

COLUMBIA HEIGHTS

2015 Annual Report



City of Columbia Heights | *Administration*

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March 31, 2016

To the Mayor and City Council:

Presented for your review is the 2015 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 2015 include:

- On September 14, 2015 Library Design Task Force members, along with the Mayor and City Councilmembers, Library staff, community members, and City staff gathered for the greatly anticipated official groundbreaking celebration for the new Columbia Heights Public Library building.
- As a result of a 2014 voter referendum, approved nearly 2 to 1, the City issued \$7 million in general obligation bonds in March 2015 to finance the majority of the construction of the new library building. The bonds will be repaid with property taxes over twenty years, beginning in 2016.
- The gross property tax levy adopted by the City Council for 2015 provided for a 3.5% increase over 2014, consistent with the City's most recent five-year financial plan. This was the lowest annual increase in the gross tax levy in over a decade.
- The City received \$1,491,541 in Local Government Aid (LGA) from the State of Minnesota in 2015, which was an increase of \$87,365 over 2014. In accord with the City's most recent five-year financial plan, this increase in LGA was applied toward capital projects.
- Through the end of 2015, the cumulative reduction in general purpose state aid received since 2003 amounted to \$22.9 million.
- Residential foreclosures (2007-2015) totaled 1,333. In 2015, there were 38 additional foreclosures, which is significantly lower than in prior years. Neighborhoods in Columbia Heights remain strong, as the City continues to administer the Scattered Site Housing Program, the Residential Housing Sales Program and other initiatives to help stabilize the housing stock. The median home value in Columbia Heights in 2014 was \$155,200. Columbia Heights home values have increased by 9% in 2015. Home values in Columbia Heights and the near-north metro area are expected to continue to increase in 2016.
- In 2015, much effort was placed in the sale of Parkview Villa to Aeon Housing, which was finalized last October. In addition, staff continued to work toward the stabilization

of the commercial core along Central Avenue. A new commercial/retail strip center was developed, and staff met with developers to discuss other opportunities along the corridor. At the same time, a 191-unit multi-family senior housing community was approved to be developed at the intersection of 37th and University Avenues.

- In 2015, partnerships with the community and strategic partners continued to be a key factor in the CHPD's approach to policing. This approach, where all police employees are now required to be involved in community oriented activities, has resulted in better relationships with the community and significantly reduced crime. This non-traditional approach has led to recognition including the 2015 City of Peace Award and the 2015 US Department of Justice L. Anthony Sutin Civic Imagination Award, along with our partners in Columbia Heights Public Schools.
- Major Police Department initiatives undertaken during 2015 included the department-wide body-worn camera program for all officers, the implementation of the new County-wide records system for law enforcement (Public Safety Data System), our efforts to be certified as a HeartSafe community, and the City of Peace Park and Recreation Building Project. This important initiative brings together partners from other city departments, elected officials from all levels, the Mayor's City of Peace initiative, neighborhood residents, the faith based community, Anoka County officials and staff, among others. The end result will be a park building that will provide not only opportunities for social interaction and recreation, but also access to important community-building and citizen support programs to this diverse and economically challenged neighborhood.

It has been another extremely challenging year in 2015. I wish to express my appreciation and thanks for the support I have received from the City Council, staff, and citizens.

Sincerely,

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

Walter R. Fehst
City Manager

WRF/nb

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COLUMBIA  HEIGHTS

Administration

2015 Annual Report

ADMINISTRATION DEPARTMENT STAFF

Name	Title	Start Date	End Date
Walter Fehst	City Manager	July 8, 1996	
Kelli Bourgeois	Human Resources Director/ Assistant to the City Manager	July 10, 2014	
Katie Bruno	City Clerk	May 19, 2014	
Carole Blowers Knoll	Administrative Assistant – Human Resources	Jan. 10, 1994	July 9, 2015 (retired)
Nancy Becker	Administrative Assistant – Human Resources	Sep. 1, 2015	

HUMAN RESOURCES

New Hires

The City experienced several personnel changes this year. Overall, in 2015, the City hired sixteen full-time employees (of which five were on a promotional basis), fourteen part-time employees, and numerous seasonal and temporary positions. Openings occurred mainly due to attrition.

Employee of the Year

Late in November 2015, 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 2015 Employee of the Year Award was Liz Bray from Recreation. Excerpts from Liz’s nomination follow:

The Columbia Heights 2015 Employee of the Year is Liz Bray, Program Coordinator for the Recreation Department. It would be difficult to find a more active and enthusiastic promoter of the City of Columbia Heights than Liz. She can frequently be heard telling others how great the people and the youth of our community are. She is energetic and thoughtful, always puts forth extraordinary effort, and never hesitates to go the extra mile to ensure that every project is a success. She has spent countless hours working with various community boards, committees, and special events. Liz is continually implementing new ways to involve and include all segments of our community by bringing people together for creative pursuits, fun activities, and building lasting bonds with one another. She always strives to offer high-quality programs to residents at the lowest possible cost. She believes that all people should have equal opportunities to participate in recreational programs and does everything she can to ensure that money is not an obstacle for families. She has developed and expanded youth theater programs, the annual Heights Idol competition, the Sister Cities International Young Artist & Author Showcase competition, and numerous recreational sports opportunities.

The City is very fortunate to have this accomplished and versatile employee, who projects a positive image of Columbia Heights every day.

Congratulations to the 2015 Employee of the Year, Liz Bray!

Years of Service Awards

The following employees were recognized for their years of service:

5 Years: Katie Bixler (Liquor), Renee Dougherty (Library), Tonya Eades (Liquor), Ron Erickson (Liquor), Stacey House (Finance), Kathy Huber (Liquor), Justin Pletcher (Police), Steve Saunders (Liquor), and Rick St. Clair (Custodian).

10 Years: Liz Bray (Recreation), Larry Pepin (Community Development), Gary Peterson (Mayor), Jason Piehn (Police), Deanna Saefke (Recreation), Sue Sartwell (Finance), and Jerry Wellman (Police).

15 Years: Diana Arne (Liquor), Scott Arne (Liquor), Paula Haynus (Finance), Greg Sinn (Police), and Dale Streed (Liquor).

20 Years: Lenny Austin (Police), Kelly Fetzer (Public Works), Dan O'Brien (Fire), and Clark Trytten (Public Works).

25 Years: John Larkin (Fire), Tom Pope (Public Works), and Debbie Steffen (Finance).

30 Years: Terry Nightingale (Police), Karen Olson (Police).

35 Years: Matt Field (Fire).

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

Labor Contracts Negotiated

2015 marked the first year of the two year Collective Bargaining Agreements for the six bargaining units within the City of Columbia Heights. Collective Bargaining Agreements were adopted in 2015 as follows:

American Federation of State, County, and Municipal Employees (AFSCME): March 9th

International Association of Firefighters (IAFF): May 11th

International Union of Operating Engineers (IUOE): April 13th

Law Enforcement Labor Services, Inc. (LELS) Police Officers Unit: September 28th

LELS Sergeants Unit: January 26th

Public Managers Association: May 11th

The City used mediation with the IUOE and the LELS Police Officers groups in order to negotiate a mutually agreeable contract.

Grievances

Two grievances were filed in 2015. One was settled and one was pursued to arbitration.

Furloughs

There were no mandatory furloughs for employees in 2015. However, based on comments and requests received from several employees, voluntary furloughs were offered for the last time in 2015. Twelve employees availed themselves of this.

City-Wide Safety Committee

The Columbia Heights City-Wide Safety Committee continued to meet in 2015. Six meetings were held throughout the year.

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

Nancy Becker, Administrative Assistant—Human Resources (Chair)
Tom Costello, Assistant Liquor Manager
Gary Gorman, Fire Chief
Eric Hanson, Facilities Maintenance Supervisor
Karen Olson, Office Supervisor-Police
Mike O'Reilly, Public Works Superintendent- Streets & Parks

All departments are represented on the committee, and there is the required balance of supervisory and staff personnel. The main charge of this committee is to review injuries on duty, and to determine if they could have been prevented and how they can be prevented in the future. In 2015, there were fourteen recordable injuries, resulting in 74 days away from work, and 147 days of restricted work activities.

This past year, the City entered into a contract for services with SafeAssure to draft updated safety manuals and compliance documents, provide required and voluntary safety training, and to conduct building safety inspections for all departments within the City except Public Works, Police and Fire as they have their own safety programs. Required AWAIR, Right to Know, Bloodborne Pathogen, Emergency Action Plans, and Ergonomics training was provided to all employees.

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 2015, cable subscribers in the Columbia Heights franchise area totaled 3,876, resulting in a penetration rate of 43%. Franchise fees received by Columbia Heights in 2015 totaled \$203,356.77.

Franchise transfer of ownership

In June, 2014 City Staff as well as consulting cable attorney Mike Bradley began reviewing an application from Comcast and negotiating a franchise amendment and settlement agreement. In late December, 2014 tentative agreements were reached on both a franchise agreement and extension as well as a settlement agreement. These agreements were adopted by the City Council on January 11, 2015.

New cable franchise

On March 12, 2015 the City received a cable franchise application from CenturyLink. The City Council held a public hearing on March 23rd to consider and accept public comments regarding the franchise application. Following the public hearing, the City Council directed staff to negotiate a cable franchise agreement with CenturyLink. These negotiations continued through

2015 with a final negotiated franchise agreement being presented to the City Council for a first reading on December 14, 2015.

CITY CLERK

City Council Meetings

There were twenty-three regular City Council meetings held, eleven Work Session/Budget meetings, one Local Board of Appeal/ Equalization meeting, and five Special Assessment hearings held in 2015.

Ordinances and Resolutions

During 2015, nine ordinances were proposed, all were approved.

During 2015, 104 resolutions were requested, eight were removed. Property abatements accounted for twelve of the requested resolutions and rental license revocation accounted for five of the requested resolutions.

Training/Education

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

In 2015, the clerk completed the first year training of the required 3-year, week-long training sponsored by the Minnesota Clerks and Finance Officers Association, St. Cloud State University and the IIMC.

OTHER EVENTS

2015 Community Prayer Breakfast

The 16th Annual Prayer Breakfast was held on May 6, 2015, at Murzyn Hall. It was attended by approximately 250 people. The program participants were: Tony Cuzzupe, Cory Mattson, Brian Polski, Shawn Sims, and Charlie Strzyk (Fire Department Color Guard), Dorothy Penate (pianist), Quillan Roe of the Roe Family Singers, Pastor Dan Thompson (Heights Church), Scott Clark (keynote speaker and retired City of Columbia Heights Community Development Director), Steve Silverdahl (City of Columbia Heights Information Systems Technician), Mayor Gary Peterson, Sal Di Leo, and Willie Fort.

2015

City of Columbia Heights
Finance Division

Annual Report



Finance
Information Systems
Top Valu Liquor

City of Columbia Heights

2015 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 2015 Finance department activities.

It's been a busy year in utility billing.

The utility billing department began accepting credit card payment online via a webstore in October 2014. Previous to that, the majority of credit card payments were taken over the phone or from walk up customers. In the last quarter of 2014, the city accepted approximately \$100,000 in webstore payments. Staff has been verbally promoting this option and advertising it on the utility bill. In 2015, the webstore received online payment of over \$793,000! The number of people using the webstore has steadily grown. Staff helped people interested in using the webstore navigate the screens, so that subsequently, they were able to complete their payment on their own. The use of the webstore has reduced the amount of phone and walk up credit card payments by approximately half.

In addition to the increase of online payments, the utility billing department has also been actively advertising the direct payment option that the City offers. This allows a customer to sign up through the utility billing department, and on the payment due date, their payment is automatically withdrawn from their checking account. The promotion of this payment option has increased participation by 24%. The city has offered this option for many years, but is far less popular than the online payment option.

Since the great recession, the City has experienced a high volume of delinquent customer accounts. It has been a goal of the department to reduce the number of delinquent accounts, especially those that are converted to special assessments. In 2014, 273 delinquent accounts were levied as special assessments; in 2015 the number was reduced to 201. Not only was the number of accounts assessed significantly reduced, but also the dollar amount levied of approximately \$65,000 was a \$54,000 reduction from the 2014 amount levied of \$119,500.

This improvement was in part from a 2014 policy change to only establish new accounts under property owner names, not tenant names. This policy change has helped landlords know if a bill has become delinquent, and it has also reduced the number of unpaid final utility bills from rentals. Another factor in the reduction in delinquent accounts is that the customers' shift to more efficient payment methods (like the webstore mentioned above) has allowed time for staff to keep a closer eye on accounts with late payment arrangements, and to follow-up with

customers more quickly when payment arrangements are not kept. By keeping payment arrangements current, staff is able to help keep these account balances manageable for the residents and avoid delinquency.

Late in the year, the first update in almost 5 years to the City's existing utility billing software became available. This update unlocked a lot of possibilities for the department to streamline the way utility bills are calculated. Staff was able to reduce the number of sewer rate codes by almost two-thirds. The department will continue to streamline the billing process, so that in the future, customer database maintenance will be less time consuming than it has been in the past.

The City's financial software operates on an IBM AS/400 iSeries server. In 2015, the financial software vendor informed the City the operating system was more than three versions old and would need to be updated to maintain support. The City requested proposals for this update and chose a new vendor, TSG Server & Storage. In addition to completing the needed update, the vendor also recommended and installed a new tape drive that increased the speed of system back-ups. In the past, a back-up could take up to four hours; the new tape drive can complete a back-up in under an hour.

The payroll department has been working hard to prepare for the new reporting requirements set forth through the Affordable Care Act (ACA.) The City will be electronically filing the new form 1094C with the IRS to document compliance with the large employer health insurance mandate under the ACA. It will also issue a paper copy of the related form 1095C to applicable employees. The large employer mandate requires employers with 50 or more full-time equivalent employees to offer healthcare coverage to their full-time employees or potentially face a fine. This new IRS reporting requires information the City hasn't previously tracked in the payroll system. The Payroll Accountant had to manually perform database maintenance for every regular employee working over 30 hours per week. Since this was a new mandate, the regulatory instructions have had numerous and ongoing changes. The IRS forms were not finalized until late in 2015. All of these changes and clarifications required multiple updates to the payroll software; each update in turn required additional information to be added into the payroll system for forms 1094 and 1095-C.

The department experienced some turnover in 2015. In January, Accounting Clerk Kathy Lind took the opportunity to move to sunny Arizona. We hired Stacey Saxe to fill in while we went through the hiring process. She was then hired to fill the role on a permanent base. The Finance Secretary, Nancy Becker, accepted a promotion to a position in The City's Human Resources/Administration department. Jess Kemp was hired in September to fill this vacancy under the new title Accounting Clerk II. This title is more reflective of the job as it is now. The department is fortunate that Nancy was able to train Jess, and is still just a few steps away to answer questions that arise.

The 2016 budget process, conducted during the last half of 2015, retained the same format and calendar used for each of the last several years. There were certain unique changes to the amount and content of the budget and tax levy during this year's process. The most significant of these was the addition of a \$480,000 voter-approved annual debt levy to repay bonds issued to construct a new library. The related \$7 million of 20-year general-obligation bonds were issued in March 2015.

After the proposed tax levy was approved by the City Council in September, staff was informed that the City's 2016 share of the annual Area-Wide Fiscal Disparities Levy would be reduced by \$453,000 (The Area-Wide Fiscal Disparities levy is a subsidy provided to the City under a metro-area revenue sharing agreement in state law.) In recent years, this item has subsidized nearly a third of the City's tax-supported budget. The impending loss of Fiscal Disparities revenue was addressed by reallocating \$264,000 of state aid from long-term capital use to operations, and by identifying \$189,000 of expense reductions which were spread across all tax-supported departments.

The small HRA tax levy used by the Economic Development Authority for planning and redevelopment purposes was increased to \$202,000 for 2016. This was the first increase following annual decreases for every year since 2009. This levy is limited to a percentage of the market value of property in the City. In 2015, a downward trend in property values that began in 2009 reversed course, and property values began to recover from recession levels.

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 2015. During 2015, the audit of the City, EDA and HRA financial statements was completed for the fiscal year ended December 31, 2014.

The Finance department is pleased to report that in 2015, the City's 2014 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.

2015 Information Systems (IS) Summary:

IS Department perceives its mission as follows:

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

During 2015, the IS Department:

In cooperation with Library, Public Works, architects and contractors worked on the new City Library project.

- Replaced core network switches at the City Hall and Public Works.
- In cooperation with vendor replaced digital video recorders at the Public Safety Center and municipal liquor stores.
- In cooperation with vendor added chip-enabled payment terminals to the point-of-sale systems at the municipal liquor stores and replaced an obsolete server.
- In cooperation with vendor added network cabling at the Murzyn Hall to prepare for VoIP phones.
- Supported the City phone and voicemail system (438 phones and communication lines, 166 voicemail boxes, and over 7000 hours of call time.). Installed VoIP phones at the Administration, Community Development, Finance, Public Works, and Recreation.
- Implemented "columbiaheightsmn.gov" domain for email and website addresses.
- Cooperated with Fire Department in implementing the new County CAD system and Fire Records Management system, including mobile devices.
- Upgraded software used at the City Library to provide patron access.
- Supported Laserfiche document imaging system. The system provides access to more than 460,000 City documents (more than 3.3 million pages), as well as long-term storage in accordance with the document retention schedule. Public documents are available through the Laserfiche Weblink at the City website.
- Supported more than 50 different programs used by City employees at 9 locations to perform their job duties. Assisted other departments in evaluation, purchase and implementation of new hardware and software.
- Supported mobile access to the City network for Building Inspector, Fire Inspectors and Public Works employees. These employees can look up and update data and documents from the field.
- Supported wireless networks (19 access points) for City employees, Library patrons and visitors at the City offices.

- Supported secure remote access to City data, programs and equipment for authorized users.
- Supported Internet access servers and firewalls to provide fast and secure connection between City internal network and Internet. Replaced obsolete firewalls.
- Enforced IS security policy with mandatory user passwords, password change requirements, login time restrictions, and assigning rights to access documents and applications.
- Replaced anti-virus and anti-spyware software at network servers, desktop PCs and laptops to provide better protection 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. Updated computer replacement plans for the departments and continued planned replacement of PCs, laptops and other computer equipment.

2016 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.
- Finish replacement of the phones with VoIP phones. Evaluate options to replace other analog phone devices (for example, fax machines).
- Begin implementation of Virtual Desktop Infrastructure.
- Support City Library staff and patrons. Actively participate in the design and implementation of the information system for the new Library.
- Upgrade Laserfiche software. Set up new document scanning station at the Fire Department.
- Cooperate with Public Works Department and vendors to upgrade FuelMaster system, sewer televising system, and HVAC/Lighting control system.
- Cooperate with Finance Department and vendors in replacing the AS400-based system.
- Continue supporting diverse mobile devices to increase employee mobility and productivity while ensuring security and compliance.
- Replace obsolete wireless access points. If necessary, replace other IS components that are no longer supported by vendor and are not compatible with newer components.

MUNICIPAL LIQUOR STORES



**Top Valu I
4950 Central Avenue NE**



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



**Heights Liquor
5225 University Avenue NE**

Liquor Operations

2015 Sales Activity

Sales for the most recent and prior year were as follows:

Store	2015 Sales	2014 Sales	Amount Change	Percentage Change
Top Valu I	3,947,254	3,922,172	25,082	0.6%
Top Valu II	3,135,332	3,232,002	(96,670)	-3.1%
Heights Liquor	1,317,359	1,259,985	57,374	4.4%
Total	8,399,945	8,414,159	(14,214)	-0.2%

The factors causing these changes in sales are different for each of the three stores.

The decrease at Top Valu II reflects the mid-2014 closing of the nearby Saint Anthony Walmart store, and the mid-2014 opening of a large discount liquor chain store in Roseville. We note that despite the decrease over the two years shown above, the last several months of 2014 and 2015 were comparatively the same in gross sales for Top Valu II. So while these external factors will probably continue to limit sales at this store for some time, the effects appear to have stabilized and a further decline is not likely.

The small increase at Top Valu I is a combination of planned growth from inflation and customer development, offset by a decline in large volume party sales - such as for weddings and banquets. The public may have the perception that the new competitor in the area offers a greater economy of scale for party sales. In addition, during portions of 2015, nearby existing competitors offered as much as 15%-20% discounts without a volume limit, allowing savvy customers to take advantage of these discounts for party sales. Staff is confident that Top Valu's buying strategies will keep its prices for party sales very competitive over the long run. Staff is reviewing the options for targeting customers better with this message.

The healthy increase in sales at Heights Liquor does not appear to be the result of any one particular factor, other than overall soundness of its strategy as a convenient small neighborhood store. The closest competitor to this store is Fridley Liquors, which has recently shifted to a pricing strategy that relies more on coupons to be competitive. This would tend to make Heights Liquor pricing more attractive to the kind of spontaneous neighborhood customers that aren't "coupon-clippers."

2015 Promotional Activity

As in prior years, most 2015 advertising was concentrated in local periodicals, and certain metro area periodicals. This on-going advertising highlighted our product line for both local customers and for customers from the North and East Metro. During the periods of the year with the most sales activity, various promotional pricing was also advertised.

Beginning in the latter part of 2014, a portion of the advertising budget was shifted to a new medium, coupons printed on the back of cash register receipts at three Cub Foods store locations surrounding Columbia Heights. This new medium yielded favorable results throughout 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, these tools are used to announce tasting events, current wine of the month sales, and the arrival of limited released products such as specialty beers.

The Top Valu stores, particularly Top Valu I, continue to offer a unique destination shopping experience. A key aspect to this experience is offering many products that cannot be acquired at most liquor stores around the state. During 2015, the bourbon & rye whiskey selection was increased in response to growing customer interest in this product. 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 2015. 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 discussions, and sale pricing. In particular, the periodic 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.

2015 promotional events included:

- Spring Beer Fest
- Spring Wine Event
- Summer Bourbon/Rye Event
- Fall Beer Fest
- Fall Wine Event
- November 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
- 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 2015 Activity

Although the two Top Valu store buildings were designed and constructed in 2007/2008, the original lighting plan for these two stores was generally inadequate. In addition to the various lighting replacements and retrofits already completed in prior years, in 2015 improved vestibule

lighting was installed at both Top Valu I and II, and additional illuminated signage was installed at Top Valu II. Additional lighting retrofits on the sales floor of both Top Valu I and II are planned for the future.

In 2015, a sophisticated energy management system was installed at all three stores, subsidized with rebates from Xcel Energy. This system has less than a two-year investment payback period, primarily due to more energy-efficient operation of the beer coolers.

A long-term renovation plan for the Heights Liquor store building was authorized in 2012 by the City Council. Due to unfavorable responses from contractors towards the current phase of this project, no additional progress was made in 2015. Renewed efforts to obtain favorable prices for this phase of this project are scheduled for February 2016.

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 2015, 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.

2015 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	01/22/15
Accounting Clerk I	Stacey Saxe	03/02/15	
Budget Coordinator	Sue Sartwell	10/17/05	
Finance Secretary	Nancy Becker	04/04/11	08/31/15
Accounting Clerk II	Jess Kemp	09/03/15	
Receptionist/Cashier (PT)	Paula Haynus	09/17/12	
Information Systems			
IS Director	Aleksandr Chernin	09/07/99	
Assistant IS Director	Jeff Hanson	10/16/07	
IS Technician	Steve Silverdahl	09/19/11	
Liquor			
Liquor Operations Manager	Larry Scott	04/23/01	
Assistant Liquor Operations Manager ...	Thomas Costello	04/07/97	
	Tim Gouras	12/16/02	
	Steven Olson	06/21/99	
	Eric Shurson	05/11/09	
Store Supervisor (FT)	Christopher Huber	07/06/15	
	Tracy Klein	07/15/08	
Store Supervisor (PT)	Kathy Huber	06/08/10	
	Faye Majkozak	07/14/15	
	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	
	Brandon DeWane	05/26/15	
	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	02/09/15

2015 FINANCE DEPARTMENT STAFF ROSTER (cont.)

		<u>Start Date</u>	<u>End Date</u>
Retail Clerk (PT)	Brooke Hill	07/22/13	
	Randy Iskierka	06/03/09	
	Margo Kennedy	08/27/14	
	Carly Kleiber	11/03/14	
	MaRaye Mickey-Brocks	09/09/14	
	Kurt Mueller	07/03/13	
	Jessica Nelson	06/05/12	
	Kevin Niznik	06/03/04	
	Brian Pratt	07/30/05	07/17/15
	Nicole Schmalzbauer	12/08/08	
	Sharon Snider	05/21/13	05/14/15
	Kevin Solz	08/26/14	
	Benjamin Streed	11/04/14	
	Dale Streed	06/08/00	
	Scott Summerfield	07/13/15	
	Belinda Tenemasa	05/17/13	
	Shay Tilander	05/06/02	
	Steven Woods	09/09/04	

Columbia Heights Police Department

Annual Report



2015

Dear Elected Officials and Community Partners,

Both the United States and the profession of policing faced a series of challenges and opportunities in 2015. There is a growing concern about an ineffective and polarized government, income inequality, race relations and discrimination, immigration, terrorism and extremism, as well as calls from citizens and political parties for changes in the status quo. In regards to policing in America, there continues to be an ongoing discussion concerning transparency, accountability, concerns about police use of force, and the relationships between police and people of color, as well as how underprivileged areas are policed.

