrahamson.

It has been another extremely challenging year in 2014. 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 - July 18 2014 (retired)
Kelli Bourgeois	Human Resources Director/ Assistant to the City Manager	July 10, 2014
Carole Blowers-Knoll	Administrative Assistant/ Human Resources	January 10, 1994
Tori Leonhardt	City Clerk	September 10, 2012 – February 28, 2014
Katie Bruno	City Clerk	May 19, 2014

HUMAN RESOURCES

New Hires

The City experienced several personnel changes this year. Overall, in 2014, the city hired fifteen full time employees (of which seven were on a promotional basis), ten part-time employees, fourteen paid-on-call firefighters, and numerous seasonal and temporary positions. Openings occurred mainly due to attrition.

Employee of the Year

Late in November 2014, 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 2014 Employee of the Year Award was Sherri Jensen from Public Works. Excerpts from Sherri’s nomination follow:

The 2014 Employee of the Year is Sherri Jensen, Maintenance Worker. Sherri is a 15 year Public Works Department employee. Sherri is always promoting better public relations by being helpful with the residents, especially under very trying circumstances. She is dependable, reliable, polite, considerate, and willing to adjust her work schedule as needed before or after her normal working hours. Sherri is also willing to answer various questions for her co-workers as needed. Sherri has suggested many positive procedural changes in her department (which have been implemented), allowing for great historical value. She has also suggested other ideas that have saved time, money, and headaches for both residents and city staff.

Congratulations to the 2014 Employee of the Year, Sherri Jensen!

Years of Service Awards

The following employees were recognized for their years of service:

Five Years: Eric Shurson (Liquor), Dan Mutka (Liquor), Felisha Burns (Liquor), Kelly Hidding (Liquor), Shannon Abbott (Fire), Cory Mattson (Fire), Kyle Hall (Fire), Robert Miller (Fire), and Jesse Dittbenner (Fire)

Ten Years: Joe Kloiber (Finance), Jesse Davies (Public Works), Kevin Niznik (Liquor), Pat Sowada (Liquor), Steve Woods (Liquor), Marcy Zmuda (Recreation), and Andrew Hall (Fire)

Fifteen Years: Aleksandr Chernin (IS), Steve Olson (Liquor), LaVonne Greene (Liquor), Matt Aish (Police), Tom Mattson (Fire), Sue Wolney (Recreation), Sue Schmidtbauer (Public Works), Rich Nordstrom (Public Works), Sherri Jensen (Public Works), and Robert Niznik (Fire)

Twenty Years: Carole Blowers-Knoll (Administration), Paul Bonesteel (Police), Mark Gallagher (Recreation), and Tim Lund (Public Works)

Twenty-Five Years: Steve Korts (Police) and Gary Kallestad (Police)

Thirty Years: Shelley Hanson (Community Development)

Thirty-Five Years: Mike O'Reilly (Public Works), Carol Femling (Police), Scott Rockstad (Recreation)

The Employee of the Year and Years of Service Awards were announced at the annual employee holiday luncheon/recognition event, held on December 9 at Murzyn Hall. A delicious meal was catered by Aesop's Table.

Labor Contracts Negotiated

2014 marked the second year of the two year Collective Bargaining Agreements for the six bargaining units within the City of Columbia Heights, therefore no negotiations occurred in 2014.

In December, 2014 the City Council met in closed session to discuss negotiation strategy for the upcoming 2015/16 Agreements.

Grievances

Four grievances were filed in 2014. None were pursued to mediation or arbitration.

Furloughs

There were no mandatory furloughs for employees in 2014. However, based on comments and requests received from several employees, voluntary furloughs were again offered in 2014. Eighteen employees availed themselves of this.

City-Wide Safety Committee

The Columbia Heights City-Wide Safety Committee continued to meet in 2014. Six meetings were held throughout the year.

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

Eric Hanson, Facilities Maintenance Supervisor
Carole Blowers Knoll, Administrative Assistant—Human Resources (Chair)
Jesse Davies, Public Works Administrative Assistant
Steve Kolosky, Fire Captain
Tom Costello, Assistant Liquor Manager
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 2015, there were twelve recordable injuries, resulting in 231 days away from work, and 359 days of restricted work activities.

This past year, the committee created and sent out a safety survey to everyone in the city, and are

studying the results of it. We are also looking into becoming a member of a Regional Safety Group. Kelli Bourgeois, Human Resources Director/Assistant to the City Manager, has been instrumental in getting us started in one of these groups to help us provide needed training city-wide and share the costs with other neighboring cities.

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 2014, cable subscribers in the Columbia Heights franchise area totaled 3,924, resulting in a penetration rate of 43%. Franchise fees received by Columbia Heights in 2014 totaled \$212,377.96.

FRANCHISE TRANSFER OF OWNERSHIP

On April 8, 2014 Comcast and Time Warner submitted applications to the Federal Communications Commission (FCC) requesting permission to transfer all of the licenses and controls from Time Warner to Comcast to allow for Comcast's acquisition of Time Warner.

On June 4, 2014 Comcast, Time Warner, Charter and Spinco submitted an application to the Federal Communications Commission to provide for divestiture of approximately 3.9 million residential video customers from Comcast's business to a new company. This divestiture to a new company directly affects Comcast customers in Columbia Heights as well as neighboring communities as these customers would receive their cable service from the newly created company.

If Comcast divests its business interests in Columbia Heights to a new company, the existing Franchise Agreement between Comcast and the City of Columbia Heights must be amended. After Comcast and Time Warner's applications were submitted to the FCC, Comcast submitted requests to local cities and cable entities including Columbia Heights to amend their existing Franchise Agreements.

In June, 2014 City Staff as well as consulting cable attorney Mike Bradley began reviewing Comcast's application information and negotiating franchise amendment and settlement agreement language. In late December tentative agreements were reached on both a franchise agreement and extension as well as a settlement agreement. These agreements were anticipated to be brought to City Council in January, 2015 for action.

CITY CLERK

City Council Meetings

There were twenty-three regular City Council meetings, twelve Work Session/Budget meetings, one Joint School Board meeting, one Special Election Canvass meeting, one Executive Work Session, one Local Board of Appeal/ Equalization meeting, five Public Improvement hearings, and two Special Assessment hearings held in 2014.

Ordinances and Resolutions

During 2014, three ordinances were proposed, all three were approved.

During 2014, ninety- eight resolutions were requested, six were removed. Property abatements accounted for eleven of the requested resolutions and rental license revocation accounted for seventeen of the requested resolutions.

Ordinance No. 1615 was passed on June 23, 2014 (Ordinance providing for the issuance and sale

of General Obligation Library Bonds, series 2014A, in the maximum aggregate principal amount of \$7,000,000.) A referendum petition to repeal this ordinance was received at the City Clerk's office, July 23, July 24, and July 28, 2014. Of the 1,371 received signatures with the petition; 1,040 were verified as registered voters through the Minnesota Statewide Voter Registration System (SVRS). At the August 11th council meeting, the Council voted to reaffirm the adoption of Ordinance No. 1615, and to call for the question to be included on the ballot of the general election scheduled for November 4, 2014.

Elections

This was the first year that residents were able to vote "No Excuse Absentee Voting." The Primary Election was fairly slow with approximately 128 people voting Absentee. The General Election had a larger turnout of absentee voters. Overall the City of Columbia Heights had 566 absentee voters for the General Election between mail-in, in-person, military and overseas.

This was also the first year that the new DS200 election equipment was used. All eight precincts managed well with the new equipment. The County had a firewall issue during the modeming of results for the Primary Election, this was resolved for the General Election, and results were modemed to the County without incident.

On Tuesday, August 12, 2014, the City held a Primary Election to determine the candidates to run for the two City Council Member offices in the November General Election. Eight candidates filed for the two Council Member offices. Because there were only two candidates for the Mayor's office, they were not included in the Primary Election.

Candidates for Council Member offices were Michael Ahrens, Clinton Hartwig, John Bristow, Adrian Durand, Donna Schmitt, John Murzyn, Jr, Gregory Sloat and Catherine Vesley.

Candidates for Mayoral office were Gary Peterson and Christopher Beskar.

A total of 1574 residents voted in the August 12, 2014 Primary Election. Voter turnout was 12.68%. This was very close to the numbers from the August 14, 2012 Primary Election. Candidates who advanced in the Council Member race were: Donna Schmitt with 675 votes, John Murzyn, Jr, with 699 votes, Gregory Sloat with 162 votes and Catherine Vesley with 462 votes.

On Tuesday, November 4, 2014 the City held a General Election to determine the two City Council Member offices and the Mayoral office.

A total of 6,473 residents voted in the General Election. Voter turnout was 59.8%, which was significantly less than in 2012 (78%) likely due to it being an odd-year election. In the Mayoral race, incumbent Gary Peterson was the winner with 3,463 votes. The two Council Member offices went to incumbent Donna Schmitt with 2,874 votes and John Murzyn, Jr. with 3,162 votes.

On December 4, 2014, the city clerk reported to Anoka County for a discretionary recount requested by House District 41 B candidate Tim Utz. After three precincts were recounted, Mr. Utz was satisfied with the process and the recount was complete.

OTHER EVENTS

2014 Community Prayer Breakfast

The 15th Annual Prayer Breakfast was held on May 7, 2014, at Murzyn Hall. It was attended by approximately 250 people. The program participants were: Tony Cuzzupe, Shannon Abbott, Cory Mattson, Brian Polski, Shawn Sims, and Charlie Struzyk (Fire Department Color Guard), Dorothy Penate (pianist), Kathy Kelly (Columbia Heights Public Schools Superintendent), Paul Anderson (Broken Heart Ministries), Scott Clark (Retired Community Development Director), Pastor Dave Briley (Oak Hill Baptist Church), Karen Olson (Police Officer Supervisor), Sal deLio (keynote speaker), Mayor Gary Peterson, and Ray Witstrand (videotaper).

The planning committee members for this event were: Kaye Stickler, Mayor Peterson, Carole Blowers Knoll, Liz Bray, Dorothy Penate, Keith Windschitl, Scott Nadeau, and Walt Fehst.

2014

City of Columbia Heights
Finance Division

Annual Report



Finance
Top Valu Liquor
Information Systems

CITY OF COLUMBIA HEIGHTS

**2014 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 2014 Finance department activities.

In 2014, the utility billing department began accepting credit card payments via an internet “webstore”, which is a webpage linked to the City’s website. Previously, the utility billing department was only able to accept credit card payment over the phone or in-person. At this time, the webstore does not provide any information about a customer’s utility account. It only provides a method to accept payment. The customer still needs a copy of their paper bill, or some other source for their account number and balance due, in order to submit a payment through the webstore. This limitation is only an interim issue however, until the City’s financial software system is upgraded in 2015/2016.

Although this interim solution requires staff to manually re-enter daily webstore activity into the utility billing system, this has been far more efficient than having utility customers phone in their credit card payments individually. Accepting such payments over the phone is a time-consuming process, for both the clerk taking the call and for the customer waiting for the payment to process. The first webstore payment was accepted on September 24th; since then over \$100,000 in utility payments have been accepted through the webstore.

In 2014, the volume of delinquent customer accounts, and the volume of customer accounts changing ownership due to mortgage foreclosure and short sales, declined noticeably for the first time in several years. The number of delinquent accounts converted to special assessments decreased from 305 in 2013 to 273 in 2014. Much of this decrease is from the 2014 policy change to only create new utility accounts in the name of the property’s owner, and not in the name of a lessee (tenant). This has greatly reduced the number of unpaid final utility bills that were converted to assessments on rental properties. This policy change also keeps property owners better informed of their responsibility for a lessee’s unpaid service. Furthermore, the policy change has reduced administrative labor, since rental turnover no longer requires creation of a new utility account.

The applicability of state sales tax to City purchases changed twice in 2014. In January, the City once again became exempt from state sales tax, with some exceptions. Some of these exceptions were for activities that could be performed by private businesses. This included liquor store activity and rental of spaces outside City Hall. The Finance department was tasked with creating complex calculations to appropriately allocate sales tax to Murzyn Hall rental operations. Fortunately, in July, the law was changed again and rental operations were exempted from the tax. The department now only needs to monitor liquor expenses to ensure the proper amount of use tax is submitted to the state. Prior to the changes, department staff attended several workshops put on by the state to prepare. Staff then held training sessions with each department to educate them on the changes how it impacted purchasing.

In preparation for a 2015/2016 upgrade of the City’s financial software system, staff attended vendor demonstrations of such software, moderated by the Government Finance Officers Association. Staff determined that successfully implementing a modern system will require a significant shift in both the City’s current practices and its organizational culture. The underlying design of the City’s current financial software is nearly 40 years old. In a modern system, most procedural compliance is documented within the

software prior to allowing a user to advance in the system. The present system of manual procedures allows compliance to be documented after-the-fact, or documented in ways that may not be easily retrieved later.

To aid this shift, staff began updating the City's financial policies and procedures in 2014. To aid other departments in documenting compliance with the City's purchasing policy, a procurement checklist tool was created and made available through the City's intranet (HNET) in 2014. In preparation for the eventuality of a paperless office, in 2014 the department began accepting petty cash vouchers only in formats that can be loaded into the 8.5 x 11 inch document-feeder of a scanner.

2014 was the first time in a few years that there was no staff turnover in the department. This provided the opportunity to increase cross-training and refine assignments within the department.

The annual budget process for 2015 was conducted during the last half of 2014. In regard to the budget documents and the meeting schedule, the same format was followed as for the last several prior years. At the request of the city council, the budget work sessions with the city council emphasized interactive discussions led by each division head, as in the prior two years. Copies of the city budgets for recent years are available at the Finance department page of the City's website.

In June 2014, the city council passed an ordinance to issue up to \$7 million in general obligation bonds to finance construction of a new library building. Under the provisions of the city charter, citizens petitioned to place this matter as a referendum question on the November 2014 general election ballot. At that election, the City's voters approved the bond sale by a significant margin and the bonds were ultimately issued in February 2015. Details of that bond issue will be included in the 2015 annual report.

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

The Finance department is pleased to report that in 2014, the City's 2013 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.

2014 Information Systems (IS) Summary:

The 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 2014, the IS department:

- Replaced almost all obsolete PCs and laptops with Microsoft Windows 7-based computers.
- Upgraded primary network storage system. Implemented a solution to automatically migrate older documents to a less expensive secondary storage.
- In cooperation with vendor, completed replacement of point-of-sale systems at the municipal liquor stores.
- Upgraded firmware on video security system components.
- Upgraded software used at the City Library to provide patron access.
- Cooperated with another city to implement off-site backups over the Anoka County fiber network.
- Supported Laserfiche document imaging system. The system provides instant access to more than 425,000 City documents (more than 3.1 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 (418 phones and communication lines, 166 voicemail boxes, and over 5,500 hours of call time.). Started conversion to VoIP phones.
- Supported more than 50 different programs used by City employees at 9 locations to perform their job duties. Assisted other departments in evaluation, purchase, and implementation of new hardware and software.
- Supported mobile access to the City network for the Building Inspector, Fire Inspectors, and Public Works employees. These employees can look up and update data and documents from the field.
- Supported wireless networks (19 access points) for City employees, Library patrons, and visitors at the City offices. Implemented more secure access control for the City-owned wireless devices.
- Supported secure remote access to City data, programs and equipment for authorized users.
- Supported Internet access servers and firewalls to provide fast and secure connection between City internal network and Internet.
- 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.

2015 IS Goals:

The 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. Actively participate in the design of the IS for the new Library.
- Cooperate with the Finance Department and vendors in replacing the AS400-based system.
- Cooperate with the Fire Dept. in implementing the new County CAD system and Fire Records Management system, including mobile devices.
- Proceed with migration to VoIP phone service. Replace two core network switches (purchased in 1998) to support VoIP phones.
- Implement a new anti-virus solution.
- Continue supporting diverse mobile devices to increase employee mobility and productivity while ensuring security and compliance.
- If necessary, replace IS components that are no longer supported by vendors and are not compatible with newer components.

MUNICIPAL LIQUOR STORES



**Top Valu I
4950 Central Avenue NE**



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



**Heights Liquor
5225 University Avenue NE**

Liquor Operations

2014 Sales Activity

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

Store	2014 Sales	2013 Sales	Amount Change	Percentage Change
Top Valu I	3,922,172	3,867,837	54,335	1.4%
Top Valu II	3,232,002	3,663,586	(431,584)	-11.8%
Heights Liquor	1,259,985	1,215,661	44,325	3.6%
Total	8,414,159	8,747,083	(332,924)	-3.8%

2014 total sales decreased 3.8% percent from the prior year, as a result of a sharp decrease in sales at the Top Valu II store. This store is located in the southeast corner of Columbia Heights, adjacent to the border with the City of Saint Anthony, and within walking distance of one of the two City of Saint Anthony municipal liquor stores.

Four factors contributed to the decrease in sales at the Top Valu II store:

1. The Saint Anthony Walmart closed in 2014, significantly reducing general retail traffic in the vicinity. This Walmart store was within walking distance of Top Valu II.
2. A large national discount liquor retailer opened a “big-box liquor superstore” in the City of Roseville in 2014, adjacent to the second of the City of Saint Anthony’s two municipal liquor stores. In 2014, this big-box retailer invested heavily in advertising and cut-rate prices to spur interest in their opening year.
3. The two factors above caused 2014 sales to decrease at the City of Saint Anthony’s two municipal liquor stores by a combined level of approximately 11% compared to 2013. To address this decrease, the City of Saint Anthony’s two municipal liquor stores offered significant discounts in 2014, which in turn drew some customers from Top Valu II.
4. As a partial response to all the above factors, Top Valu II offered some limited sales discounts in the latter part of 2014.

City of Columbia Heights staff judge that the reduction in retail traffic from the close of the Walmart store will continue for an extended period. City staff judge that the newly competitive environment adjacent to the City of Saint Anthony, caused by the entrance of the big-box retailer, will however stabilize sooner rather than later. Furthermore, we note that Top Valu I on Central Avenue and Heights Liquor on University Avenue are both still trending up in sales for 2014 as compared to 2013.

2014 Promotional Activity

As in prior years, most 2014 advertising was concentrated in local periodicals and certain metro area periodicals. This on-going advertising highlighted our product line for local customers, and for customers from the North and East Metro, with an eye to current trends. Throughout 2014, we continued our Winery of the Month sales, and promoted specialty beers as they become available. During the months of the year with the historically highest levels of activity, other promotional sales were also advertised.

In the latter part of 2014, a portion of the advertising budget was shifted to a new medium. These are coupons printed on the back of Cub Foods cash register receipts. This advertising was conducted in three Cub Foods store locations surrounding Columbia Heights. This new medium yielded favorable results for 2014 and will be continued into 2015.

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 released products.

The Top Valu stores, particularly Top Valu I, continue to offer a unique destination shopping experience. A key aspect to this experience is offering many products that cannot be acquired at most liquor stores around the state. During 2014, the bourbon selection was increased in response to growing customer interest in U.S. bourbons and rye whiskies. The rye whiskey selection had already been increased in 2013. Interest in these particular products is expected to continue to grow. By taking the lead in these trending areas, the Top Valu brand 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 2014. In some cases, the liquor operation partnered with community organizations in furtherance of the mission of those organizations. Other events more directly educated customers on particular products through tasting opportunities, vendor's discussions, and sale pricing. In particular, the seasonal tasting events generated increased sales and very favorable comments by customers. These tasting events commonly filled the store with more customers on an ordinary Wednesday or Thursday night, as would occur on any Saturday night during the holiday season rush.

2014 promotional events included:

- Spring Beer Fest
- Spring Wine Event
- Summer Tequila Event
- Summer Rum 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
- 7th 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 2014 Activity

With both Top Valu store buildings now in their seventh year of operation, routine repair and maintenance expenses are more significant than in the first few years of their operation. In addition, the original lighting plan for the two new stores has proven to be generally deficient, apart from the level of use. Lighting fixtures in the cooler doors, the cash register area and customer entrances were replaced with more efficient and more dependable alternatives. Additional lighting replacements on the sales floor are planned for the future.

A long-term renovation plan authorized in 2012 by the city council for the Heights Liquor store building continued through 2014. Under this plan, an architect was hired and a significant structural defect to the east wall was addressed in 2014. Additionally, some roof maintenance was also completed, but due to a rainy construction season, the remaining improvements under the plan were deferred to 2015.

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 2014, 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.

2014 FINANCE DEPARTMENT STAFF ROSTER

	<u>Start Date</u>	<u>End Date</u>
Finance		
Finance Director	Joseph Kloiber	06/21/04
Assistant Finance Director	Jackie Zillmer	06/06/11
Payroll Accountant	Stacey House	04/14/10
Accounting Coordinator	LeAnn Ottney	02/20/02
Accounting Clerk II-Utility	Jill Haley	09/17/12
Accounting Clerk I-Utility	Deborah Steffen	10/22/90
Accounting Clerk I	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	10/27/14
.....	Lynn Burchett	09/06/07
.....	Felisha Burns	06/01/09
.....	Namgyal Dorjee	08/25/14
.....	Tonya Eades	05/26/10
.....	Ronald Erickson	05/26/10
.....	John Estling	07/19/07
.....	Lavonne Greene	05/18/99
.....	Jade Hanzalik	05/20/13
.....	Robert Harper	09/03/14
.....	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
.....	Margo Kennedy	08/27/14
.....	Carly Kleiber	11/03/14
.....	Marlys Klein	06/20/12
.....	Jeffrey Loechler	07/09/13
.....	Maraye Mickey-Brocks	09/09/14
.....	Kurt Mueller	07/03/13
.....	Jessica Nelson	06/05/12
.....	Kevin Niznik	06/03/04

2014 FINANCE DEPARTMENT STAFF ROSTER (cont.)

		<u>Start Date</u>	<u>End Date</u>
Retail Clerk (PT)	Derek Olson	07/10/13	11/20/14
.....	Brian Pratt	07/30/05	
.....	Sharon Ruhland	08/04/03	07/01/14
.....	Nicole Schmalzbauer	12/08/08	
.....	Steven Schultz	02/18/08	08/14/14
.....	Sharon Snider	05/21/13	
.....	Patricia Sowada	06/24/04	09/02/14
.....	Benjamin Streed	11/04/14	
.....	Dale Streed	06/08/00	
.....	Kevin Solz	08/26/14	
.....	Belinda Tenemasa	05/17/13	
.....	Shay Tilander	05/06/02	
.....	Steven Woods	09/09/04	

Columbia Heights Police Department *Annual Report*



2014

Dear Elected Officials and Community Partners,

I am once again pleased to present you with the 2014 Columbia Heights Police Departments Annual Report which details the important work done by your police department in 2014. As our police department subscribes to the philosophy of Community Oriented Policing (COP) our mission includes *active partnerships* with the community in order to protect life and property, *innovatively solve problems*, and *enhance the safety and quality of life* in the communities we serve. In reviewing this report I think you will agree that we kept this mission in focus while working with our stakeholders to build even stronger partnerships and continue our work in reducing crime.

As noted in previous annual reports, our police department began a shift towards more proactive law enforcement philosophies in 2008, and has made considerable progress in each year since then. Our COP initiatives are now fully developed and continue to pay dividends in our community. We are regularly reaching out to our neighborhoods, citizens, civic groups, faith community, educational institutions, and other partners to build even stronger partnerships that allow for a more collaborative and safer community.

In this annual report you will find that we continued to work towards our strategic priorities which related to problem solving, crime reduction and community partnerships. Our strategic planning is a comprehensive process that now involves over half of our department's personnel. Not only did we measure our success in 2014 by reducing crime, but we also employed a series of performance benchmarks that measured our success in important areas such as community partnership and employee satisfaction. The results of this study show that while improvements still need to be considered, we are on the right track to proactively accomplish our mission.

The gains that have been made since 2008 would not have been possible without a professional and hard-working staff that continues to look for new ways to improve while challenging the status quo. I am very proud of our employees and volunteers, who understand what a privilege it is to serve our great community. Just as important are the strong and ever-growing partnerships with our community and strategic partners, who realize that the challenges faced by any community are best handled by working together towards better solutions.

We are truly grateful for the level of support that we receive from our elected officials and community and will continue to work diligently in 2015 to ensure that we serve our community in the most professional, ethical, and efficient ways possible.

To this end we stay committed to our core values of *Committed, Helpful, Professional, and Dedicated*, knowing that the safety and well-being of our citizens is at stake, and that there is no substitute for our best efforts to ensure that Columbia Heights is a safe and welcoming community.

Scott Nadeau
Chief of Police

Core Values

Committed: As a group we are committed to the honest and fair treatment of all our community members, while recognizing that each citizen has different needs and values.

Helpful: Employees of the CHPD will strive to meet the needs of our community and the people that we have contact with. We are mindful that we draw our authority from the public, and it is our mandate to assist others whenever possible.

Professional: The employees of the CHPD will hold themselves to the highest professional standards, utilizing the best practices in law enforcement to carry out our duties professionally and with integrity

Dedicated: The CHPD is dedicated to excellence in its delivery of law enforcement services. We will seek opportunities to serve in a manner that exceeds expectations and adheres to the ideals of the United States Constitution and our professional Oath of Honor.

2014 - Crime Reduction Continues

In 2014, the total number of Part-I and Part-II crimes reported decreased by a combined 14% in comparison to 2013. Part-I crime increased by one percent overall, which constitutes seven additional Part-I crimes when compared to 2013. It should be noted that there was a decrease in Aggravated Assault, Larceny, and Arson. When analyzing Part-I incidents over the past five years, the total number of offenses has decreased by over twenty percent reflecting in 198 fewer victims.

Offenses: Part 1: 1/1 to 12/31 for 2009 - 2014

	2014	2013	2012	2011	2010	2009	1yr % Chg	5yr % Chg
Homicide	0	0	0	0	1	0	0%	0%
Rape	8	3	5	10	9	10	167%	-20%
Robbery	17	14	18	21	24	24	21%	-29%
Aggravated Assault	55	62	65	65	58	39	-11%	41%
Total Violent Crimes	80	79	88	96	92	73	1%	10%
Burglary	116	104	132	131	114	168	12%	-31%
Larceny	449	457	490	491	527	578	-2%	-22%
Auto Theft	38	32	31	33	29	55	19%	-31%
Arson	1	2	1	4	8	8	-50%	-88%
Total Property Crimes	604	595	654	659	678	809	2%	-25%
Total Offenses	684	674	742	755	770	882	1%	-22%

Table 1. Part-I Crime: 2009-2014 (Anoka County RMS).

Part-II crime was diminished significantly by twenty one percent when compared to 2013. Substantial decreases to the categories of Forgery/Counterfeiting, Other Assault, Other Sex, Liquor Laws and Disorderly Conduct were the principal factors leading to this decline. More noteworthy is that over the past five years the categories of Vandalism, Other Sex, DWI and Liquor Laws have been cut in over half of incidents experienced in 2009. In general, Part-II crimes have decreased by 44%.