The CHPD first began its transition from a traditional to a community oriented policing (COP) in 2008 and has expanded and improved its philosophy and programs in each year since then. Our belief that COP and partnerships with our community and strategic partners was the right way to proceed has resulted in improved relationships with the community we serve, better outcomes for community members (particularly our youth), and significantly reduced crime. ***It is the view of the Columbia Heights Police Department that it does not exist to police the community, but to work with the community to promote safety, well-being, and connectedness.*** This differentiation may seem like a play on words, but it is a fundamental difference between how most American police agencies see their mission and what we see as our role in the community. I am personally grateful that our community had the foresight to address issues between police and the community before they developed into the types of polarizing issues we see nationally. We've been given the latitude and creativity to color outside the lines of traditional policing, and the outcome has been nothing short of spectacular.

It is because of this fundamental difference that we partner with our community in the ways that we do. In 2015 the CHPD continued to receive recognition for its community partnership, first by receiving the ***2015 City of Peace Award***, then by receiving the ***2015 US Department of Justice, L. Anthony Sutin Civic Imagination Award*** along with our partners in Columbia Heights Public Schools. While the CHPD does not carry out its work seeking recognition, the progress that has been made in connecting with community, building relationships with stakeholders, being an active partner and mentor to our youth, and continuing to improve safety in our community continues to be impressive. We are well aware of the fact that we work in a community that allow us to work in a non-traditional way, that supports us both financially and through various partnerships, and this allows us to continue to do the important work of creating a safer and more connected community.

In this annual report you will find that all police employees are now required to be involved in community oriented activities where we are meeting with the community and our partners in positive spaces, building relationships, humanizing our police officers, and moving our mission forward, towards the greater goal. Our many outreach programs, such as shop-with-a-cop, coffee-with-a-cop, teen academy, partnerships with our faith-based community, cops-n-kids' open gyms, and other programs, have grown into robust and impactful endeavors of positive police-community interaction, bucking stereotypes and setting modern trends. Even more exciting is how we have started to look at leveraging partnerships in the city to change crime and safety by not only partnering with people, but also by changing the physical environment. An example of this is the ***City of Peace Park and Recreation Building Project*** where police officers have partnered with other city departments, city commissions, local elected officials, the

Mayor's *City of Peace* initiative, neighborhood residents, the faith-based community, state and national elected officials, non-profits, schools, and Anoka County elected officials and staff, all in an effort to bring a variety of community building and citizen support programs to a diverse and economically challenged neighborhood. That we have been a part of re-developing a park and a neighborhood with our partners is a credit to the culmination of our partnership efforts, and shows the true promise of what these partnerships can accomplish for our community and its most challenged neighborhoods. Our experience has shown us that the best way to combat crime, disorder, apathy, and even radicalization to terrorism, is through connection and opportunity. In this regard, community policing has been the anecdote. No longer does a police department have to only adhere to the strict restraints of enforcement. When creating opportunity is a more effective tool against crime, it must be the police department that forges ahead to open those doors of promise for the community they serve in ways that may have yet to be discovered. A department of problem solvers must address the cause with progressive methods rather than react to the symptoms with sometimes antiquated approaches.

As 2015 concludes with another year of crime reduction, increased partnership and citizen satisfaction, and new initiatives that seek to build on the partnerships that we have worked so diligently to create, I am grateful that our police department has been on the path of transparency, accountability, and trust for the past seven years. Although we have experienced challenges during the year, like most other police departments, we have thrived through it all as a team. The hard work that has been accomplished to let the public know who we are and what we seek to do in the community has continued to serve both the department and the people we serve very well. As an agency we are excited about the future of Columbia Heights and Hilltop and our role in continuing to make them safer and more connected communities. We are also excited to approach the modern changes that law enforcement encounters in the future, and we will continue to do so with positivity, communication, and ingenuity.

We thank our elected officials, our partners, and most importantly our community for another amazing year of partnership, and we continue to be committed to living out our mission and values of ***Committed, Helpful, Professional, and Dedicated*** in 2016 and beyond.

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.

Awards in 2015

City of Peace

On May 6, 2015 at Mayor Peterson's Prayer Breakfast, the Columbia Heights Police Department received the City of Peace award. The CHPD was selected by a panel of citizens in our community because of our "exceptional efforts of promoting peace in your community that have made an impact on the lives of citizens".

The CHPD is proud to be a recipient in the "organization" category of the 2nd Annual City of Peace award. Mayor Peterson explains that "Columbia Heights, Minnesota calls itself 'the City of Peace' because we believe we are a community of many diverse cultures who are all trying to live together and give our citizens a safe and wonderful place to live, despite our differences in race, colors, cultures and creed."

We are appreciative to Mayor Peterson for his leadership in this initiative, and grateful to the panel of citizens who selected us for this important award.



IACP 2015 Community Policing Award Finalist

The CHPD is honored to have been chosen by the International Association of Chiefs of Police (IACP) as a finalist in our population category for the 2015 Community Policing Award. This award, similar to a silver medal in the Olympics, is a very prestigious honor within the IACP and recognizes outstanding community policing initiatives worldwide. According to IACP President Richard Beary, "No single factor has been more crucial to reducing crime levels than the partnership between law enforcement agencies and the communities they serve." Captain Lenny Austin and Sergeant Matt Markham accepted the award at the 2015 IACP Conference in Chicago, Illinois on October 25, 2015.

L. Anthony Sutin Award

On September 17, 2015, Chief Scott Nadeau and Columbia Heights School Superintendent Kathy Kelly received the 2015 L. Anthony Sutin Civic Imagination Award from the COPS (Community Oriented Policing Services) Office of the US Department of Justice.

The prestigious Sutin Civic Imagination Award recognizes the efforts of collaborative partnerships within the community. This honor is bestowed upon a team of law enforcement

and community members whose innovative civic interactions have transformed public safety in their community, and who have actively engaged with the community in a multifaceted manner that has been sustained over time resulting in positive, observable public safety outcomes. Columbia Heights Chief Scott Nadeau and Columbia Heights Superintendent Kathy Kelly developed a strategic partnership between the police department and the school district.

The final sentences of the award nomination letter sum it up best: “The school district and police department became a team to overcome great odds, building a community of hope and accomplishment. Behind the leadership of Superintendent Kelly and Police Chief Nadeau, the status quo was no longer accepted. With all prospects set on the future, the police department and school district share the wheel, steering their community towards progress, peace, and community partnerships.”

Major Department Initiatives

City of Peace Park Initiative: Circle Terrace Neighborhood

2015 was an important year in the progress of community oriented policing and community service. After some recent events occurred in the Circle Terrace neighborhood, it was realized that there was an obstacle of communication between this neighborhood and their governing agencies. The police department reached out to the neighborhood, going door-to-door, completing a survey to gauge interest from the neighborhood related to community and social services that could be provided, and how. It was determined that a community service and recreation building would be constructed on the lots adjacent to the playground. This playground would also be renovated, to further promote community use of the park. This community service and recreation building would first have to be approved by the Parks and Recreation Committee and City Council; both were accomplished with unanimous support. The City’s leaders then reached out to important stakeholders in the community, who all lent their voices in support of this initiative. Soon after, the Mayor, City Manager, Chief of Police, and Community Development Director were sitting down with Congressmen, State Senators, and US Attorneys to discuss funding opportunities and programming for this venture. Since the beginning of 2015, the police department has kept an open line of communication going with this neighborhood, continuing to have face-to-face interactions with its residents, ensuring that our goals are shared and that we can provide them with the most opportunity available to them.



The initiative is currently awaiting federal funding. Once that has been approved, the City of Peace Park will hopefully break ground by the fall of 2016. Once the building has been actualized, it will immediately be filled with opportunities such as parenting classes, adult and youth educational classes, first aid and safety training, health and social services, parks and recreation events, picnics and other outdoor activities, and various other programs all aimed at ensuring that everyone in Columbia Heights has the opportunity to succeed. We held a picnic on these grounds in 2015, and over 250 people came to show their support. We look forward to seeing everyone again when we can open the door to this facility, effectively opening doors for everyone in this community.

Heart Safe Community

In 2014, the Columbia Heights Police Department set out to become a Heart Safe community. Monthly trainings free to the public were held, as were trainings at local churches and mosques, all aimed at providing our community with the lifesaving skills of First Aid, CPR, and AED use. We partnered with the school district to help ensure all students are certified first responders before they graduate from high school and we partnered with the fire department to reach out to 55 block parties during National Night Out. Thanks to diligent work from all involved, by the end of the year we had accomplished our goal. Because of this, in 2015 the Columbia Heights Police Department provided free, comprehensive, and hands-on First Aid, CPR, and AED training to more than 2,100 community members in over 60 training events held throughout the community.



Mayor Gary Peterson and Sergeant Justin Pletcher receive the Heart Safe Community designation

PSDS

On 11/04/2015 at 10 AM, the new County-wide records system for law enforcement (Public Safety Data System) went live. The data system includes a new report writing program for officers, referred to as Field Based Reporting (FBR), and an updated Records Management System for the records function. Officers and records personnel spent time in training ahead of the go-live to become familiar with the new system, and worked cooperatively with other agencies in Anoka County to identify and correct issues once the new system was up and running. The new program will provide an efficient, up-to-date system for compiling and maintaining law enforcement information, and provides an opportunity for greater consistency in how Anoka County agencies perform the task of maintaining data.

Body Worn Camera Study

In February 2015, the Police Department implemented a department wide body worn camera program. A six month study of the program has been conducted to determine the impact that the cameras have made and what improvements should be made to better utilize the technology. As part of that study, CHPD officers were surveyed, as well as partner agencies including the Columbia Heights and Hilltop Prosecutors' Offices and the Anoka County Attorney's Office. A review of complaint and internal affairs data was also included in the analysis. The study has shown that the body camera program has so far been an effective tool for the police department as well as other law enforcement partners such as city and county prosecutors.

Poland Trip

2015 marked the first ever Sister Cities Officer Exchange in which Chief Scott Nadeau, Sergeants Erik Johnston and Justin Pletcher, and Officer Jason Piehn traveled to Lomianki, Poland in order to exchange knowledge with the Polish National Police Force. Columbia Heights and Lomianki became Sister Cities in 1991, after the brother of a longtime Columbia Heights resident had been shot down in 1944 in a plane of Allied Fliers that was flying over Lomianki to bring supplies in support of the Warsaw Uprising that was being undertaken by the Polish people fighting against the Nazis. A monument was erected in Lomianki in honor of these fliers who gave their lives in support of Polish Freedom. In fact, one of the members of the Lomianki City Council spoke of her father's wish to be buried in the same graveyard facing the American Flag that now flies from atop this monument, first erected in 1987, after he had been freed from a German concentration camp by American forces.

Perhaps, most notably, they learned of the pride the Polish take in the hosting of their foreign counterparts, as the officers were given a warm welcome at the airport that continued throughout the duration of the trip. The CHPD looks forward to hosting Polish Police Officers in the near future, as we can only hope to pay back the generosity and warmth that was given to us while we embarked on this journey. We also look forward to a continued positive relationship with our Sister Cities Organization that was a true trumpeter of the Columbia Heights Police Department, and we could not have made this a reality without their unwavering support. In honor of both them and the Polish people, we say "Na zdrowie!" (To your health!)



Our group and representatives from Lomianki City Council participate in a wreath laying ceremony

Community Oriented Policing

In 2015 the Columbia Heights Police Department continued to show its commitment to Community Oriented Policing through strong partnerships. Every officer and staff member showed their dedication to COP activities by participating in many different events.

Community Picnics

On July 15, The CHPD held its annual community picnic at Keyes Park. The School District, Community Development, Parks and Recreation, Fairview Clinic, Anoka County Social Services, Big Brothers Big Sisters, and Pradeo Academy all attended and connected with Columbia Heights residents. The Fridley Police Department delivered a K9 demonstration to eager onlookers and Columbia Heights police officers showed squad cars and equipment to curious children. The Columbia Heights Athletic Boosters served food provided by the police department to attendees.

The Columbia Heights Police hosted its second annual Eat and Greet, this year on Circle Terrace Boulevard, for residents in that neighborhood. There were over 200 residents in attendance. Several community stakeholders, both local and county social service programs, and multiple city businesses were on hand. Residents ate together at picnic tables and socialized as their children played in the grass and mingled with officers. The event was used to help catapult the Circle Terrace Project and to continue positive communication within the community.



Overview of Community Picnic

Cultural Outreach

The CHPD's relationship with the Adult Education Center allowed officers to continue to speak with adult learners about the police department and policing in Minnesota. Officers met with over 100 students on five occasions, which included one field trip and tour of the police station. In 2015, the Islamic Mosque in Columbia Heights invited members of the Columbia Heights Police Department for a picnic. The event was scheduled as a kind gesture and to show appreciation for the partnership between the Islamic community and the Columbia Heights Police Department. Several officers attended and met members of the Islamic community in Columbia Heights.

Rental Property Outreach

The police department continued to communicate with its rental property owners. There were 971 licensed rental properties at the end of 2015. During the year, the Columbia Heights Police held four quarterly trainings which 114 property owners and managers attended. The following speakers presented:

- Fire Chief Gorman and Captain Fields- Licensing and Code Inspection Issues
- ACSO Deputy Atkinson and Wahl- Eviction Processes
- AHDTF Detective Paul Bonesteel- How to Look for Drug Activity
- Mr. Richards, Adam's Pest Control- Prevention, Detection, and Treatment of Pests

Business Watch

The Columbia Heights Business Watch added eight additional members for a year-end total of 83. Throughout the year, information was relayed to members through different forms of electronic communication. Officers performed 5 Crime Prevention Through Environmental Design assessments (CPTED) for different businesses to help improve safety and security.

Neighborhood Watch

The Columbia Heights Police department continued to increase its Neighborhood Watch membership by adding another 25 block captains, for a total of 165 organized blocks. Officers Hilden, Pikala, Sturdevant, Nightingale, Abdullahi, and Museus acted as liaisons while recruiting new block captains. The police department communicated with block captains throughout the year and hosted an annual training that addressed observational skills. On April 16, the police department held an appreciation dinner at the police department for all block leaders.

National Night Out

National Night out continued to be a big success in 2015. Attendance was slightly up from the previous year, with 1,383 people attending 53 block parties. Fifteen officers spoke to neighborhood groups about various topics including crime trends and community outreach. The event collected 500 pounds of food and raised enough money to purchase 1200 additional pounds of food for Southern Anoka Community Assistance (SACA).

Coffee With a Cop

Columbia Heights Police officers met monthly with residents at different locations for Coffee with a Cop. The venues ranged from McDonalds in the morning to Big Marina in the afternoon. All citizens were welcome to attend the sessions and over 300 did over the course of 2015.



Officer Sorensen messes with the wrong kid's ice cream at Dairy Queen

Problem Oriented Policing

Commonly referred to as POP, the Columbia Heights Police Department utilizes Problem Oriented Policing methods through creative efforts to positively affect the safety and security of our citizens. Whether it's assigning a detective to the Anoka-Hennepin Drug Task Force to work narcotics in the area, or utilizing a two-person plain clothes proactive detail, otherwise known as the Street Crimes Unit, to focus on problem areas in the city, the CHPD uses statistical analysis and proactive police work to handle issues before as or before they surface. As all things do, crime trends change throughout the year, and being an effective Problem Oriented Policing department allows our officers to become problem solvers instead of simply being call takers. 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. POP continues to develop and evolve. With programs such as All Hands Days, Neighborhood Watch, Business Watch, Landlord outreach and education, as well as various forms of Community Oriented Policing (COP), crime trends have continued to decline – even beyond the trends of our neighboring communities.

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

The CHPD continued its commitment to having a detective assigned to AHDTF. This task force consists of 11 detectives from 8 different agencies from both Anoka and Hennepin County. Narcotics investigation is the primary focus of the task force, which also assists with locating and apprehending violent offenders. Detective Paul Bonesteel is currently assigned to the unit. He primarily addresses narcotic related crimes reported by both citizens and street patrol officers. Because narcotics and violent crimes often take place over multiple jurisdictions, the detective assigned to this unit can be more flexible to pursue offenders with little to no impact on our patrol unit's daily functions. In 2015, the AHDTF was assigned 760 cases to investigate, 205 arrests were made, 267 criminal complaints completed, and 267 warrants conducted.

POR Checks

The CHPD has established a team of three patrol officers and one investigator to conduct routine, periodic checks on the approximately 50 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>.

In response to the number of predatory offenders locating in our city, the City of Columbia Height adopted a moratorium on level three predatory offenders. The City of Hilltop has also adopted an Ordinance restricting where level three predatory offenders can live.

DART

The Domestic Abuse Response Team continues to work with the Alexandra House by going to quarterly meetings on the lethality assessment profile to ensure that it being used effectively. The LAP is a tool judges take into account when deciding on bail issues for people accused of domestic abuse. Officers are continuing to hand out resource packets to people in involved in non-violent domestic disputes in the hope that future domestic violence does not occur.

Street Crimes Unit

The 2015 Street Crimes Unit (SCU) saw continued success with the hard work of Officers Tim Noll and Dale Sorensen. This year, the SCU was relied upon heavily to help field-train new officers hired by the CHPD, as well as to supplement staffing levels whenever necessary. With the SCU on the schedule for only nine months during 2015, they still managed to make over 90 arrests and give over 300 citations. They continued to assist the AHDTF, assisting with narcotics operations and search warrants throughout the city. SCU continues to epitomize the problem solver mentality that the CHPD has ingrained in its police force, utilizing all the tools of modern policing to effectively curb crime and create a safer community for its residents.

All Hands Day

In 2015, the CHPD continued to incorporate All Hands Days into its POP strategies. The first All Hands Day coincided with the last day of school, which is traditionally a very busy day for local law enforcement, and involved partnerships with multiple agencies including the AHDTF, SCU, Anoka County Probations, the Anoka County Sheriff's Office, and the MN State Patrol. This All Hands Day resulted in over 150 contacts with the public, as well as multiple arrests, arrests and warnings, and several positive and educational contacts with our city's youth. Parents were also educated on the local curfew laws, in order to better prepare them for the summer. The second All Hands Day was the COP-focused "Eat and Greet" held in the Circle Terrace neighborhood. The CHPD partnered with the fire department, Anoka County Corrections and Probation Center, the Columbia Heights School District, the public library, Southern Anoka Community Assistance, the Anoka County Community Action Program, the Columbia Heights City Council, and the Mississippi Watershed Management Organization. This picnic was hosted on the future grounds of the City of Peace Park Recreation Center, and over 250 citizens of all ages and backgrounds attended. Food was again generously provided by multiple community stakeholders including McDonalds, NY Gyro, Target, and Jeff Bobby & Steve's AutoWorld. This opportunity again allowed the citizens to interact with their local government on an informal level, opening the lines of communication for future positive relations and growth as a community. The final All Hands Day was scheduled for the Columbia Heights High School Homecoming night. The CHPD again partnered with our local partners to maintain a safe and secure city for the homecoming festivities.



Captain Austin and Officer Abdullahi chat with the crowd

Youth Initiatives

Open Gym

The two School Liaison Officers are responsible for running a weekly Open Gym for youth every Tuesday after school and throughout the summer, providing students a safe place to go. The Open Gym is operated in Columbia Academy for middle school aged children. Beginning with the 2015 – 2016 school year, gym space was made available once again and participation increased as a result. The Hylander Center hosts Open Gym for high school aged youth during the school year and throughout the summer months as well. Activities consist of basketball, soccer, tutoring, movies, board games, bingo, fitness room, and social time. In 2015, there was a gate count of 4,236 youth attendees.

Big Brothers Big Sisters

2015 was the fourth year of bringing Big Brothers/Big Sisters to Highland Elementary. Columbia Heights is the only department in Anoka County involved in this program. Department staff who volunteer to be a Big Brother or Sister go into the school to meet their matched student. The two will play games, read, make crafts and develop a mentoring relationship. The program has now expanded to Valley View Elementary.

This past year, four “Bigs” have moved with their “Littles” to Columbia Academy and continue with the BBBS Program into middle school.

During this year, “Bigs” from other city departments and from throughout the community joined us in this initiative. By the end of 2015, there were 34 “Bigs” participating in the program.



Officer Supervisor Karen Olson, her little and BBBS Coordinator
Paula Lien

Anti-Bullying

Five years ago, the Columbia Heights Police Department teamed up with Highland Elementary to address bullying with Kindergarten, First and Second graders. Officers and staff members go into the classrooms twice a year to read a book that provides an important message about bullying to the students. In 2014, the program expanded, and 18 officers or clerical staff began visiting Valley View Elementary, Immaculate Conception School, and Global Academy. In 2015, there were 24 employees signed up to participate in our anti bullying program, which was a record number. These visits provide an opportunity for a positive interaction between students and members of the CHPD.

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 an opportunity to contact the School Resource Officers with concerns.

School Safety

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.

D.A.R.E.

This was the Columbia Heights Police Department's 25th year of teaching D.A.R.E. (Drug Abuse Resistance Education) to the 4th and 5th grade students of Columbia Heights School District. School Resource Officers taught the curriculum at Valley View, Highland and North Park Elementary Schools. The schools produced 264 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.

Training

2015 was another year of foundation building training for CHPD. The department received **cultural competency training** that provided employees tools for understanding, relating to and communicating with our fantastically diverse community. Officers received training on **threat assessment** in order to strengthen our Domestic Abuse Response Team initiative. CHPD collaborated with the Columbia Heights Fire Department, Allina Ambulance, Anoka County Central Communications and the Columbia Heights School District in March to practice responding to **active shooter and critical incidents**. Supervisory staff from police, fire and ambulance services practiced setting up incident and unified command while others practiced responding to threats and then removing and treating victims. The training was very valuable and reinforced the necessity for various disciplines to train together in order to provide the best service possible.

Officers participated in the annual **knowledge-based exercise**. The 2015 exercise involved reading ***Emotional Survival for Law Enforcement*** by Kevin Gilmartin. The book focused on personal wellness in relation to the demands of being a peace officer.



Active Shooter training at Columbia Heights High School with members of CHPD and CHFD

Strategic Plan

In 2015 the strategic planning process continued to evolve for the police department. The strategic plan outlines goals and objectives in support of our overall mission of creating a safe community. Staff met quarterly in 2015 and reviewed the plan as well as the progress that was being made to meet or exceed the set goals. Staff then assigned a grade to each strategy and worked to improve that grade as the year progressed. In the 4th quarter of 2015, planning started for the 2016 strategic plan. The goal for the 2016 plan was to include community partners in the planning process for the first time. Staff met with members from the Columbia Heights School District, Columbia Heights Fire Department, Faith Based Leaders, Columbia Heights Park and Recreation, Neighborhood Watch and CHPD staff to create a 2016 plan that is transparent, inclusive and best meets the needs of the community.

Visit Here for the 2015 Strategic Plan

<http://mn-columbiaheights.civicplus.com/DocumentCenter/View/1635>

Wellness

The Columbia Heights Wellness Program kicked off 2015 with a visit from a local dietician who attended roll call to provide our staff with the training and education needed to eat healthy. The CHPD still promotes working out on-duty for all full-time employees, and the CHPD Run Club began in the fall of 2015, with several officers running in local 5Ks to help promote health and wellness. Officers who accomplished goals set in conjunction with their wellness coach, and/or officers who participated in multiple wellness events were rewarded this year with CHPD sponsored workout gear. The Columbia Heights Police Department continues to expand on its wellness efforts, always looking for new ways to promote participation. Monthly articles are posted within the department with various themes and educational resources used to support a healthier lifestyle. This year officers also shared some of their wellness knowledge with the community and fellow city employees, offering multiple First Aid/CPR/AED trainings free to all who attended, as Columbia Heights was recognized as a Heart Safe Community.

CHPD Employees Give Back

The men and women of the Columbia Heights Police Department are dedicated to making a difference in our community, and found a variety of ways to do just that during 2015. Several of the department's employees are mentoring youth at Highland and Valley View Elementary School and Columbia Academy through the Big Brothers Big Sisters program. We're in our fourth school year participating in this important program, and now there are employees from other city department and community members involved in mentoring too. We strongly believe that mentoring can make a difference in the life of a child, and we're proud to be partnering with the Big Brothers Big Sisters of the Greater Twin Cities in this effort.

For the fourth year, CHPD participated in the "Movember" initiative to raise funds and awareness for men's health issues by growing facial hair. Officers were allowed to wear mustaches and neatly trimmed beards during the month of November if they were pledging to raise money for this important cause. This year, the CHPD Movember team raised \$720, giving us a four-year total of almost \$6,000 raised.

This year, the Columbia Heights Police Department started a new program with the School District called "Heights Bikes." The police department goes through the bikes recovered throughout the year in an attempt to return them to their owners, however, there are some bikes for which we don't have owner information. Of those bikes, we found 14 that were

serviceable and could be repurposed and given to Columbia Heights students. The Recovery Bike Shop at 2504 Central Avenue NE donated 16 hours of staff time to repair and service the bikes. The Columbia Heights Police Association purchased bike locks for each bike and the Columbia Heights Lions Club donated bike helmets to each student receiving a bike. The school district identified children at Highland, Valley View, North Park and Columbia Academy who would receive the bikes and the bikes were delivered on June 3, 2015.

New this year, the CHPD is partnering with other community volunteers as the Sheridan Story, a statewide non-profit organization that supports children of families in need with a consistent supply of nutritious food every weekend. Volunteers from the Police Department worked with project organizers and representatives of Highland Elementary to distribute food discretely into

participating students' backpacks. Each participating student receives a four to five pound bag of food at the end of each week.



Officer Huebner and Officer Piehn are all smiles

To cap off the year, members of the CH Police Association participated in the sixth annual Shop With a Cop event. This year, we sponsored a record fourteen families, up from eight last year. We assisted 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. Timothy's Church that allowed us to help more families than ever before. Those of us who participate in Shop with a Cop feel that it's a heartwarming way to mark the holiday season, and we appreciate the support of the community in being able to make that happen.

Police Reserves

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

Reserves in 2015

Bob Schmidt, 02/01/1996
 Brian Getty, 01/11/2000
 Tim Utz, 04/16/2007
 Kevin Gominsky, 10/21/2010
 Marco Torunski, 10/21/2010

Olutola Ogundare, 06/02/2011
 Jake Skowronek, 06/06/2013
 Ziad Alobaidi, 11/07/2013
 Joelle Bartlett, 06/27/2014

2015 – Crime Reduction Continues

In 2015, crime numbers continued the downward trend, but with a lower percentage than in recent years. Of note in 2015 were robberies which were down 11% from 2014, and burglaries, which were down 6% over the previous year. And end of the year estimate puts the reduction at around 2.6% overall.

Offenses:

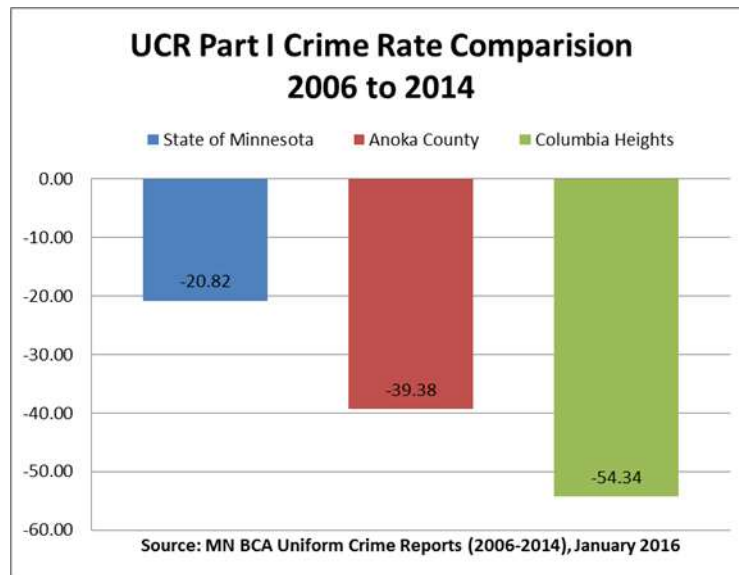
	2015	2014	2013	1 yr % Chg	2 yr % Chg
Part 1	673	686	674	-1.90%	-0.15%
Part 2	1018	1051	1334	-3.14%	-23.69%
Total	1691	1737	2008	-2.65%	-15.79%

Arrests:

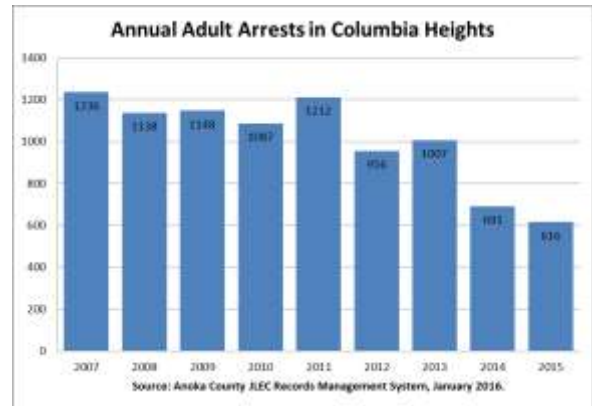
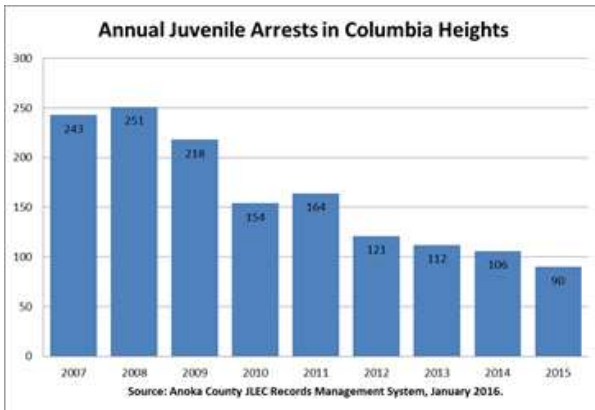
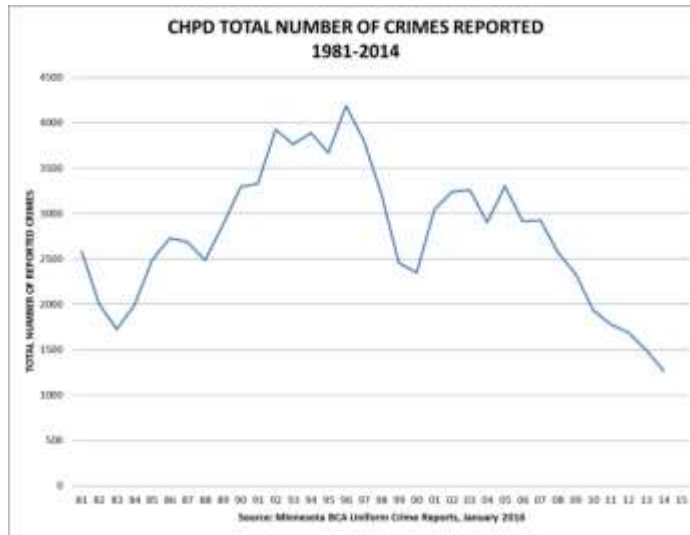
	2015	2014	2013	1 yr % Chg	2 yr % Chg
Part 1	99	107	120	-7.48%	-17.50%
Part 2	540	616	847	-12.34%	-36.25%
Total	639	723	967	-11.62%	-33.92%

Source: Anoka County RMS, January 2016

While it has been noted that the state, and other Minnesota cities, have also experienced crime reductions, the following graph compares the crime reductions on Columbia Heights to other Anoka County Cities as well as the state in general. As you can see from the graph, the crime reduction in Columbia Heights continues to outpace neighboring areas.



When looking at the total numbers of crimes reported, Columbia Heights is at the lowest number in over 35 years. The graph demonstrates the continual decline in crimes reported to the Columbia Heights Police.



Arrest data also support the downward trend of crime. Arrests of juveniles are down to almost a third of what it was in 2008, and adult arrests are down about 50% from the same time period.

Mission Statement

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

Police Employees in 2015

<u>Name</u>	<u>Title</u>	<u>Serving From</u>
Scott Nadeau	Chief of Police	04-21-08
Lenny Austin	Captain	02-15-95
Ted Fischer	Sergeant	10-30-92
Matthew Markham	Sergeant	08-31-98
Erik Johnston	Sergeant	12-02-02
Justin Pletcher	Sergeant	05-24-10
Maggie Titus	COP Coordinator/Sergeant	01-04-10 Prom 02-23/Last day 10-27-15
Terence Nightingale	Police Officer	04-01-85
Steven Korts	Police Officer	09-13-89
Paul Bonesteel	DTF Detective	09-08-94
Joe Sturdevant	Police Officer	05-06-96
Dale Sorensen	Street Crimes Unit	09-11-97
Matthew Aish	Police Officer	08-30-99
Gregory Sinn	Police Officer	06-05-00
Jason Beckett	Police Officer	01-08-01 Last Day 06-05-15
Jason Piehn	Police Officer/HS Liaison	04-04-05 HS SRO 09-08-15
Danielle Pregler	Middle School Liaison	03-19-06
Erik Hanson	High School Liaison/Patrol	02-05-07 Patrol 06-05-15
Joseph Pikala	Police Officer	08-12-08
William Monberg	Investigator	10-13-08
Timothy Noll	Street Crimes Unit	11-19-12
Jacob Hilden	Police Officer	05-14-13
Andrew Museus	Police Officer/COP Coordinator	05-13-13 COP 10-05-15
Jacqueline Thurmes	Police Officer	02-24-14
Joshua Huebner	Police Officer	11-17-14
Hashim Abdullahi	Police Officer	01-12-15
Mohammed Farah	Police Officer	01-13-15
Tabitha Wood	PT CSO/Officer	10-24-14 Promoted 09-18-15
Karen Olson	Office Supervisor	02-19-86
Elizabeth O'Brien	Records Technician	08-20-90
Carol Femling	Records Technician	10-26-09 Retired 07-10-15
Ramon Gomez	Records Technician	11-04-13
Emily Kriesel	Records Technician	09-21-15
John Nichols	Information Systems Specialist	03-08-10 Last day 04-17-15
Jason Nihart	Information Systems Specialist	06-11-15
Jerry Wellman	Community Service Officer	01-25-06
Marcus Ottney	PT Community Svc Officer	08-27-12 Last day 07-31-15
Erik Johnson	PT Community Svc Officer	06-20-14 Last day 04-16-15
Richard Vang	PT Community Svc Officer	06-19-15
Ibrahim Farah	PT Community Svc Officer	09-21-15
Zahra Almosawi	PT Community SVC Officer	09-21-15

INTEGRITY - PRIDE - HONOR - EXCELLENCE - DUTY



**COLUMBIA HEIGHTS
-FIRE DEPARTMENT-**



-2015 ANNUAL REPORT-

Introduction

The Columbia Heights Fire Department 2015 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 vision, mission, and core values.

This year the Columbia Heights Fire Department reviewed its goals and mission. The result was the creation of a Vision Statement that will guide us in preparing for the future, a revision of the Mission Statement, which establishes a purpose and objective for the members of the department, and a set of Core Values which will guide us, both morally and ethically, in our Vision and Mission to serve this community..

Vision

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

Mission Statement

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

Core Values

Integrity - Pride - Honor - Excellence - Duty

As a combination department, employing both full and part-time firefighter/EMTs, the Columbia Heights Fire Department, in its primary role as emergency first responders, responded to a total of 2,767 calls for service this past year. Fire-related calls accounted for 787 of the calls, 42 of which were structure fires.

The fire department also provides emergency medical services at the Emergency Medical Technician Basic level as part of its primary role. The greatest number of our responses in 2015 was due to medical emergencies, of which the department responded to 1,980 medical calls.

The department also trains and responds to provide a variety of services intended to meet the specific needs of our community including incidents involving hazardous materials, water rescue, ice rescue, confined space rescue, and weapons of mass destruction. Additionally, the department members conduct fire prevention education and participate in numerous citywide events such as 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 department licenses and inspects all rental property in the city, enforces City Ordinances such as outside storage, long grass, and snow shoveling in the city as well as other facets of the Property Maintenance Code.

In May of this year, Fire Captain Steven Kolosky retired after over 37 years of service to the community. Steve was appointed to the Reserve Division of the Fire Department in February of 1978; he became a Paid-on-Call Firefighter in November of that same year and was promoted to Full-time Firefighter in 1981. He was later promoted to Fire Captain in 2001.

The Columbia Heights Fire Department received a Staffing for Adequate Fire and Emergency Response (SAFER) grant from the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA). The grant allowed the department to hire two full-time firefighters to meet national staffing standards and fulfill the primary response mission of the department. Two of the Department's current Paid-on-Call firefighters, Emily Cramble and Zachary Picard, were hired to fulfill the awarded grant positions and began their service to the community in early September.

In October, delivery of a new 2015 Rosenbauer Fire Engine was taken. Dubbed "Engine 2" the truck replaces Engine 4, a 31 year old fire engine. In 2014, a truck committee was formed to create the specifications for the new Engine. The specifications were finished and Rosenbauer America, based in Wyoming, Minnesota was awarded the contract for the engine. Arrival of the engine spurred a whirlwind of activity as tools were mounted and the engine went through a shakedown and crews trained on the truck in preparation for a January in-service date.

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

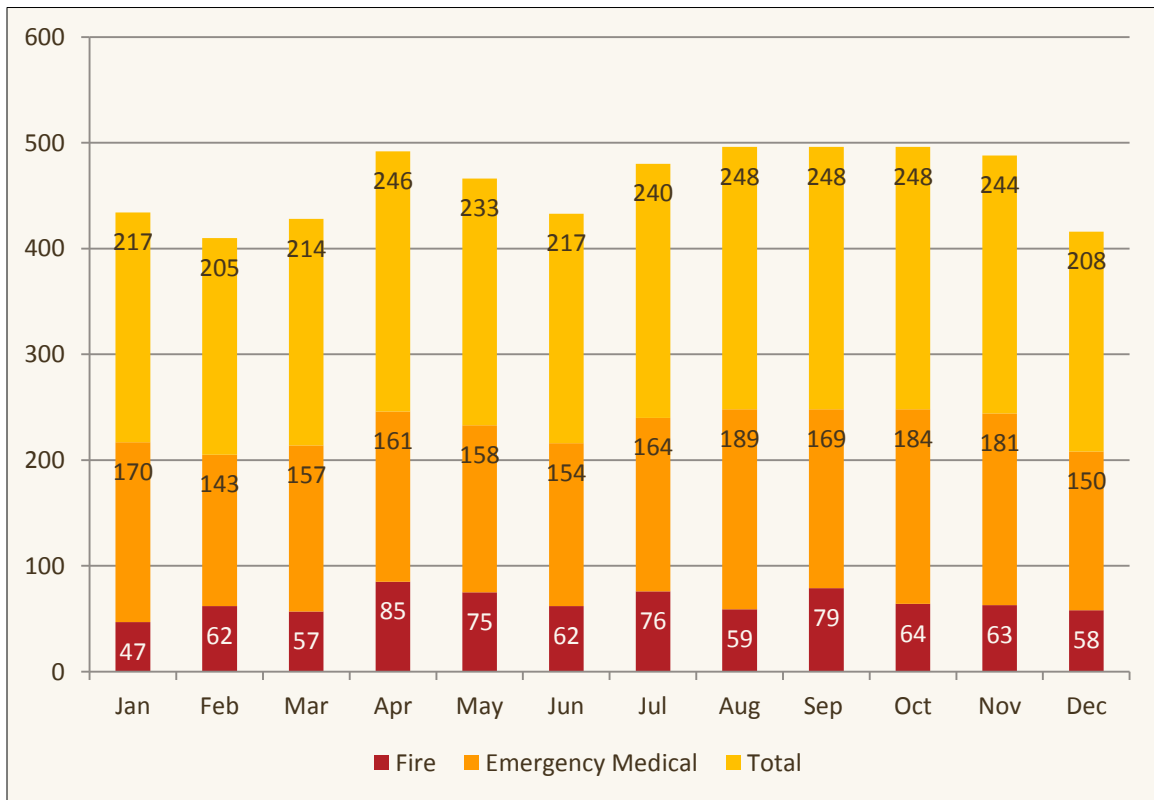


Incident Reports

The Fire Department responded to 2,767 calls in 2015. 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.

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.

2015 Fire and Emergency Medical Calls by Month



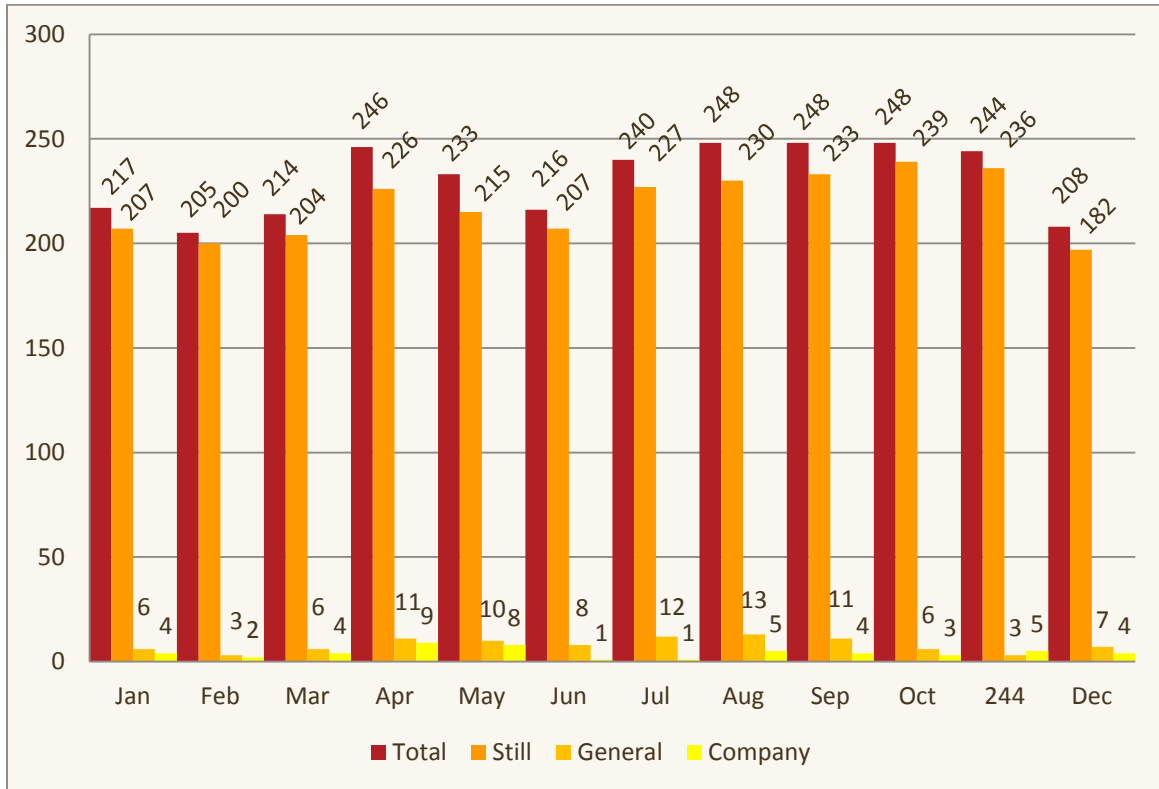
2015 Fire Calls	2015 Medical Calls	Total calls for 2015
787	1,980	2,767

2015 Type of Alarms by Month

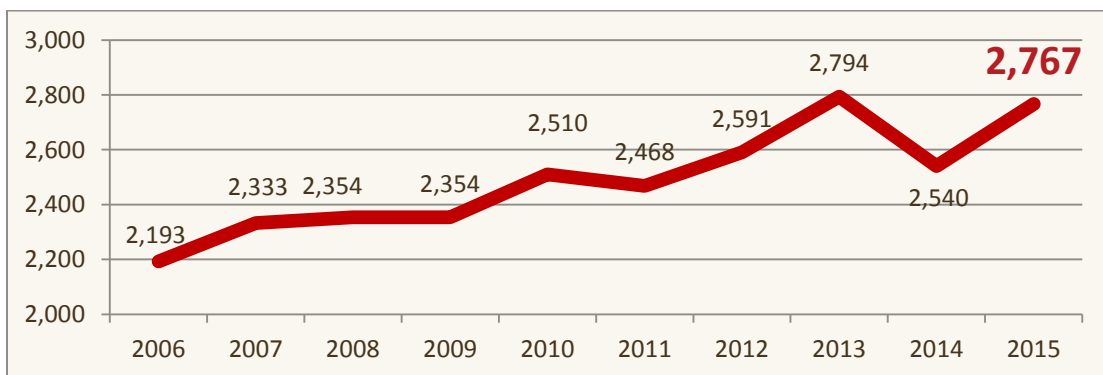
Still Alarms are handled by on-duty personnel without calling for additional help.

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



2015 Classification of Alarms

Fire	
Building Fire	13
Cooking Fire, Confined	22
Trash/Rubbish Fire	7
Fire in Portable Building/Dumpster	5
Vehicle Fire	8
Fire, Other	3
Rescue/Medical Alarms	
Medical Assist	290
Assault	33
Breathing Problems	186
CVA/Stroke	49
Diabetic	48
Flu Symptoms	135
Fall/Fracture	129
Chest Pain/Heart	144
Choking	8
DK/ETOH	33
Laceration/Bleeding	51
Overdose/Suicide Attempt	53
Pregnancy/OB	16
Cardiac Arrest	18
Seizure	85
Abdominal Pain	101
Allergic Reaction	19
Back Pain	42
DOA	10
Behavioral/Psych	28
Misc. EMS Call/General Illness	357
MV Accident w/injuries	25
MV Pedestrian Accident	13
Removal from elevator	10
Heat/Cold Emergency	4
Gun Shot/Stabbing	2
Hazardous Condition/No Fire	
Flammable liquid spill	2
Gas leak	17
CO Incident	13
Heat From Short Circuit Wiring	2
Power Line Down	14
Arcing/Shorted Equipment	16
Misc. Condition	5

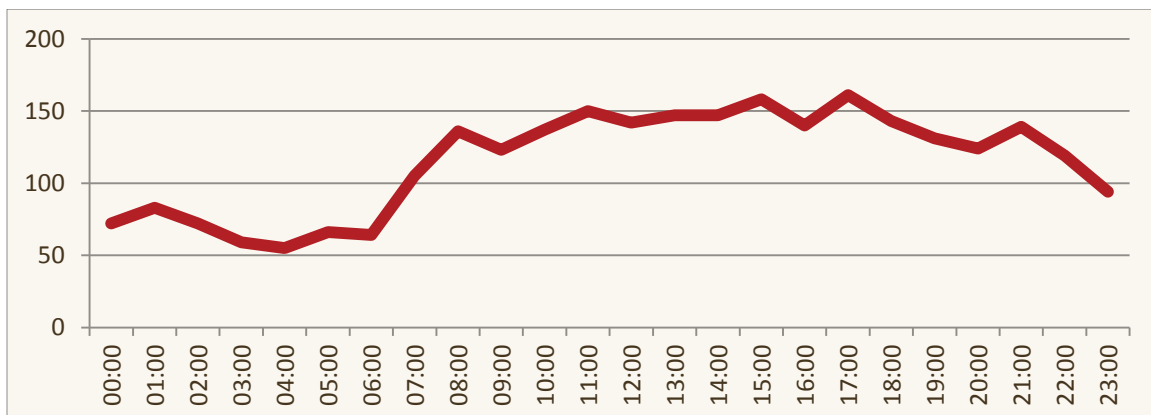
Service Calls	
Misc. Service Call	4
Person in distress	2
Jewelry Removal	1
Water/Steam leak	3
Smoke/odor removal	1
Assist Police/Government Agency	36
Police Matter	42
Public Service	15
Assist Invalid	116
Unauthorized Burn	30
Standby/Cover Other Agency	1
Good Intent Calls	
Good Intent, other	4
Dispatched/Cancelled en route	152
Wrong Location	0
No Incident Found Upon Arrival	82
Authorized Controlled Burning	4
Smoke Scare/Steam/Fog	27
Hazmat Investigation/No Hazmat	9
False Alarm & Calls	
Malicious False Call, other	9
Bomb Scare	1
Sprinkler Activation, Malfunction	1
Smoke Detector Malfunction	16
Alarm System Malfunction	24
CO Detector Malfunction	15
Sprinkler Activation/No Fire	4
Detector Activation/No Fire	13
Alarm Activation/No Fire	42
CO Activation/No Fire	7

Top 20 Properties for Service

Address		# of Calls for Service
1	Parkview Villa Apartments 965 40th Ave	127
2	Lighthouse of Columbia Heights 3801 Hart Blvd	92
3	Northeast Seniors Housing 3850 Stinson Blvd	80
4	Crest View on 42nd 900 42nd Ave	70
5	Crest View Lutheran Home 4444 Reservoir Blvd	66
6	Boulevard Apartments 4458 Reservoir Blvd	45
7	Jones Family Investments, LLC 3839 Hart Blvd	45
8	Duplex 1000 Block of 45th Ave	39
9	Royce Place Assisted Living - 50 units 1515 44th Ave	35
10	Single Family Residence 4500 Block Taylor St	29
11	Hilltop Manufactured Home Community 4550 Central Ave	24
12	Groko Properties 4750 Central Ave	22
13	Hilltop Trailer City 4550 Central Ave	22
14	Columbia Village 1675 44th Ave	21
15	Jones Family Investments, LLC 2200 39th Ave	20
16	Single Family Residence 5000 Block 4th St	20
17	F.C.Celtic, LLC Triplex 3849 Central Ave	19
18	Starlite Motel 4720 Central Ave	17
19	Bryany Apartment Rentals 3806 Stinson Blvd	16
20	ACCAP Board & Lodge 4653 Central Ave	16

Calls by Time of Day

Below is a breakdown of the 2015 call volume by time of day the call was dispatched. The fire department is active 24 hours a day with calls, in fact the hours between 8:00 am and 5:00 pm account for half of all calls in a 24-hour period.