Offenses: Part 2: 1/1 to 12/31 for 2009 - 2014

	2014	2013	2012	2011	2010	2009	1yr % Chg	5yr % Chg
Other Assault	148	157	128	157	194	164	-6%	-10%
Forgery/Counterfeiting	33	49	34	43	52	45	-33%	-27%
Fraud	24	11	22	18	32	26	118%	-8%
Embezzlement	0	0	0	0	0	0	0%	0%
Stolen Property	13	6	15	10	13	14	117%	-7%
Vandalism	89	87	148	195	207	328	2%	-73%
Weapons Violations	12	11	15	16	17	18	9%	-33%
Prostitution	1	1	0	0	0	1	0%	0%
Other Sex	4	17	13	6	8	11	-76%	-64%
Narc Drug Laws	124	135	169	153	156	208	-8%	-40%
Gambling	0	1	0	0	0	1	-100%	-100%
Family/Children	5	7	2	7	5	10	-29%	-50%
DWI	44	75	77	64	100	170	-41%	-74%
Liquor Laws	14	42	35	39	51	68	-67%	-79%
Disorderly Conduct	131	155	160	206	256	210	-15%	-38%
Other	410	572	588	624	534	606	-28%	-32%
Total Offenses	1052	1326	1406	1538	1625	1880	-21%	-44%

Table 2. Part-II Crime: 2009-2014 (Anoka County RMS).

This graph illustrates the crime rate percent decrease seen from 2007 through 2013 in Columbia Heights, Anoka County, and the State of Minnesota. While crime rates are down significantly for all three of the entities, the percent of decrease seen in Columbia Heights is over three times that of the State of Minnesota as seen in *Figure 1*.

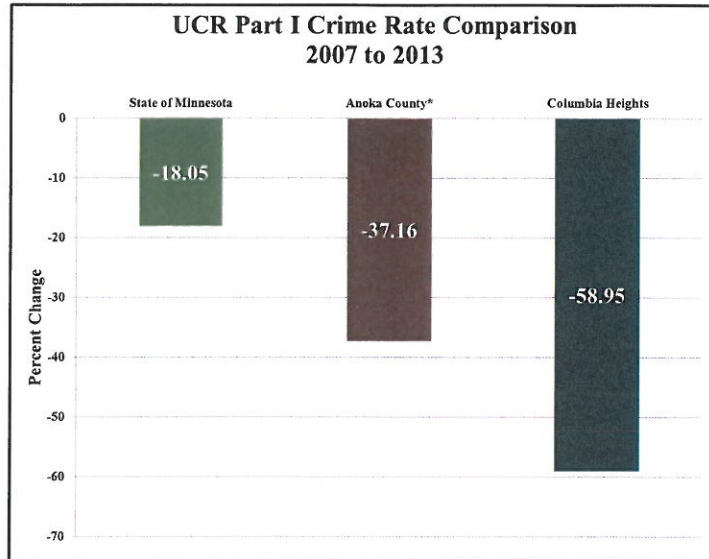


Figure 3. UCR Crime Rate Comparison (FBI UCR Reports).

CHPD Adds an Innovative Statistical Tool for the Public

A new tool for the public to view up-to date crime statistics debuted in 2014 with the partnership between the Columbia Heights Police Department and BAIR Analytics Incorporated. The CHPD is populating some crime information on the online website RAIDS Online, which allows a user to map and analyze crime data. Columbia Heights citizens can view a map with crimes in their area and even sign up for neighborhood watch reports that automatically email a breakdown of recent crime activity. Anyone can visit the Columbia Heights crime map at: raidsonline.com and then search under Columbia Heights.

Crime mapping, email reports and tips for the public

RAIDSONLINE
POWERED BY BAIR ANALYTICS

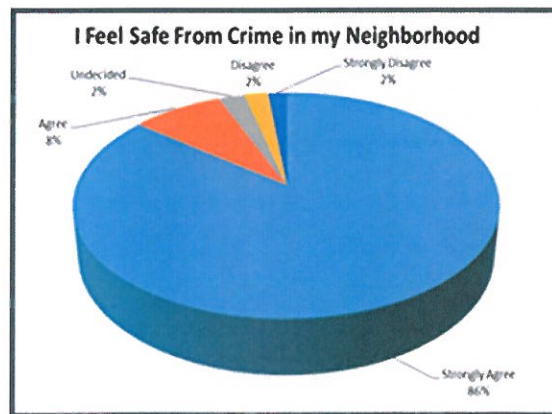
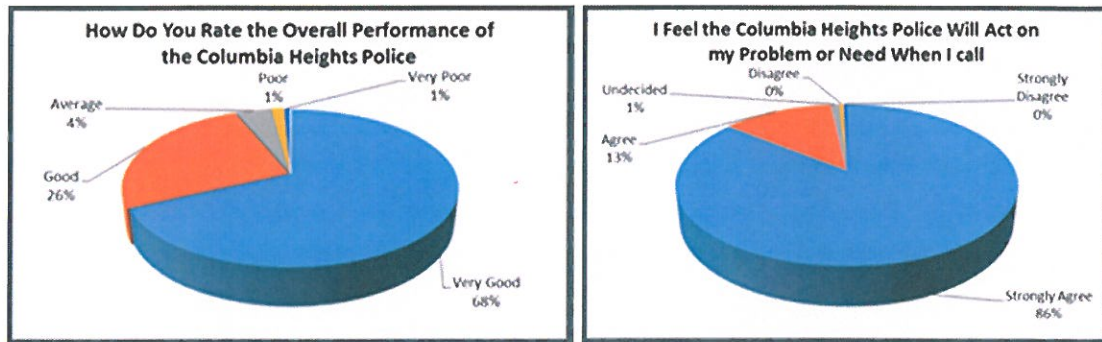
FREE CRIME ALERTS!

Community Survey

In the summer of 2014, the Columbia Heights Police Department (CHPD) conducted a comprehensive community survey. The purpose of the survey was to gather citizen feedback and perceptions about Community Oriented Policing (COP) efforts in Columbia Heights, and use this information as one of our performance measures in assessing our agency's effectiveness. The community survey is a part of a larger project that seeks to study the effectiveness of police department programs and community policing efforts. The full results of this study will be released in 2015. It is only through a rigorous and thorough evaluation that we can determine what is working, and how we can better partner with and serve our community. As an agency, we are committed to continuous improvement in this regard.

The COP philosophy, which was adopted by the CHPD in 2008, requires an active partnership with our citizens as well as incorporating their input and feedback in decisions about policing in the community. This survey is just one of many measurements that have been, and will continue to be used by our agency, to ensure that our goals and objectives are in alignment with those of our community and strategic partners.

While we are encouraged by the survey's results, we see that there is even more that we could be doing to ensure that Columbia Heights is an even safer and more connected community. To that end, we will continue to live out our core values of Committed, Helpful, Professional, and Dedicated while looking for even better ways to partner for a safer community.



Community Oriented Policing

2014 saw the Columbia Heights Police Department continuing its emphasis on Community Oriented Policing, with continued growth in existing programs and initiatives. This year, every member of the police department – sworn and non-sworn – took part in our community outreach. As an agency, we continue to look for new ways to connect with members of our community and strengthen current connections.

Community Picnics

On July 17, the Columbia Heights Police Department sponsored a community picnic at Sullivan Park. Numerous City departments including Parks and Recreation, the Fire Department, the Library, and Public Works were on hand to talk to community members about what is going on around the City of Columbia Heights. Community members also had the opportunity to speak to members of the Columbia Heights School District, Anoka County Neighborhood Center, and the Minnesota Reading and Math Corps. Over 150 people attended the picnic and enjoyed food provided by the police department and prepared and served by the Columbia Heights Athletic Boosters.



Community Picnic at Sullivan Lake Park

New in 2014, Columbia Heights Police partnered with local businesses including NY Gyro, Jeff's Bobby and Steve's, and McDonald's, as well as other City departments to host an *Eat and Greet* in the Heritage Heights neighborhood. Community resources like SACA, the Anoka County Neighborhood Center, Anoka County Family Services and Anoka County Community Action Program were also on hand to answer questions for residents. There were over 50 people in attendance. The police department is concentrating on providing a unique approach to addressing problems facing this neighborhood.

Cultural Outreach

In 2014 the Columbia Heights Police Department continued to work with the Adult Education Center where officers met with over 200 students in 10 classes. For the first time in 2014, classes of students began visiting the police department for tours in order to better understand policing in Minnesota. This partnership began in April of 2012 and continues to grow. Officers also attended the Casa de Dios carnival at St. Timothy's Lutheran Church in July. A January event connected the police department with parents from around the Columbia Heights School District. Two officers gave presentations on child safety topics to a largely Hispanic audience.

Rental Property Outreach

The police department continued efforts to reduce crime and disorder at residential rental property. Rental licensing again increased throughout 2014 with a year-end total of 977 licensed rental properties. Police continued contact with owners through meetings, telephone and email communication, and through trainings. The continued partnership between property owners and the police department has continued to improve. In 2014, the police department hosted four training sessions for over 162 property owners and managers. Presenters this year included:

- Sergeant Justin Pletcher (AHDTF Detective) – Narcotics and Rental Property
- Anoka County Judge Lindberg and Judge O’Fallon – Eviction Hearings and Trials
- Todd Liljenquist and Marty McDonough – Minnesota Housing Association – Legislative changes for landlords and owners.
- Lisa Marvin – CEO Essence Property Management and expert – Application processes, conflict resolution, and current hot topics

Neighborhood Watch

In 2014, we exceeded our Strategic Plan’s stated goal of ten new neighborhood groups from 2013 and ended the year with 141 block leaders; this was an addition of 37 neighborhoods! One of the biggest additions to the Neighborhood Watch group was the addition of the Hart Lake Apartments community as well as Heights Manor at 3850 Stinson Boulevard. Throughout 2014, the police department hosted two training sessions for Neighborhood Watch members as well as an Appreciation dinner in May. The officers assigned as Neighborhood Liaisons are Officers Sturdevant, Pikala, Nightingale, Titus, and Hilden.



Officer Sturdevant involved in community outreach

National Night Out

Quick Facts for 2014:

- 53 total gatherings were planned in Columbia Heights and Hilltop, slightly down from 2013.
- 15 officers were involved.
- 1,264 residents participated as per police count.
- 660 pounds of food was collected from residents for donation to S.A.C.A.

National Night Out in August continues to be a focal point for crime prevention awareness as residents share in the success of another year of crime reduction. Many of the party hosts are also Neighborhood Watch leaders, a program that has over 130 organized blocks furthering crime prevention effort.

Each officer attended four gatherings and handed out pamphlets outlining statistics and highlighting community connections. The crime rate in Columbia Heights has not been lower at any other time since 1981. Shirts and balloons, along with CHPD coffee mugs, stickers, and pencils were given to gathering participants. Mayor Peterson and other council members attended various NNO locations. Crestview Communities held their second annual NNO celebration this year. And for the eleventh straight year, food donations were accepted by officers and routed to Southern Anoka Community Assistance.



Council Member Bruce Nawrocki (seated) poses with Officer Nightingale and a few of the attendees at Shivon Kieran's second annual NNO party in the 39th and Polk area



Sgt. Matt Markham talks with residents about crime prevention and the importance of the police/community partnership to solve problems

Business Watch

Expansion of the department's Business Watch Program met its 2014 goal with another 27 businesses partnering with police to keep problems at bay in our commercial community. At year's end, there were 75 business members. Largely a communication platform, crime alerts and other helpful information was sent via email to the member businesses at several points through the year.

Members were invited to a training meeting in May to speak with Community Development Director Joe Hogeboom. That meeting also covered some scams and a counterfeit surge that affected certain businesses in the city. A December training meeting offered Automatic External Defibrillator and C.P.R. familiarization. The CHPD is striving to become a Heart Safe Community, part of a nationwide goal for more people to know how to save a life using an A.E.D.



Coffee With a Cop

In 2014, officers continued visiting with residents at local businesses through Coffee With a Cop which was held once a month at various locations throughout the City of Columbia Heights and Hilltop. The police department added “Cone-With-a-Cop” in July as well as some evening sessions coined “Pop With a Cop”.

Problem Oriented Policing

Since the inception of the Columbia Heights Police Department’s Strategic Plan in 2008, Problem Oriented Policing, or POP, has been a focus of the department’s initiative towards battling crime and disorder within the community, with POP’s full implementation taking effect in 2011. Since then the Columbia Heights Police Department has adapted, adjusted, and reacted to modern day crime trends in order to stay above the fray. Using a multitude of directives, listed below, the Columbia Heights Police Department has found success in attacking problems at their root rather than simply addressing the symptoms. With modern tactics such as crime mapping, hot spot analysis, and statistical studies, the police are now better equipped than ever when it comes to the fight against crime. POP continues to develop and evolve, and as our department become more effective in inhibiting criminal activities and behaviors, it has allowed for the Columbia Heights Police Department to focus resources in others areas as well, such as Neighborhood Watch, Business Watch, Landlord outreach and education, as well as various forms of community oriented policing, or COP, simultaneously creating a safer city and an unbreakable bond with Police and the public they serve. COP and POP have now begun to intersect, combining to truly capitalize on the synergy of great police work and an even greater community.

Anoka-Hennepin Drug and Violent Crimes Task Force (AHDTF)

The Columbia Heights Police Department continued its commitment in having a detective assigned to Anoka-Hennepin Drug and Violent Crimes Task Force. This task force consists of 11 detectives from 8 different agencies from both Anoka and Hennepin County. Detective Justin Pletcher worked in the unit during the 4th quarter of 2013 to the start of the 2nd quarter of 2014 before being promoted to the rank of patrol sergeant. Detective Paul Bonesteel returned to the unit for a second time at the end of the second quarter after working in the police department’s Street Crime Unit (SCU) from 2012 to 2013. Detective Bonesteel serves as a liaison between the police department and task force to address primarily narcotic related crimes and violent crimes throughout Anoka County. Being that narcotics and violent crimes often take place over multiple jurisdictions, the detective assigned to this unit can be more flexible to pursue crimes while relieving the impact on our patrol unit’s daily activities. In 2014, the (AHDTF) executed a

total of 108 warrants, 15 of which were in Columbia Heights with a total of 586 arrests. Some notable arrests made by AHDTF include the arrest of a heroin dealer charged with 3rd degree murder after supplying heroin to a person that died in Maple Grove, as well as a marijuana grow inside a rental property in a home in Columbia Heights, and the seizure of two pounds of methamphetamine in Ramsey County. The AHDTF also assisted on multiple searches for the murderer and bank robber from Blaine. Towards the end of the 4th quarter the AHDTF received multiple reports of two different individuals selling marijuana and cocaine on the Columbia Heights/Fridley border. Over a few weeks these suspects sold narcotics on numerous occasions to an undercover detective. Police executed multiple search warrants and a juvenile was arrested for selling marijuana and an adult male was arrested for selling cocaine and being in possession of cocaine. Detective Bonesteel and the AHDTF continue to monitor and adapt to drug related crime trends that are taking place in the metro area and finding means to combat them in the years to come.

All Hands Day

2014 marked an exciting year for our All Hands Day initiative. For the first time, we expanded on the meaning of “all hands”. Traditionally, All Hands Days were used as a contact and enforcement directive. However, with the ever-changing community of Columbia Heights, and in an ongoing effort to build upon our community outreach, the formula was altered this year. Our first All Hands Day involved partnerships with multiple agencies including the AHDTF, Anoka County Probations, the Anoka County Sheriff’s Office, and the MN State Patrol. These partnerships resulted in over 125 contacts with the public, as well as multiple arrests and citations. The second All Hands Day took place during the first weekend after school was dismissed for the summer. On this day, CHPD officers focused on youth contacts as well as conducting warrant sweeps, targeted enforcement, plain-clothes proactive patrol, bike patrol, traffic enforcement, and various other police operations which again resulted in over 100 public contacts and multiple arrests and citations. The final All Hands Day for 2014 was a first for the Columbia Heights Police Department. Rather than focusing on enforcement, the Columbia Heights Police Department hosted a family picnic in a neighborhood made up primarily of minorities. The police department partnered with Southern Anoka Community Assistance (SACA), the Columbia Heights School District, Anoka County Neighborhood Center, the Columbia Heights Library, Columbia Heights Parks & Recreation, and the Anoka County Community Action Program. Over 100 citizens of all ages and backgrounds attended, as did several of the building owners in the neighborhood. Food was provided by multiple community stakeholders including McDonalds, NY Gyro, and Jeff Bobby & Steve’s. The children were treated to a puppet show and our police officers had a chance to engage in open conversation in a non-authority presence with the people we are fortunate enough to serve day-in and day-out. The first community-oriented All Hands Day *Eat & Greet* was a great success, and something the CHPD looks on building for many years to come.

Predatory Offender Registration (POR) Checks

The CHPD has established a team of three patrol officers and one investigator to conduct routine, periodic checks on the approximately 60 individuals living in the city who are required by law to register as predatory offenders. The team works closely with probation officers and the Department of Corrections to ensure predatory offenders are complying with their release requirements. When discrepancies are found, the team works to bring the offender into compliance and/or to follow through with criminal prosecution, when appropriate. The team also provides community notifications regarding predatory offenders when permitted by state statute. Public information on predatory offenders living in the community can be found at <https://por.state.mn.us/Home.aspx>.

Youth Initiatives

Anti-Bullying

Four years ago, the Columbia Heights Police Department teamed up with Highland Elementary to address bullying with kindergarten, first and second graders. Officers go into the classrooms twice a year and read a book that provides an important message about bullying to the students. In 2014, the program expanded and 18 officers or clerical staff now also visit Valley View Elementary, Immaculate Conception School, and Global Academy, visiting with a total of 655 students. The visits also provide the young students with an opportunity to ask the officers questions they have and meet with an officer in a positive interaction.

The School Liaison Officers 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 to contact the School Resource Officers with concerns.



Officer Nightingale with a class at Highland Elementary

School Safety

In 2014, the police department collaborated with the Minnesota Department of Homeland Security and Emergency Management to review the Columbia Heights School District Crisis Policy manual which addresses the District's planned and trained response to any crises, from a natural disaster to an intruder in the building. This evaluation of the manual is still in progress, and the police department looks forward to sharing and reviewing any suggestions with the School District. The police department has also recommended to the School District that staff be sent through ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training provided by the Anoka County Sheriff's Office which is a Nationally Recognized program.

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

In 2014, School Liaison Officers began a quarterly meeting dubbed Cops 'n Good Guys. School Resource Officers meet with school administrators, social workers, and probation officers from Hennepin and Anoka Counties. The meeting is designed to create a venue for the group to discuss students of concern to ensure all are aware of any issues, and to design a plan to best address the students' needs.

D.A.R.E.

This was the Columbia Heights Police Department's 24th year of teaching D.A.R.E. (Drug Abuse Resistance Education) to the 5th grade students of the Columbia Heights School District. In 2014, School Resource Officers taught the curriculum at Highland and North Park Elementary Schools. The schools produced 181 D.A.R.E graduates. Through the D.A.R.E. curriculum, students learn to avoid drugs, alcohol and tobacco, and how to make responsible choices.

Open Gym

The two School Liaison Officers are responsible for running a weekly Open Gym for youth. This Open Gym is held every Tuesday after school and throughout the summer and provides a safe place for kids to go. The Open Gym is operated in Columbia Academy/Valley View Elementary for middle school aged children, and also operated at the Hylander Center for high school aged youth. Activities offered consist of basketball, soccer, tutoring, movies, board games, fitness room, and social time. In 2014, there were a total of 3974 youth attendees, averaging 74 kids each week.



CSO Tabitha Wood at the Hylander Center

Big Brothers Big Sisters

The 2014/2015 school year is the third year of bringing Big Brothers/Big Sisters to Highland Elementary. Columbia Heights is the only department in Anoka County involved in this program. Department staff who volunteer to be a Big Brother or Sister go into the school to meet their matched student. The two will play games, read, make crafts and develop a mentoring relationship. The police department hopes to expand the program with other community partners and to have a minimum of twenty student matches.

Fall of 2014 has allowed the opportunity for three police department "Bigs" to follow their student "Littles" to Columbia Academy and continue with the BBBS Program into middle school.



CHPD Bigs and their Littles

Street Crimes Unit

2014 was another successful year for the Street Crimes Unit (SCU). SCU continued to work in plain clothes and drive unmarked squad cars to focus on identified crime problems. SCU officers continued to operate as hybrid officers who utilize patrol and investigations tactics along with practicing Problem Oriented and Community Oriented Policing philosophies to reduce crime in Columbia Heights. Officer Pletcher and Corporal Bonesteel started out the year in SCU. Officer Pletcher was then assigned to a detective position with the Anoka-Hennepin Narcotics and Violent Crime Task Force (commonly referred to as the Drug Task Force). Officer Pletcher was replaced in the SCU by Officer Noll. Later in the year Corporal Bonesteel was assigned to the Drug Task Force as a detective after Officer Pletcher was promoted to Sergeant. Officer Dale Sorensen was assigned to SCU in June of 2014.

SCU made approximately 100 arrests and issued 700 citations in 2014. Some highlights of SCU for the year involved a second degree controlled substance (heroin) arrest while SCU monitored a problem location. SCU worked with the Drug Task Force to obtain drug search warrants for a home under foreclosure in the 3700 block of Tyler Street where squatters were living and involved in drugs and other crimes. SCU then worked with the city attorney and charged the occupant of the house with disorderly house. SCU worked on another problem location in the 700 block of 38th Ave. Several felony arrests were made regarding the location as well as Drug Task Force search warrants and another disorderly house charge. On a fourth incident SCU had information that a male was dealing drugs in the city on a bike. SCU stopped the male on a bicycle for a bicycle violation and the stop led to an arrest for possession of 20 grams of methamphetamine.

Training

2014 training at CHPD was highlighted by a collaborative effort that started in 2013 to bring BowMac Critical Incident Management Training to Anoka County. CHPD hosted the training in March of 2014 in partnership with Anoka County Emergency Management (ACEM). The training was paid for by a Department of Homeland Security grant obtained by ACEM. Administrative and supervisory staff from both CHPD and CHFD attended the three day course along with other police and fire agencies. The course demonstrated how to handle critical incidents ranging from a mass casualty accident to an active shooter. Participants were able to practice scenarios on a large model city simulator. Sergeants then trained officers in the concepts learned during roll calls. The training has led to a planned joint training drill with police and fire that will occur in March 2015.

All department members participated in the annual knowledge-based exercise. The 2014 exercise involved reading *The Fred Factor* by Mark Sanborn. *The Fred Factor* focused on customer service and helping others.



Members of the CHPD in 2014

Strategic Planning

Since 2009, the Police Department has operated under a strategic plan that outlines goals and objectives in support of our overall mission of creating a safe community. In the initial implementation, the plan was primarily management driven with input from a small group of employees. The Columbia Heights Police Department Strategic Plan continues to be a living document. The plan is reviewed and updated on an annual basis to reflect the changing needs in the police department and the community. Four times a year, members of the police department meet to compare our progress to the objectives identified in our strategic plan.

Each year the officers and front line staff of the department have become more involved in the evaluation and updating of the strategic plan. This evolution has been key in improving our effectiveness and ensuring the plan reflects the needs of the community.

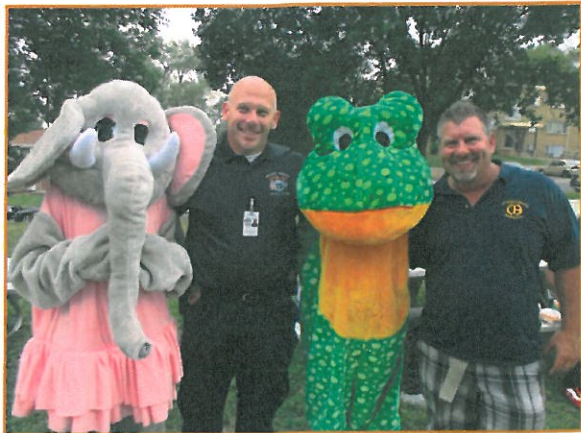
Mission Statement

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

Out and About



Officer Nightingale and Library Director Renee Dougherty



Captain Austin and Rec Director Keith Windschitl at the "Eat and Greet" event



Sgt Pletcher at the Clean, Fed and Warm event



The Support Services staff at the Sullivan Park community picnic

Wellness

The importance of Wellness within the Columbia Heights Police Department has continued to grow since the inception of the Wellness Committee in 2012. It has now been fully adopted into the Strategic Plan and the effectiveness of wellness and the department initiatives have continued to evolve. Most notably in 2014, the CHPD adopted a daily stretching program requiring officers and non-sworn staff to stretch at least once a day during their shift in order to combat fatigue, muscle tightness, and other soft tissue injuries that commonly affect police officers. Columbia Heights continues to use wellness coordinators to assist with employees meeting their fitness and wellness goals by creating a multitude of plans including cardio routines, weight programs, and nutritious dietary information. Monthly articles are shared within the department to enhance the knowledge of wellness within the Columbia Heights Police Department and officers and non-sworn staff are encouraged to share their stories with one another by submitting their own articles to the department's very own newsletter, The Blue Sheet. The Wellness Committee continues to meet on a regular basis and they have already implemented exciting new possibilities for 2015, including a nutritionist and dietician, who has already been scheduled to come into the department and train officers and non-sworn staff on healthier eating and healthier living, specifically within the confines of shift work and long hours. With our employees eating better, stretching each and every day, and working out on duty, our department grows healthier and happier by the day.

CHPD Employees Give Back

In 2014, CHPD employees found a variety of ways to give back to the community.

On April 30, 2014, members of the CH Police and Fire Departments hosted an open house event at the Public Safety building to raise funds for Kody's Closet to provide clothes, food and toiletries for students in need at our area schools. We partnered with the School District and SACA (Southern Anoka Community Assistance) for this fun event that raised almost \$3,500.

On August 6, officers participated in the 12th Annual Police and Fire Charity Softball Extravaganza at Huset Park. This event supports SACA, our local food shelf. This event raised \$800 in cash and 150 pounds of food. Three games were held: CHPD defeated the CH Fire Department in game 1. Fridley PD/Anoka County Attorneys defeated CHPD in game 2. In the championship game, Fridley PD/Anoka County Attorneys defeated Coon Rapids PD.

Several of the department's employees are mentoring youth at Highland Elementary School through the Big Brothers Big Sisters program, and many others have been visiting elementary school classes to talk to them about bullying as part of the department's youth outreach. Officer Pregler, who is assigned to Columbia Academy as its School Resource Officer, organized a hair donation event for "Locks of Love", which is an organization that makes wigs for kids with medical conditions. At the event, middle school students and school district staff donated hair and received a cut or style from volunteer students attending Century College's Cosmetology program.

For the third year, CHPD participated in the "Movember" initiative to raise funds and awareness for men's health issues by growing facial hair. Officers were allowed to wear mustaches and neatly trimmed beards during November if they were pledging to raise money for this important cause. This year, the CHPD Movember team raised \$3,134, giving us a three-year total of almost \$6,000 raised.

To cap off the year, members of the CH Police Association participated in the fifth annual Shop With a Cop event. This year, we sponsored a record eight families by assisting them with gifts, groceries and other holiday related purchases. This event is made possible through the generosity of CHPA members and donations from our partners in local businesses. We received a particularly generous donation from the members of St. Tim's Church.

The employees of the Columbia Heights Police Department are dedicated to making a difference in our community, and are proud to be of service to our residents.