Mutual Aid Report

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

2015 Mutual Aid Received – (3 Times)

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

Date	Call #	Address	Type of Assistance	Type	Department
5/5	15-920	4935 University Ave	Cooking Fire	A	Fridley/St. Anthony
10/2	15-2080	5028 Washington St	House Fire	A	Fridley/St. Anthony
12/12	15-2634	4411 Madison St	House Fire	M	St. Anthony

2015 Mutual Aid Given – (15 Times)

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

Date	Call #	Address	Type of Assistance	Type	Department
3/22	15-576	5197 Lincoln St	Recreational Fire	O	Fridley
3/23	15-579	7327 Evert	Standby	A	Fridley
4/11	15-716	6231 Carol	Manpower	M	Fridley
4/11	15-719	6431 University	Manpower	M	Fridley
4/22	15-807	3505 Silver Lake Rd	Standby	M	St. Anthony
4/30	15-876	45th Ave/East River Rd	Provide Apparatus	M	Fridley
6/13	15-1203	2540 Kenzie Ter	Provide Apparatus	M	St. Anthony
7/6	15-1370	6390 Ashton Ave	Manpower	A	Fridley
8/5	15-1606	7333 West Circle Dr	Standby	M	Fridley
9/7	15-1863	5330 Industrial Blvd	Manpower	M	Fridley
9/19	15-1963	4001 Stinson Blvd	Manpower	O	St. Anthony
9/27	15-2033	6431 University Ave	Standby	A	Fridley
9/28	15-2043	7406 Meadowood	Manpower	M	Brooklyn Park
11/21	15-2490	3204 St Anthony	Provide Apparatus	M	St. Anthony
12/13	15-2639	7356 Logan	Manpower	M	Brooklyn Park

Fire Loss Report

2015 Structure Fire Incidents with Property Loss

Date	Call #	Address	Occupancy Type	Cause of Fire	Prop Loss
3/29	15-0617	4757 7th St	Park	Porta Potty	\$1,000
4/11	15-0714	716 39th Ave	Commercial	Boiler Malfunction	\$3,000
5/24	15-1049	4901 E Upland Cr	Single Family	Heat Lamp	\$90,000
5/24	15-1054	711 37th Ave #10	Multi Family	Cooking Fire	\$16,000
6/17	15-1229	3850 Stinson Blvd	Multi Family	Intentional	\$3,000
6/28	15-1313	4326 7th St	Single Family	Intentional	\$17,000
6/29	15-1319	4351 Central Ave	Commercial	Intentional	\$5,000
7/3	15-1350	1000 Peters Pl #105	Multi Family	Cooking Fire	\$500
8/1	15-1575	539 40th Ave #2	Multi Family	Couch	\$6,000
8/28	15-1797	4422 Madison St	Single Family	Wall Heater	\$30,000
9/11	15-1895	711 37th Ave	Multi Family	Electrical	\$500
9/20	15-1980	4624 Fillmore St	Single Family	Undetermined	\$27,500
10/2	15-2080	5028 Washington St	Single Family	Intentional	\$2,000
10/5	15-2121	5028 Washington St	Single Family	Intentional	\$3,000
10/6	15-2133	3970 Reservoir Blvd	Single Family	Chimney Flue	\$1,000
11/25	15-2525	4630 Central Ave	Multi Family	Cooking Fire	\$11,000
12/12	15-2634	4411 Madison St	Single Family	Electrical	\$105,000
12/22	15-2712	4649 University Ave	Rental	Cooking Fire	\$1,500
12/26	15-2732	965 40th Ave	Multi Family	Trash	\$4,500
Total 2015 Structure Fire Property Loss (19 incidents) - estimated figures					\$327,500
Total 2015 Structure Fire Property SAVED (19 incidents) - estimated figures					\$19,382,700.00

2015 Vehicle Fire Property Loss Summary

Total 2015 Vehicle Fire Property Loss (7 incidents) - estimated figures	\$39,400
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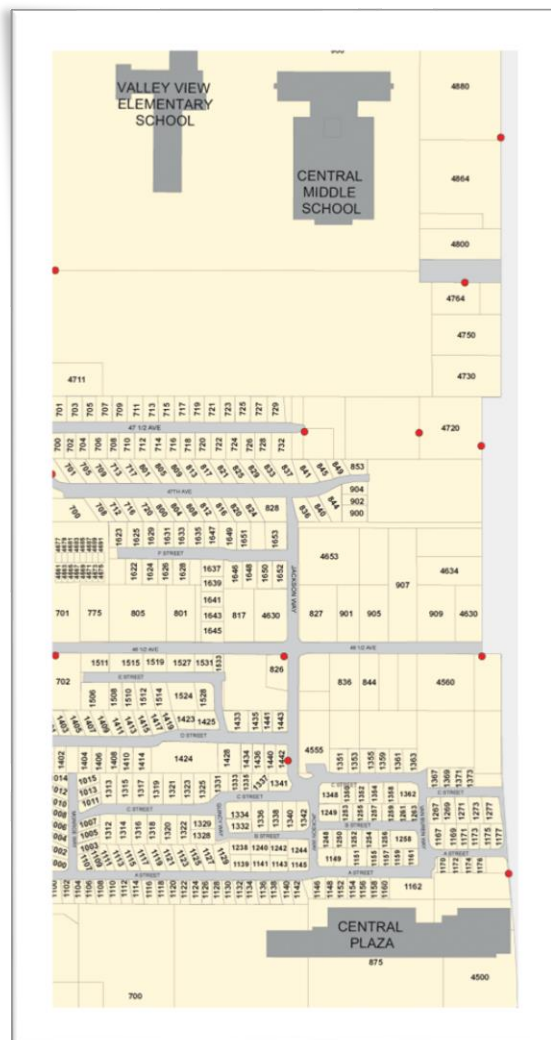
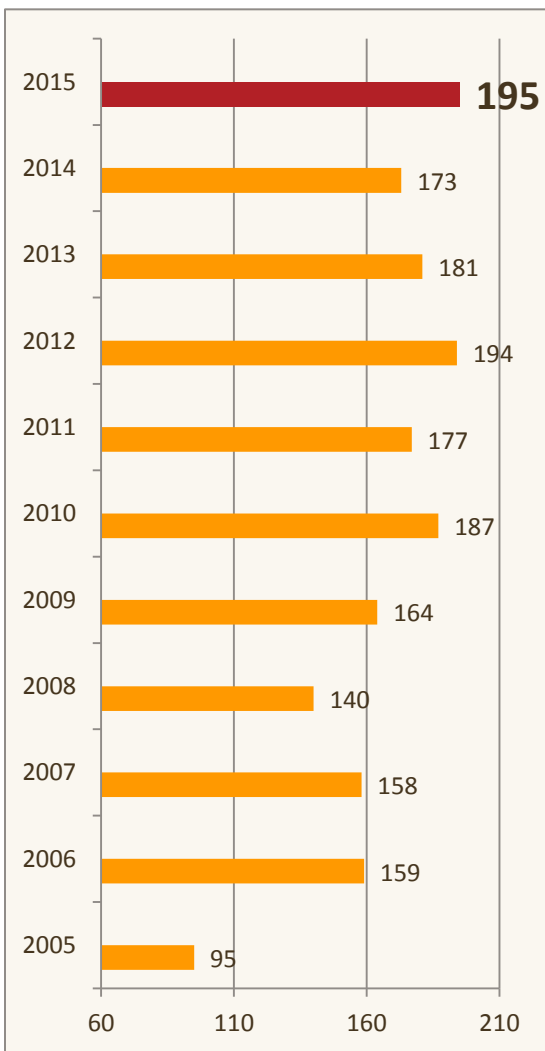
Casualty Report

In 2015 there were ZERO Fire Service Casualties.

In 2015 there were ZERO Civilian Casualties.

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 2015, which covers the years 2016-2018. A 10-Year comparison of the number of calls to the City of Hilltop is reflected in the chart below.

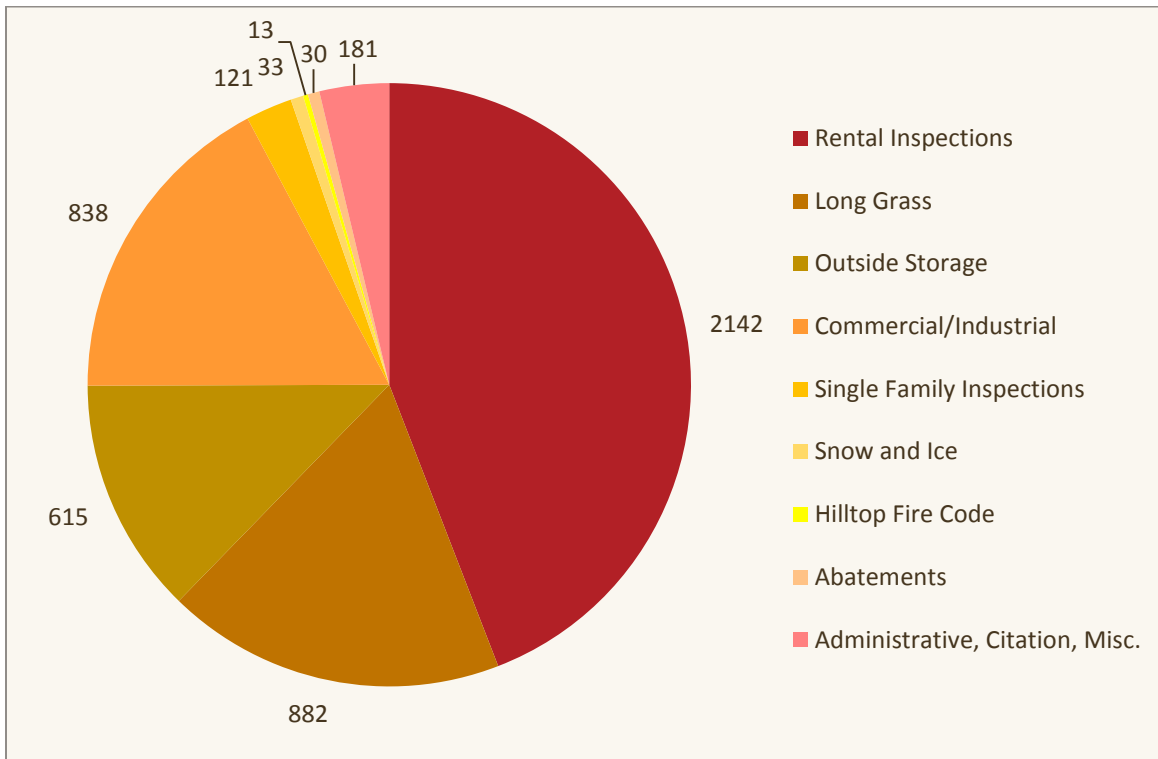


Inspection Report

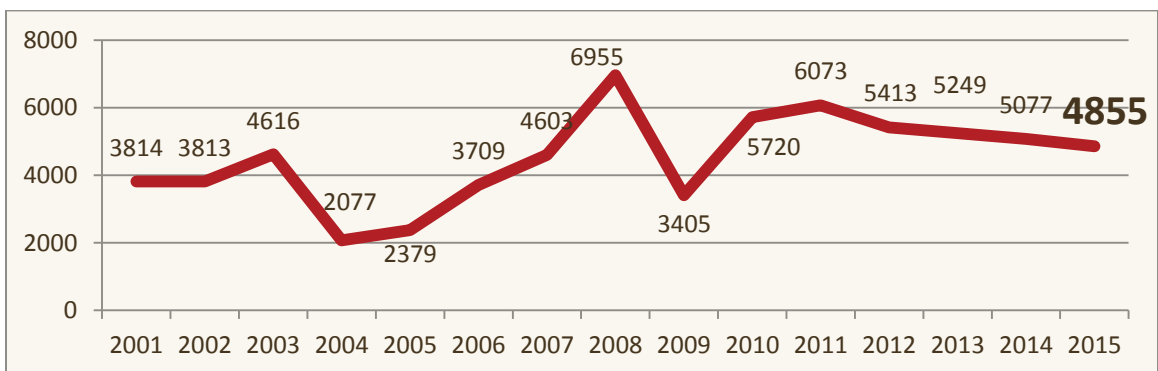
The Fire Department Inspection Program is supervised by the Assistant Fire Chief and involves the eight full time firefighters as inspectors. All inspectors are cross trained for both fire and property maintenance inspections, allowing for flexibility in scheduling.

The fire department conducted a total of 4,855 inspection, license, and inspection-related data entry activities during 2015. 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.

2015 Number/Type Inspection Summary

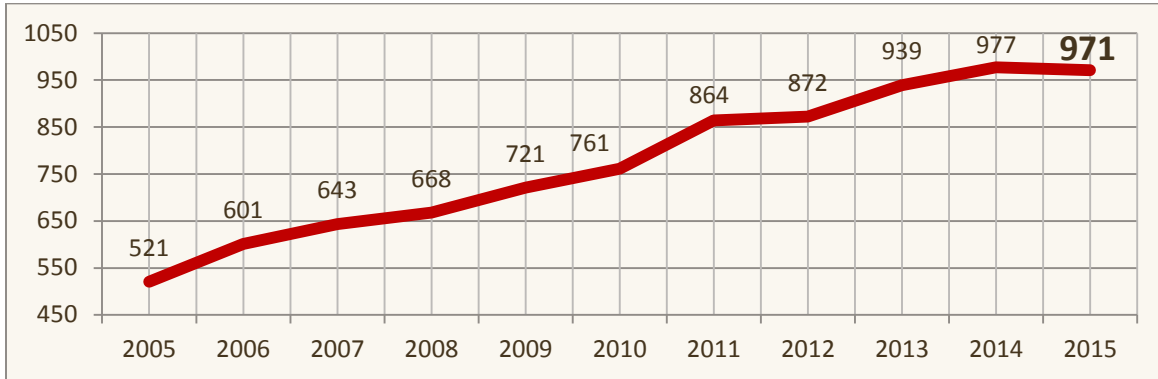


Total Inspections by the Year

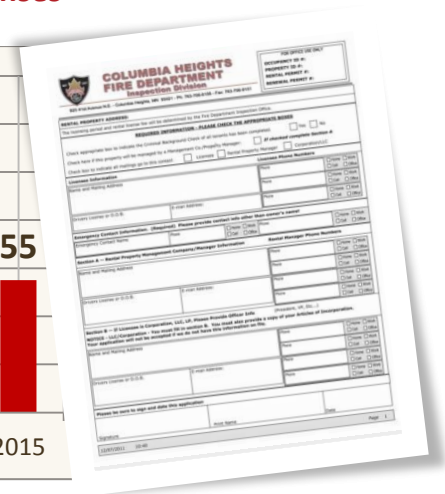
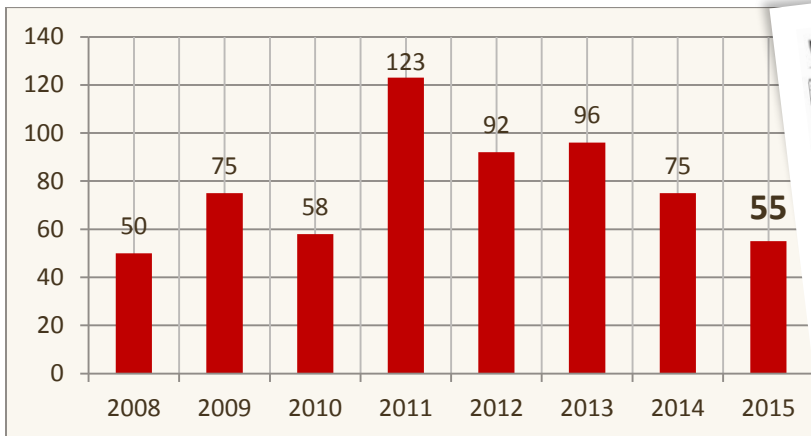


The amount of rental properties continues to increase as many of the foreclosed properties are being purchased as investment properties. In 2015, there were 55 new rental licenses. Interiors of rental properties are on a cycle to be inspected every two years and exteriors and common areas are inspected on an annual basis. Complaint inspections are inspected in a timely manner.

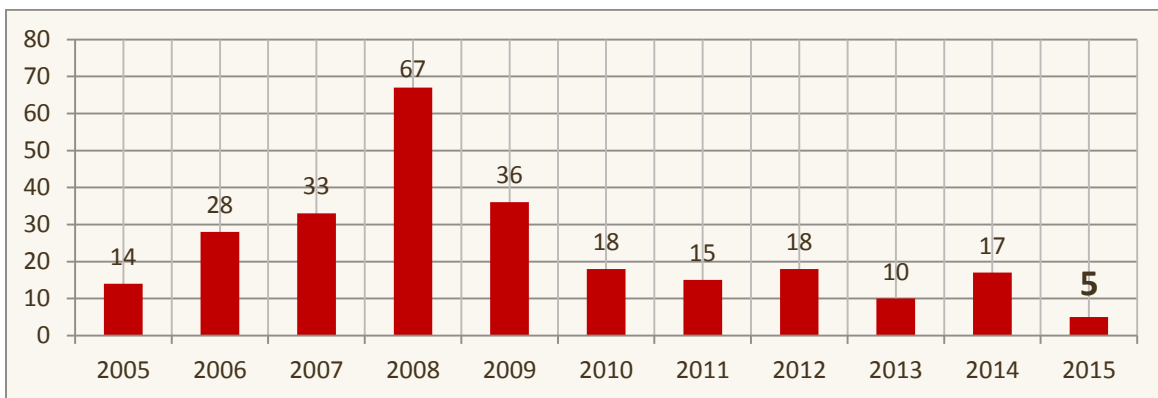
Number of Rental Licenses



Number of New Rental Licenses

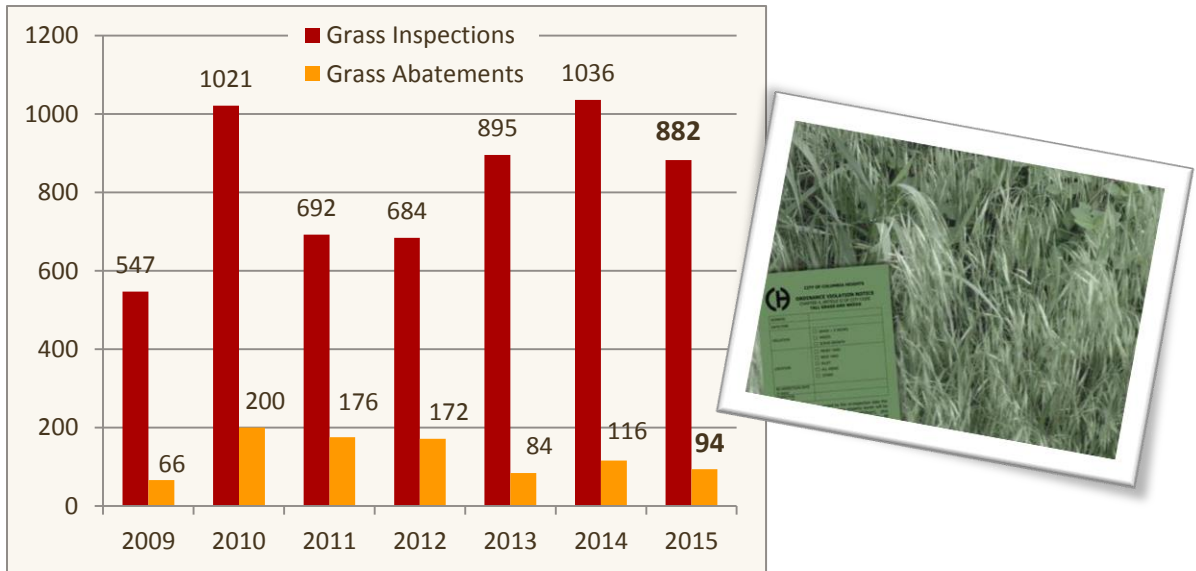


Number of Rental License Revocations



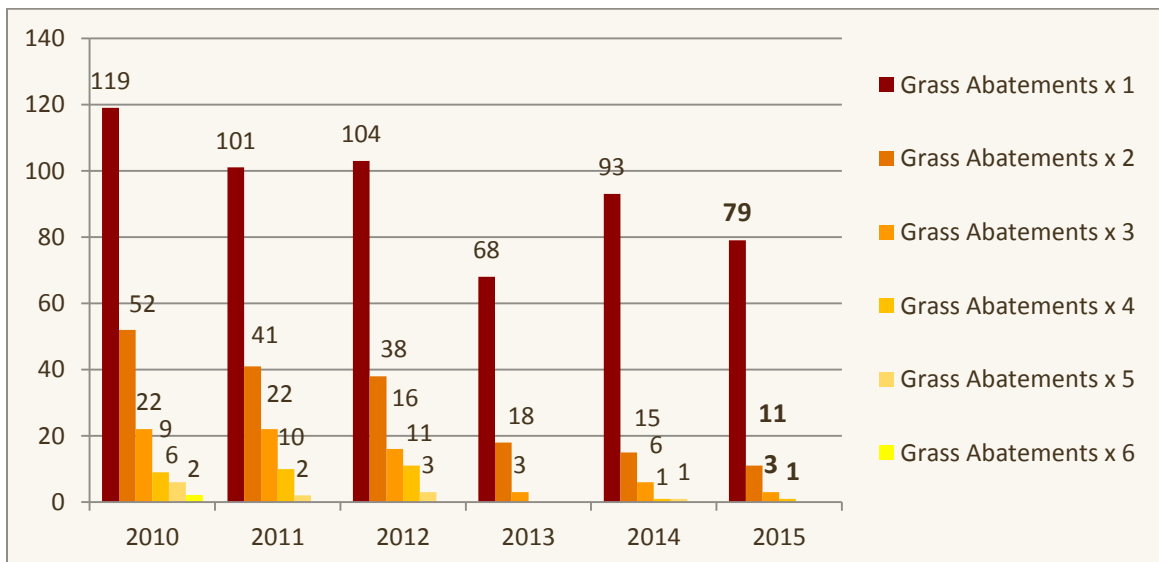
The Fire Department enforces the City Codes that do not allow the growth of long grass, weeds, and scrub growth over nine inches tall on any property. If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are abated. The graph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

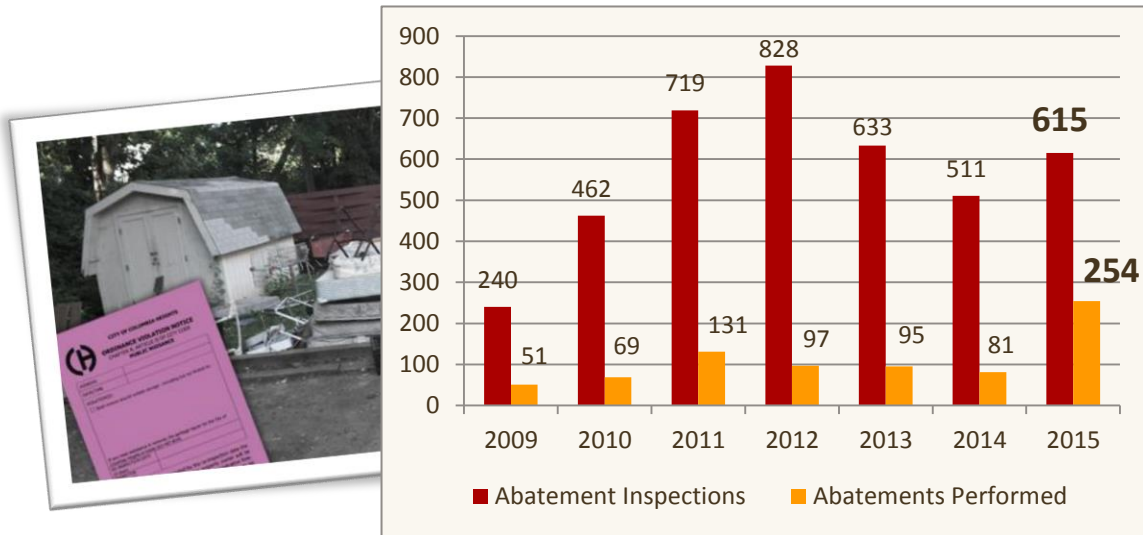
Number of single and multiple abatement breakdown



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.