Police Reserves

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

The Reserves assisted with other Columbia Heights community activities:

Community Picnics
Global Academy 5K run
National Night Out

The Reserves also participated in assisting partner agencies with these events:

Coon Rapids 4th of July Parade
Anoka County Fair
Robbinsdale Whiz-Bang Days

Name	Serving Since
Bob Schmidt	02/01/1996
Darin Bistodeau	06/25/1998
Brian Getty	01/11/2000
Tim Utz	04/16/2007
Kevin Gominsky	10/21/2010
Marco Torunski	10/21/2010
Olutola Ogundare	06/02/2011
Jake Skowronek	06/06/2013
Dan Stone	06/06/2013
Chris Kleven	11/07/2013
Ziad Alobaidi	11/07/2013
Joelle Bartlett	06/27/2014
Tyler Ide	11/06/2014



The Reserves assisted at the Sullivan Park community picnic

Police Employees in 2014

<u>Name</u>	<u>Title</u>	<u>Serving From:</u>
Scott Nadeau	Chief of Police	04-21-08
Lenny Austin	Captain	02-15-95
Ted Fischer	Sergeant	10-30-92
Matthew Markham	Sergeant	08-31-98
Erik Johnston	Sergeant	12-02-02
Justin Pletcher	Officer/Sergeant	05-24-10 Promoted 04-07-14
Terence Nightingale	COP Coordinator/Police Officer	04-01-85 Patrol 09-01-14
Gary Kallestad	Police Officer	04-17-89 Retired 05-31-14
Steven Korts	Police Officer	09-13-89
Paul Bonesteel	Street Crimes Unit/DTF	09-08-94 DTF 05-05-14
Joe Sturdevant	Police Officer	05-06-96
Dale Sorensen	Police Officer/Street Crimes Unit	09-11-97 SCU 06-17-14
Matthew Aish	Police Officer	08-30-99
Gregory Sinn	Investigator/Police Officer	06-05-00 Patrol 08-29-14
Robert Harvey	Police Officer	01-07-01 Last Day 08-04-14
Jason Beckett	Police Officer	01-08-01
Jason Piehn	Police Officer	04-04-05
Danielle Pregler	Middle School Liaison	03-19-06
Erik Hanson	High School Liaison	02-05-07
Ronald Dietz	Police Officer	11-26-07 Last Day 09-05-14
Joseph Pikala	Police Officer	08-12-08
William Monberg	Police Officer/Investigator	10-13-08 Inv 09-02-14
Maggie Titus	Police Officer/COP Coordinator	01-04-10 COP 09-02-14
Timothy Noll	Street Crimes Unit	11-19-12
Jacob Hilden	Police Officer	05-14-13
Andrew Museus	Police Officer	05-13-13
Jacqueline Duchschere	PT CSO/Police Officer	06-26-13 Promoted 02-24-14
Joshua Huebner	Police Officer	11-17-14
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
Jordan Trammel	PT Community Svc Officer	06-26-13 Last day 06-22-14
Erik Johnson	PT Community Svc Officer	06-20-14
Tabitha Wood	PT Community Svc Officer	10-27-14



COLUMBIA HEIGHTS FIRE DEPARTMENT

2014 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 2014 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 2,540 calls for service this past year. Of this total, 729 were calls were fire related and of them 35 were structure fires. Unfortunately, there was one death 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 1,811 medical calls in 2014.

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.

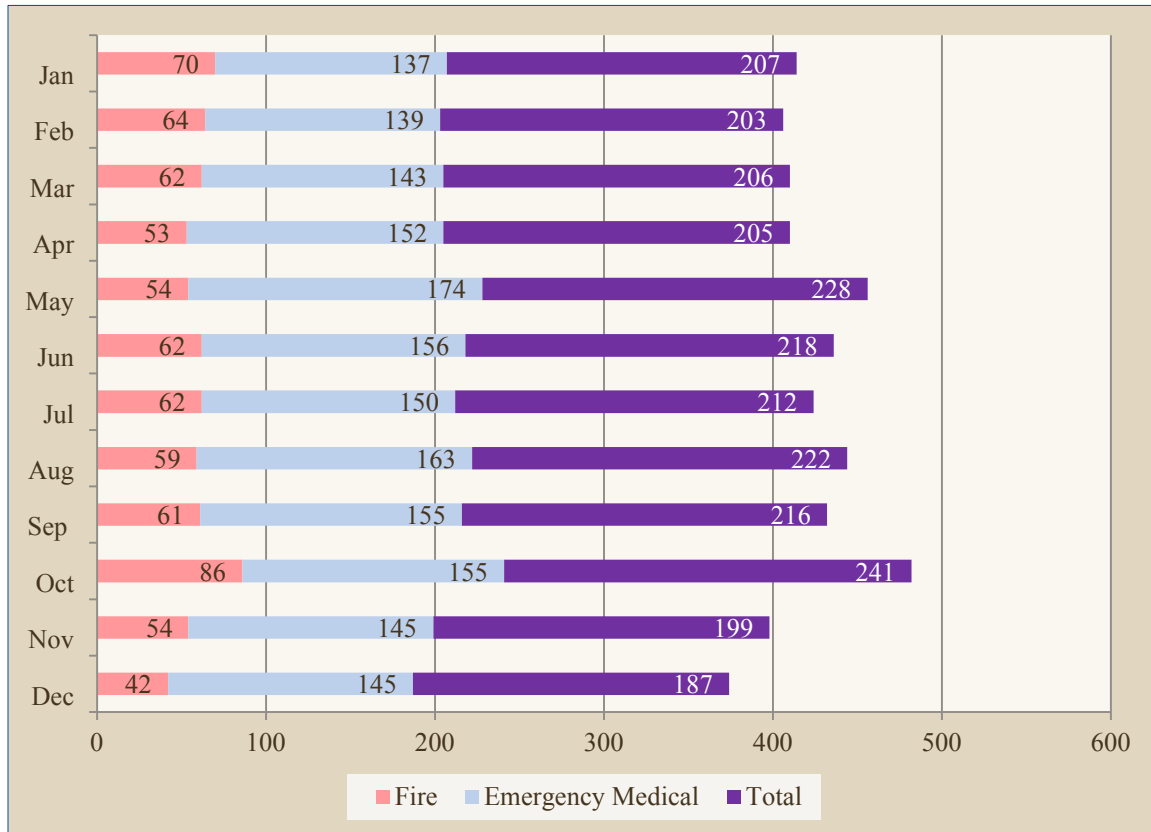
The Columbia Heights Fire Department, as always, is committed to preserving the life and property of our citizens and to serve the community with honor and loyalty.

Incident Reports

The Fire Department responded to 2,540 calls in 2014. 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 5 minutes 22 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.

2014 Fire and Emergency Medical Calls by Month



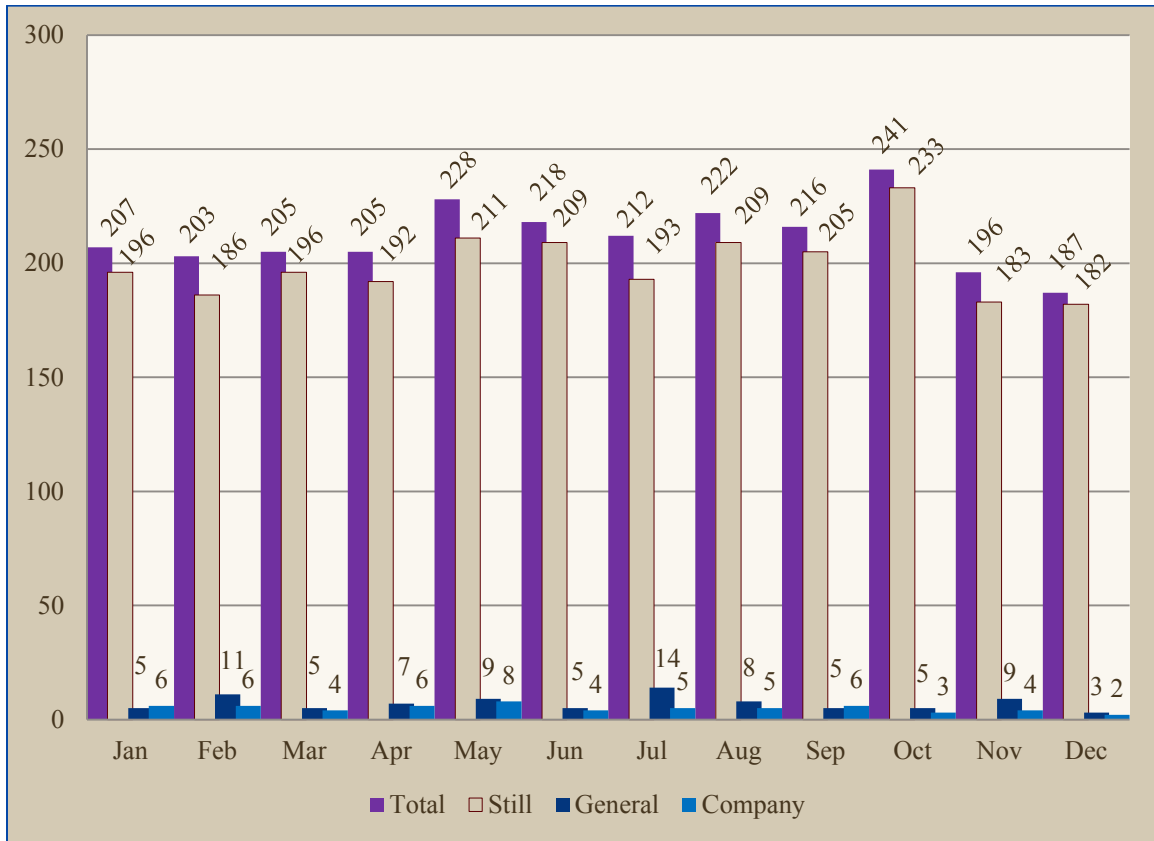
<i>2014 Total Fire Calls</i>	<i>2014 Total Medical Calls</i>	<i>Total calls for 2014</i>
729	1,811	2,540

2014 Type of Alarms by Month

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

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

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



Ten-Year Comparison of Total Incidents



2014 Classification of Alarms

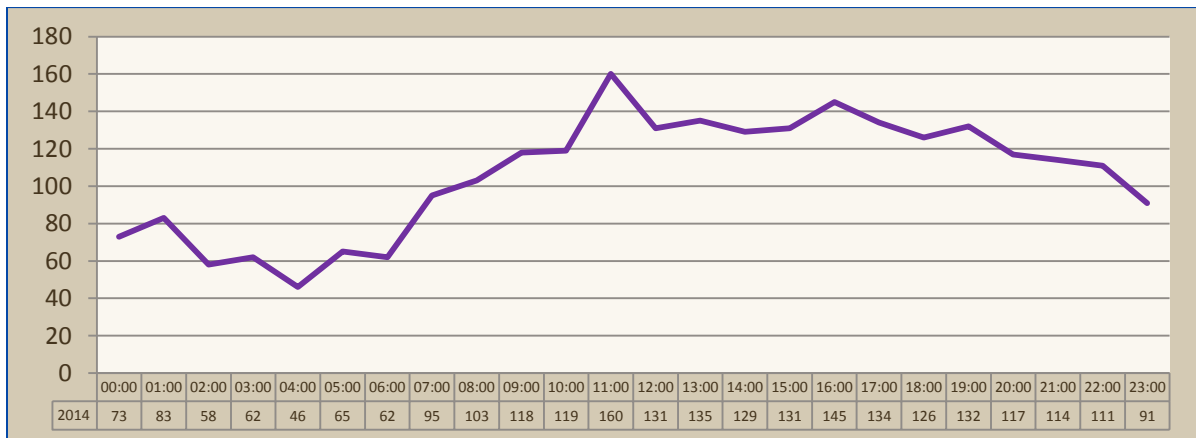
Rescue/Medical Alarms		Service Calls	
Medical Assist	249	Misc. Service Call	3
Assault	25	Person in distress	3
Breathing Problems	168	Jewelry Removal	3
CVA/Stroke	23	Water/Steam leak	4
Diabetic	58	Smoke/odor removal	2
Flu Symptoms	125	Assist Police/Government Agency	32
Fall/Fracture	244	Police Matter	42
Chest Pain/Heart	150	Public Service	21
Choking	6	Assist Invalid	87
DK/ETOH	19	Unauthorized Burn	35
Laceration/Bleeding	57	Standby/Cover Other Agency	2
Overdose/Suicide Attempt	29	Good Intent Calls	
Pregnancy/OB	13	Good Intent, other	2
Cardiac Arrest	13	Dispatched/Cancelled en route	128
Seizure	75	Wrong Location	1
Abdominal Pain	74	No Incident Found Upon Arrival	81
Allergic Reaction	8	Authorized Controlled Burning	11
Back Pain	48	Smoke Scare/Steam/Fog	23
DOA	16	Hazmat Investigation/No Hazmat	7
Behavioral/Psych	22	False Alarm & Calls	
Misc. EMS Call/General Illness	346	Malicious False Call, other	10
MV Accident w/injuries	28	Bomb Scare	1
MV Pedestrian Accident	5	Sprinkler Activation, Malfunction	7
Removal from elevator	3	Smoke Detector Malfunction	8
Heat/Cold Emergency	3	Alarm System Malfunction	22
Gun Shot/Stabbing	4	CO Detector Malfunction	17
Hazardous Condition/No Fire		Sprinkler Activation/No Fire	3
Flammable liquid spill	2	Detector Activation/No Fire	20
Gas leak	21	Alarm Activation/No Fire	30
CO Incident	21	CO Activation/No Fire	10
Heat From Short Circuit Wiring	2	Fire	
Power Line Down	10	Building Fire	12
Arcing/Shorted Equipment	7	Cooking Fire, Confined	15
Misc. Condition	2	Trash/Rubbish Fire	6
		Fire in Portable Building/Dumpster	2
		Vehicle Fire	12
		Fire, Other	2

Top Properties for Service

Address			# of Calls for Service
1	Lighthouse of Columbia Heights 92 units	3801 Hart Blvd	100
2	Parkview Villa Apartments 146-Unit	965 40th Ave	93
3	Northeast Seniors Housing 85 Units	3850 Stinson Blvd	68
4	Crest View Lutheran Home - 122 beds	4444 Reservoir Blvd	47
5	Crest View on 42nd 50-UNIT	900 42nd Ave	46
6	Royce Place Assisted Living - 50 units	1515 44th Ave	44
7	Boulevard Apartments 74-Unit	4458 Reservoir Blvd	35
8	HilltopTrailer City	4550 Central Ave	33
9	Steven Scott Management, Inc. 75-Units	3839 Hart Blvd	29
10	Single Family Residence	4500 Block Taylor St	22
11	Starlite Motel	4720 Central Ave	21
12	Columbia Village - 40 Units	1675 44th Ave	18
13	Steven Scott Management, Inc. 35-Unit	2200 39th Ave	16
14	Groko Properties	4750 Central Ave	16
15	LaBelle III Condominium Association	999 41St Ave	15
16	Fire Department and Police Department	825 41St Ave	14
17	Steven Scott Management, Inc. 35-Unit	3838 Mckinley St	14
18	Samir & Kawthar Partnership	4630 Central Ave	13
19	ACCAP Board & Lodge	4653 Central Ave	12
20	Single Family Residence	600 Block 47th Ave	12

Calls by Time of Day

Below is a breakdown of the 2014 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 one third (35%) 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.

2014 Mutual Aid Received – (9 Times) (A=Dispatched as Auto Aid, M=Mutual Aid requested)

Date	Call #	Address	Type of Assistance	Type	Department
2/4	14-236	1023 44 ½ Ave	House Fire	M	Fridley/St. Anthony
2/21	14-355	4300 4 th St	Hazmat Release	M	Fridley
6/8	14-1102	4003 Stinson Blvd	Gas Leak	M	Fridley
6/26	14-1231	Stinson Blvd/39 th Ave	PI Accident -Extricate	M	St. Anthony
7/3	14-1286	5024 5 th St	Garage Fire	A	Fridley/St. Anthony
7/7	14-1311	4332 6 th St	Steam/Smoke Concern	A	Fridley/St. Anthony
7/28	14-1464	4143 7 th St	Sick Person	M	St. Anthony
7/28	14-1465	3919 Arthur Blvd	Illegal Rec Fire	M	St. Anthony
10/2	14-1928	1016 44 ½ Ave	Grilling Inside Garage	A	Fridley/St. Anthony

2014 Mutual Aid Given – (11Times) (A=Dispatched as Auto Aid, M=Mutual Aid requested O=Other Aid)

Date	Call #	Address	Type of Assistance	Type	Department
1/1	14-6	Chelmsford/Edgemere	House Fire	A	St. Anthony
2/2	14-209	Xylon Ave	House Fire	M	Brooklyn Park
2/10	14-261	4550 Main St	Man Power	A	Fridley
2/11	14-273	6431 University Ave	Station Standby	M	Fridley
2/22	14-366	3505 Silver Lake Rd	Station Standby	M	St. Anthony
2/22	14-368	University Ave/48 th Ave	PI Accident	M	Fridley
5/7	14-871	Fridley	PI Accident	M	Fridley
7/30	14-1470	690 Fairmont St	Structure Fire	M	Fridley
8/10	14-1544	299 80 th Circle	Station Standby	M	Brooklyn Park
9/4	14-1732	6160 6 th St	House Fire	A	Fridley
11/3	14-2171	604 69 th Ave	Apt Fire	M	Brooklyn Center

Fire Loss Report

2014 Structure Fire Incidents with Property Loss

Date	Call #	Address	Occupancy Type	Cause of Fire	Prop Loss
2-4	14-236	1023 44 ½ Ave	Single Family	Under Investigation	70,000
2-22	14-369	4800 Central Ave	Commercial	Grease Fire	5,000
3-13	14-492	950 39 th Ave	Multi Family	Burnt Food on Stove	1,000
3-18	14-523	4415 Main St	Single Family	Electrical	2,500
4-21	14-758	4357 7 th St	Rental	Grease Fire	10,000
4-29	14-805	4241 3 rd St	Multi Family	Electrical	2,000
5-12	14-907	4402 Van Buren St	Rental	Electrical	1,200
5-31	14-1037	4105 Main St	Single Family	Cigarette	1,000
6-7	14-1092	1345 45 ½ Ave	Park	Porta Potty	2,000
6-9	14-1115	4910 Central Ave	Commercial	Grease Fire	5,000
6-28	14-1253	514 Huset Pkwy	Multi Family	Electrical	500
7-3	14-1286	5024 5 th St	Single Family	Undetermined	15,000
7-7	14-1308	4040 Maureen Dr	Multi Family	Electrical	2,200
8-14	14-1572	5153 4 th St	Single Family	BBQ Valve	300
8-24	14-1650	4611 7 th St	Single Family	Burnt Food on Stove	1,500
9-27	14-1893	1129 42 nd Ave	Park	Porta Potty	501
10-14	14-2022	1000 Peters Pl	Multi Family	Candle	1,050
10-30	14-2143	4659 Washington St	Rental	Burnt Food on Stove	500
12-28	14-2515	3825 2 ½ St	Single Family	Hood Vent	13,000
Total 2014 Structure Fire Property Loss (19 incidents) - estimated figures					\$134,251
Total 2014 Structure Fire Property SAVED (19 incidents) - estimated figures					\$2,442,050

2014 Vehicle Fire Property Loss Summary

Total 2014 Vehicle Fire Property Loss (9 incidents) - estimated figures	\$17,625
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Casualty Report

2014 Fire Service Casualties

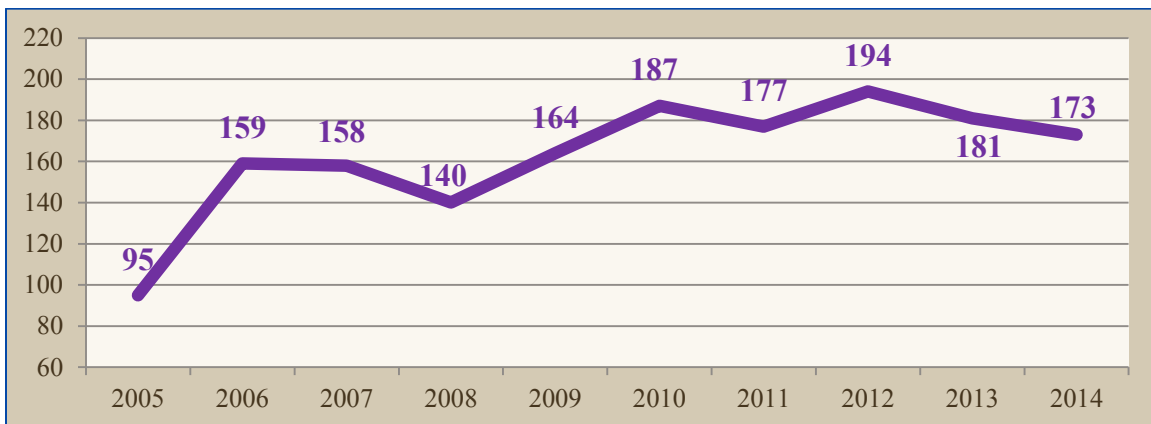
Date	Call #	Name	Injury	Cause
9-2	Training	POC Firefighter	Neck Strain	Quick Response Training

2014 Civilian Casualties

Date	Call #	Name	Injury	Cause
2-4	14-236	Adult Female	Deceased	Building Fire

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.

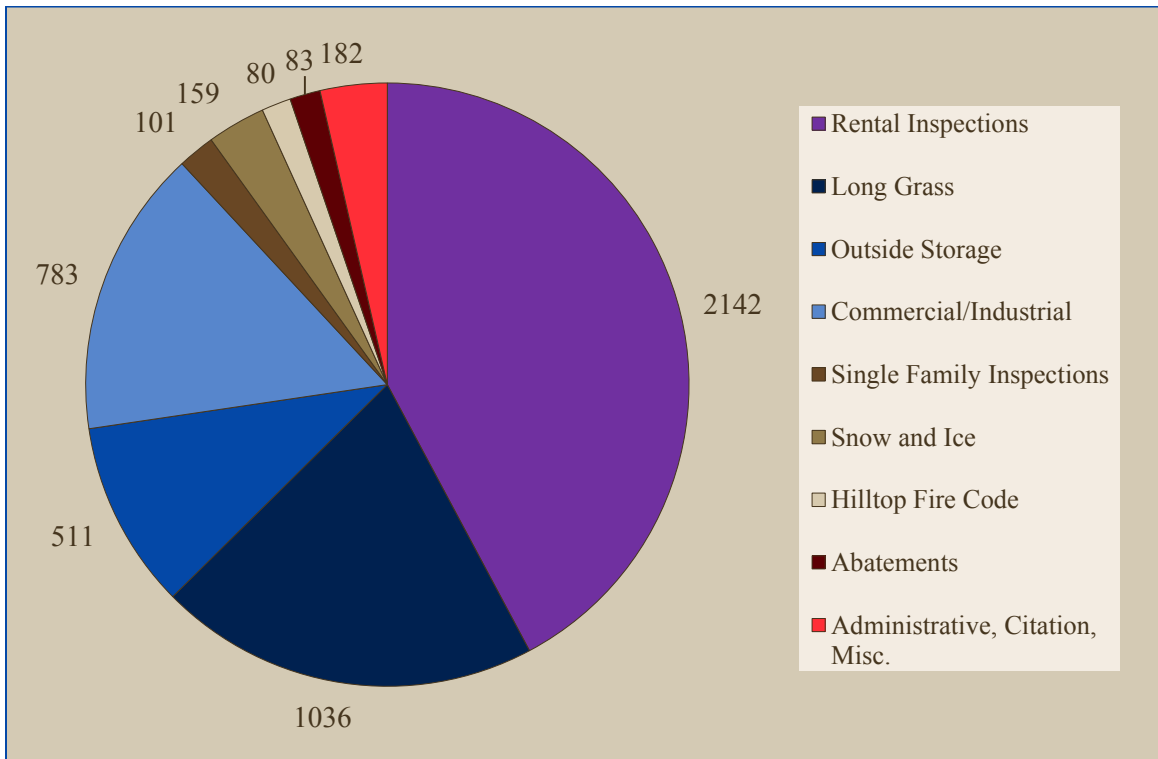


Inspection Report

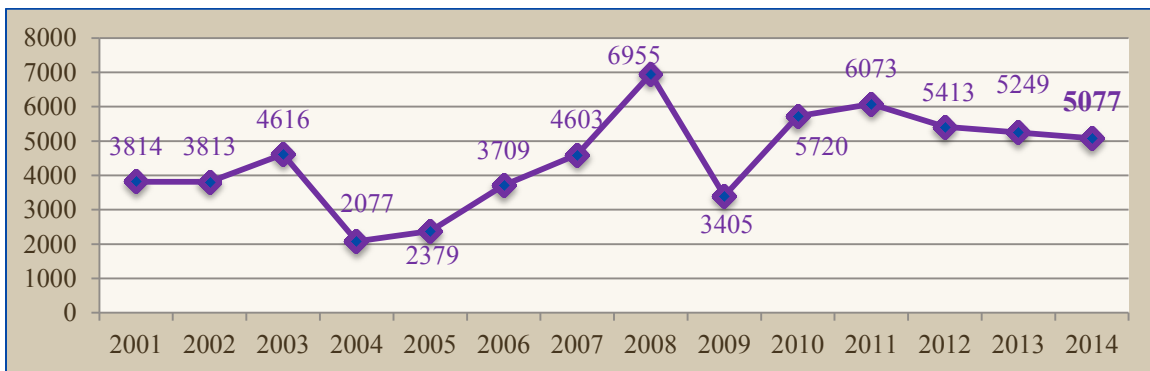
The Fire Department Inspection Program is supervised by the Assistant Fire Chief and involves the six full time firefighters as inspectors. All inspectors are cross trained for both fire and property maintenance inspections, allowing for flexibility in scheduling.

The fire department conducted a total of **5,077** inspection, license, and inspection-related data entry activities during 2014. 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.

2014 Number/Type Inspection Summary

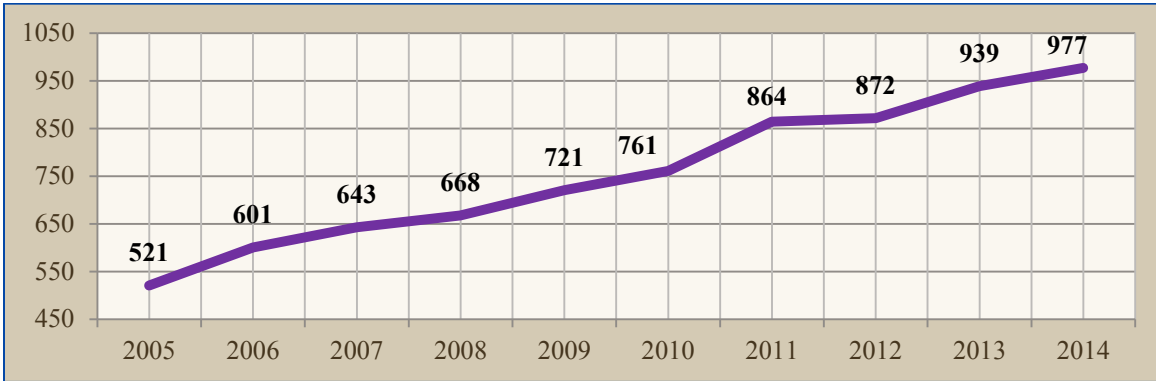


Total Inspections by the Year

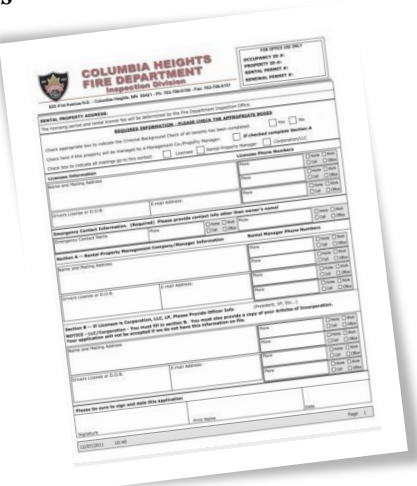
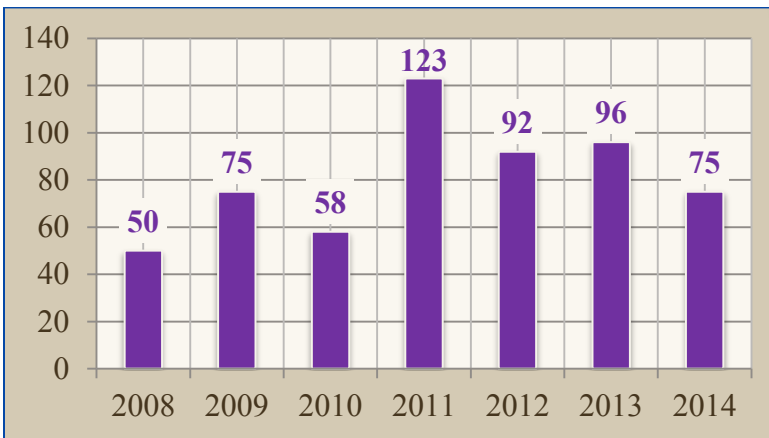


The amount of rental properties continues to increase as many of the foreclosed properties are being purchased as investment properties. In 2014, there were 75 new rental licenses. Interiors of rental properties are on a cycle to be inspected every two years and exteriors and common areas are inspected on an annual basis. Complaint inspections are inspected in a timely manner.

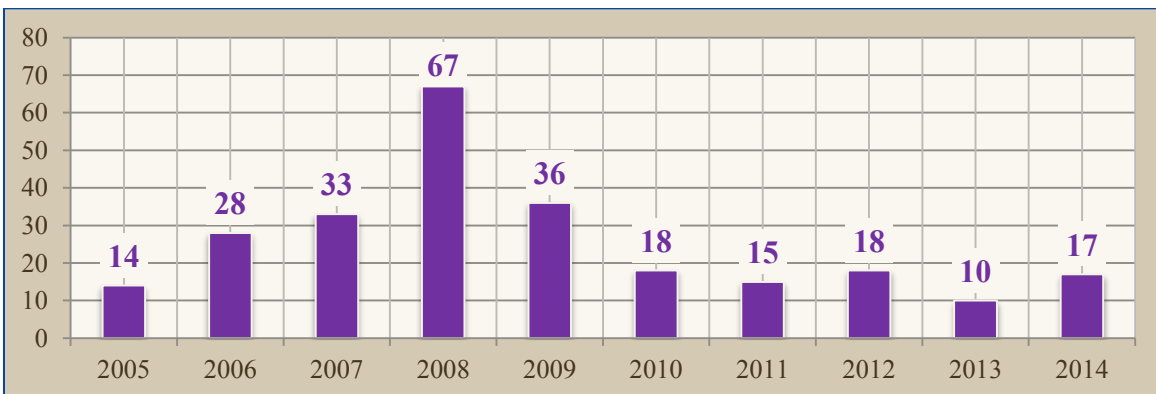
Number of Rental Licenses



Number of New Rental Licenses

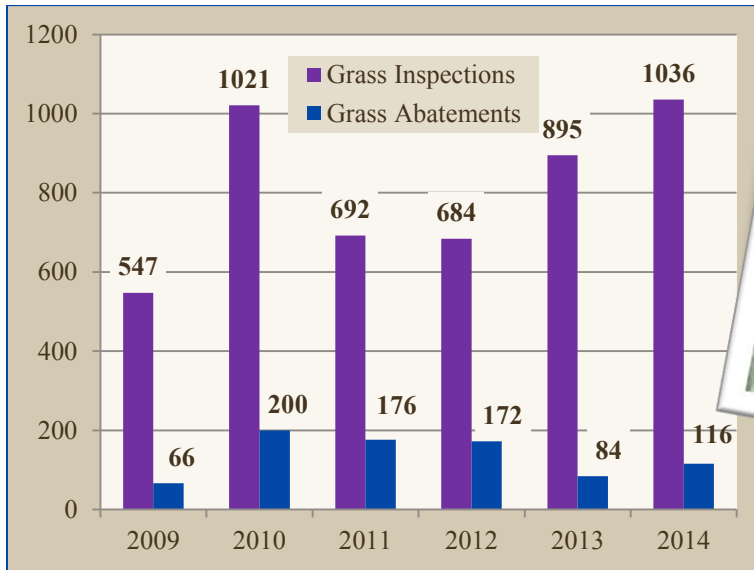


Number of Rental License Revocations



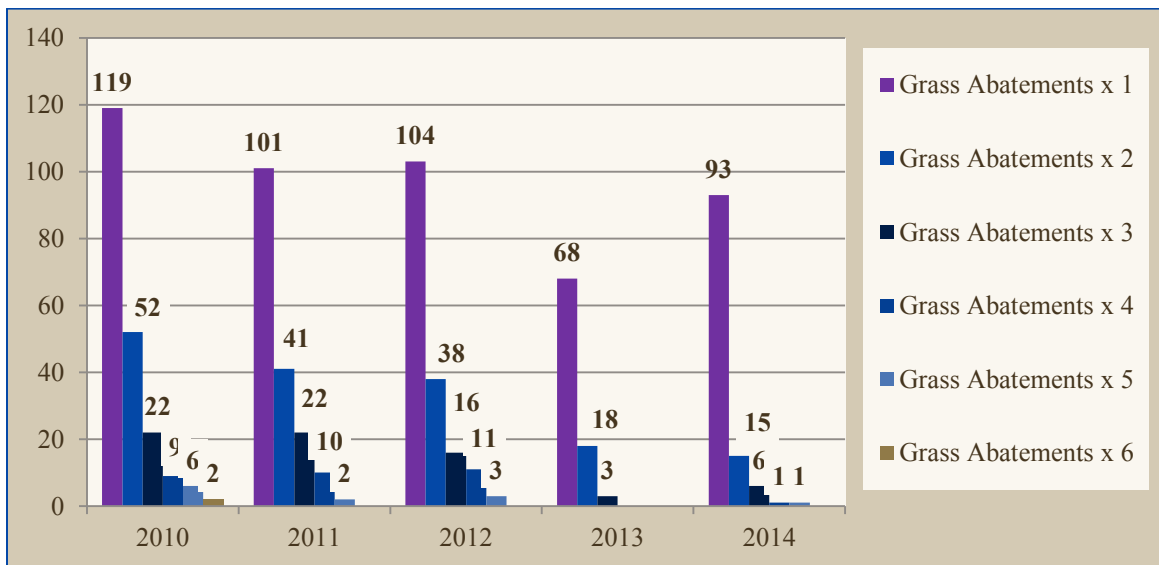
The Fire Department enforces the City Codes that do not allow the growth of long grass, weeds, and scrub growth over nine inches tall on any property. If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are abated. The graph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

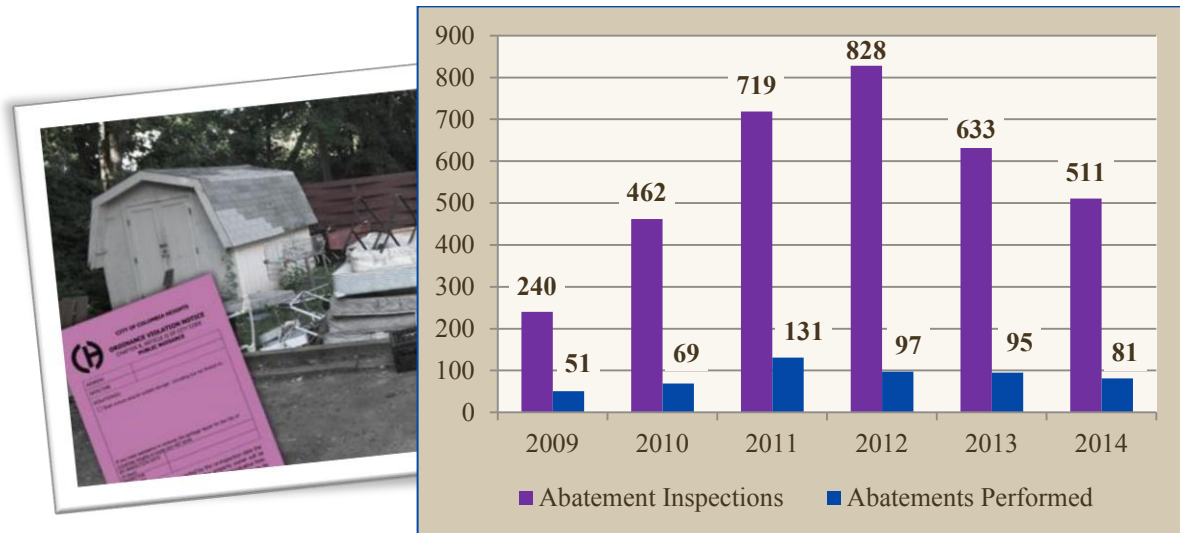
Number of single and multiple abatement breakdown



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.

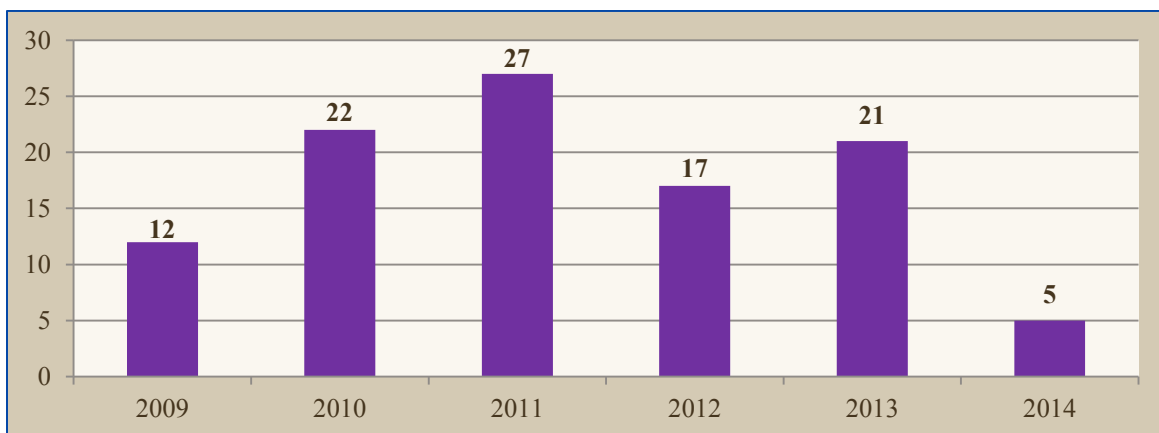
If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are corrected by a contractor. These corrections are called “Immediate Abatements”. The graph below shows the total number of times a contractor was assigned to abate an outside 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 2014 the Columbia Heights Fire Department had 76 fire prevention contacts which allowed them to speak to approximately 2,481 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 300 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 2014 the fire department took 29 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 Grant

The Fire Department recently received an AED (Automatic External Defibrillator) from the Shakopee Mdewakanton Sioux Community through their Mdewakanton LIFE Program. The purpose of the Mdewakanton LIFE Program is to create greater awareness, availability, and knowledge of cardiopulmonary resuscitation (CPR) and automatic external defibrillators (AEDs), as well as a faster first response to a cardiac incident. To date, they have donated over 800 AED's.

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 2014, our members spent over 4,044 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 Zodiac Rescue Boat – Cost \$2,650
1999 Spartan Trailer – Cost \$1,000
1999 Mercury 15 hp Motor – Cost \$1,649

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



AERIAL 15
2004 General Safety Quint – 109 foot RK Ladder
Cost \$591,988



ENGINE 1
1995 General Safety Type I Engine
Cost \$239,810

ENGINE 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

2014 Staffing Changes

Paid-On-Call Division, Leave Of Absence

Shannon Abbott	September 16, 2014 to December 12, 2014
Robert Miller	July 1, 2014 to October 1, 2014
Jeffrey Rosener	April 1, 2014 to July 31, 2014
Jeffrey St. Martin	June 9, 2014 to December 12, 2014

Paid-On-Call Division, Appointments

Ahmed Al-Beheary	September 1, 2014
Matthew Allard	August 1, 2014
Christopher Allen	September 1, 2014
Eliza Boo	September 1, 2014
Janel Bourbeau	September 1, 2014
Andrew Fillmore	September 1, 2014
John Flanders	September 1, 2014
Kate Hayden-McKay	September 1, 2014
Stephen Kolosky JR	January 1, 2014
Alexander Miller	September 1, 2014
Sarah Niznik	September 1, 2014
Zachery Picard	January 1, 2014
Bryan Schachtele	September 1, 2014
Meghan Sipple	September 1, 2014

Resignations

Troy Neurauter	April 30, 2014
Robert Niznik	December 31, 2014
Alexander St. Martin	February 4, 2014
Jeffrey St. Martin	December 31, 2014

Roster of Members

Columbia Heights Fire Department

December 31, 2014

Full Time Division

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

Paid-on-Call Lieutenants

Don Kostohryz	2/1/06
Jesse Dittbenner	7/24/09

Paid-on-Call Division

Shannon Abbott	8/1/09	Cory Mattson	9/1/09
Ahmed Al-Beheary	9/1/14	Alexander Miller	9/1/14
Matthew Allard	8/1/14	Robert Miller	1/1/09
Christopher Allen	9/1/14	Sarah Niznik	9/1/14
Eliza Boo	9/1/14	Zachery Picard	1/1/14
Janel Bourbeau	9/1/14	Brian Polski	5/1/10
Emily Cramble	5/1/11	Jeffrey Rosener	2/1/12
Andrew Fillmore	9/1/14	Bryan Schachtele	9/1/14
John Flanders	9/1/14	Daniel Seiberlich	2/1/12
Jacob Gillespie	5/1/11	William Shutte	3/1/10
Andrew Hall	3/1/04	David Sims	10/1/02
Kyle Hall	8/1/09	Meghan Sipple	9/1/14
Kate Hayden	9/1/14	Mathew Smigleski	1/1/13
Stephen Kolosky	1/1/14	Charles Struzyk	1/1/13
Nicholas Linder	2/1/12		

PUBLIC WORKS



2014 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 2014, 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 2014 included the following:

- ❖ 2014 is the second year of the City operating within the Mississippi Water Management Organization (MWMO). In addition to securing a grant in the amount of \$795,000 to reconstruct Jackson Pond to improve flood control and add water quality treatment, the MWMO also supported our LaBelle Pond improvements of water quality treatment and shoreline restoration with up to \$250,000 budgeted in 2015 for construction.
- ❖ A significant personnel change in 2014 involved splitting the duties and responsibilities of the Public Works Superintendent into a Streets and Parks Superintendent and Utilities Superintendent. This will allow better focus and oversight of the duties and responsibilities of the departments in each of these supervisory areas.
- ❖ A new City Library was approved by the voters in November. Public Works will be coordinating the planning and construction activities of the new library at the old Burger King and Mady's sites selected by the City Council.
- ❖ Our annual Water Main Cleaning and Lining Program continued as a cooperative project with the City of Minneapolis. This has been a very successful program that has demonstrated significant improvements to water quality in our distribution system. Work in 2014 was challenging as we saw a sizeable increase of over 6,000 lineal feet completed compared to an average of 4,115 lineal feet over the last seven years.
- ❖ Our water distribution system model was updated in 2012, and based on recommendations in that report, the mechanical and electrical systems at pump station #2 were replaced and updated with variable frequency drives, or VFD's to control pressure spikes (water hammer) in the distribution systems that were likely contributing to water main breaks.
- ❖ Our annual Sanitary Sewer Lining Program also continued in 2014 focusing on problem mains in Collection District #3 to address structural and Inflow and Infiltration (I/I) issues. In 2015 and future years, work will continue in Collection District #3 to address (I/I) problems in the southeast quadrant of the City, and to offset the annual surcharge of \$125,000 from the Metropolitan Council Environmental Service (MCES).
- ❖ The annual Street Rehabilitation Program included work on MSA Streets in 2014. It has been over 20 years since major work on our State Aid streets has been conducted.
- ❖ Columbia Heights was awarded a \$180,000 grant by MnDOT which will pay for the addition of a turn lane on eastbound 49th Avenue in 2015. The turn lane will provide eastbound lanes at Central Avenue which will help improve short term traffic congestion in the afternoon.
- ❖ Following the completion of the Public Safety Building (PSB) decommissioning project in 2013, staff focused on improving the operational efficiencies of the building's HVAC automation system. Utilizing Setpoint Systems Corporation in managing the PSB's HVAC automation software, a \$16,000 savings over 2013 was realized in energy costs.
- ❖ The design of the reconstruction of Chatham Road Lift Station was initiated in 2014 with construction scheduled in 2015.

- ❖ After evaluating and rejecting ADA *only* updates to our wading pools, the wading pool at Huset Park was selected to be replaced with a splash pad in 2015. The design firm of Stantec Consulting Services was selected to design the project.
- ❖ Staff continues to focus on the (I/I) in Sanitary Collection District #3 with rigorous cleaning and televising to determine the problem areas with I/I surcharging. We were informed that the entire city now has peak exceedance, resulting in a new calculated surcharge by the MCES.
- ❖ The Utility Department continued the annual Sanitary Sewer Line Cleaning program, with over one-half of the entire system being cleaned in 2014.
- ❖ Public Works also responded to a significant year in the citywide Hazardous and Diseased Tree Inspection program to help improve the health of the urban forest and the city image. Recognizing the significant impact the Emerald Ash Borer may have in our community, an EAB Management Program was adopted by the City Council which provided a 3-fold management strategy of removals / treatments / replacements for over 1,000 public ash trees.

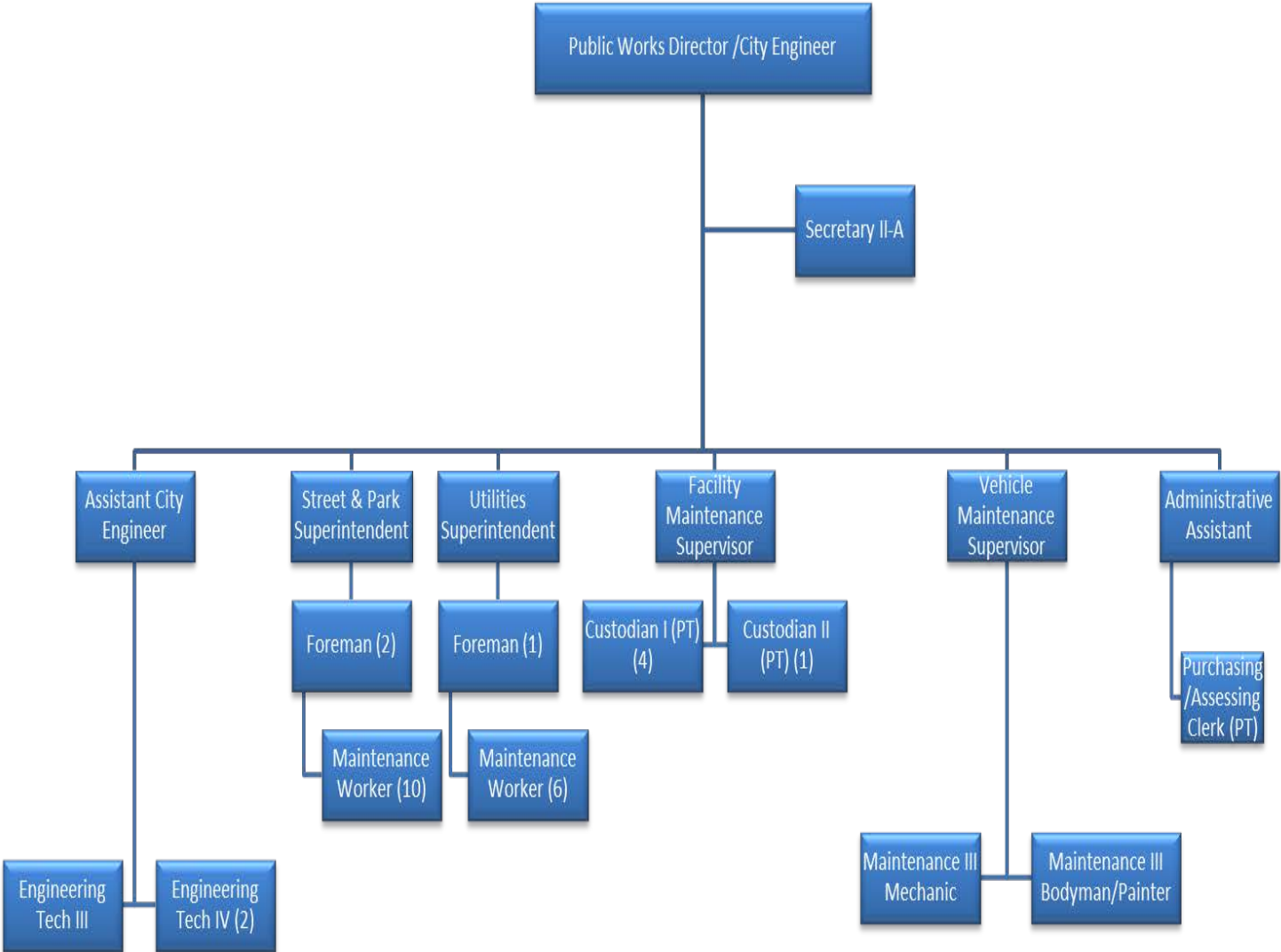
The attached reports by the various departments in Public Works provide an overview of the department's many activities. These reports are comprised of words and numbers, but please remember that these accomplishments are only possible through the dedication of the individuals who show up every day to 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

Organizational Chart



ENGINEERING AND CONSTRUCTION ACTIVITIES

2014 ANNUAL REPORT

PERSONNEL

Andrew Hogg, Engineering Technician IV/Storm Water Specialist resigned on January 27, 2014. Lauren Letsche filled the position; her first day was May 5, 2014. The summer internship position was filled. The Engineering Technician III position remained vacant in 2014.

The Public Works Department had several changes in permanent personnel.

Employees

- Ben Mathson resigned from the Sewer & Water Department and transferred to the Street Department on May 27, 2014.
- John Murzyn, Sewer & Water Foreman, retired on June 6, 2014 after 38 years of service.
- Mike Verbrugge, Street Department, retired on June 20, 2014 after 35 years of service.
- Mike O'Reilly filled the new Street & Park Superintendent position and Lauren McClanahan filled the Utilities Superintendent position on July 28, 2014.
- Jeremy Hanson was hired and began work in the Street Department on August 25, 2014.
- Karl Pope resigned as a Sewer & Water Maintenance Worker and filled the Sewer & Water Foreman position on October 11, 2014.
- Tom Pope resigned as a Street Maintenance Worker and filled the Street Foreman position on October 20, 2014.
- Aaron Lieberman, Park Department, resigned on December 5, 2014 to pursue a career in marketing
- Four Public Works employees volunteered to take two weeks unpaid furlough as offered in 2014.

PUBLIC IMPROVEMENT AND ASSESSMENT HEARINGS HELD DURING THE YEAR

2014 STATE AID STREET OVERLAY

Project 1405: PIR 2014-SA-44-001

38th Avenue, Main Street to 3rd Street

39th Avenue, Central Avenue to Reservoir Boulevard

Stinson Boulevard, Fairway Drive to 325' north of North Upland Crest (concrete street)

PUBLIC IMPROVEMENT HEARINGS HELD DURING THE YEAR

2014 CONCRETE ALLEY CONSTRUCTION

Project 1402: PIR 2014-AL-06-001

Van Buren Street to Central Avenue, 39th Avenue to 40th Avenue

Van Buren Street to Central Avenue, 42nd Avenue to 43rd Avenue

Monroe Street to Quincy Street, 42nd Avenue to 43rd Avenue

2015 STREET SEAL COAT

Project 1301: PIR 2015-Z7-01-001

Zone 7 Area, bounded by University Avenue to Central Avenue, and 37th Avenue to 40th Avenue

2015 ZONE 1 STREET REHABILITATION

- Project 1502: PIR 2015-Z1-02-001**
Reconstruction: 4th Street, 40th Avenue to 42nd Avenue
PIR 2015-Z1-44-001
Overlay: 41st Avenue, Central Avenue to cul-de-sac

2015 STATE AID STREET OVERLAY

- Project 1505: PIR 2015-SA-44-001**
44th Avenue, Tyler Place (east) to Reservoir Boulevard
Reservoir Boulevard, 44th Avenue (west) to 44th Avenue (east)

PROJECTS

DESIGN AND CONSTRUCTION WORK

- Project 1307: Pump Station 2 - Motors and Variable Frequency Drives*
Project 1314: Demolition of 3919 Central Avenue (Mady's)
Project 1400: Miscellaneous Concrete Repairs and Installations
Project 1404: Sanitary Sewer Lining
Project 1405: State Aid Streets Overlay
Project 1411: Utility Repairs and Installations
Other Projects: Ostrander Park playground curb and gutter

MnDOT Projects within the City of Columbia Heights*

TH 65 (Central Avenue) Overlay, from 53rd Avenue to north

DESIGN WORK

- Project 1214: Chatham Road Lift Station*
Project 1301: Zone 7 Seal Coat
Project 1306: LaBelle Park Shoreline Restoration and Park Improvements*
Project 1308: Jackson Pond Construction*
Project 1312: Huset Park Splash Pad*
Project 1401: Seal Coat City Parking Lots
Project 1402: Concrete Alley Construction
Project 1408: Silver Lake Park Pond Construction
Project 1409: Arthur to Benjamin, 43rd to 45th Storm Water Improvements
Project 1410: City Library
Project 1415: 49th Avenue Turn Lane at Central Avenue
Project 1500: Miscellaneous Concrete
Project 1502: Zone 1 Street Rehabilitation
Project 1505: Overlay State Aid Streets
Project 1507: Water Tower Rehabilitation
Project 1511: Utility Repairs and Installations
Other Projects: Ash Tree Inventory
MPCA MS4 Permit
MWMO Watershed Modeling
Sign Management Policy
ADA Transition Plan
Lighting Replacements and Installations
Concrete Block Retaining Wall Repair
Reservoir Boulevard Rain Garden
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.
- Review of building permits.
- Street striping, citywide.
- Update 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.
- Director of Public Works was involved during the year as a representative of the Mississippi Watershed Management Organization and Rice Creek Watershed Management Districts.