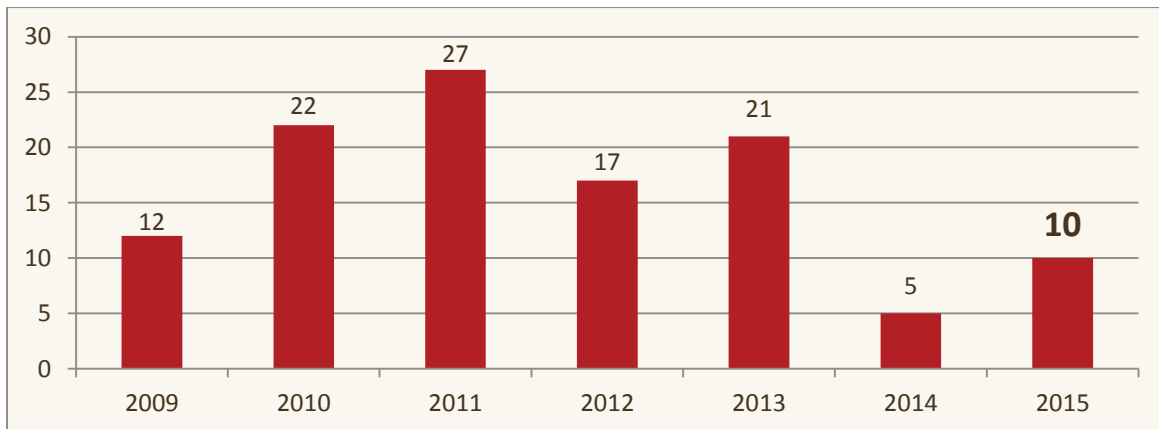
If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are corrected by a contractor. These corrections are called “Immediate Abatements”. The graph below shows the total number of times a contractor was assigned to abate an outside 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 2015 the Columbia Heights Fire Department had 88 fire prevention contacts which allowed them to speak to approximately 2,500 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 2015 the fire department took 20 blood pressures with this program.



CPR Training

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



Teacher Appreciation Picnic

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

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



Explorer Division Program

The Columbia Heights Fire Explorer Program has been around since 1978. This long-lived 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 PSDS System

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



Anoka County Peer Support

Anoka County has a peer-support group available to all public safety workers. Public Safety workers are involved in many tragic events. These events can affect us in many different ways. There is a need for these individuals to talk to someone who has been through these types of events and to help them with feelings. The group is made up of firefighters, police officers, members of the sheriff's department, and dispatchers. These dedicated professionals attend many meetings and training sessions during the year to prepare for peer support events. The Columbia Heights Fire Department has one member who is part of this team. In 2015, 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 2015, our members spent over 3,895.12 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.

vacation, to meet minimum staffing. educational program.

Paid-on-Call firefighters also fill open shifts when Full Time firefighters are out sick or on The program continues to be a very beneficial

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 2

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



ENGINE 4

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



RESCUE 1

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



RESCUE 2

2002 Braun Type III Ambulance
Cost \$70,591



RESCUE 3

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

2015 Staffing Changes

Paid-On-Call Division, Leave Of Absence

Shannon Abbott	January 19 to May 13, 2015
Ahmed Al-Beheary	July 14 to September 25, 2015
Matthew Allard	June 4 to July 31, 2015
Stephen Kolosky JR	May 18 to September 10, 2015
Brian Polski	July 1 to August 31, 2015
Jeffrey Rosener	July 11 to December 31, 2015
Matthew Smigleski	May 22 to September 14, 2015

Full Time Retiree

Stephen Kolosky Sr.	November 3, 1978 to May 29, 2015
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Promotions - Paid on Call Lieutenant to Full Time Firefighter

Donald Kostohryz	June 19, 2015
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Promotions - Paid on Call to Full Time Firefighter – SAFER Grant

Emily Cramble	September 8, 2015
Zachary Picard	September 9, 2015

Resignations

Shannon Abbott	June 16, 2015
Matthew Allard	August 12, 2015
Janel Bourbeau	October 26, 2015
Keri Johnson	April 22, 2015
Stephen Kolosky JR	December 14, 2015
Nicholas Linder	September 22, 2015

Roster of Members

Columbia Heights Fire Department December 31, 2015

Full Time Division

	Position	Serving Since
Gary Gorman	Fire Chief	6/2/81
John Larkin	Assistant Fire Chief	11/13/90
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
Donald Kostohryz	Full Time Firefighter	6/19/16
Emily Cramble	SAFER Grant Firefighter	9/8/15
Zachery Picard	SAFER Grant Firefighter	9/9/15
Kelly Schmidt	Fire Secretary	4/28/08
Jeri Caron	Fire Clerk	6/1/15

Paid-on-Call Lieutenants

Jesse Dittbenner	7/24/09
David Sims	6/19/15

Paid-on-Call Division

Ahmed Al-Beheary	9/1/14	Robert Miller	1/1/09
Christopher Allen	9/1/14	Sarah Niznik	9/1/14
Eliza Boo	9/1/14	Brian Polski	5/1/10
Andrew Fillmore	9/1/14	Jeffrey Rosener	2/1/12
John Flanders	9/1/14	Bryan Schachtele	9/1/14
Jacob Gillespie	5/1/11	Daniel Seiberlich	2/1/12
Andrew Hall	3/1/04	William Shutte	3/1/10
Kyle Hall	8/1/09	David Sims	10/1/02
Kate Hayden-McKay	9/1/14	Meghan Sipple	9/1/14
Cory Mattson	9/1/09	Mathew Smigleski	1/1/13
Alexander Miller	9/1/14	Charles Struzyk	1/1/13

PUBLIC WORKS



2015 Annual Report

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

In 2015, 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 2015 included the following:

- Work on the new library kicked off in the summer of 2015 with environmental remediation and site grading at the old Burger King and Mady's site. Primary contracts for building construction were awarded and work on the building began in late summer with the deep foundations and structural slab being completed in December. With an aggressive schedule, work is advancing for a June grand opening of the new building. Public Works is coordinating the contracts and construction activities of the new library.
- Our annual Water Main Cleaning and Lining Program continued as a cooperative project with the City of Minneapolis. This has been a very successful program that has demonstrated significant improvements to water quality in our distribution system. Work in 2015 was challenging in two primary areas of the project:
 - ❖ A significant increase in the project size of over 7,000 lineal feet completed compared to an average of 4,115 lineal feet over the last seven years.
 - ❖ Successful completion of the shared project with the Utility Department being understaffed throughout the year.
- Engineering contracts were awarded and design work was initiated for the complete rehabilitation (interior / exterior) of our water tower planned for 2016 construction.
- A major improvement to our park system was realized at Huset Park with the installation of our first splash pad. This was completed late in the summer of 2015; a grand opening has been scheduled by the Park and Recreation Commission for June of 2016.
- 2015 is the third year of the City operating within the Mississippi Water Management Organization (MWMO). Grant funding was utilized in the amount of \$795,000 to complete the reconstruction of Jackson Pond to improve flood control and add water quality treatment. The MWMO also supported the LaBelle Pond improvements of water quality treatment and shoreline restoration in the amount of \$250,000.

-
- The annual Sanitary Sewer Lining Program also continued in 2015 focusing on problem mains in Collection District 3 to address structural and Inflow-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 Services.
 - Staff continues to focus on Inflow and Infiltration (I-I) in Sanitary Collection District 3 with rigorous cleaning and televising to determine the problem areas with I-I surcharging. We were informed that the entire city now has peak exceedance, resulting in a new calculated surcharge by the Metropolitan Council.
 - The design of the reconstruction of the Chatham Road Lift Station was completed and bid. The project did have to be rebid and contracts were awarded late 2015 with construction now scheduled in 2016.
 - The Utility Department continued the annual Sanitary Sewer Line Cleaning Program with over one-third of the entire system being cleaned in 2015.
 - The Utility Department has experienced a significant increase in a mandated program – providing utility locates under the Gopher State One-Call program. We have seen a 70% increase since 2012 in the number of locates we need to provide prior to any excavations.
 - The annual Street Rehabilitation Program included continuing work on MSA Streets in 2015. It had been over 20 years since major work on our State Aid streets had been conducted.
 - The concrete alley program was also revived with three alleys being reconstructed to the concrete standard established by the City Council in 1999. Unique for two of the alleys was the use of a “Pavedrain” system that provides a porous section to infiltrate runoff and storage for a 10-year storm event.
 - The addition of a turn lane on eastbound 49th Avenue at Central Avenue was completed in 2015. Columbia Heights was awarded a \$180,000 grant by MnDOT for the project. The turn lane will help improve short-term traffic congestion in the afternoon on 49th Avenue at Central Avenue.
 - 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 Council in 2014. The EABMP provides a 3-fold management strategy of removals / treatments / replacements. Over 100 ash trees were removed and replaced in 2015.
 - Staff continues to explore ways to reduce costs in operations. An opportunity for solar power for City buildings was brought to the City Council. An engineering report was prepared and accepted by the City Council which evaluated solar power at four buildings: Public Safety, Public Works, Top Valu I, and the new Library. The report calculated that adding rooftop solar to these four buildings may save over \$900,000 in electrical costs over a 25-year period.

The attached reports by the various departments in Public Works provide an overview of each department's many activities. These reports are comprised of words and numbers, but please remember that these accomplishments are only possible through the dedication of the individuals who show up every day to do their jobs. It is these people, using their skills and experience that make it possible for the residents to enjoy the quality of life that is available in

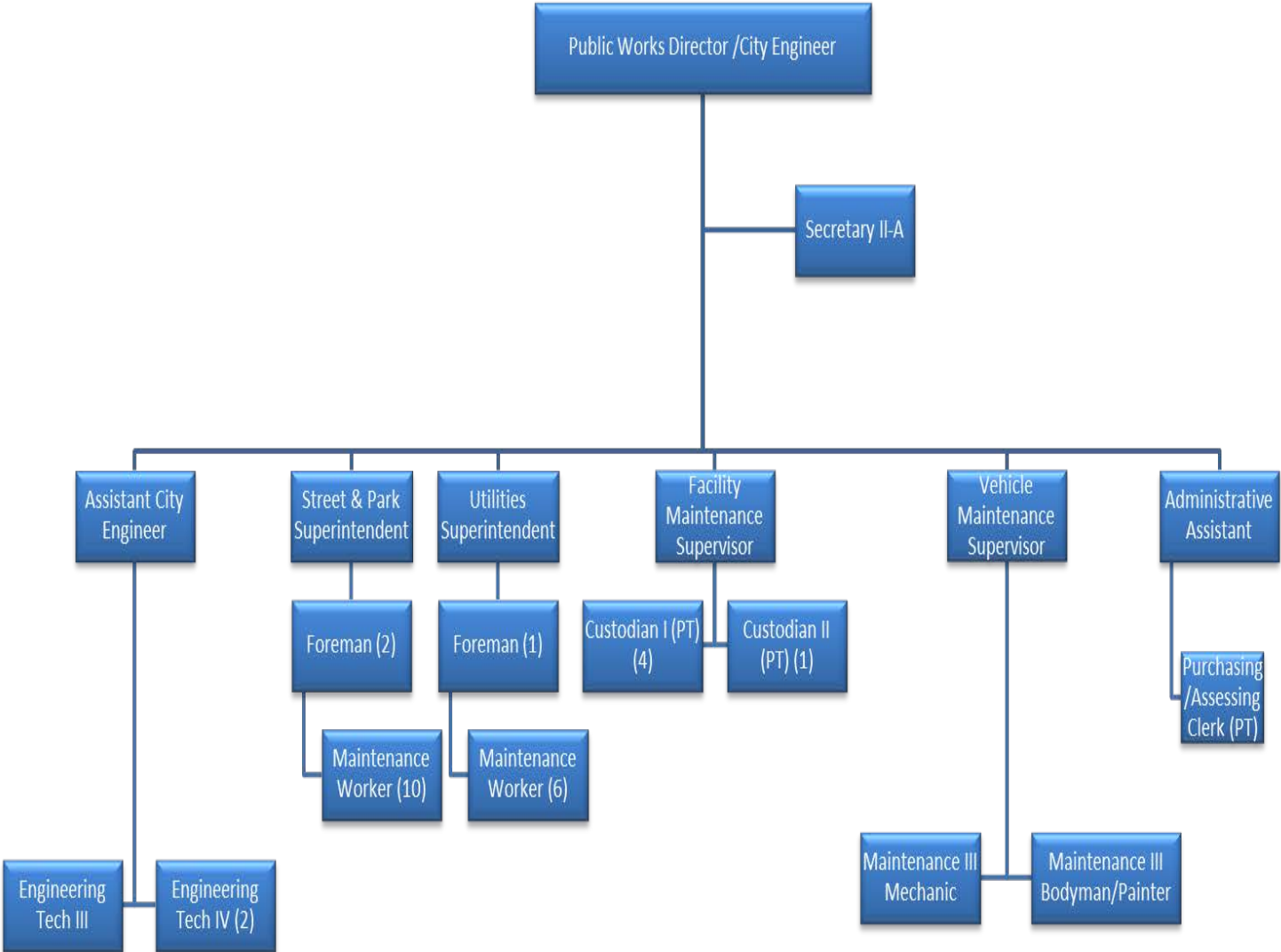
Columbia Heights. Few people realize that in addition to normal every day maintenance operations, each time there is a heavy snowfall, a major water break or emergency repair, or a plugged sewer, Public Works employees respond regardless of the time of day or night. Many times while the rest of us are enjoying time with our families, Public Works employees are clearing the streets of snow and ice, or ensuring that our residents have water or sewers that work properly.

I would like to take this opportunity to thank the City Council and City Manager for their support, confidence and guidance. I feel the service to the community by the Park and Recreation Commission and Traffic Commission is to be commended. I would also like to thank all City employees for their continued spirit of cooperation and I would like to extend a personal thanks to the hard working and dedicated employees of the **Public Works Department**.

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

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

Organizational Chart



2015 ANNUAL REPORT

PERSONNEL

Employees

- Clark Trytten resigned from the Street Department and filled the vacant Engineering Technician III position on April 20, 2015.
 - Ben Lund was hired and began work in the Street Department on January 5, 2015.
 - James Green was hired and began work in the Sewer & Water Department on February 2, 2015.
 - David Quady was hired and began work in the Park Department on March 30, 2015.
 - Troy Connolly and Todd Waters resigned from the Sewer & Water Department on October 30, 2015.
 - Natalie Fleischhacker resigned from the Sewer & Water Department on December 22, 2015.
 - Two Public Works employees volunteered to take two weeks unpaid furlough as offered in 2015.
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ENGINEERING AND CONSTRUCTION ACTIVITIES

PUBLIC IMPROVEMENT AND ASSESSMENT HEARINGS HELD DURING THE YEAR

ALLEY LIGHT: AREA 677-45

Project 1509: West of Reservoir Boulevard, South of 42nd Avenue

ASSESSMENT HEARINGS HELD DURING THE YEAR

2015 CONCRETE ALLEY CONSTRUCTION

Project 1402: PIR 2015-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 7A 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 1301: Zone 7A Seal Coat
- Project 1306: LaBelle Park Shoreline Restoration and Park Improvements*
- Project 1308: Jackson Pond Construction*
- Project 1312: Huset Park Splash Pad*
- Project 1400: Miscellaneous Concrete Repairs and Installations
- Project 1402: Concrete Alley Construction
- Project 1404: Sanitary Sewer Lining
- Project 1410: City Library*
- Project 1414: Chatham Road Lift Station*
- Project 1415: 49th Avenue Turn Lane at Central Avenue*
- Project 1500: Miscellaneous Concrete Repairs and Installations
- Project 1502: Zone 1 Street Rehabilitation
- Project 1505: Overlay State Aid Streets
- Project 1511: Utility Repairs and Installations

Anoka County Projects within the City of Columbia Heights*

CSAH 2 (Reservoir Blvd, 44th Avenue, Arthur St, 45th Avenue) Overlay, from 40th Avenue to Stinson Boulevard

DESIGN WORK

- Project 1401: Seal Coat City Parking Lots
- Project 1408: Silver Lake Park Pond Construction*
- Project 1409: Arthur to Benjamin, 43rd to 45th Storm Water Improvements
- Project 1501: Seal Coat Zone 7B
- Project 1504: Sanitary Sewer Lining
- Project 1506: Storm Sewer Improvements
- Project 1507: Water Tower Rehabilitation*
- Project 1508: Stinson Boulevard Reconstruction*
- Project 1600: Miscellaneous Concrete Repairs and Installations
- Project 1601: Seal Coat Zone 1
- Project 1602: Zone 2 Street Rehabilitation
- Project 1605: Overlay State Aid Streets
- Project 1607: Street Rehabilitation, 45th Avenue from Main St to Dead end at University*
- Other Projects: MPCA MS4 Permit
 - MWMO Watershed Modeling
 - Lighting Replacements and Installations
 - 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, Kevin Hansen was involved during the year for input and coordination on projects of the Mississippi Watershed Management Organization and Rice Creek Watershed Management Districts.

PUBLIC WORKS MAINTENANCE ACTIVITIES

CAPITAL EQUIPMENT PURCHASES

Park Department

- Water Tank Truck

Street Department

- None

Tree Maintenance and Care

- None

Utility Department

- None

Municipal Service Center

- None

Engineering Department

- None

SANITARY SEWER MAINTENANCE

Sanitary Sewer Cleaning

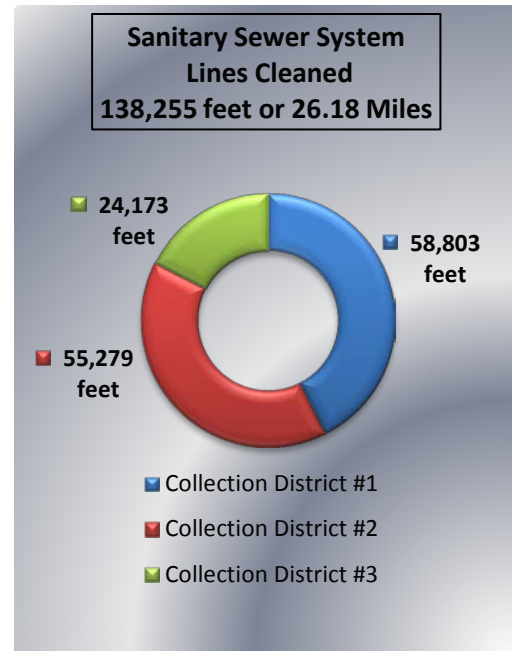
- Collection District #1: Trouble lines annual cleaning 58,803 feet.
- Collection District #1: Routine cleaning is completed once every 3 years.

- Collection District #2: Trouble lines annual cleaning 2,879 feet.
- Collection District #2: Routine cleaning completed once every 3 years.
 - 55,279 feet
- Collection District #3: Trouble lines annual cleaning 24,173 feet.
- Collection District #3: Routine cleaning is completed once every 3 years.

Total 138,255 feet or 26.18 miles

Sanitary Sewer Televising

- Collection District #1: Data currently unavailable*
- Collection District #2: Data currently unavailable*
- Collection District #3: Data currently unavailable*
**Electronic data issues*
- 15 private clogged sanitary sewer lines
- 6 city clogged sanitary sewer lines
- Replaced 12 manhole covers to reduce storm water inflow



SANITARY SEWER LIFT STATION MAINTENANCE

- The wet well was cleaned at Argonne lift station. A leaking grease fitting was replaced.
- The wet and dry wells were cleaned at Chatham lift station. The check valve for Pump #1 was repaired.
- The wet and dry wells were cleaned at the Sullivan and Silver Lake lift stations.

SANITARY SEWER SYSTEM IMPROVEMENTS

- A manhole was installed at 1421 44th Avenue to provide access for maintenance of the sewer main located in the easement.
- Twenty-one feet of broken 12-inch sanitary sewer main was replaced at 3904 Stinson Boulevard.
- Four excavations were made on Stinson Boulevard between 45th Avenue and Silver Lake to repair a broken 8-inch sanitary sewer main.

WATER SYSTEM MAINTENANCE

- Repaired a total of seven water main breaks.
- All fire hydrants were flushed in the spring using directional and conventional flushing procedures and were checked for proper drainage in the fall.
- Nine fire hydrants were repaired.
- Repaired five gate valve stacks.

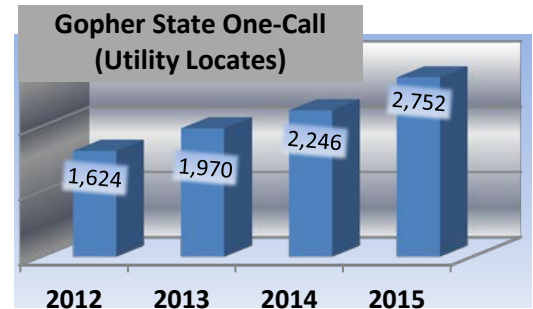
WATER SYSTEM IMPROVEMENTS

- A total of 7,008 feet of water main cleaning and cement mortar lining was completed at:
 - 44th Avenue from Tyler Place to McLeod Street
 - 37th Avenue from 37th Avenue to 40th Avenue
 - 3rd Street from 37th Avenue to Edgemoor Place
 - Edgemoor Place from 3rd Street to 40th Avenue
- Three fire hydrants were replaced on 44th Avenue between Tyler Place and McLeod Street
- Four gate valve manholes on 37th Avenue between Madison Place and Jackson Street had castings and rings replaced.
- Pump Station #2 was operated extensively throughout the summer months to utilize the new variable frequency drive motors and pumps to reduce energy costs associated with pumping water.
- Two 10-inch gate valves were installed on McLeod Street to provide redundant water supply capability for the Crestview Senior Housing complex.
- A roof leak at Pump Station #3 was repaired.
- The cement driveway and sidewalk was replaced at Pump Station #3.

Water Metering – Inspection – Location – Testing

- Replaced 28 water meters.
- Repaired 12 water meters.
- Replaced 34 MXU batteries and performed 19 miscellaneous MXU repairs.
- Frozen meters reported: 3

- Frozen pipes inside building: 1
- Frozen water services: 0
- Leaky water services: 6
- Investigated 12 high water bills.
- Delinquent account shut offs: 26
- Shut off six services due to winter.
- Investigated one low water pressure complaint.
- Investigated one rusty water complaint.
- All service line curb stops in the proposed 2016 water main cleaning and lining project area were located and operational condition was verified.
- Water service turn on associated with properties in foreclosure: 8
- Water service shut off associated with properties in foreclosure: 9
- Curb box repairs associated with delinquent accounts: 10
- Curb box repairs associated with street construction project: 6
- Curb box repairs associated with the water main cleaning and lining project: 47
- Gopher State One-Call request for utility locations: 2,752
- Inspected 24 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 the retention pond outfall structures citywide after every major storm event.
- Cleaned catch basin grates citywide after every major storm event.
- Reconstructed the catch basin on the southeast corner of West Upland Crest and Highland Place.
- Reconstructed and relocated the catch basin at 38th Avenue and Tyler Street.
- Repaired a broken 12-inch storm sewer pipe at 42 ½ Avenue and Fillmore Street.
- Repaired 11 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.
- Secondary pond algae treatment was applied. Cost is billed back to properties that adjoin the secondary pond.
- Invasive plants at Silver Lake Beach and Huset West Park sedimentation ponds were weeded out by hand.
- Brush was removed from the perimeter of the pond at the Silver Lake boat landing.
- TruGreen applied weed control and the area inside the fence at Jackson Pond was mowed once.

- Aeration fountains at Labelle Pond and Zurek Pond were operated from May 7, 2015 to October 13, 2015.

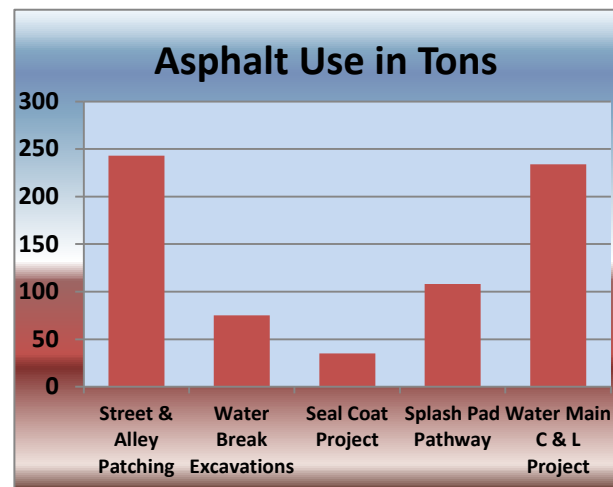
STORM SEWER SYSTEM IMPROVEMENTS

- Jackson Pond was reconstructed in 2015. The block retaining wall was removed, the pond depth was increased, and two submersible pumps, a chain link fence, and an iron particle filtration bed were installed. The pump controls for Jackson Pond are connected to the SCADA system.
- A splash pad drain line was constructed to drain into Zurek Pond at Huset Park West.