PUBLIC WORKS MAINTENANCE ACTIVITIES

2014 ANNUAL REPORT

CAPITAL EQUIPMENT PURCHASES

Park Department

- Replacement of foreman's pickup truck #234

Street Department

None

Tree Maintenance and Care

None

Utility Department

- Replacement of meter van # 134

Municipal Service Center

None

Engineering Department

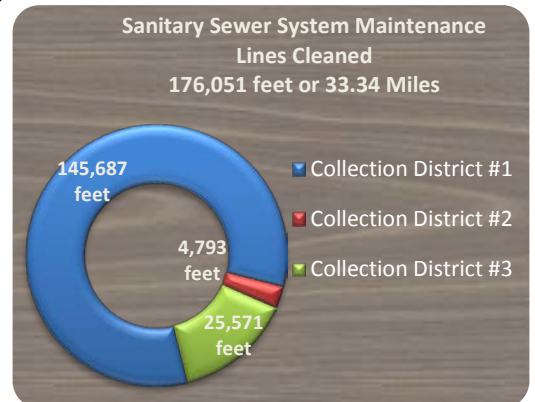
None

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.
 - 86,884 feet
- Collection District #2: Trouble lines annual cleaning 2,879 feet.
- Collection District #2: Routine cleaning completed once every 3 years.
 - 1,914 feet
- Collection District #3: Trouble lines annual cleaning 24,173 feet.
- Collection District #3: Routine cleaning (completed once every 3 years).
 - 1,398 feet

Total 176,051 feet or 33.34 miles



Sanitary Sewer Televising

- Collection District #1: 13,499 feet
- Collection District #2: 1,349 feet
- Collection District #3: 9,042 feet

Total 23,890 feet or 4.52 miles

- 20 private clogged sanitary sewer lines
- 14 city clogged sanitary sewer lines
- Replaced 12 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. A new battery and UPC was installed for the SCADA system.
- Chatham lift station: The wet well and dry well was cleaned. Repaired the check valve and installed a new kit in pump #2.
- Sullivan lift station: Cleaned the wet well and dry well.
- Silver Lake lift station: Cleaned the wet well and dry well.

SANITARY SEWER SYSTEM IMPROVEMENTS

- Broken sanitary sewer main was repaired on 38th Avenue between Madison Place and 593 38th Avenue.
- Broken sanitary sewer main was repaired on 44 ½ Avenue between Buchanan Street and 1220 Buchanan Street.
- Sanitary sewer main lining was completed:
 - Chatham Road from Gulf Place to Fairway Drive
 - Fairway Drive from Upland Crest to Heights Drive
 - Upland Crest from Fairway Drive to Heights Drive
 - Maiden Lane
 - Ivanhoe
 - Heights Drive from Maiden Lane to 4612 Heights Drive
 - 38th Avenue from Madison Place to 555 38th Avenue

WATER SYSTEM MAINTENANCE

- Repaired a total of 15 water main breaks (2014 had record breaking cold weather).
- 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 nine fire hydrants.
- Repaired five gate valve stacks.
- Rusty water problems, presumably caused by nitrification were addressed this year by placing an automatic hydrant flushing unit at the following location: 39th Avenue and Main Street.
- The SCADA system located at Pump Station #2 was modified to control VFD motors.
- Pump Station #2 was taken out of service during the winter months to evaluate pump starts and stops as a possible contributing cause to the number of water main breaks in the area.
- One 10-inch gate valve was replaced on 46th Avenue west of the alley entrance between Central Avenue and Tyler Street due to the valve not shutting the water off.
- One 10-inch gate valve was replaced on 45th Avenue on the west side of the intersection of 45th Avenue and Tyler Street due to the valve not shutting the water off.
- Two 10-inch gate valves were replaced on 49th Avenue on the east side of the intersection of 49th Avenue and Central Avenue because they were leaking.
- The fire hydrant at the intersection of 53rd Avenue and Central Avenue was moved to a location south of the intersection so that ADA access at the intersection could be brought up to current standards.
- The fire hydrant located south of 52nd Avenue on Central Avenue was replaced by a contractor.
- The fire hydrant located on 51st Avenue at the intersection of 51st Avenue and the University Avenue service road was replaced by a contractor.
- Water main at the intersection of 44 ½ Avenue and Buchanan Street was reconnected by contractor.

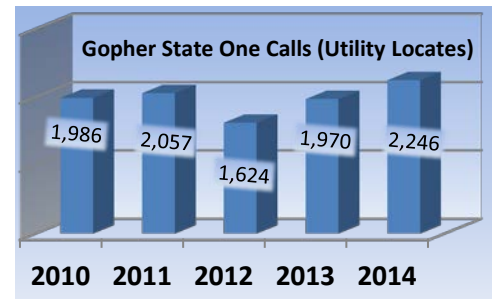
WATER SYSTEM IMPROVEMENTS

- Water main cleaning and cement mortar lining was completed on Mulcare Drive from Pierce Terrace to Polk Place; Pierce Terrace from 1043 Polk Place to 1295 Polk Place; 50th Avenue from Tyler Street to Fillmore Street; Fillmore Street from Pierce Terrace to 4910 Fillmore Street; and Lincoln Terrace from Molan Terrace to Johnson Street.

- Soft start motors and controls were replaced with VFD motors and controls at Pump Station #2 to conserve energy and reduce water hammer in the distribution system. Xcel Energy electric transformers were changed from Delta to Wye to conserve energy.
- Anoka County ran communications line from their building to the base of the water tower to provide a connection for card access to the water tower. The water tower was inspected inside and out by KLM Engineering, Inc. to assess condition and recommend repairs and a painting schedule.
- C-Factor testing was conducted from Johnson Street to Stinson Boulevard between 37th Avenue and 40th Avenue to identify future water main cleaning and lining project areas.

Water Metering – Inspection – Location – Testing

- Replaced 33 water meters.
- Repaired 20 water meters.
- Replaced 55 MXU batteries and performed 19 miscellaneous MXU repairs.
- Frozen meters reported: 18
- Frozen pipes inside building: 3
- Due to the extreme frost conditions in 2014, approximately 48 homes experienced frozen water service.
- Investigated 13 high water bills.
- Delinquent account shut offs: 37
- Shut off four services due to winter.
- Investigated one low water pressure complaint.
- Investigated five rusty water complaints.
- All service curb stops in the proposed 2015 water main cleaning and lining project area were located and operated to verify condition.
- Water service turn on associated with properties in foreclosure: 34
- Water service shut off associated with properties in foreclosure: 11
- Curb box repairs associated with delinquent accounts: 16
- Curb box repairs associated with the water main cleaning and lining project: 36
- Gopher State One-Call request for utility locations: 2,246
- Inspected 23 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.



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.
- Inspected and cleaned below grade all catch basins in Street Reconstruction Zone 7 as necessary.
- Repaired 18 catch basins following a condition survey.
- 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.
- 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.
- Aeration fountains at LaBelle Pond and Zurek Pond were operated from May 12, 2014 to September 2, 2014.

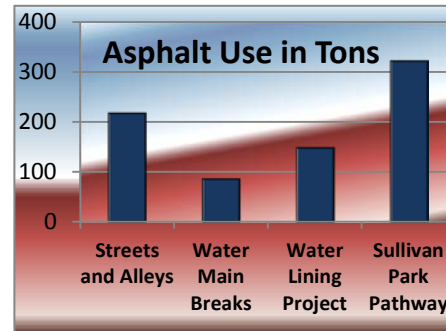
STORM SEWER SYSTEM IMPROVEMENTS

- Storm sewer line and the catch basin located at the intersection of 44 ½ Avenue and Buchanan Street were reconstructed by Interstate Construction Co.
- Drain pipe was installed along the southeast corner of the liquor store building at 4950 Central Avenue to divert storm water that was entering the building.

STREET MAINTENANCE

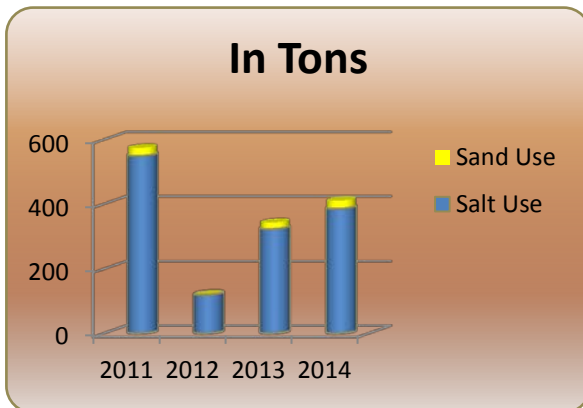
Paving, Patching, and Crack Sealing

- Pave streets and alleys: 190 tons of asphalt.
- Alley patching: 29 tons of asphalt.
- Street repair (water main cleaning and lining project): 151 tons of asphalt.
- Water main breaks: 89 tons of asphalt.
- Sullivan Park pathway: 323 tons of asphalt.
- Purchased 402 tons of recycled rock.
- Purchased 15 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 2014 was approximately 59 inches.



- Plowing and ice control citywide: 24 times
- Ice control only citywide: 22 times
- Scrape/remove ice from alleys and alley ends as needed.
- Set out sand barrels and fill as needed.
- Used 386 tons of treated salt-- Clear Lane and ThawRox.
- Used 25 tons of salt/sand mixture when temperatures were at or below -10 degrees.
- Used 500 gallons of pre-wetting applications on city streets, parking lots, sidewalks, and bridges.
- Two full rounds of snow removal route operations were completed.
- Removed snow from crosswalks and bus stops on Central Avenue from 37th Avenue to 53rd Avenue after snow events. Removed snow from bus stops on University Avenue from 37th Avenue to 44th Avenue after snow events.
- Removed snow from all City parking lots after snow events.

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.
- Sweeping of the business district was done as needed.
- Low areas were swept after every major rain event to limit clogging at catch basins.
- Conducted an early spring sweep of watershed areas – BMP under City SWPPP.

Debris Disposal

- In 2014 street sweepings totaled 450 yards. This year a Trommel machine was rented to screen the sweepings. Of the 450 yards, approximately 50 yards of garbage was generated and disposed of at a landfill. The remaining sweepings were mixed with 100 yards of compost that was spread out in low areas of parks and city lots and over seeded with grass.
- Three rounds of leaf sweeping were conducted generating approximately 1,100 yards of leaves. The leaves fell early so our leaf mulching attachment was used. Unfortunately the attachment broke down and is beyond repair. Morrell and Morrell was used for leaf disposal at the compost site.
- Asphalt and concrete disposal consisted of 208 tons for the water main lining project and 84 tons from water main breaks.
- Public Works hauled 200 yards of dirt (clay) from the water main lining project and water main breaks to M.B.E. in Blaine, MN.
- Approximately 300 yards of excess fill from various projects was hauled to newly acquired City properties such as 3919 Central Avenue (Mady's site) and 1301 Circle Terrace.

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 Vector). Lakes and ponds are cleaned out monthly or after major rain events.

- City crews repaired 18 catch basins below ground. All storm sewer basins in Zone 7 were inspected and cleaned.
- Trees and brush were removed at Jackson Pond.

Miscellaneous Improvement Projects

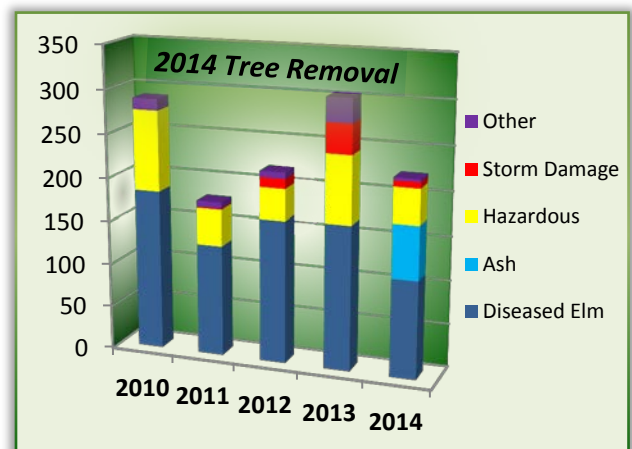
- Widened and paved the pathway on the west and south sides of Sullivan Park.

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).
- Hauled scrap metal from the MSC yard for recycling.
- Worked on materials storage bins, and repairs and modifications for a new salt storage structure.
- Trimmed boulevard trees in Zones 1 and 7. Trimmed hazardous limbs over city sidewalks and streets.
- Continue with staff education and training to obtain and/or maintain certifications.
- Cross-training of new employees.
- Assisted other departments as needed.
- The Street Department had two seasonal employees this year.

TREE MAINTENANCE AND CARE

- Three Dutch Elm disease inspections were conducted citywide in June, July and August.
- One hazardous tree inspection was conducted citywide in March.
- One Emerald Ash Borer tree inspection was conducted citywide in November.
- Two-hundred seventeen diseased and hazardous trees were removed: 144 public, 73 private.
- S & S Tree Service was hired to treat 141 ash trees located in the parks with Tree-age, a systemic insecticide, to slow the growth of the



- Emerald Ash Borer population. Treatment was completed in June
- Removal of ash trees that are severely stressed began as a proactive measure to control Emerald Ash Borer. Sixty Ash trees located on public property were removed.
- 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.
- One-hundred ten trees were planted in the parks and boulevards in 2014. The City made the decision to plant bare root trees rather than balled and burlap. Bare root trees are less expensive, have a longer, healthier life, and can be planted by Public Works staff.
- The last part of the summer was very dry and new plantings required watering 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 December 13, 2013 and remained open until March 3, 2014.
As we prepared rinks for the 2014/2015 season, early December brought below average temperatures, allowing us to establish a good solid base on the ice rinks. However, mid to late December had above normal temperatures making completing the flooding of the ice rinks difficult. The rinks at McKenna Park were opened for use on December 19. Rinks at Keyes and Ostrander Parks were opened December 26. No rinks were created at Gauvitte Park due to a history of no use.
- 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 10 days requiring sidewalk maintenance, while February had seven days of snow events requiring sidewalk maintenance. March was less snowy with only four days requiring sidewalk maintenance. November started out very snowing with four snow events requiring sidewalk maintenance, while December only had three snow events. Apogee pre-wetting liquid is applied to the Central Avenue walk bridge prior to snow events.
- Besides snow removal and rink maintenance, park staff is involved with tree trimming operations during the winter. This involves boulevard tree trimming as well as tree trimming in the parks.
- The Silver Lake Aeration System operation began on January 15 and ran until April 21, 2014. The contactors on the control were very noisy and were replaced in the fall in preparation for winter operation.

Turf Maintenance

- Due to the late spring, mowing operations began on May 13. The Park Department is responsible for maintaining turf at 59 locations throughout the city ranging from small lots to large parks.
- TruGreen ChemLawn made spring weed and feed applications to Huset, Keyes, Ostrander, Hilltop, Prestemon, Sullivan, Ramsdell, and Lions parks, and the Silver Lake boat landing. Gateway and Wargo Parks received spring and fall applications. In addition, TruGreen ChemLawn treated City Hall, Murzyn Hall, 4400 Reservoir Boulevard, and Public Safety, as well as the liquor stores on Central Avenue and 37th Avenue. TruGreen ChemLawn also applied growth retardant to the City-owned hillside along 37th Avenue as well as tree fertilization and shrub bed weed control in the beds along Central Avenue and University Avenue.
- The majority of the turf areas were aerated and thin spots over seeded this year. 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.

- Professional Turf and Renovation was hired to top dress, level, fertilize and over seed the outfield area.
- University Avenue was cut with the flail mower four times in 2014. 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 is saturating the first and third bases. We are still searching for a solution to the problem.

Shrub Bed Maintenance

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.

In 2014 construction continued on Hentges Garden, located in Huset Park next to the roundabout. In April trees were planted around the perimeter of the garden. In addition to the plants, an information kiosk with accent lighting was constructed and installed.

Ball Fields

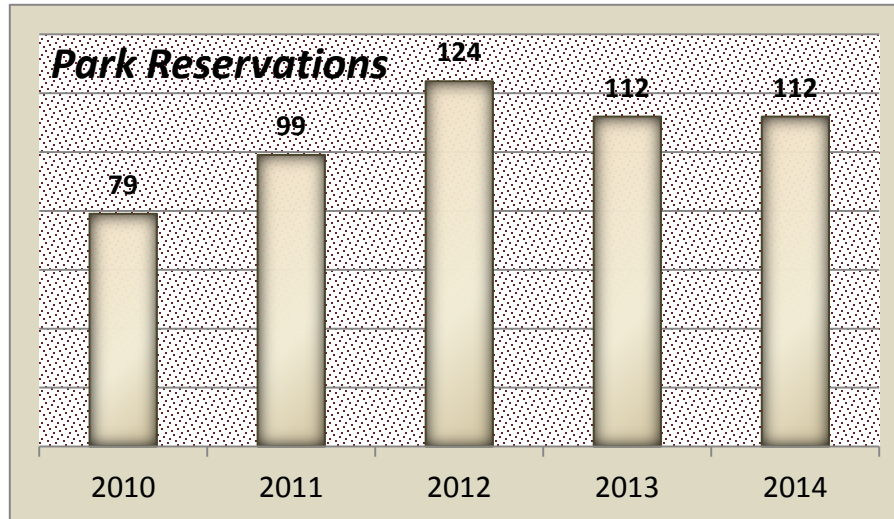
- Spring maintenance on the ball fields began April 10. We installed bases and started working the infields. One to eight fields were prepared daily for games, which included dragging, lining, hand raking and installing bases at the proper distances. This included games for Recreation programs, Columbia Heights School District games, and games for Immaculate Conception. Over the course of the season, fields were prepped for games 296 times.
- Ball field improvements in 2014 included 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 ball field lighting.
- 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.
- In the fall, the Park Department constructed a storage shed at Ramsdell Park to store the batting cage and softball equipment.
- Drain tile was installed in wet areas of the Ramsdell ball field warning track.

Playgrounds and Wading Pools

- Broken parts were replaced at playgrounds as needed. 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 began replacing the surfacing in Ostrander Playground. The sand, which was prone to bee infestations, was removed along with the wood retaining wall. Concrete curbing was installed along with engineered wood fiber surfacing.
- The wading pools were cleaned and prepped in May to meet the requirements of Anoka County. The Huset and Ramsdell pools were sandblasted and painted prior to opening. The pools were then filled and recirculation systems started on May 27. On May 30, the Huset and Ramsdell pools passed the inspection of the Anoka County Health Department and were opened for the season. The McKenna pool was not opened in 2014 due to ADA requirements. The pools were shut down for the season September 2.
- Aerator fountains were installed and operated on ponds at Huset and LaBelle parks on May 12. The fountains were removed, cleaned, winterized, and stored for winter on October 13.

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

- The satellite enclosure near the 45th Avenue parking lot was reconstructed after vandals burned the old enclosure down.

LaBelle Park

- Northern white cedar trees were planted west of the 42nd Avenue playground.
- Brush and hazardous trees were removed from the edge of the pathway.

Ramsdell Park

- The outfield area of the softball field was top dressed, leveled, fertilized and over seeded by John Hopko of Professional Turf and Renovation. Work was completed during the spring of 2014.
- The softball field irrigation system is not working properly. Staff is evaluating the problem and researching possible solutions.
- Drain tile was installed in the wet areas of the ball field warning track.
- The wading pool was sandblasted by a contractor and painted by the Park Department.
- A storage shed was constructed by the batting cage to store equipment used by the girls' high school softball team.

Huset Park

- Four red maples, two honey locusts, five black hills spruce and 11 arborvitae were planted around the perimeter of the Hentges Legacy Garden.
- An information kiosk with accent lighting was constructed at the Hentges Legacy Garden.
- The Hentges Legacy Garden was completed and a ribbon cutting ceremony was held in the fall of 2014.

Sullivan Lake Park

- The existing asphalt pathway that runs along the south side of Sullivan Lake was widened and paved.

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

McKenna Park

- Four white pine trees were planted.

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.
- Dead trees were removed.

Miscellaneous Improvement Projects

- The Community Development office areas were remodeled at City Hall. In January, Park staff completed the Community Development project that was started in December of 2013. This included painting, trim work, and installing a suspended ceiling. In December of 2014 crews replaced sheetrock in the office area that was not included in last year's project.

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.
- The portable toilet at Keyes Park was destroyed by arsonists and the fire destroyed the chain link screening fence as well as pitting the concrete. The concrete and fencing were replaced.
- Park staff installed and maintained Christmas decorations along Mill Street, Gateway Park, Wargo Park, and along Central Avenue.
- Park staff also assists 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 11 seasonal employees from April to December in 2014.

FACILITY MAINTENANCE

- A technical service agreement with Setpoint Systems was entered into to improve building automation software. This reduced electric usage by \$16,000 from 2013.
- Roof inspection reports were compiled by Dalco Roofing for the following buildings: Library, Public Works, Top Valu I, Top Valu II, Pump House 3, Heights Liquor, City Hall, Murzyn Hall, and Public Safety.
- Xcel Energy performed energy audits at all three liquor stores.
- Replaced two roof top units at City Hall.
- Additional roof vents were installed at Murzyn Hall to reduce ice dams.
- A total of 229 help desk requests were received in 2014.

MUNICIPAL SERVICE CENTER IMPROVEMENTS

- The chain link fence was replaced on the west side of the maintenance yard from the south side of the brown cold storage building to the south property line of the maintenance yard.
- The brown cold storage and blue cold storage roofs were repaired.
- A storage shed was purchased to store fluorescent light bulbs at the Recycling Center.

CENTRAL GARAGE

- The Central Garage generated 2,149 work orders and 2,520 chargeable hours at \$62.62 an hour, with a \$2.25 surcharge per work order.
- City fuel purchased was 33,787 gallons of unleaded gasoline and 18,551 gallons of diesel fuel. The total cost of fuel purchased in 2014 was \$165,375.

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 15th 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 AND RECYCLING ACTIVITIES

2014 ANNUAL REPORT

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 130 dumpsters were emptied during an average week.

Solid Waste Disposal

Solid waste tipping fees increased 7% to \$60 per ton at the Anoka County approved disposal facility, which is more than 50% since 2009. Contracted charges increased 3.5%. Fuel surcharges averaged \$3,200 per month (charged when diesel fuel costs over \$3.10/gallon). The contractor hauled in excess of 6,648 tons of solid waste for disposal, slightly less than the previous year. Overall 21% of the total solid waste was recycled; the remainder was handled by the contractor for delivery to metro area Refuse-to-Fuel (i.e. burn) facilities.

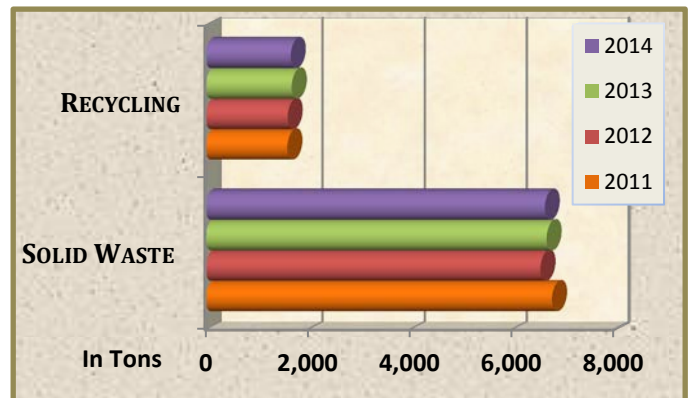
Recycling

The contractor hauled 1,670 tons of recyclables to processing facilities from residential curbside, multi-dwelling buildings, the Recycling Center, and a multi-city recycling event. This is slightly less than last year; and it appears the City has reached a plateau after the changeover to single-sort recycling. Contractor recycling charges increased 3.5%. There were no rebates for curbside single-sort recyclable material because it had no value this year.

The Recycling Center collected over 35 tons of material. Rebates received for scrap metal, separated cardboard/paper, and used oil totaled \$5,020. Xcel Energy reimbursed the City for fluorescent bulb collection and disposal costs totaling \$5,156 which included the cost of a new storage shed. Residents also dropped off oil filters, tires, string lights, and household batteries at the Recycling Center. The Kiwanis Club staffed the Recycling Center and received rebates for the value of the material, totaling \$4,359. The Recycling Center was open most Saturdays.

The City participated in a multi-city recycling day with the cities of Hilltop, Spring Lake Park, and Fridley. Columbia Heights had 248 residents attend which was 34% of the total participation. The City's share of the cost was \$4,087 (not including mailed postcards) and we were given credit for 19 tons of materials recycled.

The City began subsidizing electronics collection and disposal costs in September and 472 electronic items, including 235 containing hazardous CRTs, were removed from the city through December 2014. Tech Dump is a subcontractor for the electronics recycling which cost \$6,930. The previous year Public Works paid to dispose of over 100 illegally dumped CRTs. In 2014 only 22 CRT items were collected by Public Works for disposal.



Yard waste was collected April through November with 1,250 tons delivered for composting. Contractor charges for yard waste operations increased 3.5%.

SCORE (Select Committee on Recycling and the Environment):

The City achieved 92% (based on data from 1/23/15) of the 2014 recycling tonnage goal as set by Anoka County. The goal was 1,818 tons, which was a 1.5% increase from the 2013 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 \$91,420 in SCORE funds which was \$6,000 more than requested. In addition, the City acquired free recycling carts for the parks and apartment recycling totes from Anoka County.

ADDITIONAL COMMENTS

- The City opted to extend service with Advanced Disposal Services for three years as allowed in the contract.
- Seven apartment buildings increased their trash and/or recycling service to ensure they have enough capacity for their tenants.
- The most common complaint expressed by residents concerning our full service collection system was timely bulk collection. Staff continues to inform residents to call ahead to ensure timely collection of large items as this material is loaded on a separately routed truck. Also, the contract extension included a deadline of two business days for the company to schedule a pickup when called.
- Other resident concerns with service were unscheduled weather delays and the contractor falling behind with yard waste pickup in November during heavy leaf drop weeks.
- A partial audit of refuse containers was completed to ensure services matched billing charges.
- The City added weekly collection of fluorescent bulbs, string lights (Christmas lights), antifreeze, and household batteries to the materials accepted at the Recycling Center.
- The Kiwanis Club provided scholarships to Columbia Heights and Fridley high school students with proceeds from the Recycling Center.

2014 PUBLIC WORKS STAFF

<u>Date</u>		<u>Start Date</u>	<u>End</u>
Engineering			
Public Works Director/City Engineer.....	Kevin Hansen	12/01/1997	
Assistant City Engineer	Kathy Young	08/11/1986	
Engineering Tech	Andrew Hogg	07/07/2008	01/27/2014
Engineering Tech	Lauren Letsche	05/05/2014	
Engineering Tech	Rich Nordstrom	05/17/1999	
Administrative Assistant	Jesse Davies	09/13/2004	
Public Works Secretary	Sue Schmidtbauer	03/01/2010	
Purchasing/Assessing Clerk	Barb Thomas	09/29/2008	
Facilities Maintenance Supervisor			
	Eric Hanson	07/09/2013	
Utilities Superintendent			
	Lauren McClanahan	06/09/1986	
Sewer & Water Department			
Foreman.....	John Murzyn	09/26/1976	06/06/2014
Foreman.....	Karl Pope	08/10/1992	
Maintenance Worker	Troy Connolly	07/21/2014	
.....	Natalie Fleischhacker	04/09/2012	
.....	Sherri Jensen	08/23/1999	
.....	Lonnie Johnson	03/15/1999	08/12/2014
.....	Todd Waters	05/28/2013	
Street and Park Superintendent.....			
	Mike O'Reilly	09/25/1979	
Street Department			
Foreman.....	Tom Pope	12/26/1990	
Maintenance Worker	Jackie Baron	12/03/2002	
.....	Adam Cordes	01/14/2008	
.....	Jeremy Hansen	08/25/2014	
.....	Ben Mathson	05/20/2002	
.....	Clark Trytten	07/05/1995	
.....	Mike Verbrugge	02/21/1979	06/20/2014
Park Department			
Foreman.....	Tim Lund	05/02/1994	
Maintenance Worker	Kelly Fetzer	06/12/1995	
.....	Jeff Kline	08/01/1988	
.....	Aaron Lieberman	06/20/2005	12/05/2014
.....	John Nordlund	03/26/2001	
City Garage			
Vehicle Maintenance Supervisor.....	Steve Synowczynski	12/26/1991	
Maintenance Worker	Jeff Hook	04/28/1997	
Sign Department			
Maintenance Worker	Steve Leese	06/16/1981	



COLUMBIA HEIGHTS PUBLIC LIBRARY

2014 ANNUAL REPORT



COLUMBIA HEIGHTS PUBLIC LIBRARY

820 - 40TH AVE N. E., COLUMBIA HEIGHTS, MN 55421-2996
(763) 706-3690; TDD (763) 706-3692

February 20, 2015

Mayor
Members of Council
City Manager
Library Board of Trustees

Dear Ladies and Gentlemen:

2014 was a year of much forward momentum for the Columbia Heights Public Library. During the year, the Library focused on three key aspects of our 2012-2016 Strategic Plan: pursuing partnerships, educating the community about the library's purpose; and providing outstanding service while anticipating the changing needs of the community.

The strategic plan recognizes that much can be accomplished when we work together. Consequently, the Library worked on building partnerships with other community organizations to enhance service to our shared constituents without duplicating effort. With the generous support of the Columbia Heights Police Department, the Library became a "Crime Prevention Zone" by adding bike locks to our collection and raising awareness of the importance of securing personal property. Bike locks can now be borrowed with a library card.

The Library continued a mutually beneficial partnership with the Anoka County Library (ACL). The citizens of Columbia Heights benefit from the shared use of the integrated library system (ILS) software which helps manage library customer accounts and collection materials. They benefit from frequent delivery of materials borrowed from the county library and through interlibrary loans from libraries throughout the state of Minnesota. The citizens of Anoka County gain access to materials owned by Columbia Heights; receive telephone and in-person assistance from city staff when ACL branch libraries are closed; and have a convenient place to pick up and return library materials in the southern part of the county.

Through a partnership with the Early Childhood and Family Education (ECFE) program of Independent School District 13, a parent educator and the children's librarian provided a "Baby Read, Baby Grow" class for parents and new infants in 2014. This important program educates new parents about child development and lays the early literacy foundations of talking, playing and singing which help children get ready to read and succeed in school. The library's mission of providing life-long learning opportunities enhances the quality of life for citizens of all ages.

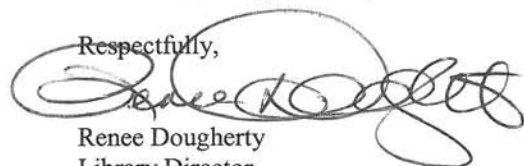
Library staff cultivated partnerships with 45 volunteers in 2014 which helped meet our goal of educating the community about available library programs and services and also provided countless benefits to the volunteers. Adults donated 516 hours and teens 389 hours of service to the Library and the City of Columbia Heights. Library volunteers served the community by delivering books to homebound residents; by helping new immigrants learn to read or speak English; by cleaning video and music discs borrowed by library users; by helping set up and clean up after children's out-of-school programs; and by teaching people to

use computers and the internet. Use of volunteers helps the Library provide numerous services to our community without the cost of adding staff. Volunteering at the library provides educational, social, and vocational benefits. It provides a social outlet for connecting with neighbors; a chance to learn a skill which could lead to a job, and an opportunity to give back to the community.

With the help of those people and organizations highlighted above, plus the hard work of a dedicated staff, the Columbia Heights Public Library continued to provide high-quality service to Columbia Heights and surrounding communities while anticipating future community needs and envisioning future growth. I am pleased that Columbia Heights voters recognize the value of their city library and that 62.58 % of them voted "yes" to build a new one. I would like to extend my gratitude to the citizen's action committee "Yes! A New Library" who communicated the Library's history and value to residents and encouraged their fellow citizens to get out and vote.

I would also like to thank Library Board Chair Pat Sowada, the Library Board of Trustees, Mayor Gary Peterson, the City Council, the Library Foundation Board, the Friends of the Library, Mr. Steve Silverdahl, Mr. Kevin Hansen, Mr. Eric Hanson, Ms. Kelli Bourgeois and Mr. Walt Fehst for their help and support of the Library throughout the year.

Respectfully,

A handwritten signature in black ink, appearing to read "Renee Dougherty", written over a large, loopy flourish.

Renee Dougherty
Library Director

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
DATA SHEET**

COLLECTION TOTALS

Adult Books	36,382
Children's Books	27,567
Adult Audio	2,920
Children's Audio	1,298
Adult Video	2,596
Children's Video	1,082
Adult Magazines	5,914
Children's Magazines	337
Newspapers	9
Pamphlets	23
Watt Meters	4
Bike Locks	5
TOTAL	78,137

**COLLECTION TOTALS BY
READING LEVEL**

Adult	47,853
Young Adult	4,257
Juvenile	26,027

ADDITIONAL SERVICES

Items delivered to "At Home" users	579
Bulk loan to institutions	3,895
Interlibrary loans for items not available at COH or ACL	773

CIRCULATION

Physical Items:	110,126
Ebooks & eaudio:	7,762
Total Circulation:	117,888

TOTAL VISITORS **107,243**

INTERNET USE

Users	16,015
Computer Logins	25,817
Minutes Used	686,519

PROGRAMS AT THE LIBRARY

Adult Attendance	194
Children's and Teen Attendance	1,352
	220
	5,275
Total Programs	414
Total Attendance	6,627

ROOM USE BY PUBLIC

211

OUTREACH EVENTS

35

REFERENCE QUESTIONS

13,208

CARD HOLDERS

Columbia Heights Library	18,589
Anoka County Library	240,301
Total Served	258,890

VOLUNTEER HOURS

Adults	516
Teens	389
Total	905

**DONATED ITEMS ADDED
TO COLLECTION**

202

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
ADULT SERVICES PROGRAMS**

By Barb Kondrick, Adult Services Librarian

Adult Services programming has gradually been evolving to serve the changing needs and interests of community members.

To address the needs of seniors, especially those commonly referred to as “Baby-Boomers,” we have been working with adult services librarians from Anoka County Library and other MELSA (Metropolitan Library Service Agency) libraries to develop programming strategies and opportunities for library users in the “55 and better” age range.

It was decided that, for 2014, we would concentrate on three major programming themes for senior library patrons: the arts, computer literacy, and volunteerism. We try to schedule programs especially for seniors during daylight hours and at times when there is generally less traffic in the library. It should be noted that the majority of our designated “senior” programs also attract adults of various ages and backgrounds and we encourage all interested adults to participate.

The Arts



Photo: Participants practice their skills in a free, hands-on beginning painting class.

In meeting our goal to offer programming opportunities in the arts, we offered a variety of hands-on and performance programs including writing classes taught by instructors from the Loft Literary Center, a beginning painting class, and live performances by local musicians Kathy and Leo Lara and Mosaica.

Senior Surf: One of the most successful technology-related offerings for seniors is the monthly Senior Surf class, offered the first Wednesday morning of each month. This two-hour class, presented in collaboration with the Minnesota Board on Aging and the Metropolitan Area Agency on Aging, and taught by representatives of the Senior Linkage Line, is designed for older adults who did not “grow up” with computers but who want to learn to use computers in a comfortable, non-threatening environment. These hands-on classes cover computer basics, how to navigate and search the Internet and how to access websites of interest to seniors.

eBooks: We find that seniors are eager to learn how to use eBooks. After scheduling group eBook classes, we discovered that it's actually more productive for a reference librarian to work one-on-one with a patron, using that patron's specific eReader device when they stop into the library.

Drop-in Computer Assistance: We are just beginning to utilize volunteers to assist patrons with common computer and technology tasks, like signing up for a computer, logging in, printing, and registering for an email account. We hope to expand that service in the future.

Brain Fitness Games: At various times throughout the year, we provided "passive programming" opportunities featuring Brain Fitness Games for patrons to use in the library. The games and puzzles, designed by scientists to enhance memory, focus and cognitive skills, were obtained through Anoka County Library and MELSA. Funding is provided by the Brain Fitness Project and supported by the U.S. Institute of Museum and Library Services and the Alzheimer's Association. Funding for additional Brain Fitness Games was provided by the Friends of Columbia Heights Library. Besides engaging users to try the games, staff found that the games served as an excellent tool to start a conversation with patrons and open additional lines of communication.

Book Clubs: Adult readers continued to show their enthusiasm for a monthly, Wednesday morning book club, facilitated by Library Director Renee Dougherty. A second monthly book club, held on the third Friday of each month, was started in 2014 after a number of patrons indicated interest in starting a book club for lovers of non-fiction books. The Non-fiction Book Club is co-facilitated by the adult services librarian and an adult volunteer. An ongoing display, featuring non-fiction books recommended by book club participants, was developed to encourage other readers to try reading non-fiction books that might interest them.

Buddy Up and Read and Conversation Circles: New Americans and other adults who are working on their English language reading and speaking skills meet with adult volunteers to practice those skills in the library. The Buddy Up and Read program pairs one learner and one adult volunteer to practice their reading and speaking skills on a weekly basis in the library. Adult English learners are also invited to join Conversation Circles on a weekly drop-in basis. During Conversation Circles, a volunteer facilitator suggests a topic, asks questions or introduces a game to prompt participants to converse in English.



Pictured here, Buddy Up and Read and Conversation Circles volunteer tutor, Jane Polley, received a certificate for completing 12 hours of training for English language tutors at the Minnesota Literacy Council, which she paid for herself. She also completed two additional classes in St. Paul, which were offered free to graduates of the program.

Outreach, At-home Delivery: The adult services librarian selected books and other library materials on a monthly basis for at-home readers—seniors and other adults with long or short term illnesses, physical challenges or seniors with non-driver status—who are unable to come to the library. Volunteers and staff delivered and picked up materials as needed, for about a dozen clients and a total of 579 items in 2014.

Outreach, Adult Learners: As adult services librarian, Barb visited classes at the Adult Learning Center and conducted tours and library orientations for adult GED and ESL students.

Outreach, Community Events

Adult services and children’s librarians collaborated in planning activities for the Columbia Heights Jamboree Parade on June 27 and Community Picnic at Sullivan Park on July 17.

Teen and adult volunteers as well as representatives from the Library Board, Foundation, and Friends of the Library welcomed visitors and helped promote the library before and during the Jamboree Parade.

At both events, participants were invited to have photographs taken to “Show Me Your Library Card,” in front of a giant reproduction of a Columbia Heights Library Card. A Wheel of Fortune game included small prizes for participants who correctly answered a question about the library.



Pictured (left to right) Library Friend Jane Polley, Board members Barbara Tantanella and Steve Smith, Library Director Renee Dougherty, Librarian Barb Kondrick, and Board member Pat Sowada, staff the volunteer table at the Jamboree Parade.



Pictured above, library users pose with a giant library card at the Community Picnic at Sullivan Park on July 17.

Special Event, Celebrating Polish-American Heritage Month



Pictured above, Sister Cities members, dressed in traditional Polish costumes, welcomed visitors at the library’s Polish-American Heritage celebration on October 4, 2014.

The library collaborated with Sister Cities International of Columbia Heights on Saturday, Oct. 4, to kick off Polish-American Heritage Month. Sister Cities members, dressed in traditional Polish costumes, greeted visitors and served Polish cookies and beverages. Volunteers taught children and adults to making traditional Polish crafts. Sister Cities set up a display in the adult reading room, depicting Polish history and culture. All ages enjoyed the music of Mosaica, a troop of nine musicians who played music from Poland and other Eastern European countries.

Special Program, Winter Jackets: Winter Reading for Adults



Adult readers at Columbia Heights Library submitted 204 entries for the 2014 Winter Jackets Reading Program during the frigid months of January and February. Guidelines were easy. Participants were invited to read a book of their choice and fill out a brief review form to share with other readers. For each review submitted, the reader's name was entered into a weekly prize drawing.



Completed book review forms were posted on the Library's Facebook page and also in a 3-ring notebook, giving folks an opportunity to see what others had been reading. As each weekly prize winner was selected a poster--with the winner's photo and a scanned copy of their book review--was added to the bulletin board display. Prizes included mugs, tote bags and notebooks with a quote from Thomas Jefferson to John Adams, "I cannot live without books."

Winter Jackets Author Event

Minnesota Mystery author Jess Lourey appeared for an author talk and book signing on Wednesday, January 22. Lourey created the Lefty-nominated Murder-by-Month mysteries set in Battle Lake, Minnesota, featuring amateur sleuth Mira James. This Winter Jackets program was funded by the Minnesota Arts and Cultural Heritage Fund and MELSA (Metropolitan Library Service Agency).

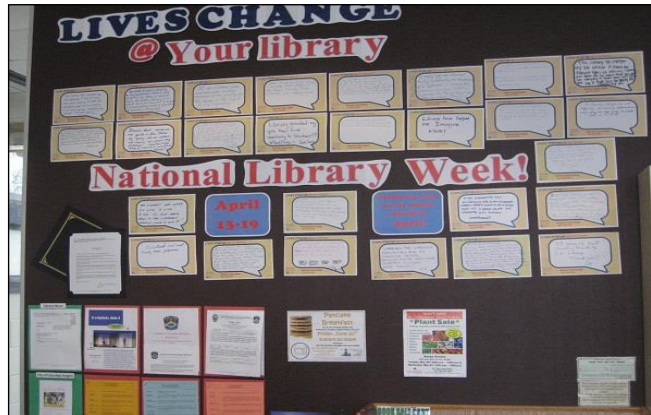


Pictured at left, author Jess Lourey visits with fans at a book signing following her author talk on January 22 at Columbia Heights Library.

Special Program, Lives Change @ Your Library

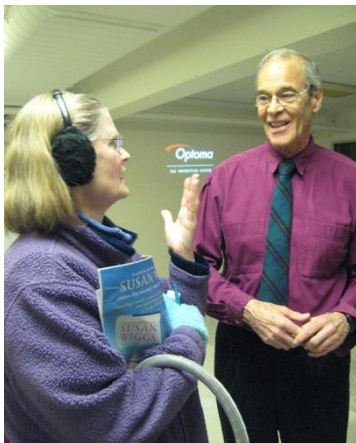
Mayor Gary Peterson officially designated April 13-19 as National Library Week. Patrons were invited to fill out a form, explaining how libraries changed their lives.

Photo: Library users share their comments explaining how libraries changed their lives.



Special Program, I Read Banned Books: Adult services staff encouraged patrons to read, think, and comment about book banning, censorship and the freedom to read, during the month of October. Participants were included in a drawing for a free “I read Banned Books” tote bag or mug.

Additional popular adult programs included:



Bike U: Basic Bicycle Maintenance, taught by John Ford, Ride Marshall, in collaboration with the Twin Cities Bicycling Club. (April 2014)

Avoiding Scams and Frauds: Financial Literacy for Seniors, (September 2014)

The Story of Architect Avenue, (September 2014)

If Your Walls Could Talk, a program to teach participants how to research their own house’s history, past residents and architect or builder. (October 2014)

Pictured above, library patron Lynette Thomson chats with Ride Marshall John Ford, from the Twin Cities Bicycling Club at Bike U: Basic Bicycle Maintenance in April.

Library Volunteers: Twenty-three adult volunteers completed 516 hours of volunteer time. Tasks included delivering books to at-home patrons, pricing books and refilling the book sale cart, serving as book club facilitators, serving as tutors and reading buddies for adults working on their English language reading and speaking skills, assisting patrons with basic computer needs, such as logging on, sending documents to the printer and signing up for an email account. In an effort to interest more volunteers, we offered two Volunteer Information and Orientation sessions in September of 2014. Eighteen adults attended and 13 adults completed volunteer applications.

Friends of the Library: The Friends of the Library met monthly and also assisted with several children's and adult programs, and helped conduct a two-day book sale in December. They provided funding for a children's literacy rug and adult brain games. Friends also served as greeters and provided beverages, paper products and treats for special events, meetings and programs.

The Friends collected 133 children's and teens' books for SACA in November and December. A new Friends brochure was designed and meeting dates were changed from the first Monday of the month to the first Wednesday at 1:30.

Photo: At right, Friends President Kay Reinert and library clerk Renee Rewitzer pack up children's and teens' book donations to be distributed through SACA.



Connie Carlson Memorial



Following the death of Connie Carlson, a former, long-time Friend of the Library, her husband, Tony Carlson, donated money to the Friends from memorials given in Connie's name. The Friends decided to purchase four wooden book displays, engraved with plaques indicating that they were purchased in memory of Connie Carlson. "It's what Connie would have wanted," said Tony Carlson.

Pictured at left, Tony Carlson poses with one of the wooden book displays purchased in memory of his wife, Connie Carlson, long-time member of the Friends of the Library.

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
CHILDREN AND TEEN PROGRAMS**

By Bethany Grabow, Children's Librarian

January

Our very first Toddler Storytime took place on January 13. Previously, the library held one storytime geared toward children in preschool and one storytime for babies ages birth through 24 months. Since neither really catered to toddlers, I created a new storytime geared toward children ages 18 months through 3 years. It has really flourished throughout the year and is now part of our regular storytime schedule.

Dr. Bergstrom from Fairview Clinic came to storytime on January 14 and read books about Curious George. At the end of storytime, we had a special visit from Curious George himself! Dr. Bergstrom demonstrated what happens during a checkup and kids had a chance to check George's throat themselves. Afterward, families had their pictures taken with Curious George and received a free book.

February

We had a family storytime in the evening on February 11. The theme was Olympics. We had ages from toddler to upper elementary. After the stories and flannel boards, attendees participated in the Olympic games including balance beam (carrying the Olympic torch), javelin throw, ski jump, and a medal stamp at the finish line.

We had the Candy Land Live program on February 7. Staff decorated the Activity Room to look like the Candy Land game board, including Molasses Swamp and a candy castle. I spun the wheel and called out which color square to go to next. Older kids helped younger kids figure out where to go next and there was a lot of good sportsmanship and cheering on others throughout the game. All participants ate sweet treats along the way.

March

We had programs every day during ISD 13 spring break week March 17 through 21. On Monday and Tuesday, students from the Columbia Heights High School drama team read stories and performed puppet shows for storytime attendees. They did a fantastic job! Wednesday was LEGO Day at the library; 27 people made creations from LEGO bricks. Each participant chose his/her favorite creation for display in the case in the Children's Department. Thursday and Friday were gaming days for teens. We had a Wii, board games, and duct tape crafts. The duct tapes crafts were very popular. Participants made everything from cell phone cases to picture frames to miniskirts.

Mayor Gary Peterson was our special guest at storytime on March 25. He read stories, sang songs, and helped with a flannel board about farm animals.

April

Attracting teens to the library is sometimes difficult. It is hard to both keep up with trends and interests of teens and to plan things that will bring them into the library. As a result, the Teen Advisory Board was developed. The group is comprised of teens in grades 6 through 12 who help shape the library with their ideas and opinions. The first Teen Advisory Board (TAB) meeting was on April 7. Four people attended

the meeting. We did some icebreakers to get to know each other, ate snacks, brainstormed program ideas, and talked about the purpose of TAB. The group decided to meet once per month throughout the year.

Teens had fun at the Minute to Win It Party on April 11. Nine people attended and played the challenge games. One of the comments was, "You should do this again!"

Police officer Terry Nightingale was our special guest at storytime on April 15. He read stories, sang songs, and helped with a flannel board about community helpers' hats.

May

The second session of LEGO Club met on May 8. Children in grades K-8 built their creations. 23 people attended. It was a full house!

Teens had fun at Cupcake Wars on May 10. 15 people attended. Their challenge was to choose four ingredients and decorate a cupcake to represent a book. One volunteer and two staff members were the judges and chose winners for Most Daring and Best in Show. Teens also voted on their peers' cupcakes. It was a fantastic program that brought new teens into the library!

June

The first program of the summer was The Great Outdoors on June 12. It was a cool and windy day, but we had 30 people in attendance. Participants could blow bubbles, draw with chalk, run with streamers, and take a story walk.

Summer storytime began on June 16. On June 17, we had a special construction-themed storytime, then walked to Huset Park to check out some big vehicles. Public Works staff did a wonderful job helping the kids climb in and "drive" the vehicles.

Wacky Wednesdays kicked off with Dazzling Dave on June 18. There were 93 people in the Activity Room to learn about yo-yo tricks.

Teens got crafty at Crafternoon programs on June 17 and 24. Participants made duct tape creations and glove monsters. A mother, two teens, and a father made a whole family of awesomely creative glove monsters.

Fans of the popular Diary of a Wimpy Kid series came to the library on June 23. They participated in games such as Pin the Booger on Greg, a Rowley bean bag toss, a toilet paper mummy wrap, Wimpy Bingo, a trivia contest, and group comic drawing.

Royalty visited the library on June 24. Participants from the Columbia Heights Royalty Program attended storytime in fancy dresses to listen to fairy tales and sing songs about dragons and princesses. After storytime, participants could pose for a photo with the Miss Columbia Heights hopefuls.

Magic was in the air on June 25. Magical Mia told the group of 84 about her childhood in a Korean orphanage and then performed fantastic magic tricks, complete with help from the audience.

July

Wacky Wednesdays continued throughout July. We had saw live animals from the Reptile and Amphibian Discovery Zoo, moved to the music of Wendy's Wiggle, Jiggle and Jam, learned about chemistry from Mad Science, and saw some awesome bike tricks from Rich Wieber.

A Touch of Magic held a balloon sculpting workshop for teens on July 10. Everyone learned how to twist balloons and left with a bag full of their creations.

On July 14, teacher Dan Malone and his students demonstrated a variety of punches, strikes, and kicks they've learned at tae kwon do classes at the city Recreation Center.

Lovers of anime and manga came together on July 17 and 31. Teens enthusiastically chatted about their favorite manga, made paper fortune cookies and bookmarks, watched anime, and ate snacks.

Fans of the Mo Willems' books came to the library on July 21. They participated Pin the Clothes on the Naked Mole Rat, created Elephant and Piggie puppets, made Pigeon hats, and drew their own adventures for Pigeon. Families sat down for a storytime of various Mo Willems books as well.

Teens brought their creative minds to the Recycled Runway program on July 24. This program was led by the Textile Center and showed 9 teen girls how to make a plain t-shirt into a unique and custom creation.

The ever popular American Girl Tea Party took place on July 30. Girls celebrated American Girl Josefina Montoya. They enjoyed tacos and made three different crafts.

August

The Minnesota Historical Society presented Steampunk Mystery Mayhem for participants in grades 4-6 on August 2. This history/mystery took place in a small Midwestern town preparing the 1893 World's Fair. Participants had to repair the sabotaged generator and discover the perpetrator based on clues. It was a lot of fun!

On August 9, girls and boys were transformed into fairies and elves. Each participant made a costume to take home. It was magical program for all presented by ArtStart.

Summer VolunTeens gathered at the library for a volunteer appreciation ice cream party. Afterward, we walked to City Hall and I recognized the teens present in front of the Mayor and City Council.

Schiffelly Puppets performed a comedic puppet show on August 12. The audience had to help solve the mystery of which fairy tale character stole Rapunzel's hair. (It wasn't the big bad wolf. He's changed his ways.)

September

Our Back to School Open House on September 9 was a success. I chatted with 29 kids and adults about library services, including Homework Rescue and other databases. We ended the night with a storytime.

The fall session of storytime started on September 16. There were some repeats and some new faces. We read stories about going back to school, rainbows, and things that go.

October

The adult and children's department joined together to hold an event to celebrate Polish Heritage Month. Traditional Polish crafts, Polish music, and family activities took place from 11:30 to 2. Mosaica performed Eastern European music from 2 to 3. 67 adults and children attended this program!

Family storytime took place on October 14. The theme was Fancy Nancy (a popular children's book series). Attendees were encouraged to dress fancy and they delivered. 54 people, many dressed to the nines, attended this program!

Columbia Heights schools were out of school October 15-17, so we had several programs for children and teens. On October 15, we held Smart About Money: Financial Literacy for Youth. Taught by a staff member from the Minnesota Department of Commerce, participants learned about needs vs. wants and the value of saving. We also had Books & Bites for teens to share books they've read and enjoyed. On October 16, we had a program for grades 3-5 called Color, Camera, Autumn! Digital Photography + Stamp Prints; teachers from Silverwood Park showed kids how to use digital cameras, how to take better pictures, and how to make a tree-themed craft. Teen volunteers decorated the Activity Room as a spooky mansion and teens played live-action Clue at the Teen Murder Mystery program that afternoon. (Miss Scarlet was the first murderer, Mrs. Peacock in the second round.) Grades K-1 learned Henri Matisse's "painting with scissors" technique to make their own collages on October 17. Families attended Coyote Sing, a puppet show infused with American Indian culture and history on October 18.

Baby Read, Baby Grow, a program that is part of the early literacy collaboration between the library and the Columbia Heights School District's Early Childhood Family Education, concluded their session at the end of this month. Babies ages birth through 24 months listened to books, songs, and had fun with lap bounces.

Homework Zone started on October 29. I coordinated with Minnesota Reading Corps to schedule a volunteer to help students in grades K-12 with homework questions. Jake, a volunteer with MRC, was here on Wednesdays through mid-December from 5 to 6 p.m. On October 30, 5 students in grades 1, 4, 5, and 6 used the service and asked questions about science, math, and language arts.

November

I held special storytimes for four classes from the local Head Start program. 75 children listened to stories, sang, danced, and learned about things they can do at home to get ready to read. Many of these children live in Columbia Heights but have not visited a library before. These field trips introduce children to the library and encourage them to visit again with their families.

Three middle school science classes visited from Immaculate Conception School on November 20 and 21. I demonstrated how to use the library catalog and online databases for research. Students asked a lot of good questions and browsed the library collection before going back to the classroom to research their topics for the upcoming science fair.

To celebrate International Games Day, we had Game On programs on November 25 and 26. Children and teens could play board games, play Wii games, and make a craft with a volunteer from the Library Friends group. Connect Four was a popular game; one girl brought her grandpa and showed him how to play.

December

Pajama Time Family Book Night (formerly family storytime) on December 9 featured books and crafts about Pete the Cat. One little boy was such a Pete fan that he recited all the words as I read the story. He was especially excited to discover a new Pete the Cat book he'd never seen before.

LEGO Club took place on December 11. 10 kids and teens built creations out of LEGO bricks. Each participant chose their best piece to display in the children's department of the library. This display gets a lot of attention from proud creators and interested onlookers.