STREET MAINTENANCE

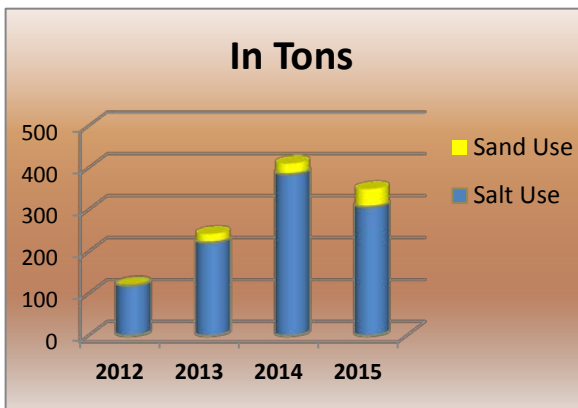
Paving, Patching, and Crack Sealing

- Street patching: 175 tons of asphalt.
- Alley patching: 37 tons of asphalt.
- Miscellaneous patching: 32 tons of asphalt.
- Water main breaks: 75 tons of asphalt.
- Seal coat patching Zone 7: 35 tons of asphalt.
- Splash pad pathway: 108 tons of asphalt.
- Street repair (Water Main Cleaning and Lining Project): 234 tons of asphalt.
- Purchased 428 tons of recycled rock.
- Purchased 14 tons of cold mix asphalt.
- Picked up 10 loads of free 1.5 inch rock from City of Spring Lake Park.



Snow and Ice Operations

The winter season began on November 10, 2014 and ended March 23, 2015. The total snowfall was approximately 30 inches.



- Plowing and ice control citywide: 12 times
- Ice control only citywide: 19 times
- Scrape/remove ice from alleys and alley ends as needed.
- Set out nine sand barrels and filled as needed.
- Used 308 tons of treated salt.
- Used 42 tons of salt/sand mixture.
- Used 250 gallons of anti-ice liquid for pre-event ice control on lots and new asphalt.

- Removed snow from crosswalks and bus stops on Central Avenue from 37th Avenue to 53rd Avenue and from bus stops on University Avenue from 37th Avenue to 44th Avenue after snow events.

- Removed snow from all City parking lots after snow events.

Street Sweeping

- Four complete rounds of street sweeping were completed equaling 534 lane miles.
- Two complete rounds of alley sweeping were completed equaling 108 lane miles.
- One complete round of sweeping City parking lots was completed.
- The business district was swept on an as needed basis.
- Two major rain storms with wind and hail, one in May and another in June contributed to extra sweepings in areas that were hit hard.
- Miscellaneous sweeping for City events was done for the Jamboree, parade, library groundbreaking, etc.

Debris Disposal

- In 2015 street sweepings totaled 470 yards. A Trommel machine was rented to screen the sweepings. Of the 470 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 as topsoil in the parks.
- Two rounds of fall leaf pickup were conducted generating 1,030 yards of leaves.
- All topsoil from the Huset Park splash pad site was screened and re-used at the site.
- Asphalt and concrete disposal consisted of 270 tons for the water main lining project and 254 tons from water main breaks.
- Public Works hauled 520 yards of dirt (clay) from the water main lining project, water main breaks, the splash pad and other projects to M.B.E. in Blaine, MN.

Storm Sewer Maintenance

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

Two major repairs and nine minor repairs were made to the catch basins in 2015. The catch basin at Highland Place and Upland Crest was rebuilt after being damaged by a water break. The catch basin at 38th Avenue and Tyler Street was rebuilt and moved.

Trees and brush were removed at Jackson Pond. Fill was hauled in to raise the ground on the north end of the pond which was then graded, seeded, and blanketed.

Miscellaneous Improvement Projects

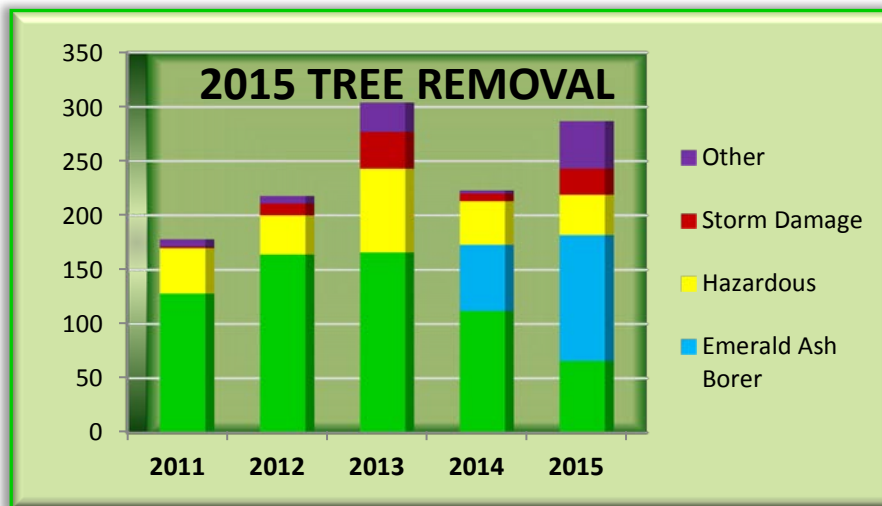
- Made major improvements to the materials storage bins in the salt storage shed. Constructed a concrete push wall in Bin #2 and a cover for Bin #3. Lined the interior walls of Bin #2 and #3 for salt and salt/sand storage (with help from other departments). The shed capacity went from 300 to 600 tons.

Miscellaneous Activities

- Spray the city right-of-ways for weeds (Highway 65 from 37th to 53rd Avenue and University Avenue from 37th to 45th Avenue) as well as Jackson Pond and the MSC yard.
- Hauled scrap metal from the MSC yard for recycling.
- Trimmed boulevard trees in Zones 1 and 7. Trimmed hazardous limbs over city sidewalks and streets. Trimmed storm damaged trees and cleared off streets as needed after two storm events.
- Continue with staff education and training to obtain and/or maintain certifications.
- Cross-training of new employees.
- Assist other departments as needed.
- The Street Department had two seasonal employees this year.

TREE MANAGEMENT AND CARE

- Three diseased tree inspections were conducted citywide in June, July and August.
- One hazardous tree inspection was conducted citywide in March.
- One Emerald Ash Borer inspection was conducted in November.
- Two-hundred eighty-two diseased and hazardous trees removed: 216 public, 66 private
- S & S Tree Service was hired to treat 144 ash trees located in the parks with Tree-age, a systemic insecticide, to slow the growth and spread 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 the Emerald Ash Borer population. One hundred ash trees located on public property were removed.
- Nick's Tree Service was contracted for diseased and hazardous tree removals.
- Boulevard tree trimming citywide was performed 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 thirty-six trees were planted in the parks and boulevards in 2015. Bare root trees are planted instead of balled and burlap as they are less expensive to purchase, have a longer healthier life, and can be planted by Public Works staff.
- The summer was perfect for new plantings, very little watering was required.



PARK MAINTENANCE

Winter Activities

- In January we maintained ice rinks at McKenna Park, Keyes Park and Ostrander Park. 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 26, 2014 and remained open and maintained until February 27, 2015.
- During the 2015/2016 season unseasonably warm temperatures in December prevented us from making ice until after Christmas. There was not enough ice for skating on any of our rinks in December of 2015.
- A significant portion of our winter maintenance activities includes maintaining public sidewalks and park pathways. Maintenance includes removing snow by hand shoveling, using snow blowers, sweeping with the Toro Groundsmaster equipped with a broom, and either sweeping, plowing, or blowing the snow with the MT Trackless. In January we had snow events requiring sidewalk maintenance on four days, February also had four days with snow events requiring sidewalk maintenance while March had three days with snow events requiring sidewalk maintenance. November had unseasonably mild weather with only one snow event near the end of the month. December had six snow events requiring sidewalk maintenance. 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 includes boulevard tree trimming as well as tree trimming in the parks.
- On February 14th Silver Lake Beach Park was home to the first annual Columbia Heights Fire and Ice Plunge. Fire rings, fencing, and trash containers were provided for the event.
- The Silver Lake Aeration System operation began on January 30. The system operated flawlessly the entire season and was shut down March 23, 2015 due to ice out.

Turf Maintenance

- With the early spring, mowing operations began on April 27. The Park Department is responsible for maintaining turf at 57 locations throughout the city ranging from small lots to large parks.
- TruGreen Chem Lawn performed spring weed and feed applications to Huset, Edgemoor, McKenna, Keyes, Ostrander, Hilltop, Prestemon, Sullivan, Ramsdell, and Lions Parks and the Silver Lake boat landing. Gateway and Wargo Parks received spring and fall applications. In addition, TruGreen Chem Lawn treated City Hall, Murzyn Hall, 4400 Reservoir Boulevard, Jackson Pond, Public Safety, and the liquor stores on Central Avenue and 37th Avenue. TruGreen Chem Lawn also applied growth retardant to the City-owned hillside along 37th Avenue as well as tree fertilization and shrub bed weed control in the beds along Central Avenue and University Avenue.
- The majority of the turf areas were aerated and thin spots over seeded this year. Numerous holes and dips as well as areas with poor soils and thin turf at Huset, McKenna, Keyes, Sullivan Lake, and Ramsdell Parks were top dressed with a mixture of screened compost sand and screened dirt and over seeded.
- Professional Turf and Renovation (John Hopko) was hired to top dress, level, fertilize and over seed the outfield area of the ball field at Ramsdell Park.

- The University Avenue right-of-way was cut with the flail mower four times in 2015. The shrub beds and trees were mulched with woodchips and the trees were pruned. Dead trees were removed. Prairie Restoration was hired to assist with the maintenance of the native grass areas. Mowing was also done along the University Avenue service road as well as trimming around the signs along University Avenue.
- Irrigation systems are operated and maintained at 37th Avenue and Huset Parkway, City Hall, Lions Park, Wargo Park, Gateway Park, and Ramsdell Park. The Ramsdell Park ball field irrigation system is not watering the outfield area evenly and staff is evaluating and researching solutions 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.

Ball Fields

- Spring maintenance began March 16 at the Ramsdell and McKenna ball fields. By March 31 all fields were being used. We installed bases and began working the infields. Anywhere from one to eight fields were prepared daily for games, which included dragging, lining, hand raking and installing bases at the proper distances. This included games for Recreation programs, Columbia Heights School District games, and games for Immaculate Conception. Over the course of the season, fields were prepped for games 284 times.
- Ball field improvements in 2015 included adding infield Ag lime, replacing base standards and infield lip removal. Top dressing and over seeding of the outfield areas was completed. Repairs were made to the fencing, backstops, and ball field lighting. An intermittent short is tripping one of the breakers on the Huset 5 ball field lighting and to date the exact cause has not been determined.
- Soccer and football fields were laid out and maintained throughout the summer and fall. Starting in August, the Huset Park West soccer field was striped. 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.

Wading Pools and Splash Pad

- Park crews began demolishing the Huset Park wading pool on March 19 to prepare for splash pad construction. The entire pool and surrounding areas was demolished, useable parts were salvaged for the other wading pools, and preliminary site grading was completed.

A contractor began construction of the splash pad in July and completed work near the end of September. A combination of Park and Streets staff constructed a building to house the splash pad controls.

- The wading pools were cleaned and prepped in May to meet the requirements of Anoka County. McKenna wading pool was sand blasted in preparation for opening in 2015.

McKenna and Ramsdell pools were filled and recirculation systems started on May 26. On June 2, the Huset and Ramsdell pools passed inspection of the Anoka County Health Department and were opened for the season. The pools were shut down for the season September 9.

Playgrounds

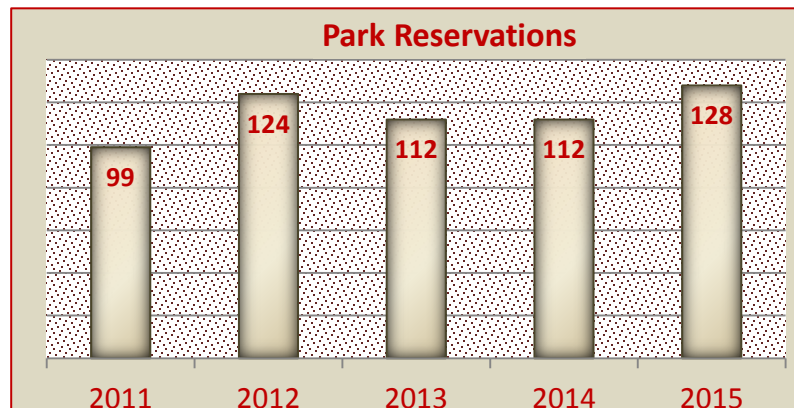
- Broken parts were replaced on playgrounds as needed. Additional engineered wood fiber was added to Huset, McKenna, Sullivan Lake Park, and the Silver Lake Beach playgrounds. Several playground diggers were replaced. Weeds were removed and debris cleaned out of the playground surfacing.

Aerator Fountains

- Aerator fountains were installed and operated on the ponds at Huset and Labelle Parks on May 7. The fountains were removed, cleaned, winterized, and stored for winter on October 13.

Park Reservation Preparation

We received reservations for numerous picnic and other uses of park facilities throughout the summer months. Park areas reserved for use included the Huset West picnic shelter (33 reservations), Huset East Jefferson building and picnic shelter (28 reservations), McKenna Park building (3 reservations), Sullivan Lake Park picnic shelter (32 reservations), Ramsdell Park picnic shelter and building (21 reservations), Silver Lake Beach picnic shelter (8 reservations), Keyes Park building (2 reservations), and Ostrander Park building (1 reservation). Picnic areas and bathrooms are thoroughly cleaned in preparation for these events and cleanup takes place after the events. This summer we also prepped for two community picnics at LaBelle Park – Circle Terrace.



PARK IMPROVEMENTS

LaBelle Park

- A new picnic shelter was constructed near the 41st Avenue cul de sac. A contractor removed the deteriorated boardwalk along the west shoreline of LaBelle Pond and the basketball court was also removed. The area was regraded. A new pathway and lighting were constructed in the area of the new shelter. Brush and hazardous trees were removed from the edge of the pathway. Numerous new plantings were put in. Two storm water sediment

basins were constructed, one by the 41st Avenue cul de sac and the other by the 42nd Avenue parking lot. Park staff sealed the ceiling boards in the new picnic shelter and made lighting improvements.

Sullivan Lake Park

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

Ramsdell Park

- Four large Colorado Spruce trees west of the ballfield that blew down during a summer storm were removed.

Keyes Park

- Ash trees along Reservoir Boulevard were removed as part of the Emerald Ash Borer program. The trees were replaced with bare root River Birch, Kentucky Coffee, Northern Catalpa, and Pin Oak trees.

McKenna Park

- The wading pool was put back in operation after being out of service in 2014.

Huset Park West

- A new splash pad and splash pad control building were constructed. Dead trees were removed. The drinking fountain located by the picnic shelter was removed and the wading pool and pool house were demolished. The area surrounding the splash pad was landscaped and a pathway was constructed around the splash pad.

Ostrander Park

- The area around the playground was landscaped and woodchips were installed under the playground equipment.

Miscellaneous Improvement Projects

Staff remodeled the Administrative offices at City Hall including new ceiling tile, new paint, sound insulating walls and moving office furniture and files to allow for the placement of new carpet.

Miscellaneous Activities

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

Staff

- As of December 31, 2015, the Park Department had five full time employees. The Park Department also had 12 seasonal employees from April to September 2015.
- In addition to the required training, Park staff attended the Green Expo in January and completed Competent Person Training in February. John Nordlund recertified his Pesticide and Tree Inspector licenses. Tim Lund recertified his Tree Inspector license.

FACILITY MAINTENANCE

- Effective in 2015, the Facility Maintenance Supervisor now oversees and administers the card access and security software program for the City. This includes scheduling doors to be locked and unlocked and adding new employees to the system as well as monitoring and resolving problems with alarms.
- ECM motors and fan controls were installed at both Top Valu liquor stores and have generated a reduction in the electric bills of \$1,300 to \$2,000 per month.
- The Facility Maintenance Supervisor worked with Apex Companies on roof top solar panels for four city buildings; Public Safety, Public Works, Library, and Top Valu 1. The panels are scheduled to be installed in 2016 and will save the City more than \$900,000 over 25 years.
- The Public Safety building has seen a reduction of \$33,217 to their annual electric bill as compared to 2011. This is the result of the recommissioning in 2013 and changes made to the building automation system.
- All the exterior 150 watt incandescent wall pack lights at the Public Safety building were replaced with 19 watt LED wall packs.
- Central Roofing provided roof inspection reports for the following buildings; Public Works, Top Valu I, Top Valu II, Pump House 3, Heights Liquor, City Hall, Murzyn Hall, and Public Safety. Repairs were made to Pump house 3.
- Two roof top units were replaced at City Hall and 18 other units were repaired due to a hail storm.
- There were 260 Help Desk requests related to facilities in 2015.

CENTRAL GARAGE

- The Central Garage generated 2,187 work orders and 2,915 chargeable hours at \$62.87 an hour, with a \$2.00 surcharge per work order.
- City fuel purchased was 33,457 gallons of unleaded gasoline and 16,177 gallons of diesel fuel. The total cost of fuel purchased in 2015 was \$127,642.

SPECIAL EVENTS AND ACTIVITIES

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

- Library Ground Breaking
- Arbor Day tree planting
- The annual jamboree parade, fireworks and carnival
- Christmas decorations and seasonal banner maintenance in the following areas:

- Central Avenue 39th Avenue to 41st Avenue
- Mill Street from Murzyn Hall to 40th Avenue
- Wargo Court
- Gateway Park
- Fire and Ice Plunge: a fundraiser for SACA
- 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 16th 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

2015 ANNUAL REPORT

REFUSE & RECYCLING

Residential Services

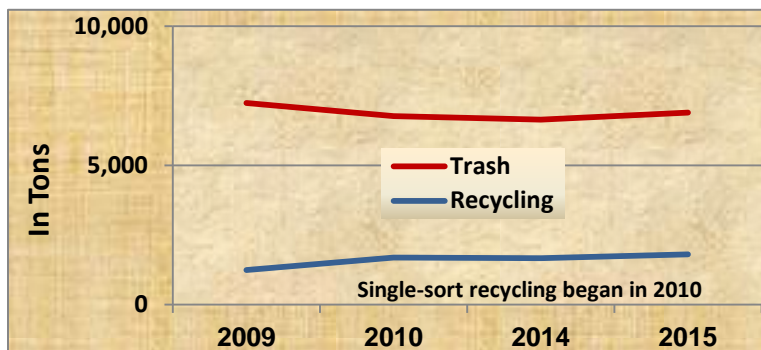
The City provided over 6,300 residential properties with contracted refuse, recycling, and yard waste service through Advanced Disposal Services (formerly Veolia Environmental Services). One-hundred thirty-seven of these properties are considered multi-dwelling with four or more units totaling over 2,000 apartments. Typically more than 6,600 refuse carts, 130 dumpsters, and 3,300 recycling carts were emptied during an average week. The most common complaints expressed by residents were missed services and cart exchanges or replacements. An audit was completed to ensure services matched contractor invoices and utility billing charges.

Solid Waste Disposal

Solid waste tipping fees increased 7% at the MN State approved disposal facility, Great River Energy in Elk River, and contractor charges increased 3%. The contractor hauled 6,895 tons of solid waste for disposal including bulk (furniture/mattresses), which was 4% more than the previous year. The waste was delivered to metro area Refuse-Derived-Fuel facilities, i.e. incinerated.

Recycling

Contractor hauling charges increased 3% in 2015. There were no rebates for curbside recyclable material, in fact, the contractor paid tipping fees for single-sort tonnages, but did not bill for those fees. The city recycled 1,808 tons of recyclable materials from residential programs (single sort, multi-dwelling, electronics, and appliances), the Recycling Center, a multi-city recycling event, and city facilities. This was an increase from the previous year and corresponded with an increase in total solid waste. Overall 21% of the total solid waste was recycled. Residential households recycled 1,450 tons of yard waste/organics for composting. The city also recycled another 17 tons of problem/hazardous materials mostly from the Recycling Center. Several vendors were used to collect and recycle the material including: Advanced Disposal, Waste Management sorting plant, Jr's Appliance, Tech Dump, Greenlights Recycling, Loe's Oil, Sanimax, Specialized Environmental Technologies, and the Mdewakanton Sioux composting facility.



The Recycling Center was open most Saturdays and received \$12,045 for scrap metal, cardboard, fluorescent bulbs, and used oil. Residents also dropped off oil filters, antifreeze, tires, string lights, and household batteries. The Kiwanis Club staffed the Recycling Center and received rebates for the value of the material. The City began organics drop-off at the Recycling Center in March of 2015 and 117 households signed up and received a free starter kit. The high school Key Club sold finished compost for their fundraising as part of a MN Composting Council program.

The City participated in a multi-city recycling day with the cities of Hilltop, Spring Lake Park, and Fridley. Columbia Heights attendance was down to 162 residents, which was 22% of the total participation compared to 34% the year before. The City's subsidized electronics collection and disposal program removed 292 electronic items from the curb, including 177 with hazardous CRTs. Public Works paid to dispose of 40 illegally dumped electronics (found in Parks or Public ROW's).

SCORE (Select Committee on Recycling and the Environment)

The City achieved 98% of the 2015 recycling goal as set by Anoka County. SCORE required activities were also completed including several newsletter articles and two direct mailers that promoted recycling to all 55421 addresses. The City received \$96,517 in grant funds for recycling programs.

2015 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 Lauren Letsche	05/05/2014	
Engineering Tech Rich Nordstrom	05/17/1999	
Engineering Tech Clark Trytten	04/20/2015	
Administrative Assistant..... Jesse Davies	09/13/2004	
Public Works Secretary..... Sue Schmidtbauer	03/01/2010	
Purchasing/Assessing Clerk Barb Thomas	09/29/2008	
Facilities Maintenance Supervisor Eric Hanson	07/09/2013	
Utilities Superintendent Lauren McClanahan	06/09/1986	
Sewer & Water Department		
Foreman Karl Pope	08/10/1992	
Maintenance Worker Troy Connolly	07/21/2014	10/30/2015
..... Natalie Fleischhacker	04/09/2012	12/22/2015
..... James Green	02/02/2015	
..... Sherri Jensen	08/23/1999	
..... Todd Waters	05/28/2013	10/30/2015
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 Lund	01/05/2015	
..... Ben Mathson	05/20/2002	
Park Department		
Foreman Tim Lund	05/02/1994	
Maintenance Worker Kelly Fetzer	06/12/1995	
..... Jeff Kline	08/01/1988	
..... John Nordlund	03/26/2001	
..... David Quady	03/30/2015	
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

ANNUAL REPORT 2015



City of Columbia Heights | *Library*

820 40th Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ Fax: 763-706-3691 ▪
www.columbiaheightsmn.gov

February 2016

Mayor
Members of Council
Library Board
Citizens of Columbia Heights

Ladies and Gentlemen:

2015 was a busy year for the Columbia Heights Public Library.

Staff began work in earnest, with the Library Design Task Force appointed by the City Council, to plan and design a new library for Columbia Heights. Defining what constitutes a flexible, efficient, and comfortable library able to meet the community's needs for the next fifty years is a big job but many hands make light work.

We told the story of the new library and shared design plans with the community at two public meetings, with countless individuals using the current library, and with organizations including the Northeast Bank Foundation and the Fridley Rotary Club.

Library patrons said goodbye to a beloved children's librarian and welcomed a new one.

The Library maintained mutually beneficial partnerships with Early Child and Family Education, Anoka County Library, the Columbia Heights Library Foundation, the Friends of the Library, and a dedicated group of volunteers who contributed over 1200 hours of service.

The library continued to provide educational and enriching programs to library users of all ages; to lend a variety of materials in multiple formats to meet community needs; and to follow our mission to support life-long learning for all citizens.

Many people contribute to the Library's ongoing success. I am especially grateful to Chair Pat Sowada and the Library Board of Trustees, Mayor Gary Peterson and the City Council, Columbia Heights City staff, and the staff of Hammel Green and Abrahamson for their fine work on behalf of the Library during 2015.

Sincerely,

Renee Dougherty
Library Director

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
NARRATIVE REPORT**

Each year the activities occurring at the Columbia Heights Public Library arise from the mission to serve a diverse community's need for access to resources, information, and technology in a welcoming environment. The work of library staff is driven by the vision to be a center of the community where services and collaborative programs are available and partnerships thrive.