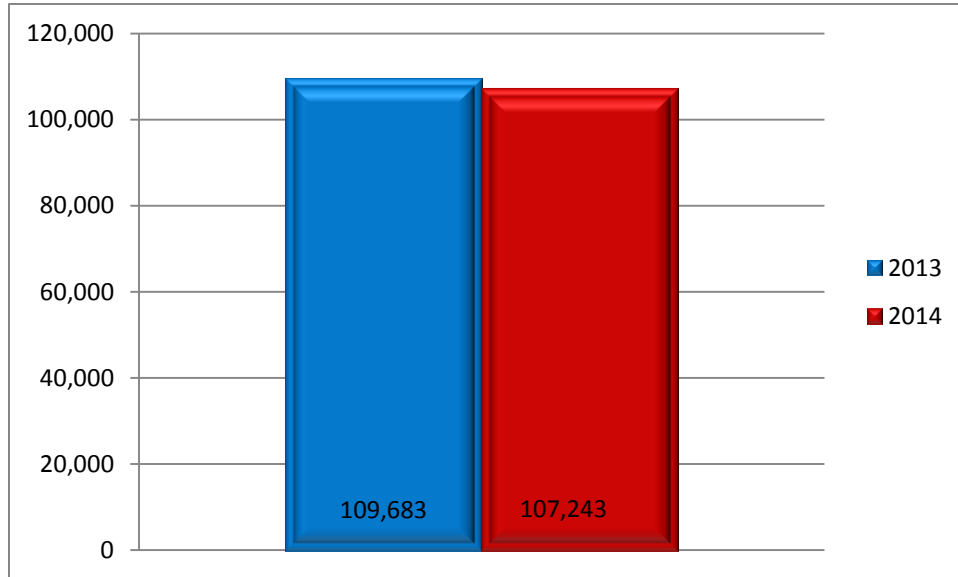
Homework Zone concluded this month. Jake, a volunteer with Minnesota Reading Corps, helped students in grades K-12 with homework on Wednesdays from 5 to 6 p.m. Many families have expressed interest in receiving tutoring for their children and this service is our response to that need.

The Holiday Crafts program for teens took place on December 13. Teens in grades 5 through 12 could choose to make any or all of the crafts. Crafts included scarves made from t-shirts, button collages, DIY scratch-off tickets, and magazine collages.

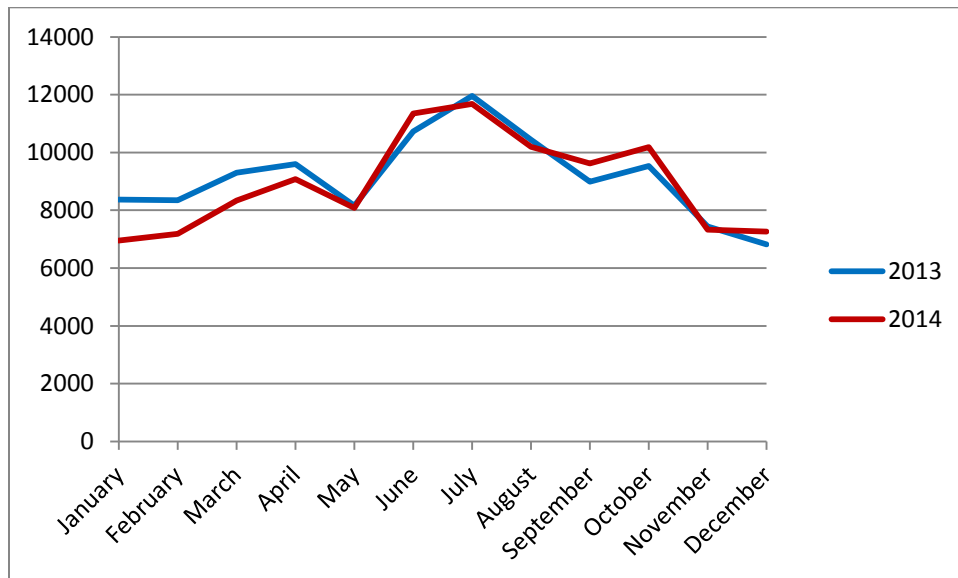
We kicked off 2015 a bit early with a Noon Year's Eve Party on December 31. Previously, an event like this was held at the recreation department, but they were not doing it this year so I decided to have one at the library. We had a storytime followed by crafts and games. We counted down to noon and used our DIY noisemakers, balloons dropping from the ceiling, and an apple juice toast to celebrate. 46 people, from babies to grandparents, attended this program!

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
LIBRARY VISITS 2013-2014**

Total Visitors

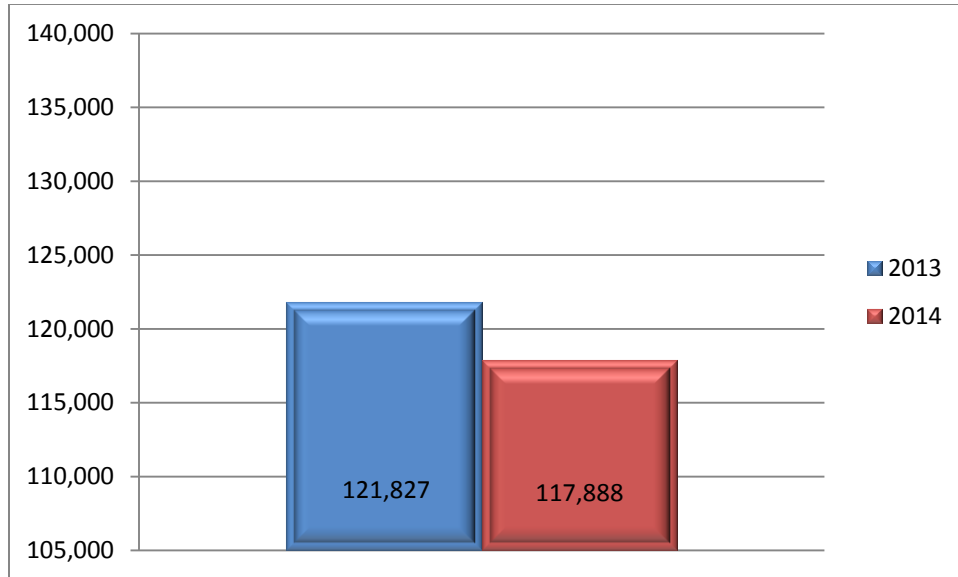


Visitors by Month

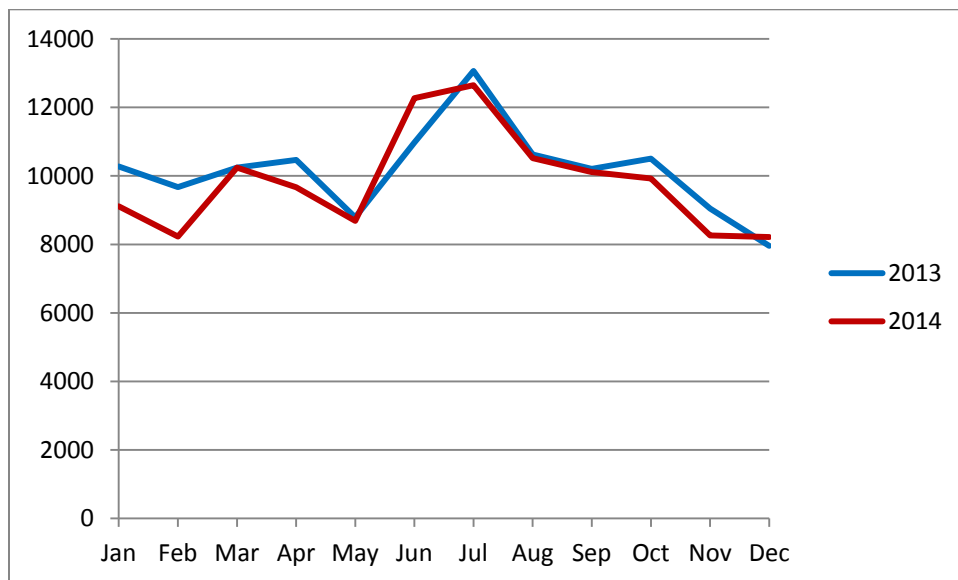


**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
TOTAL CIRCULATION 2013-2014**

Total Circulation

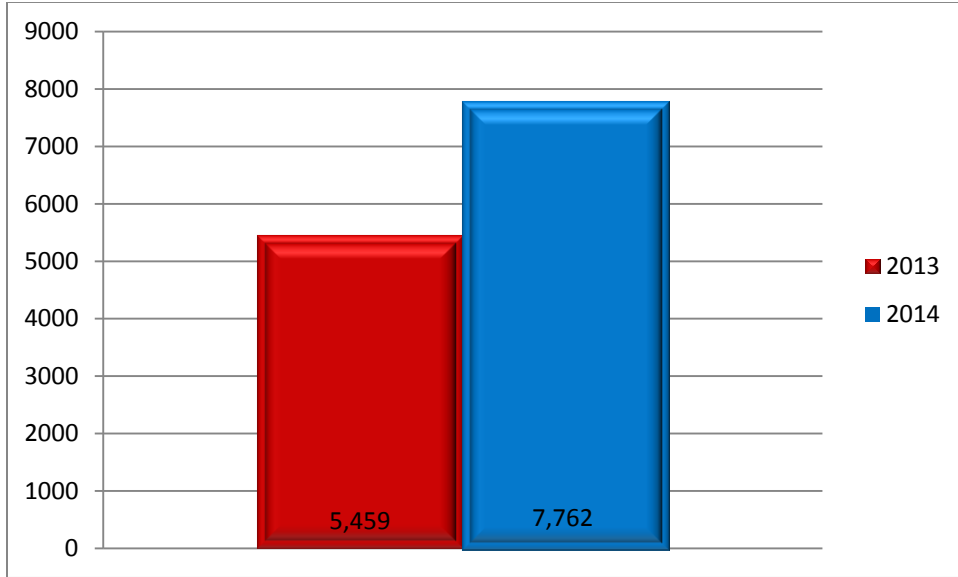


Circulation by Month

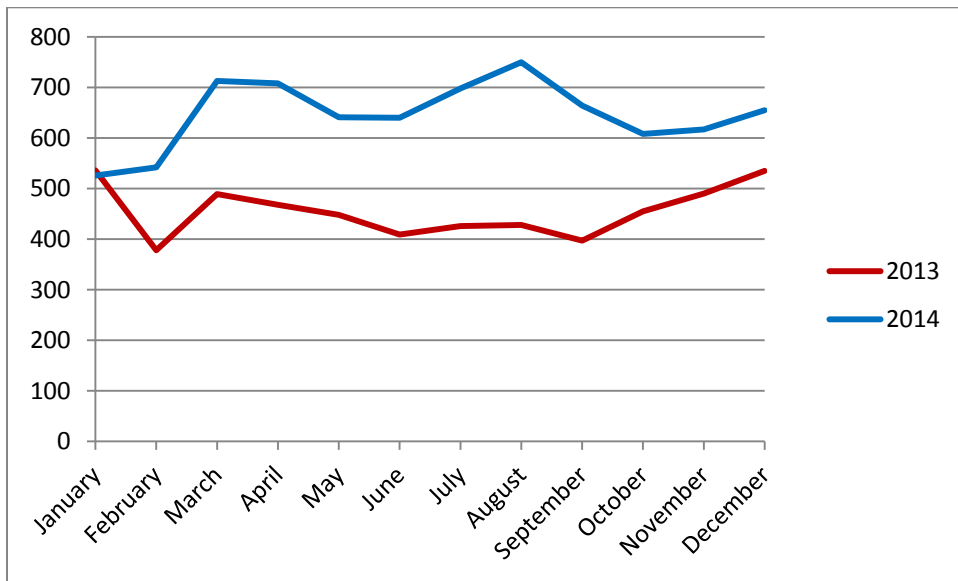


**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
EBOOK AND EAUDIOBOOK CIRCULATION 2013-2014**

Total Electronic Circulation

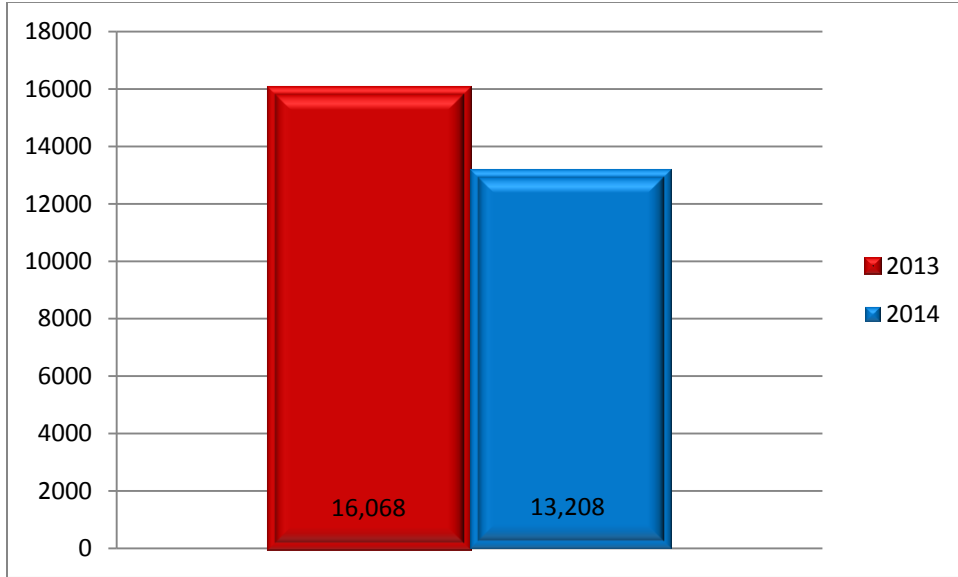


Electronic Circulation by Month



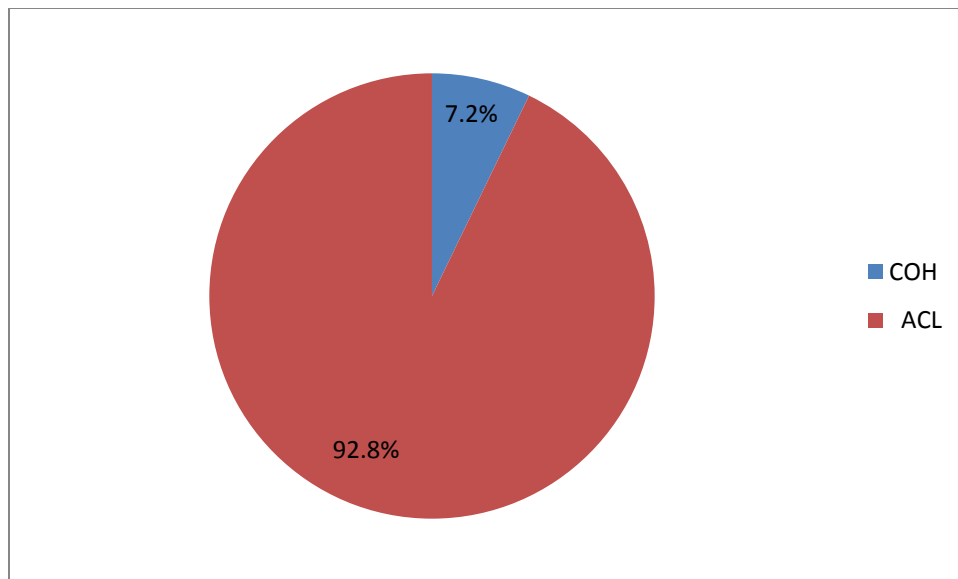
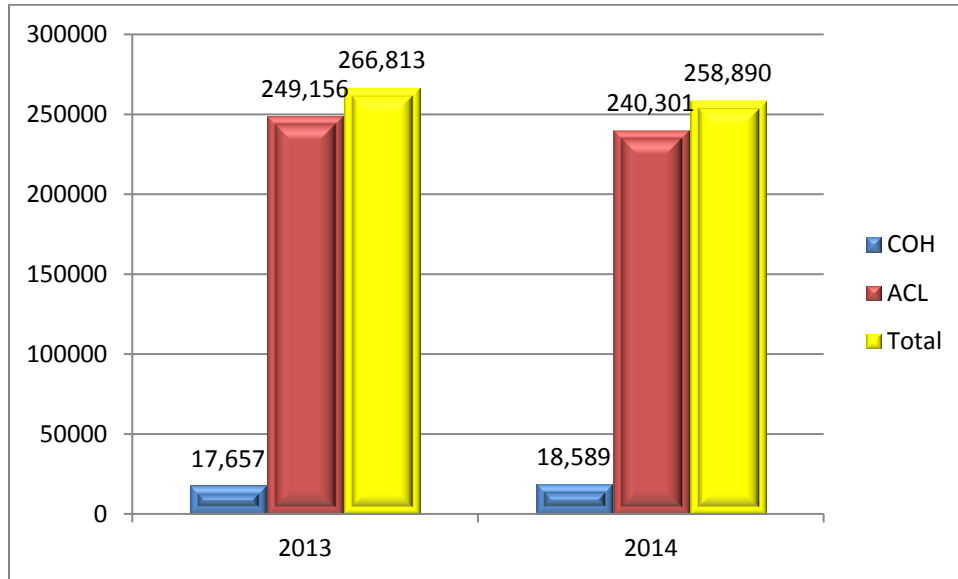
**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
REFERENCE QUESTIONS 2013-2014**

Total Reference Questions



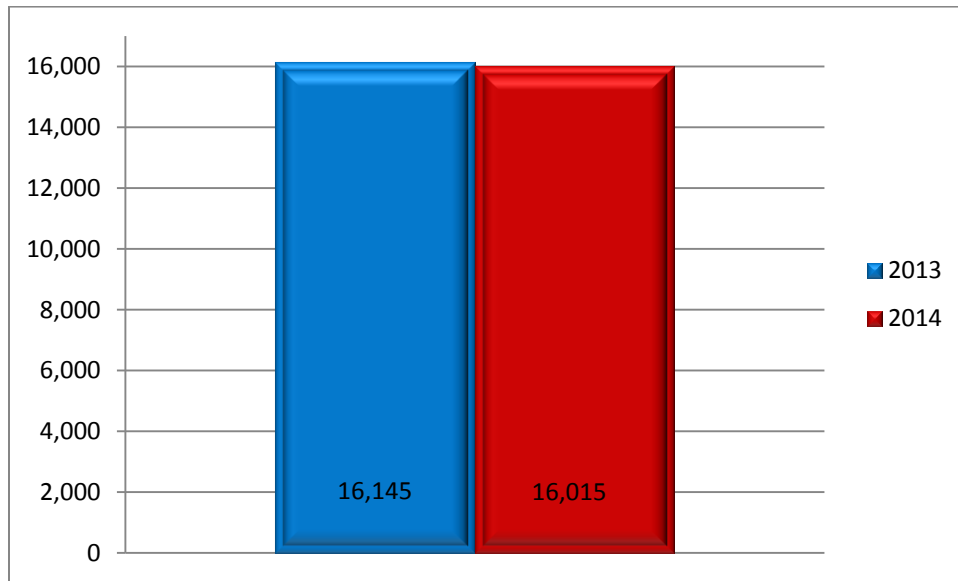
2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
LIBRARY CARDHOLDERS 2013-2014

Columbia Heights (COH)
and
Anoka County Library (ACL)
Cardholders

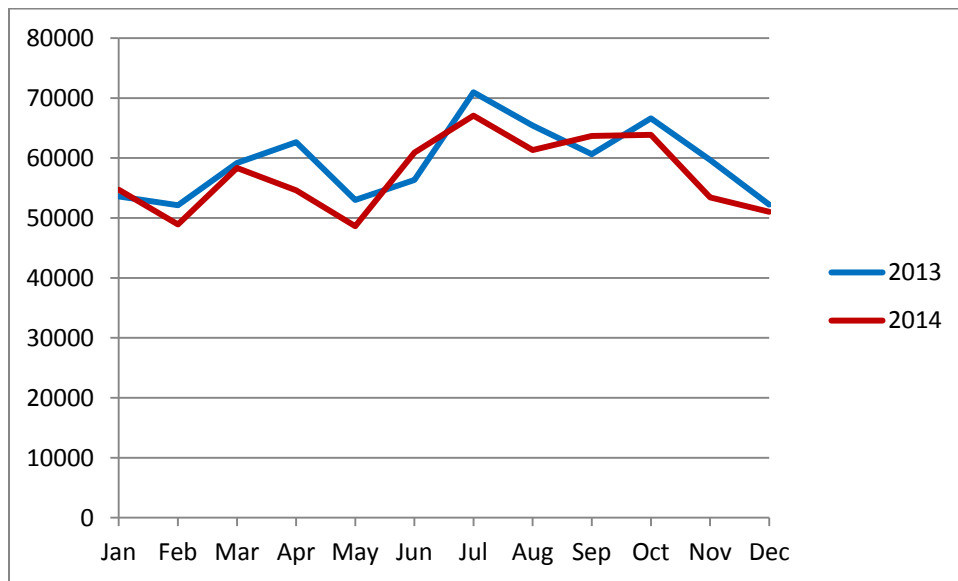


**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
INTERNET USERS 2013-2014**

Total Internet Users

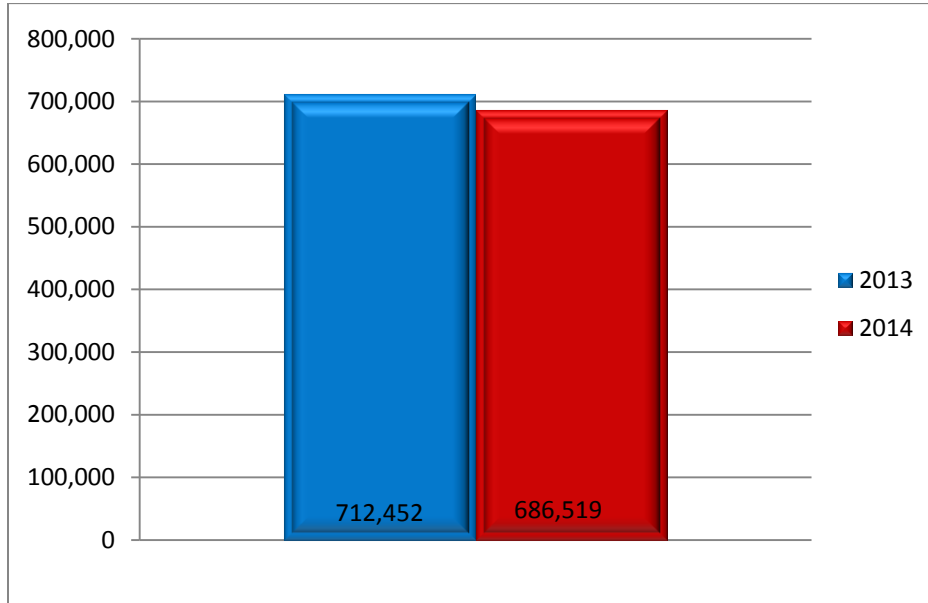


Internet Users by Month

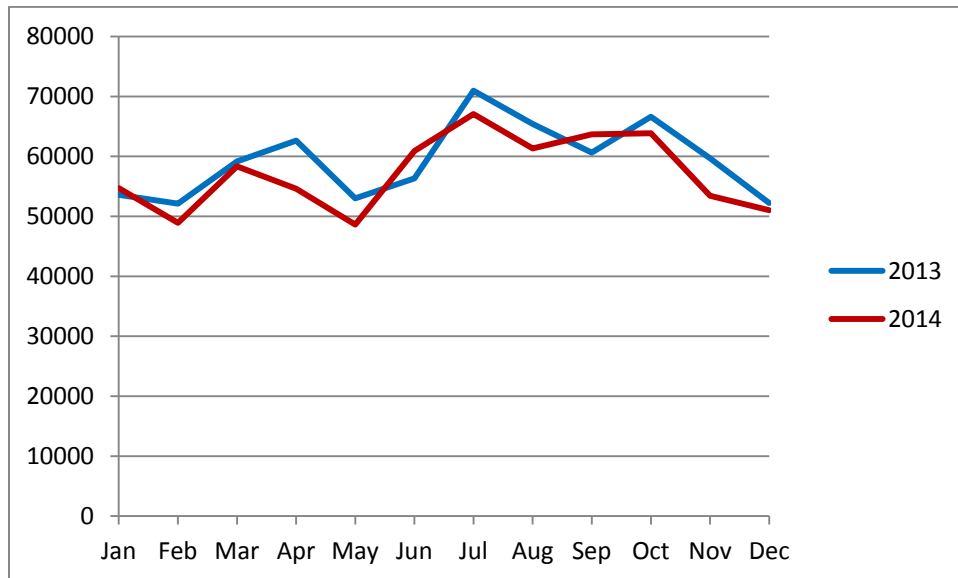


**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
INTERNET MINUTES 2013-2014**

Total Internet Minutes



Internet Minutes Used by Month



**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
2014 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	Bethany Grabow	10/14/2013	
Clerk Typist II – Adult	Stacey Hendren	09/04/2007 (09/25/2006)	10/10/2014
Clerk Typist II – Adult	Renee Rewitzer	11/03/2014 (05/01/2008)	
Clerk Typist II - Children's	Kelly J. Olson	06/01/1992	
Part-Time			
Clerk	Renee Rewitzer	12/02/2013 (05/01/2008)	10/31/2014
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 (sub only)	
	Rachel Meyers	05/01/2008	
	Asiya Hassan	07/27/2012 (sub only)	12/31/2014
	Rukia Sheikh-Mohamed	06/24/2009 (sub only)	12/31/2014
	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

2014 ANNUAL REPORT

CITY OF COLUMBIA HEIGHTS

DEPARTMENT OF RECREATION



February 2015

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
prehensive program that strives to
ella are these major areas:
ult Athletics, Senior Citizens
den Plot Rentals, Neighborhood

ast number of community members

City Manager and the many civic
ties are provided through the



Keith Windschitl
Recreation Director

Enclosure: 2014 Annual Report

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

2013 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
Bruce Evans
Sean Clerkin, Jr.
Tom Greenhalgh
Stan Hoium
Kevin McDonald
David Payne, Chairperson
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

**2014 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 \$100.00 plus tax for large groups of 100.00 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	135
Community Event Wagon	21
Community Garden Plots	45

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Programs

2014 was a very successful year with established programs continuing as well as new programs being offered. A highlight of our 2014 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 conjunction with ISD #13 to coordinate the 21st Century Grant. The 21st Century After School Grant funded approximately \$45,000 for 2014. 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 2014. They are broken down into specific areas that show the variety of programs offered.