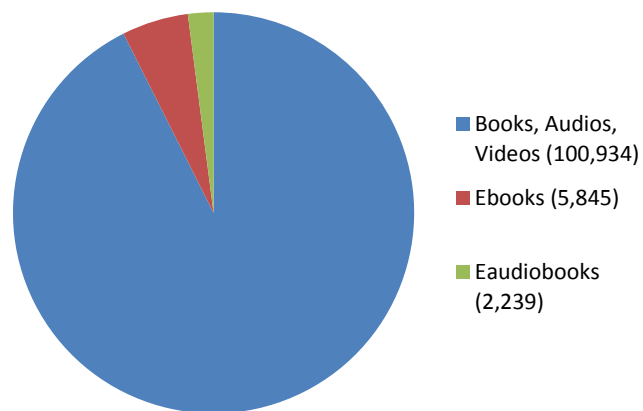
Collection

The library strives to offer a collection of current and accurate informational, educational, and recreational materials for use by the community. New materials, purchased or donated, are continuously added to the collection. On December 31, 2015, the collection contained 73,907 items. See the attached datasheet for a breakdown of the collection by item type and reading level.

Collection maintenance entails the regular removal of outdated, inaccurate, worn, dirty, and non-circulating items. Ongoing weeding of such items maintains the quality of the collection and enables library users to quickly find the materials they seek. During 2015 discarded items and excess donations were sold via sale carts in the lobby and children's department and at a three-day sale in August. Revenue from sales provides a portion of the library's annual operating budget. In 2015 the library also contracted with the non-profit Better World Books which sells library discards and unusable donations through their online marketplace, returning a portion of the proceeds to the library. Better World Books donates any books they are unable to sell to agencies supporting literacy in the U.S. and throughout the world.

Circulation

The library circulated 109,018 items in 2015. The majority was books, videos, and audio discs borrowed directly from the library. However, electronic book and downloadable audiobook borrowing continues to grow. Librarians created a variety of ever-changing displays of materials throughout the year to promote borrowing.



Total circulation includes bulk loans to community organizations such as

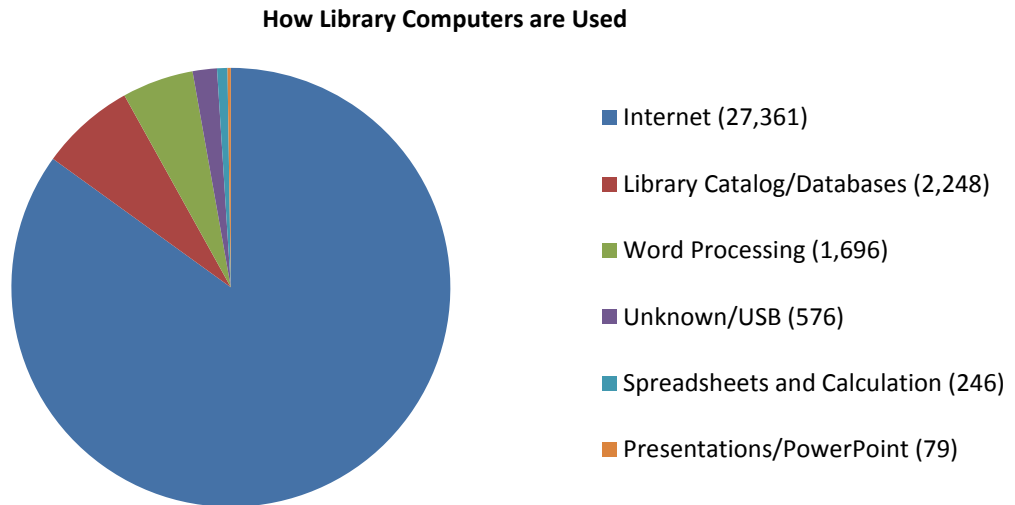
private schools and after-school activity programs; bulk loans to organizations put 3,726 items into the hands of children in the community. The library also provides materials for seniors and others not able to visit the library due to age, illness, or physical challenges with delivery service. Deliveries are made by staff and volunteers and provided 778 items for homebound persons.

Visits

In 2015 the library was open for a total of 2,709 hours of public service. For most of the year the library is open 55 hours per week; during summer it is open 53 hours per week. A total of 102,992 people visited the library to borrow materials, use library computers, or attend a program or class. Library staff welcomed visits from individuals and groups from Immaculate Conception School, Metro North Adult Basic Education, Head Start, Valley View Elementary kindergarten, and Early Childhood and Family Education. Other groups used rooms at the library for meetings, study sessions, consultations, tutoring, meditation or prayer, and work. Community residents reserved library meeting rooms 181 times during the year.

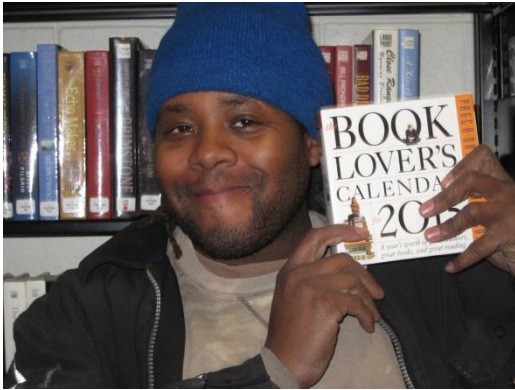
Computer Use

Many library visitors may never borrow a book; they do, however, depend on the library to provide computers and internet access. During 2015 over 14,700 people logged on to library computers. Those persons spent over 10,136 hours online. See a summary of how library patrons are using public computers below:



Programs

Library programs provide opportunities for adults, teens, and children to build literacy; enhance written and oral language skills; engage in lifelong learning; experience art, history and culture; and interact with their neighbors to build strong community bonds.



Kevin participated in the Winter Jackets reading program and won a prize drawing for his book review.

In 2015 adult programs included conversations with authors John Cox, Colin Mustful, Sharon Stiteler, and Bill Jamerson on topics ranging from bird identification to the Civilian Conservation Corps to World War I. Fiction and non-fiction book clubs, which encourage close reading and engaged conversation, are held on the third Wednesday and Friday of each month. In January and February 174 adults participated in Winter Jackets, a self-paced winter reading program. Six weekly prize drawings recognized participants for their thoughtful reviews of what they read.

Adult programs also included a presentation by Anoka County Historical Society staff on the history of Columbia Heights and Hilltop; an antiques appraisal event featuring Mark Moran, a regular expert on *Antiques Roadshow*; a slideshow of Polish castles narrated by the local chapter of Sister Cities International; and a presentation about the Columbia Heights Police Department's visit to Lomianki, Poland.

Interactive classes such as memoir writing, finding a literacy agent, learning to knit or use a computer, were presented in cooperation with community organizations such as the Loft Literary Center, the Textile Center of Minnesota, and the Metropolitan Area Agency on Aging/Senior LinkAge Line. MAA/Senior Linkage Line provided volunteers each month to teach a "Senior Surf" class which introduces older adults to the use of the computers and basic navigation of the internet. The library strives to help people build the twenty-first century digital literacy necessary to allow full participation in the workplace, government, and society. The Senior Surf class was featured in a January 20, 2015, article in the Minneapolis Star Tribune.

Other programs were offered for new members of the community who seek to improve English language reading and speaking skills. Volunteer reading buddies meet with adult learners at the library to practice reading aloud, learn new vocabulary, and improve reading comprehension. Opportunities like Buddy Up and Read allow community residents from different backgrounds to get to know their neighbors and enhance the educational capacity of the community. Other volunteers facilitate conversation circles so that adults from a variety of language backgrounds can practice speaking and listening with other English language learners.



Mark Moran, of PBS Television's "Antiques Roadshow," examines a local treasure.



Buddy Up and Read participants Pat and Nafiso practice reading together.

Passive adult programming made games such as chess, checkers, Scrabble and jigsaw puzzles available in the library so that patrons have occasions to stretch their cognitive thinking and social skills through solo or group play.

Similarly, library programming for children incorporates a variety of methods, including play, to stimulate curiosity, build literacy, nurture twenty-first century STEAM skills, and encourage social interaction among children. STEAM programming provides youth with

opportunities to explore and learn important skills in science, technology, engineering, arts, and math. In 2015 STEAM programs for kids and teens included:

- LEGO Clubs for elementary-aged kids which focus on engineering and problem solving skills;
- Block parties which allow toddlers and parents to identify and match objects and practice counting, sorting, and social skills;
- Experiments with Paint and Mad Science courses for elementary students to practice scientific inquiry, formulate hypotheses, experiment, and build deductive reasoning skills which are useful across many subjects and disciplines;
- Maker Spaces for teens to collaborate and practice collaborative engineering by building bridges and testing the strength of everyday objects;
- A visit from the University of Minnesota Raptor Center which brought essential biological concepts to life using rehabilitated birds of prey.



Block play builds counting, fine motor, matching, and social skills in toddlers.

Over 87 story times were offered in 2015 which reached a total of 1,728 parents and children. The consistency of story time attendance demonstrates that the community values toddler, preschool, and baby story times as essential services. Story times are engaging and fun and also provide parents with the tools to foster the early literacy skills which their children need to become successful readers. Every week library staff, parents, and caregivers work together on vocabulary, letter knowledge, sound awareness, and narrative skills. In 2015 the library story times were enhanced by visits from fire, police, and public works staff. These special story times

give kids an chance to learn about adult roles in the community and to sit in a fire truck, road grader, lawn mower, or squad car. Even Mayor Gary Peterson pitched in to read stories, sing songs, and talk with story time participants.

Other library programs which enhanced literacy skills were regular visits from Reading Education Assistance Dogs (R.E.A.D.) and their handlers who are certified reading tutors. Practice sessions with a READ Dog and handler/tutor help build the confidence of reluctant and struggling readers and make reading a pleasurable experience.

Beginning Reader Storytime, which was piloted in 2015 in response to multiple requests from parents to help kids just beginning to read, attracted new readers and their families with a drop-in, after-school program.

A Drop Everything and Read event for families was held in early January to encourage parents to read with their children and to model the importance of reading for people of all ages.



Ivy reads to Packer, one of the Reading Assistance Education Dogs.

Self-paced library reading programs for kids were offered in winter and summer. BookWarms, scheduled to coincide with holiday recess from school in December and January, encouraged 169 kids to keep reading during the break from classes. In June Minnesota Twins mascot TC Bear helped kick off the Bookawocky summer reading program. By summer's end 492 children and 229 teens participated in the program by writing or drawing reviews of the books they read.

Community Outreach and Reducing Barriers to Use

In 2015 library staff strove to reduce barriers to library use. They sought to welcome people unfamiliar with library services to visit the building, meet staff, and learn about free resources and services available with a library card. Staff promoted library programs and services at a number of events in the community, including community picnics at Keyes and Circle Terrace Parks, and at the Jamboree Parade. Some of the most successful outreach events were English Language Family Nights at the Independent School District 13 schools. These events reach families of district students who do not speak English at home. Families enjoy dinner, free child care, and breakout sessions which help them navigate an unfamiliar school environment and encourage student success. Library staff answered questions for parents, provided tips for building literacy and shared services and materials available with a library card.

Staff recognizes that previous bad experiences with libraries, which could include unpaid fines for lost or overdue materials, may prevent people, especially children, from visiting and using the library. In an attempt to reduce this barrier to library use, the Library Board authorized a

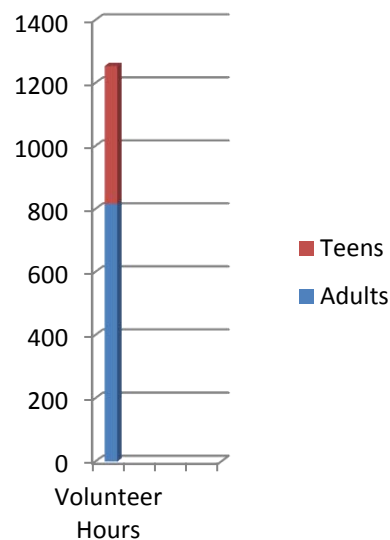
Youth Read Down program on three occasions in 2015. Youth Read Down was offered during the BookWarms winter reading program in January, during the Bookawocky summer reading program in June and July, and again in October at the beginning of the school year. Youth Read Down shows kids that reading is valuable. The library forgave \$1 in fines for every 15 minutes a youth under age seventeen spent reading in the library. Over \$564 of juvenile fines was waived for children and teens that spent a collective 150 hours reading!

Youth Leadership

Youth who participate in out-of-school activities that provide opportunities for ownership, discussion, communal decision making, and relationship building with peers and adults reap numerous social, emotional, and academic benefits. The library provides these opportunities with programs such as the summer Volunteens and Teen Advisory Board. The Teen Advisory Board (TAB) provided input on the design of the new library; brainstormed program ideas such as the very popular Anti- Valentine’s Day Party; and developed, created, and maintained a teen bulletin board and display.

Volunteers

Volunteers, both teen and adult, donated over 1,250 hours of service to the library in 2015. The Friends of the Columbia Heights Public Library are among the most dedicated volunteers. They stocked the book sale carts, served as greeters for programs, collected over 100 new books for needy children distributed by South Anoka Community Action in December and collected Campbell’s Soup and other labels to earn money for the library. Other adult volunteers delivered books to at-home patrons, facilitated book clubs, served as reading buddies for adults working on English language reading and speaking skills, and straightened and dusted shelves. Summer Volunteens helped with program set up and clean up, assisted with reading program registrations, served as youth ambassadors at children’s programs, and performed numerous other tasks as needed. The service of volunteers helps keep the library running smoothly and enables additional programs and services which paid staff could not provide. Volunteers were celebrated at a reception on August 10 after which they were recognized and thanked by the City Council.



Community Partnerships

The library continued to build and maintain partnerships with other community institutions which allowed both partners to provide essential services to our shared constituents. The library is especially grateful for partnerships with the Anoka County Library (ACL), Independent School District 13, Immaculate Conception School, and the Columbia Heights Public Library Foundation

Anoka County Library provided integrated library system (ILS) software so that Columbia Heights staff can manage collection inventory and user checkouts. ACL also provides delivery of library materials and interlibrary loans three days each week. The partnership enables Columbia

Heights card holders to access eBooks through 3M Cloud and Overdrive platforms, eMagazines through Zinio, and downloadable audiobooks through OneClick Digital and Overdrive platforms. During 2015 Anoka County Library designed and implemented a new staff intranet utilizing Microsoft SharePoint and made provisions for Columbia Heights staff to access it via the county network. The county library also explored options for radio frequency identification and automated materials handling and extended joint purchasing power to Columbia Heights for this technology. RFID technology will be implemented with the Columbia Heights collection in 2016.

Columbia Heights Public Library also enjoyed a strong partnership with Independent School District 13. The children's librarian visits many local schools to promote the importance of reading during the summer recess in order to retain important skills acquired during the previous school year. The library's summer reading program is an important part of preventing the loss of essential skills and minimizing the remedial work needed the following fall. New teacher orientation is offered every fall, introducing new teachers to the staff, collection, and resources which the library can bring to the shared educational mission. A highlight of the partnership with ISD 13 is the library's work with the ECFE (Early Childhood Family Education) program. Together library and district staffs offer baby story times, cross-promote classes and programs offered by each partner, and present multiple options for ensuring successful child development.

The Columbia Heights Library Foundation raised funds through two special events and a direct-mail solicitation of local businesses and individuals. A spaghetti dinner was held in September at Murzyn Hall and a film fundraiser at the Heights Theatre happened in December. The Foundation also worked with staff from Hammel, Green and Abrahamson, the architectural firm designing the new library, to include donor recognition in the lobby of the building.

Staff

The work of a library can only be accomplished through the extraordinary efforts of a dedicated staff.

- Winnie Coyne was hired as Clerk in January. She trained new Pages in March and served on the City branding implementation committee in addition to her work serving the public, compiling use statistics, and maintaining library security and computer hardware.
- Bethany Grabow resigned in order to relocate and Brianna Belanger became the Children's Librarian in October. The Children's Librarian is responsible for the management and development of the juvenile collection. She plans and delivers programming for kids including multiple story times each week. She facilitates the Teen Advisory Board and Volunteer program. She plans educational and enriching out-of-school programs for community kids. Bri participates in the early literacy and summer reading program teams of the Anoka County Library.
- Adult Services Librarian Barb Kondrick oversees programming and services for adults. She manages and develops the adult media collection, which includes documentary and

feature films, music, and audiobooks. She plans active and passive library programs for adults. She oversees adult volunteers and the at-home delivery service in addition to purchasing for the department. Barb participates in the arts and culture, and services to older adults teams of the Anoka County Library.

- Clerk Typist Renee Rewitzer serves as the circulation lead worker. She assists in developing procedures for material delivery. She communicates patron registration protocols to all staff. She oversees searches for lost and missing items. She processes and attaches new materials in the library system catalog so that new and donated items can be borrowed.
- Clerk Typist Kelly Olson provides outstanding customer service in the children's department. She oversees all book and media ordering and receiving. She reconciles cash register receipts and serves on the city employee of the year committee.

Design and Construction of New Library

Much of the work of the director in 2015 focused on ensuring that the regular activities of the library continued while deploying the staff needed to contribute thoughtfully to the planning and design of the new library. Staff participated in the evaluation of the architectural firms responding to the request for proposal for design services in January. They attended a number of meetings of the Library Design Task Force appointed by the City Council to provide citizen participation in the project. They spent numerous hours with design staff from Hammel Green and Abrahamson on details of the building, parking lots, audiovisual technology, heating and cooling systems, energy efficient lighting, staff workspaces, and furniture and shelving. Staff participated in two public open houses, in March and May, to hear feedback on the designs from the community. They helped to plan and participate in a public groundbreaking ceremony in September.

Part of a building project is telling its story. It includes communicating the hopes and dreams of the countless people who worked on the design. It involves highlighting the features which address community needs and desires. It means patiently answering questions about progress and anticipated opening date. Library staff continues to be grateful for the overwhelmingly positive feedback from the community, the willingness of the Columbia Heights taxpayers to fund the project, and the ongoing donations from area businesses and individuals. We eagerly anticipate opening the new library facility in June 2016.

2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY
DATA SHEET

COLLECTION TOTALS

Adult Books 35,133
Youth Books 26,355

Adult Audio 2,818
Youth Audio 1,260

Adult Video 2,597
Youth Video 1,036

Adult Magazines 4,368
Youth Magazines 319

Newspapers 9

Watt Meters 4

Bike Locks 8

TOTAL 73,907

COLLECTION TOTALS BY

READING LEVEL

Adult 44,937
Young Adult 4,109
Juvenile 24,861

ADDITIONAL SERVICES

Items delivered to "At Home" users 778

Bulk loan to institutions 3,726

Interlibrary loans for items not available
at COH or ACL 863

CIRCULATION

Physical Items: 100,934
Ebooks 5,845
Eaudiobooks: 2,239
Total Circulation: 109,018

TOTAL VISITORS

102,992

INTERNET USE

Users 14,777
Computer Logins 22,812
Minutes Used 608,136

PROGRAMS AT THE LIBRARY

Adult Attendance 333
1,956
Children's Attendance 226
5,335
Teen Attendance 21
570
Total Programs 580
Total Attendance 7,861

ROOM USE BY PUBLIC

181

REFERENCE QUESTIONS

13,923

CARD HOLDERS

Columbia Heights Library 19,574
Anoka County Library 250,784
Total Served 270,358

VOLUNTEER HOURS

Adults 816
Teens 438
Total 1,254

DONATED ITEMS ADDED
TO COLLECTION

236

**2015 ANNUAL REPORT
COLUMBIA HEIGHTS PUBLIC LIBRARY
2015 STAFF, BOARD, AND AFFILIATED GROUPS**

NAME	TITLE	START DATE	END DATE
Renee Dougherty	Director	4/01/2013 (4/12/2010 ASL)	
Barbara J. Kondrick	Adult Services Librarian	06/17/2013 (1998-2004 LS)	
Brianna Belanger	Children's Librarian	10/19/2015	
Bethany Grabow	Children's Librarian	10/14/2013	9/28/2015
Renee Rewitzer	Clerk Typist II – Adult	11/03/2014 (5/01/2008 Page)	
Kelly J. Olson	Clerk Typist II - Children's	06/01/1992	
Winnifred Coyne	Clerk	1/26/2015 (4/18/2013 Page)	
Michelle Wermerskirchen	Aide	11/19/2013 (6/23/2010 Page)	
Elaine Dietz-Mamaril	Library Supervisor	11/15/1993 (9/04/2012 ASL)	
John Brosnahan	Library Supervisor	9/28/1999	3/31/2015
Nancy Soldatow	Library Supervisor	2/29/2000	
Al Mamaril	Library Supervisor	10/08/2007	
Alicia Cermak	Library Page	2/22/2001 (sub)	
Nick Olberding	Library Page	4/17/2001 (sub)	
Dan Kleinfehn	Library Page	11/15/2001 (sub)	
Tracy Shaffer	Library Page	9/25/2006	
Alison Marzolf	Library Page	8/01/2007	
Lauren Gutkaes	Library Page	5/01/2008	5/18/2015
Rachel Meyers	Library Page	5/01/2008	
Gianna Ritzko	Library Page	1/17/2012	
Andrew Hester	Library Page	4/18/2013	3/6/2015
Rosa Boda	Library Page	3/2/2015	
James Heryla	Library Page	3/2/2015	
Melissa Serafin	Library Page	3/2/2015	5/2/2015

LIBRARY BOARD

Gary Peterson,
Council Liaison
Nancy Hoiium, Vice Chair
Patricia Sowada, Chair
Barbara Tantanella
Steve Smith
Catherine Vesley, Secretary

FRIENDS OF THE LIBRARY

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

FOUNDATION BOARD

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

2015 ANNUAL REPORT

CITY OF COLUMBIA HEIGHTS

DEPARTMENT OF RECREATION



**COLUMBIA
-HEIGHTS-**

February 2016

Mayor
City Council
Park and Recreation Commission
City Manager

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

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Keith Windschitl
Recreation Director

Enclosure: 2015 Annual Report

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

2015 RECREATION DEPARTMENT STAFF

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

PART-TIME

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

PARK AND RECREATION COMMISSION

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

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

HIGHLIGHT SUMMARY

Recreation

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

Park Scheduling

While City parks are maintained by the Park Department, the parks' usage is scheduled through the Recreation Department. Both Departments work hand-in-hand to provide the highest quality service to the residents who utilize our parks. Rental of park facilities are provided for a small fee of \$40.00 plus tax for Columbia Heights residents, \$60.00 plus tax for non-residents, and \$100.00 plus tax for large groups of 100 plus people. A \$100.00 key deposit is required to improve security of park buildings. The \$100.00 deposit is returned if parks are left in good shape after the event and the key is returned.

Neighborhood Event Wagon

The Neighborhood Event Wagon is a 16-ft trailer equipped with tables, chairs, and a large variety of sports equipment. The recreation staff delivers the trailer to the residence for their use during their event. Once their event is complete, the recreation staff picks up the trailer and completes an inventory of all supplies. A small fee of \$35.00 plus tax is charged for use of the wagon. 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	31
Community Garden Plots	43

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Programs

2015 was a very successful year with established programs continuing as well as new programs being offered. A highlight of our 2015 programming was the increase in attendance for non-school day trips. Our dance, martial arts, and gymnastics programs were very popular again this year. Listed below are the enrichment and special event programs provided for the youth in 2015. 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	28
Glitter-Bugs - Sess. I	(13)
Glitter-Bugs - Sess. II	(15)
Dyno-Hites Playground (Huset Park)	52
Session I	(23)
Session II	(29)
S.P.A.R.K.S. Playground Program	24
McKenna Park Session I	(9)
McKenna Park Session II	(15)
T.N.T. Teen Program	52
Session I	(25)
Session II	(27)
Wild Wednesday Summer Trips	422
Nickelodeon Universe	(54)
Minnesota Zoo & IMAX	(50)
Valleyfair	(56)
Twins Game	(49)
Bunker Beach	(57)
Cascade Bay	(54)
Edina Aquatic Center	(45)
Wild Mountain	(57)
August Adventure Days	74
Cheap Skate	(22)
Zero Gravity	(26)
Lili Putt Golf & Go Carts	(26)

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Minnesota Twins Game	50			
Heights Idol	18			
Rock Climbing	100			
Holiday Theater Class	8			
Holiday Special Events	6,142			
Fireworks/Jamboree	(6,000)			
Mask Making/Jamboree	(35)			
Harvest Fest	(26)			
Custard, Sprinkles & Performance	(30)			
Spring Egg Hunt	(37)			
New Year's Eve Party	(14)			
Gymnastics (Recreation Department)	296			
	Spring	Summer	Fall (2 sessions)	Winter
Mommy & Me (18 mo – 2½ yrs)	(11)	(11)	(15)	(11)
Mighty Tikes (3/4 year olds)	(12)	(9)	(17)	(9)
Mighty Bees (Ages 5-8)	(20)	(11)	(14)	(17)
Shooting Stars (Level 1)	(12)	(11)	(22)	(10)
Springers (Level 2)	(9)	(6)	(20)	(3)
Leaplers (Level 3)	(12)	(7)	(19)	(8)
Dance (Recreation Department)	57			
	Spring	Fall	Winter	
Preschool (3/4 years old)	(9)	(2)	(7)	
Kindergarten (5 years old)	(7)	(9)	(9)	
1 st & 2 nd Grade	(3)	(4)	(3)	
3 rd – 5 th Grade	(2)	(2)	(0)	
Theater in the Park	14			
Mill Street Players Theater Group	16			
Mill Street Play Tickets	131			
Moonshoe Players Theater Group	18			
Moonshoe Players Play Tickets	133			

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Puppet Wagon Puppeteers (Grant Program)	39
Puppet Wagon Spectators	(1,429)
Martial Arts	212
Winter	
Little Tigers ages 3-6	(33)
Tae Kwon Do Levels 1 & 2	(63)
Spring	
Little Tigers ages 3-6	(31)
Tae Kwon Do Levels 1 & 2	(48)
Fall	
Little Tigers ages 3-6	(14)
Tae Kwon Do Levels 1 & 2	(23)
Non School Day Trips and Activities (Grant Program)	334
Zero Gravity and a Movie (spring/winter)	(86)
Wild Chutes & Snow Tubing Wild Mountain	(27)
Skiing Wild Mountain	(38)
River Valley Ranch	(44)
Water Park of America (spring/fall)	(88)
Nickelodeon Universe	(51)

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

YOUTH ATHLETICS

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

BASEBALL

In-House Programs	90
T-Ball	(32)
Squirts	(39)
CH Baseball/Softball Training Clinic	(19)
Traveling Programs	64
10U	(13)
11/12U	(29)
13U	(11)
14/15U	(11)

BASKETBALL

In-House Programs	80
Boys Grades 3-4 League	(24)
Boys Grades 5-6 League	(21)
Girls Grades 3-4 League	(12)
Girls Grades 5-6 League	(8)
Summer Basketball Clinic	(15)

FOOTBALL

In-House Programs	65
6 th Grade Tackle	(24)
4 th Grade Tackle	(23)
K- 2 nd Grade Flag Football	(6)
Football Camp 1 st -8 th Grade	(12)

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Athletics Summary, Continued

SOFTBALL

Fast Pitch Traveling	41
10U Girls Fast Pitch	(12)
12U	(13)
14U	(2)
16U	(14)

SOCCER

In-House Programs	88
1 st -2 nd Grade Co-Ed Fall League	(13)
3 rd -4 th Grade Co-Ed Fall League	(18)
5 th - 6 th Grade Co-Ed Fall League	(9)
Hites Kickers	(13)
Jr. Hylander Soccer Clinic	(35)

VOLLEYBALL

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

WRESTLING

In-House Programs	15
1 st -5 th Grade Wrestling	(12)
6 th -8 th Grade Wrestling	(3)

TENNIS

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

ICE SKATING

2nd – 8th Grade	25
	(25)

SPORTS SAMPLER

Pre K – 3rd Grade	31
4 yrs. –Kindergarten	(18)
1 st -3 rd Grade	(13)

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

ADULT CLASSES & ATHLETICS

Adult softball is divided between leagues and tournaments.

Slow Pitch Softball – Summer	(8 teams/ 96 participants)
Slow Pitch Softball – Fall	(7 teams/84 participants)
Jamboree Tournament	(11 teams/ 132 participants)

Total Body Conditioning	63
Adult Aerobics.....	92
Crochet	48

HYLANDER CITY GYM & FITNESS CENTER

Participation has been increasing as more people become aware of the facility and become familiar with the hours of operation. It is open for community use Monday through Friday 9:00 a.m. to 11:00 a.m., after school, Monday through Thursday 6:00 p.m. to 8:30 p.m., Saturday mornings 9:00 a.m. to 12:00 p.m., and Sunday 12:00 p.m. to 3:00 p.m. For 2015 we sold **83** monthly memberships and **3,740** daily drop-in passes. Examples of other usage include senior shuffleboard, after school youth open gym, adult open gym, youth basketball league, weekend tournaments, youth sports camps, wrestling and basketball kick-off nights, summer park programs, and school out day field trips. This addition has been a wonderful asset to our Recreation Program.

SENIOR CENTER

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

Projects:

Collecting eye glasses & hearing aids for Lion’s Club

SENIOR PROGRAMS

	# of Times Offered	Average Attendance
500 Club	46	10
Cribbage	40	5
Bridge	36	30
Friends of the Library Bridge	7	50
Bingo	52	80
Games	73	15
Midday Matinee	24	21
Walking Group	57	10

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

SENIOR PROGRAMS (Continued)

	# of Times Offered	Average Attendance
Bocce Ball	13	15
Shuffleboard	24	10
Wii Wednesday	37	8
Free Exercise (twice most days)	400	10
Hiking Group	36	10

SPECIALTY SENIOR EVENTS/CLASSES

	# of Times Offered	Average Attendance
Golden Age Club	21	21
Income Tax Assistance	20	60
Make Your Own Sundae Party	2	90
Pot Luck Luncheons	6	40
Pizza Party	2	50
Senior Police Academy	6	16
Health Insurance Counseling	12	5
Blood Pressure	12	15
New Year's Eve Party	1	40
Halloween Party	1	80
Happy Feet Foot Care	17	6
Golden Age Christmas Lunch	1	26
Playing Card Bingo	6	40
500 Club Chicken Dinner	1	24
Valentine's Day Party	1	50
Writing Group	6	3
Senior Hearing Presentation	1	16
Senior Legal Presentation	1	16
Senior Fraud Prevention	1	84
Sister Kinney Presentation	1	25
Sort, Toss, Pack Presentation	1	29
Free Phone Presentation	1	19
AACAP Senior Outreach Worker	1	80
Shamrock Shakes	1	32
Fall Festival	1	60
State Fair Day	1	50

Stompin' At The Hall Exercise 100

Defensive Driving..... 203

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

The Senior Trips continue to be very popular programs (both the motor coach and the mini-bus outings). The motor coach trips have their draw because people like the comfort of a larger bus on longer trips. The mini-bus continues to be very successful for local trips. Many of our seniors prefer the ease and affordability local trips. Listed below are our trips and outings for 2015.

SENIOR TRIPS AND OUTINGS

Mini-Bus Outings..... 1527

Pine Tree Apple Orchard	78
Mystery Lunch	386
Stillwater Trolley	56
Abdallah Candy	82
Anoka Co. Senior Expo	26
Lake Elmo Inn	86
Nelson’s Ice Cream	56
Lyndale Bachman’s	42
St. Paul Cathedral & Ice Cream	26
Premium Outlet	22
Maverick’s Roast Beef	49
Hudson, WI outing	39
Minneapolis Farmers Market	13
Savers & Southtown	23
Maple Grove outing	36
Minnesota Pops	12
Waconia outing	46
Anoka outing	44
Pannekoeken Huis	48
Kramarczuk’s	49
Freddy’s Steakburgers	49
Firehouse Subs	45
Hy Vee	58
Teppenyaki Grill	25
Victoria Crossing	32
Movies at St. Anthony Park	44
Nativities of the World	55

One Day Trips 271

Branson on the Road	52
“Hello Dolly”	37
“Dirty Rotten Scoundrels”	15
Gammelgarden & Swedish History	17
Trolley Tour Rochester	39
Alpaca Fleece & Woolen	29
Made in Minnesota	27
“Christmas My Way”	55

**2015 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

JOHN P. MURZYN HALL

Similar to years past, the hall was booked for most weekends throughout 2015. Many local civic and community groups used the hall in one capacity or another in 2015. 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	Immaculate Conception School	
American Red Cross	Independent School District #13	
Anoka County – Housing/ACCAP	Minnesota Deaf Senior Citizens	
Anoka County Senior Issues Network	Minnesota Youth Athletic Services	
Beautification Committee	Pals	
Charter Commission	Park & Recreation Commission	
Columbia Heights Activity Fund	Parkview Townhomes	
Columbia Heights Administration	Public Arts Commission	
Columbia Heights Athletic Banquets	SACA	
Columbia Heights Athletic Boosters	Safety Committee	
Columbia Heights Basketball Association	Senior All Night Party	
Columbia Heights City Council	Sister Cities	
Columbia Heights Community Development	Sullivan Shores Townhomes	
Columbia Heights Fire Department	Toastmasters	
Columbia Heights Fire Explorers	Train Collectors	
Columbia Heights Fire Fighters Association	University Heights Condominiums	
Columbia Heights High School Class Reunions	University Heights Townhomes	
Columbia Heights IS Department		
Columbia Heights Library Foundation	<u>Paid Rentals</u>	
Columbia Heights Lion’s Club	Funerals	4
Columbia Heights Liquor Operations	Birthday Parties	24
Columbia Heights Police Department	Classes/Seminars/Meetings	51
Columbia Heights Public Works	Parties/Banquets	19
Columbia Heights Recreation Department	Holiday Parties	9
Columbia Heights Royalty	Wedding Receptions	37
Community Education-ISD #13	Family/Class Reunions	5
Fridley/Heights Soccer Association	Fundraisers	<u>4</u>
Friends of the Library	Total	153
Girl Scouts – 3 troops		
Golden Age Club	<u>John P. Murzyn Hall</u>	
Happy Feet Foot Care, Inc.	Resident Rentals	47
Heighten the Arts Committee	Non-Resident Rentals	40



Community Development Division

2015 Annual Report



INTRODUCTION

Thank you for the opportunity to provide an update to you regarding activities in the Community Development Division. This Annual Report highlights the achievements of the City Council, the Planning Commission, the Economic Development Authority (EDA), the Housing and Redevelopment Authority (HRA), and the staff of the Community Development Division during 2015. The Community Development Division extends its gratitude for the significant commitment of our elected and appointed officials. Your leadership and vision continues to ensure that Columbia Heights remains great place to live, work and play!

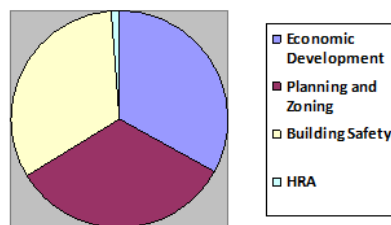
In 2015, the Community Development Division experienced a restructuring of duties and responsibilities. In the fall of 2015, following the resignation of the Assistant Community Development Director, the position was replaced by the reintroduction of the City Planner position as well as the reintroduction, on a part time basis, of the Community Development Secretary position.

The sale of Parkview Villa to Aeon Housing continued to be a significant ongoing issue in 2015. 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), as well as financing considerations regarding the structure of the sale transaction. Parkview Villa was eventually sold to Aeon Housing on September 28th, 2015, bringing to an end five decades of HRA/City management of the property.

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

- **Economic Development Authority** – Redevelopment and property acquisition
- **Planning and Zoning** – Long range planning and zoning administration
- **Building Safety** – Permitting, code enforcement, building licensing and building inspections
- **Housing and Redevelopment Authority** – Audit and transitional management duties associated with Parkview Villa

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



This report will highlight the activities featured in each service department. Each function of the Community Development Division works to forward the City'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 the five City Council Members and two appointed members. In 2015, members included: Gary L. Peterson (President), Bobby Williams (Vice President), Bruce Nawrocki (Secretary/Treasurer), Donna Schmitt, John Murzyn Jr., Marlaine Szurek, and Gerry Herring. In 2014, the EDA established the following goals:

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.

While working to achieve these goals, major EDA projects in 2015 included the following:

- **Huset Park Senior Living/Lily Gables**

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 2015, Dominion, Inc. submitted plans to construct a 191-unit senior housing apartment building on the northeast corner of University and 37th Avenue. This project will be called "Lily Gables". Lily Gables will occupy two of the three undeveloped parcels located within the Huset Park redevelopment area. (The third and final parcel, located at the southwest corner of the Jefferson Street/Huset Parkway intersection was acquired by Dominion, but will likely be marketed and sold to a smaller residential developer at a later time.)

The EDA and the City Council approved an amendment to the Redevelopment Contract that governs the Huset Park area to accommodate the Lily Gables project. In addition, the City Council approved a Site Plan for the project, as well as a re-platting of the site that consolidated the two separate development lots into one lot. As a component of this project, Dominion is required to construct a public sidewalk along 37th Avenue, a public trail and decorative fencing along University Avenue and a monument sign welcoming northbound travelers on University Avenue into Columbia Heights.

Due to the long history associated with land acquisition, site clean-up and other activities within the Huset Park development area, financing for this project is somewhat complex. In connection with a previous contract for development, the EDA issued tax-exempt Tax Increment Financing (TIF) revenue bonds, which currently retain an outstanding balance. Tax increment generated by the project is pledged to payment of debt service on the TIF bonds.

Previously, the EDA issued a taxable TIF revenue note to reimburse a prior developer for certain public redevelopment costs associated with the project. The TIF note was assigned to Dominion's subsidiary in 2015 at the real estate closing of the property. The TIF note is secured by the tax increment generated by the project on a subordinate basis to the TIF bonds.

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

Dominion has submitted building plans for this project, which are currently under review. Assuming financing comes together as planned, construction is slated to begin in early May and last approximately two years. Lily Gables will be operational by early 2018.

- **Branding and Communications**

The Economic Development Department serves as the communications manager for the City. In addition to serving as a general webmaster for the City's website, the EDA Department manages social media for the City, as well as authors 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 Columbia Heights' 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 graphic design firm.

In early 2015, the EDA selected a new logo and brand identity for the City. The EDA Department spearheaded a transition process, wherein internal communication tools were 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.

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. In 2016, the EDA Department will create and lead an internal staff workgroup to redesign the City's website.

- **Single Family Residential Lot Sales Program**

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

There were certain lots that were obtained by the EDA that are not qualified to be introduced into the scattered site housing TIF district. Several housing developers expressed interest in obtaining these lots in 2015. For that reason, the EDA created a program wherein certain lots could be sold at market value.

The Single Family Residential Lot Sales Program established minimum construction and zoning standards that must be adhered to for all new construction on lots contained within the program. Six lots were initially included in the program, all of which are located in the Sheffield neighborhood near the vicinity of Central and 47th Avenues. In early 2016, the EDA approved a purchase agreement with a local developer for the acquisition of all six program lots. The EDA intends to evaluate additional properties for possible inclusion in the program.

- **City of Peace Park Development**

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

The City has requested Community Development Block Grant funds for the development of this site. If funding is awarded, construction could begin as early as the summer of 2016. The Columbia Heights Police Department is leading the way in promoting this project and seeking additional funding opportunities.

- **Central Avenue Market Analysis**

In early 2015, the Economic Development Authority hired the McComb Group to conduct a retail market research study for the Central Avenue corridor. Jim McComb, principal for the McComb Group, concluded that the Central Avenue trade area (defined as a linear area between northern Northeast Minneapolis and Spring Lake Park along and around Central Avenue) lacks certain retail opportunities.

Specifically, the McComb Group found that the Central Avenue trade area lacks adequate grocery services, clothing and apparel businesses, as well as traditional restaurant businesses. Staff was able to use the findings of this study to help encourage new businesses, such as Chipotle and Noodles and Company, to locate in Columbia Heights. EDA and Planning staff are currently working with several developers on additional opportunities in other locations along the Central Avenue corridor.

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 2015, the members included: Marlaine Szurek– Chair, Rob Fiorendino, Grace Lee, Stan Hoiium and Connie Buesgens. John Murzyn, Jr. serves as Council liaison to the Commission and Elizabeth Holmbeck serves as its staff liaison.

Highlights from 2015 for the Planning and Zoning Commission are as follows:

1. Completed a Conditional Use Permit to allow outdoor sales at the property located at 4300 Central Ave. NE. (Frattallone’s Ace Hardware).
2. Completed a Conditional Use Permit (amendment) to allow for a charter school at 1555 40th Ave. NE. (First Lutheran Church).
3. Completed a Site Plan Approval for the new municipal library located at 3939 Central Ave. NE. (HGA Architects and Engineers).
4. Completed two Variance Approval requests for the property located at 3828 Quincy St. NE. (Resident-Jerold Lemire).
5. Completed a Minor Subdivision request for the property located at 1417 43rd Ave. NE. (Resident-Eric Simonson).
6. Completed a Conditional Use Permit to allow minor automobile repair for the property located at 3912 Central Ave. NE. (Decorative Construction).
7. Completed an Interim Use Permit for seasonal fireworks sales for the property located at 4005 Central Ave. NE. (Renaissance Fireworks).
8. Completed an Interim Use Permit for seasonal fireworks sales for the property located at 4300 Central Ave. NE. (Renaissance Fireworks).
9. Completed a Conditional Use Permit for LED signs for the property located at 1400 49th Ave. NE. (MLA Architects, Inc.).
10. Completed two Variance Approval requests (tabled to a date in the future) for signage at the property located at 4040 Central Ave. NE. (Jimmy’s Pro Billiards).
11. Completed a Variance Approval for signage at the property located at 4101 Central Ave. NE. (Washburn McReavy Miller Heights Chapel).
12. Completed a Conditional Use Permit for an LED Sign to be located at 4457 Central Ave. NE. (Autos Online).

13. Completed a Variance Approval request for signage at the property located at 4457 Central Ave. NE. (Autos Online).
14. Completed Site Plan Approval for Columbia Heights Senior Living for the property located at 3700 Huset Parkway NE. (Dominium/Columbia Heights Leased Housing Associates I, LLLP).
15. Completed Preliminary and Final Plat Approval for Columbia Heights Senior Living for the property located at 3700 Huset Parkway NE. (Dominium/Columbia Heights Leased Housing Associates).
16. Completed three Variance Approval requests for the property located at 4224 2nd St. NE. (Resident-John Holmberg).
17. Completed Comprehensive Plan finding for the Residential Lot Sales Program.
18. Current (in process) planning study on auto related uses and potential changes to the Zoning Code. Anticipated completion: March/April 2016.
19. Completed an extensive update to the City's Floodplain Ordinance. Completed: December 2015.
20. Brought a request before the City Council to Subordinate a Mortgage in connection with the City's Single Family Deferred Loan program.
21. Brought a request before the City Council to approve the lot combination request for the properties located at 3927 and 3939 Central Ave. NE. (New Municipal Library).

Summary

- 5 Conditional Use Permits
- 2 Site Plan Approval Requests
- 9 Variance Requests
- 2 Minor Subdivision/Plat Approval Requests
- 2 Interim Use Permits
- 1 Land-Use/Zoning Study
- 2 Ordinance Amendments (1 in process, 1 completed)
- 27 Sign Permits
- 1 Comprehensive Plan finding
- 1 Mortgage Subordination request

In 2016, the Planning and Zoning Department will begin planning for the Comprehensive Plan update process. The Metropolitan Council requires that the Comprehensive Plan be updated every 10 years. Staff will work closely with the Metropolitan Council to ensure that Columbia Heights' Comprehensive Plan is completed thoroughly and cost-efficiently. By the end of 2016, staff will establish a work group that will include the Planning and Zoning Commission, the City Council and interested residents to oversee the update process. The updated Comprehensive Plan must be submitted to the Metropolitan Council at the end of 2018.

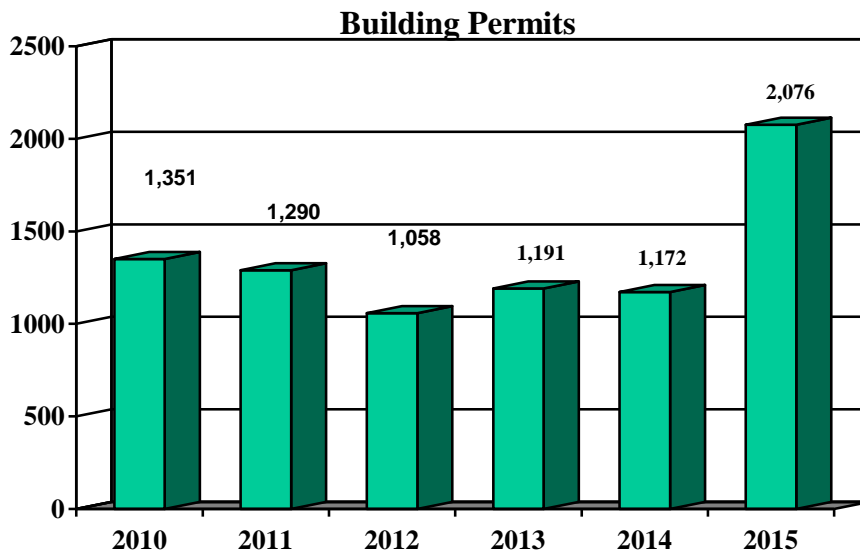
BUILDING SAFETY



The Building Safety Department ensures the health, safety and welfare of the citizens and visitors of Columbia Heights through reviewing both residential and commercial construction plans and inspecting new construction to ensure compliance with State codes. The Building Safety Department is also responsible for issuing business licenses.

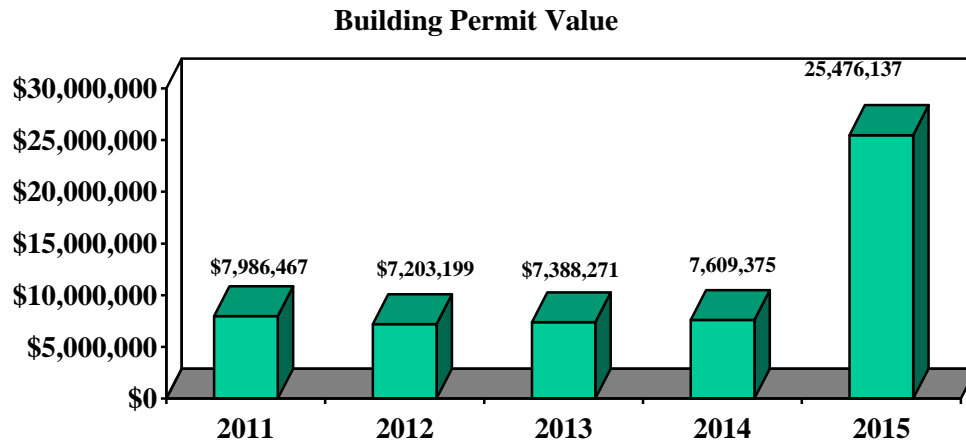
- **Building Permits**

The graph below describes building permit activity over the last five years. In 2015, the Department issued 2,076 permits. This includes all building, plumbing, and mechanical permits.



- **Building Value**

The total building permit value in 2015 was \$25,476,137. This value is attributable to new home construction and remodeling, hail damage repair permits, several commercial reconstruction and remodels and the usual maintenance and installation projects throughout the City. The following graph shows the permit values over the past five years.



- **Building Inspection Data**

During 2015, the Building Official conducted 2,081 inspections for building permits, 142 rental inspections, and 4 abandoned property inspections.

To promote and protect the health, safety and welfare of the community, the Community Development Department issues licenses primarily for alcohol and tobacco sales, contractors and other miscellaneous vendors. There were 359 business licenses issued in 2015.

- **Business Licensing 2010-2015**

<u>License</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Beer / Liquor	22	17	24	16	19	16
Contractor	298	260	251	274	267	285
Other	<u>73</u>	<u>57</u>	<u>48</u>	<u>56</u>	<u>53</u>	<u>58</u>
Total	393	334	323	346	339	359

HOUSING AND REDEVELOPMENT AUTHORITY



The original purpose of the Housing and Redevelopment Authority (HRA) was to oversee the operation and management of Parkview Villa North and South. The HRA is comprised of six members, including the Mayor, three City Council Members, one Parkview Villa resident, and one former City Council Member. In 2015, members included Tamera Diehm (Chair), Donna Schmitt (Vice Chair), Bruce Nawrocki (Secretary/Treasurer), Gary Peterson, John Murzyn Jr. and Rheta Nelson. Council Member Bobby Williams no longer serves on the HRA.

During the past five years, the HRA worked diligently to facilitate the sale of both Parkview Villa North and Parkview Villa South to Aeon Housing. The sale transaction officially took place on September 28th, 2015. The new owners of the building are currently embarking on a major rehabilitation project which will result in expanded and improved common spaces and enhancements to individual units.

HRA staff continues to oversee necessary U.S. Housing and Urban Development (HUD) reporting for the facility, as well as necessary auditing requirements. Staff will research ways in which HRA work can be streamlined, possibly resulting in the consolidation of the HRA and the Economic Development Authority (EDA).

STAFFING ROSTER

▪ **Community Development Staff**

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

▪ **Economic Development Authority**

Name

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

▪ **Housing and Redevelopment Authority**

Name

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

▪ **Planning Commission**

Name

Marlaine Szurek - Chair
Rob Fiorendino – Vice Chair
Grace Lee
Stan Hoium
Connie Buesgens