<u>Summer Programs</u>	<u>Total Attendance</u>
Pre-School Programs Ramsdell Park	38
Glitter-Bugs - Sess. I	(20)
Glitter-Bugs - Sess. II	(23)
 Dyno-Hites Playground (Huset Park)	 53
Session I	(17)
Session II	(22)
 S.P.A.R.K.S. Playground Program	 14
McKenna Park Session I	(7)
McKenna Park Session II	(7)
 T.N.T. Teen Program	 70
Session I	(37)
Session II	(33)
 Wild Wednesday Summer Trips	 419
Nickelodeon Universe	(55)
Minnesota Zoo & IMAX	(43)
Valleyfair	(54)
Twins Game	(50)
Bunker Beach	(54)
Cascade Bay	(55)
Edina Aquatic Center	(54)
Wild Mountain	(54)
 August Adventure Days	 81
Cheap Skate	(26)
Zero Gravity	(29)
Lili Putt Golf & Go Carts	(26)

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Mill Street Players	14
Minnesota Twins Game	38
Heights Idol	21
Rock Climbing	25
Holiday Theater Class	9
Crochet	42
Holiday Special Events	6,096
Fireworks/Jamboree	(6,000)
Harvest Fest	(23)
Custard, Sprinkles & Performance	(34)
Spring Egg Hunt	(39)
Gymnastics (Recreation Department)	202
	Spring
	Summer
	Fall
	Winter
Mommy & Me (18 mo – 2½ yrs)	(10)
Mighty Tikes (3/4 year olds)	(8)
Mighty Bees (Ages 5-8)	(12)
Shooting Stars (Level 1)	(9)
Springers (Level 2)	(8)
Leapers (Level 3)	(5)
	(7)
	(3)
	(10)
	(5)
	(10)
	(11)
	(13)
	(8)
	(10)
	X
	(10)
	(5)
	(8)
	(12)
	(16)
	(8)
	X
Dance (Recreation Department)	62
	Spring
	Fall
	Winter
Preschool (3/4 years old)	(9)
Kindergarten (5 years old)	(8)
1 st & 2 nd Grade	(5)
3 rd – 5 th Grade	(3)
	(8)
	(3)
	(12)
	(6)
	(2)
	(3)
Theater in the Park	13
Moonshoe Players Theater Group	21

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Mini-Safety Camp	48
Puppet Wagon Puppeteers (Grant Program)	34
Puppet Wagon Spectators	(1,455)
Martial Arts	164
Winter	
Little Tigers ages 3-6	(29)
Tae Kwon Do Levels 1 & 2	(61)
Spring	
Little Tigers ages 3-6	(21)
Tae Kwon Do Levels 1 & 2	(51)
Fall	
Little Tigers ages 3-6	(15)
Tae Kwon Do Levels 1 & 2	(35)
Summer	
Little Tigers ages 3-6	(10)
Tae Kwon Do Levels 1 & 2	(20)
Non School Day Trips and Activities (Grant Program)	289
Zero Gravity/Oval Skating	(41)
Wild Chutes & Snow Tubing Wild Mountain	(21)
Skiing Wild Mountain	(23)
River Valley Ranch	(36)
Water Park of America (fall and spring)	(90)
Nickelodeon Universe	(51)
Children's Theater	(27)

**2014 ANNUAL REPORT
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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	93
T-Ball	(48)
Squirts	(35)
CH Baseball/Softball Training Clinic	(10)
Traveling Programs	49
10U	(13)
11/12U	(23)
13U	(11)
14/15U	(2)

BASKETBALL

In-House Programs	91
Boys Grades 3-4 League	(20)
Boys Grades 5-6 League	(20)
Girls Grades 3-4 League	(20)
Girls Grades 5-6 League	(9)
Summer Basketball Clinic	(11)
Jr. Hylander Basketball Clinic	(11)

FOOTBALL

In-House Programs	94
2 nd & 3 rd Grade Tackle	(20)
5 th Grade Tackle	(25)
6 th Grade Tackle	(24)
K- 2 nd Grade Flag Football	(11)
Football Camp 1 st -8 th Grade	(14)

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
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Youth Athletics Summary, Continued

SOFTBALL

In-House Programs	15
10U Girls Fast Pitch (15)	
Fast Pitch Traveling	46
12U (15)	
14U (16)	
18U (15)	

SOCCER

In-House Programs	92
1 st -2 nd Grade Co-Ed Fall League (11)	
3 rd -4 th Grade Co-Ed Fall League (12)	
5 th -6 th Grade Co-Ed Fall League (14)	
Hites Kickers (20)	
Jr. Hylander Soccer Clinic (35)	

VOLLEYBALL

In-House Programs	14
3 rd -8 th Grade Spring Clinic (14)	

WRESTLING

In-House Programs	14
1 st -5 th Grade Wrestling (12)	
6 th -8 th Grade Wrestling (2)	

TENNIS

Tennis Camp (Spring)	19
3 rd -5 th Grade (14)	
6 th -8 th Grade (5)	

ICE SKATING

2nd – 8th Grade	23
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SPORTS SAMPLER

Pre K – 3rd Grade	27
4 yrs. –Kindergarten (13)	
1 st -3 rd Grade (14)	

**2014 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

ADULT ATHLETICS

Adult activities are divided between softball leagues and tournaments.

Slow Pitch Softball – Summer	(9 teams/ 108 participants)
Slow Pitch Softball – Fall	(6 teams/72 participants)
Jamboree Tournament	(15 teams/ 228 participants)

Zumba..... 17
Total Body Conditioning 24

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 2014, we sold 106 monthly memberships and 4,343 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	6

Projects:

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

SENIOR PROGRAMS

Senior Aerobics..... 99
Adult Aerobics..... 106

**2014 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
Games	73	15
Midday Matinee	24	21
Walking Group	57	12
Bocce Ball	13	10
Shuffleboard	24	10
Wii Wednesday	37	8
Head to Toe Exercise Class	144	20

Special Programs/Classes	# of Times Offered	Average Attendance
Golden Age Club	21	26
Income Tax Assistance	20	60
Make Your Own Sundae Party	1	90
Pot Luck Luncheons	6	30
Volunteer Recognition	1	20
Pizza Party	3	40
Senior Police Academy	6	16
Health Insurance Counseling	12	5
Blood Pressure	11	1
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
Playing Card Bingo	6	36
Holocaust Survivor	1	80
500 Club Chicken Dinner	1	17
Valentine's Day Party	1	40
Hot Dogs/Ice Cream Social	1	47
Vintage Hat Show	1	23
St. Paddy's Games	1	30
Reverse Mortgage Reps.	1	62
New Library Speakers	1	60
Writing Group	12	3

**2014 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 2014.

SENIOR TRIPS AND OUTINGS

One Day Trips	446
UMN Showboat	30
"Ring of Fire"	49
Stout's Island Lodge	38
Old Log Theater	42
Lake Shore Players	16
"Fiddler on the Roof"	46
Geritol Frolics	42
MN History Theater	43
"Branson on the Road"	52
"Hello Polly"	33
"Last Potluck Supper"	55
 Mini-Bus Outings.....	 931
Pine Tree Apple Orchard	52
Minneapolis Institute of Art	26
Hibachi Supreme	26
Muffalietta in the Park & Movie	13
Mystery Lunch	312
Minnesota History Center	25
Stillwater Outing	43
Rusty Taco	49
Abdallah Candy	46
IKEA Outings	33
Cossetta's	46
Anoka Co. Senior Expo	26
Lake Elmo Inn	52
White Bear Lake Outing	52
Excelsior Outing	52
Nelson's Ice Cream	52
Sample Room NE Mpls.	26

**2014 ANNUAL REPORT
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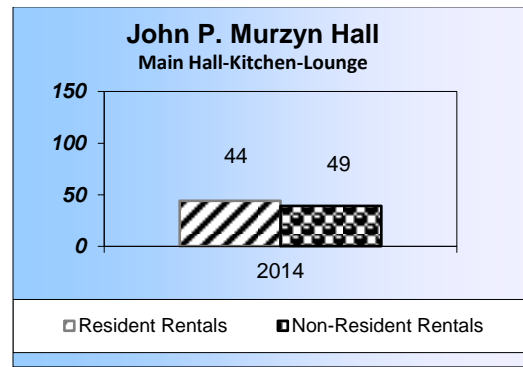
JOHN P. MURZYN HALL

Similar to years past, the hall was booked for most weekends throughout 2014. Many local civic and community groups used the hall in one capacity or another in 2014. 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
American Red Cross
Anoka County Historical Society
Anoka County – Housing/ACCAP
Anoka County Senior Issues Network
ARAHA
Beautification Committee
Charter Commission
Columbia Heights Activity Fund
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
Community Education-ISD #13
Fridley/Heights Soccer Association
Friends of the Library
Girl Scouts – 4 troops
Golden Age Club
Happy Feet Foot Care, Inc.
Heighten the Arts Committee
Immaculate Conception School
Independent School District #13
Minnesota Deaf Senior Citizens
Minnesota Youth Athletic Services
PACIM
Pals
Park & Recreation Commission

Parkview Townhomes
Public Arts Commission
SACA
Saint Hedwig Church
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

<u>Paid Rentals</u>	
Funerals	0
Birthday Parties	11
Classes/Seminars/Meetings	47
Parties/Banquets	18
Holiday Parties	6
Wedding Receptions	44
Family/Class Reunions	2
Fundraisers	12
Total	140





Community Development Department

2014 Annual Report



INTRODUCTION

Thank you for the opportunity to provide an update to you regarding activities in the Community Development Department. This Annual Report highlights the achievements of the City Council, the Planning Commission, the Economic Development Authority (EDA) the Housing and Redevelopment Authority (HRA), and the staff of the Community Development Department during 2014. The Community Development Department extends its gratitude for the significant commitment of our elected and appointed officials. Their leadership and vision continue ensure that Columbia Heights continues to remain a great place to live, work and play!

In 2014, the Community Development Department experienced several notable changes. In the spring of 2014, Community Development Director Scott Clark retired, initiating a series of staff changes within the Department. The City Planner position, which was vacated in 2012, was replaced by the entry-level Associate Planner position. The Assistant Director position was refilled with a new employee who brings experience from another community.

The sale of Parkview Villa to Aeon Housing continued to be a significant ongoing issue in 2014. Originally expected to close in early 2014, the sale closing date was significantly postponed due to internal decisions that had to be made within the U.S. Department of Housing and Urban Development (HUD). City officials, including Mayor Peterson, a Councilmember Diehm and staff met with senior HUD officials and U.S. Representative Keith Ellison in Washington D.C. to help resolve outstanding issues. Ongoing activities, including financial decisions and transitional work with Parkview residents continue through 2015. The sale is now expected to close in mid-May. The City still currently retains ownership of Parkview Villa.

In early 2014, the Economic Development Authority held a retreat, where it convened to discuss and revise its goals and objectives. The EDA confirmed its commitment to offering housing programs in the community, such as the Scattered Site program, as well as its commitment to acquiring and preparing sites for redevelopment. The EDA also kicked off an extensive branding and communication project, which seeks to reestablish Columbia Heights' community identity and reaffirm the City's position in the Twin Cities marketplace.

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

- **Economic Development Authority** – Redevelopment and property acquisition
- **Housing and Redevelopment Authority** – Parkview Villa and other housing programs
- **Planning and Zoning** – Long range planning and zoning administration
- **Building Safety** – Permitting, code enforcement and building inspections
- **Business Licensing** – Tracking business activities and ensuring code compliance

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

ECONOMIC DEVELOPMENT AUTHORITY

The purpose of the Economic Development Authority (EDA) is to promote economic development, redevelopment, and housing in Columbia Heights. The EDA is comprised of seven members, including five City Council Members and two appointed members. In 2014, members included: Gary L. Peterson (President), Bobby Williams (Vice President), Bruce Nawrocki (Secretary/Treasurer), Tammera Diehm, Donna Schmitt, Marlaine Szurek, and Gerry Herringer. In 2015, John Murzyn Jr. replaced Tammera Diehm. EDA highlights in 2014 included:

- **Economic Development Authority Goal Setting and Work Plan**

Major goals included:

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

- **Huset Park Industrial Development**

The three unfinished and undeveloped parcels of the Huset Park development project had gone into foreclosure and were taken over by BNC National Bank in January of 2011. Past Subordination Agreements authorized BNC National Bank to assume the role of the Redeveloper of record. Therefore, BNC National Bank 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 the Bank to market the property.

In 2014, Habitat for Humanity presented a proposal to the EDA to construct sixteen townhomes on the undeveloped parcel located on the southwest corner of Huset Parkway and Jefferson Street. The proposal was to replace the previously approved plan to construct 80 units of senior cooperative living on the site.

The Habitat for Humanity proposal was met with concern from neighboring property owners. It was ultimately decided by the EDA that this site may not be the most appropriate site for family housing, as it was original intended for low-impact senior housing. Currently, Community Development staff and

Cassidy/Turley are working with a national affordable multi-family housing developer to potentially acquire the remaining parcels.

Certain challenges remain with finishing development of the Huset Park site, including the number of junior banks that hold a positions on a sale, 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 for final development approval, and the private negotiation of land sales and/or tax increment proceeds flowing back from BNC and its affiliates. Despite these challenges, staff is confident that development will occur on the site in 2015.

- **Branding and Communications**

The City of Columbia Heights does not employ a communications professional. By default, the Community Development Department has assumed many of the communication roles. The Department serves as a general webmaster for the City's website, determining content and material that is promoted online. We maintain and manage social media for the City, as well as author press releases when necessary.

In 2014, the EDA directed staff to initiate a branding and communications campaign that would refresh the City's logo and communication tools, as well as reestablish our image in the greater metropolitan area. The EDA authorized \$30,000 in funds to complete the work, and awarded a contract to "Replace", a local marketing and advertising firm.

In mid-2014, the City/EDA received a grant from Blue Cross Blue Shield of Minnesota which was used to fund an innovative outdoor public meeting in the Central Avenue corridor. Replace was present at the meeting to introduce several potential brand products and receive citizen feedback. In addition, Replace held several stakeholder meetings to gather input about logos and communication tools.

In early 2015, it is anticipated that the EDA will select a new logo and brand identity for the City. Once that occurs, the Community Development Department will spearhead a transition process, wherein the City's website, business cards, outgoing memo and letter stationery and other communication tools will be changed to reflect the updated brand. The new brand and logo will also be incorporated into replacement schedules for municipal equipment, such as vehicles and signage, as they are replaced.

The branding campaign's ultimate goal is to update and modernize the city's brand and logo, which will help in securing a prominent position for Columbia Heights in the Twin Cities business community, as well as to maintain a sense of place and pride for current and future residents.

- **Heights Gateway Redevelopment Site**

In the late 2000's, 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 Frattallone's Ace Hardware to occupy the former Burger King Restaurant portion of the site, but that plan did not materialize.

In 2010, staff worked with an environmental consultant to submit a conceptual remediation action plan to the State's Pollution Control Agency. Approval of this plan memorialized the past environmental characteristic work that was done. In 2012, the City successfully acquired the former Mady Bowling Alley property. In 2013 the City was successful in securing \$125,000 in Community Development Block Grant (CDBG) funding for the demolition of the former building. Demolition was completed in 2014.

In late 2014, the citizens of Columbia Heights approved a referendum that allowed the City Council to sell bonds which would finance a new municipal public library. The City Council selected the north portion of the Heights Gateway site (formerly occupied by Burger King) as the best location for the new library. Community Development staff is currently working on platting work for this site, as well as securing additional dollars for environmental cleanup of the entire site. Once the site is cleaned, the EDA will work to recruit quality redevelopment for the remaining area. Residents have communicated that they would like to see a restaurant, coffee shop or grocery vendor on the remainder of the site.

- **Downtown Columbia Heights**

In 2014, the EDA was presented a proposal by the Schuett Company to redevelop the majority of the Northeast Business Center into affordable senior rental housing. In early 2014, approximately 75% of the 90,000 square foot building was vacant. By the end of 2014, nearly 95% of the property is vacant, with the exception of Northeast Bank, which remains on the first floor.

The EDA was receptive to the proposal to develop housing on the site; however, tax credits were ultimately denied for the project by the Minnesota Housing Finance Agency and consequently the developer rescinded its proposal. The building was once a preferred location for the new municipal library, as well as city offices. However, with the decision to locate the Library at the Heights Gateway site, the EDA currently has no plans to acquire this site.

EDA staff is working to increase the participation and prominence of the Columbia Heights Business Council, which has a strong representation from business owners in the Downtown core. Meetings are now held at the Public Safety Building, and staff continues to recruit new members to the group. Staff is also collaborating with Anoka County to help provide business counselling services and financing to small business owners. There has been a strong interest in these types of program in the Heights Gateway and Downtown Columbia Heights areas.

Fairview Clinic, which occupies the northwest corner of the 40th and Central Avenue intersection, is currently renegotiating a maintenance contract that it has with the City for the operation of the municipal ramp on 40th Avenue and Van Buren Street. The ramp serves businesses on the west site of Central Avenue and is necessary if complete occupancy is achieved in the area. Staff is also considering the site for a potential Metro Transit Park and Ride location.

- **Scattered Site Housing Program**

In 2013, the Economic Development Authority created the “Scattered Site Housing Program”, which sought to redevelop single family lots within the City. The program originally identified fourteen lots where substandard homes were located. The EDA subsequently acquired the lots, demolished the blighted homes, and has actively marketed the properties.

Currently, ten of the Scattered Site Program lots have been developed. A contract between Remax Synergy Realty, Timbercraft Remodelers and the Economic Development Authority is set to expire in May, 2015. At that time, Community Development staff will reevaluate the effectiveness of the program, and identify ways to continue and enhance it.

- **Heritage Heights/Circle Terrace Blvd.**

Both the Heritage Heights Neighborhood, located in the vicinity of Taylor Street NE and 46th Avenue NE, as well as the Circle Terrace Neighborhood which is located along the alignment of Circle Terrace Blvd. NE., have been identified as Neighborhood Improvement Areas. Large concentrations of rental housing, crime, and blight have plagued these areas, and staff has been collaborating with the Police Department to come up with ways to stabilize the neighborhoods.

In the Heritage Heights Neighborhood, staff began looking at ways to incorporate EDA-owned property into the Scattered Site Housing Program. This presents some challenges due to the funding mechanisms that were used to acquire properties. Staff did work with an existing resident to help her acquire the property adjacent to her existing home. She intends to construct a new home on the property. Staff is hoping that the new construction can serve as a catalyst for reinvestment in the area.

In the Circle Terrace Blvd. Neighborhood, the EDA purchased a home adjacent to an existing City playlot. Those two lots, combined with an additional adjacent EDA-owned lot have been the focus of larger-scale park planning. A multi-purpose building is being considered for construction on the site. The building could serve as a neighborhood meeting place, a recreation facility and a police substation. Planning for this project continues into 2015.

- **Housing Services.**

In 2014, the EDA administered two housing improvement programs for Columbia Heights residents. The Rebate Program provided an income-qualified rebate payment to homeowners for various home improvement projects and the Single Family Deferred Loan Program offered assistance for exterior home improvements. The table below summarizes 2014 housing activities:

Rebates	Loans
Received 37 Applications	Received 4 Applications
Closed 28 Rebates	Closed 2 Loans
Total Rebates \$33,939.79	Total Loans \$4,962.00
Total Rehab Work (project costs) \$295,520.60	Total Rehab Work (project costs) \$9,924.00

Staff has researched additional housing assistance programs offered through Anoka County and state agencies, and offers referral services to residents. In addition, staff assists in referral services for low-income housing assistance to Parkview Villa and other metro agencies.

HOUSING AND REDEVELOPMENT AUTHORITY

The purpose of the Housing and Redevelopment Authority (HRA) is to oversee the operation and management of Parkview Villa North and South. In 2014, the HRA was comprised of six members. Five City Council Members and one appointed member served on the HRA. Members in 2014 included: Tammera Diehm (Chair), Bobby Williams (Vice Chair), Gary Peterson (Secretary/Treasurer), Bruce Nawrocki, Donna Schmitt, and Rheta Nelson. John Murzyn was appointed in 2015 to replace Bobby Williams.

Parkview Villa South (PVS) is a 45 unit apartment building located at 965 40th Avenue Northeast. PVS serves seniors who are age 55 or greater. PVS was constructed in 1991. CommonBond Housing provides management services to PVS. The proposed 2015 budget for PVS is \$253,060 and reflects a decrease of \$21,790 from the FY2014 budget. The decrease is due to only calculating six months of management fees into the budget. Total proposed 2015 revenue for PVS is \$318,394 and is a decrease of \$2,306 in income from the FY2015 budget.

Parkview Villa North (PVN) consists of 101 units of public housing, located at 965 40th Avenue Northeast. PVN serves seniors and disabled persons. PVN was constructed in 1975 with funds from the U.S. Department of Housing and Urban Development. CommonBond Housing provides management services to PVN. The proposed 2015 budget for PVN is \$463,615 and reflects a decrease of \$134,636 from the FY2014 budget. The decrease is due to only calculating six months of management fees into the budget. Total proposed 2015 revenue for PVN is \$466,125 and is a decrease of \$100,000 in income from the FY2015 budget. The reduction is caused by an anticipated reduction in the operating subsidy from HUD.

In 2014, Community Development staff, along with the HRA, worked diligently to facilitate the sale of the both Parkview Villa North and Parkview Villa South to Aeon Housing. The sale was expected to close in 2014; however, due to unforeseen issues originating within the United States Department of Housing and Urban Development (HUD), the sale was significantly postponed. Ultimately, the “voluntary conversion” method of sale was approved by HUD in late 2014. The sale process is ongoing, and is expected to close in the late spring of 2015.

PLANNING AND ZONING

The purpose of the Planning and Zoning 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 City Council. During 2014 the members included: Marlaine Szurek– Chair, Tracey Kinney, Chris Little, Rob Fiorendino and Grace Lee. Gary Peterson continued as the Council liaison to the Commission. Shelley Hanson and Elizabeth Holmbeck served as staff liaisons.

Highlights from 2014 for the Planning and Zoning Commission are as follows:

1. Completed a Site Plan Approval for Basha Woodfire Grill (4920 Central Avenue).
2. Completed a Variance Approval for 1121 39th Avenue.
3. Completed a Minor Subdivision/Lot Split for 3701 Buchanan Avenue.
4. Completed a Conditional Use Permit and Variances for a sign at Immaculate Conception Catholic Church (4030 Jackson Street).
5. Completed an Interim Use Permit approval to allow outdoor sales at Frattallone’s Ace Hardware (Central Valu Center – 4300 Central Avenue).
6. Completed a Site Plan and Minor Subdivision for a retail center at 5220 Central Avenue (former Blockbuster site).
7. Completed a Rezoning at 4220 Central Avenue to allow commercial-related uses at the site.
8. Completed an Interim Use Permit for Renaissance Fireworks located (4300 Central Avenue - Central Valu Center).
9. Completed an Interim Use Permit for Renaissance Fireworks located (4005 Central Avenue).
10. Completed a Site Plan Approval for an addition to Filfillah Restaurant (4301 Central Avenue).
11. Completed a Site Plan Approval and a Conditional Use Permit for a used auto sales building at Jeff’s Bobby and Steve’s Auto (3827 Central Avenue)
12. Conducted a study of educational institution zoning.
13. Completed a Conditional Use Permit for an LED sign located at SuperAmerica (5000 Central Avenue)
14. Completed a Conditional Use Permit for Iglesias Pentecostal to be located at 4230 Central Avenue.
15. Completed a Conditional Use Permit for Dulceria La Central to be located at 4230 Central Avenue.

In Summary:

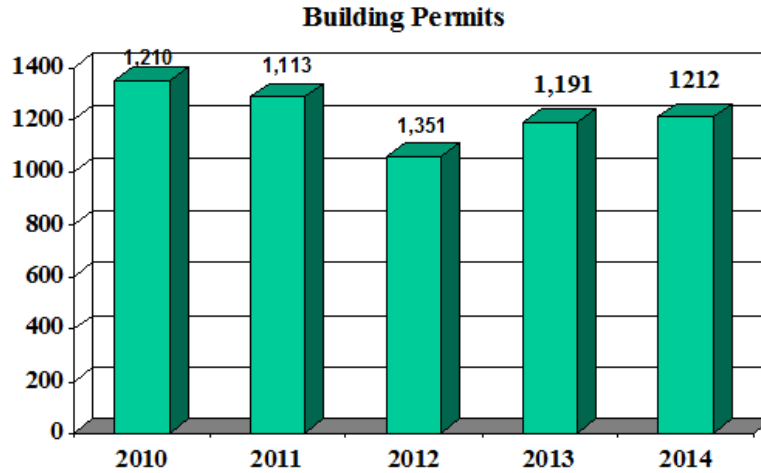
Processed 5 Conditional Use Permits.
Processed 5 Variance requests.
Processed 4 Site Plan approvals.
Processed 3 Interim Use Permits.
Processed 1 Zoning Amendment.
Processed 2 Plats/Subdivisions
Processed 19 Sign Permits
Conducted 1 Land Use/Zoning study.

BUILDING SAFETY

The Building Inspections Department ensures the health, safety and welfare of the citizens and visitors of Columbia Heights through reviewing both residential and commercial construction plans and inspecting new construction to ensure compliance with State codes.

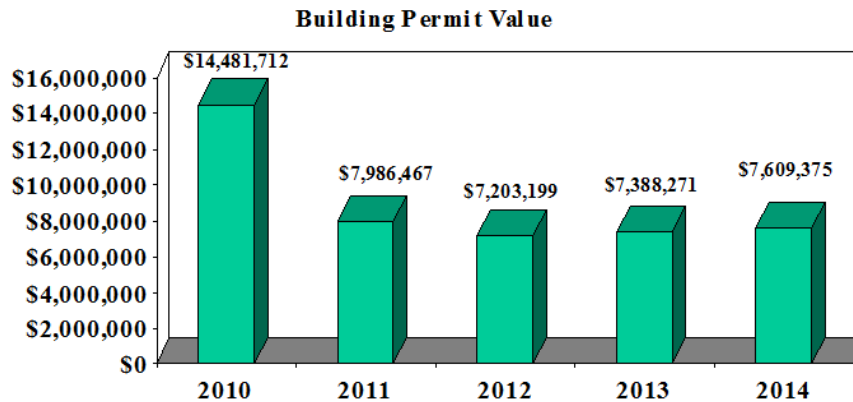
- **Building Permits**

The graph below describes building permit activity over the last five years. In 2014, the Department issued 1,212 permits. This includes all building, plumbing, and mechanical permits.



- **Building Value**

The total building permit value in 2014 was \$7,609,375. This value is attributable to new home construction and remodeling, several commercial reconstruction and remodels and the usual maintenance and installation projects throughout the City. The graph below shows the permit values over the past five years.



- **Building Inspection Data**

During 2014, the Building Official conducted 1,588 inspections for building permits, 247 rental inspections, and 11 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 and tobacco sales, contractors and other miscellaneous vendors. There were 339 business licenses issued in 2014.

- **Business Licensing 2008-2013**

<u>License</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Beer / Liquor	22	17	24	16	19
Contractor	298	260	251	274	267
Other	<u>73</u>	<u>57</u>	<u>48</u>	<u>56</u>	53
Total	393	334	323	346	339

STAFFING

▪ **Community Development Staff**

<u>Name</u>	<u>Title</u>	<u>Service Dates</u>
Scott Clark	Community Development Director	12/2007 - 04/2014
Joseph Hogeboom	Community Development Director	5/2014 – Present
	Asst. Community Development Director	10/2013 – 4/2014
Loren Wickham	Asst. Community Development Director	8/2014 - Present
Larry Pepin	Building Official	1/2005 – Present
Elizabeth Holmbeck	Intern	8/2013 – 4/2014
	Associate Planner	4/2014 - Present
Shelley Hanson	Admin Asst. to Comm. Dev/Lic. & Permit Clerk	5/2001 – Present

▪ **Economic Development Authority**

Name

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

▪ **Housing and Redevelopment Authority**

Name

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

▪ **Planning Commission**

Name

Marlaine Szurek - Chair
Rob Fiorendino – Vice Chair
Tracey Kinney
Chris Little
Grace Lee