

Columbia Heights

2012
ANNUAL REPORT

CITY OF COLUMBIA HEIGHTS

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

March 18, 2013

To the Mayor and City Council:

Presented for your review is the 2012 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 2012 include:

- 2012 was the first time in many years that the State of Minnesota actually paid the City of Columbia Heights the annual amount of state aid revenue designated for the City. Unfortunately, the state achieved this by reducing the amount designated. The City received \$895,180 in general forms of state aid in 2012, which is \$172,810 less than annual aid actually paid the prior year, and \$0.5 million less than annual aid designated the prior year. The cumulative reduction in state aid received since 2003 is \$17 million. The City's financial plan to address this state trend is discussed in the City's annual budget documents available on the City's website.
- Residential foreclosures (2007-2012) totaled 1,099. The good news is that 656 of the 1,099 homes (60%) have been bought by the market, and neighborhood quality has remained strong.
- Preliminary numbers indicate that violent crimes decreased by 9%, and serious crimes (Part 1) declined by 2% overall. Less serious, livability types of offenses (Part 2 crimes) decreased by 8% in 2012, following the trend that was observed in 2011.
- In 2012, the City received its second "City of Excellence Award" from the League of Minnesota Cities for the 5,000 – 19,999 in population category. Our entry was "Targeting Youth: City/School Cooperative Ventures".
- In 2012, the Columbia Heights Police Department received the International Association of Chiefs of Police Community Policing Award from Cisco Systems for the 20,000 and under population category. The department's initiatives included "hot spot" policing, Neighborhood Watch, branding and community outreach through youth mentoring, open gym, landlord training, All-Hands Day, police agency collaboration, fundraising for local non-profits, and strengthening strategic partnerships.

It has been another extremely challenging year in 2012. I wish to express my appreciation and thanks for the support I have received from the City Council, staff, and citizens.

Sincerely,



Walter R. Fehst
City Manager
WRF/cjb

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ADMINISTRATION



ADMINISTRATION DEPARTMENT STAFF

<u>Name</u>	<u>Title</u>	<u>Date Started Service</u>
Walter Fehst	City Manager	July 8, 1996
Linda Magee	Assistant to the City Manager/ Human Resources Director	October 18, 1982
Carole Blowers	Administrative Assistant/ Human Resources	January 10, 1994
Patty Muscovitz	City Clerk	November 23, 1999- September 26, 2012
Tori Leonhardt	City Clerk	September 10, 2012

HUMAN RESOURCES

New Hires

During 2012, the City experienced several personnel changes. Overall, nine full-time and seven part-time positions were filled on an open competitive basis, and three positions were filled on a promotional basis. Openings occurred mainly due to attrition. In addition, numerous seasonal and temporary positions were filled.

Employee of the Year

Late in November 2012, 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 2012 Employee of the Year Award was Engineering Technician Rich Nordstrom. Excerpts from Rich's nomination follow:

The 2012 Employee of the Year is Rich Nordstrom, Engineering Technician in the Public Works Department. Rich has been involved in several time-consuming and detailed-oriented projects and programs throughout the city for 19 years. Rich has great integrity, is dependable and professional, is a good listener and problem-solver, and shows great pride in his work. Rich also has a great sense of humor even when working long hours, always maintaining a positive attitude with the public, other companies, and his co-workers. He has stepped up and performed more duties when a co-worker retired from his department, handling numerous new tasks and problems.

Congratulations to the 2012 Employee of the Year, Rich Nordstrom!

Years of Service Awards

Various employees marked their fifth, tenth, fifteenth, twentieth, and thirtieth years of employment with the City in 2012:

Five Years: Barb Taylor (Liquor), Jeff Hanson (IS), Lynn Burchett (Liquor), John Estling (Liquor), Ron Dietz (Police), Erik Hanson (Police), Tessa Villegas (Police), Joe Pikala (Police), Scott Clark (Community Development), and Ben Uden (Fire)

- Ten Years: LeAnn Ottney (Finance), Tim Gouras (Liquor), Shay Tilander (Liquor), Erik Johnston (Police), Ramon Gomez (Library), Rich Basara (Murzyn Hall), Ben Mathson (Public Works), Jackie Baron (Public Works), Troy Neurater (Fire), and David Sims (Fire)
- Fifteen years: Tom Costello (Liquor), Keith Windschitl (Recreation), Teresa Bernick (Murzyn Hall), Kevin Hansen (Public Works), and Jeff Hook (Public Works)
- Twenty Years: Ted Fischer (Police), Kelly Olson (Library), and Karl Pope (Public Works)
- Thirty Years: Linda Magee (Administration)

The Employee of the Year and Years of Service Awards were announced at the annual employee holiday luncheon/recognition event, held on December 11 at Murzyn Hall. A delicious meal was catered by Tinucci's.

Labor Contracts Negotiated

Late in 2012, negotiation sessions were held with four of the six bargaining units for 2013-2014 (American Federation of State, County, and Municipal Employees (AFSCME), the International Association of Firefighters (IAFF), Law Enforcement Labor Services (LELS)--Police Officers, and Law Enforcement Labor Services (LELS)-Police Sergeants). The remaining two bargaining units (Public Managers' Association (PMA) and the International Union of Operating Engineers (IUOE), Local 49) had submitted their notice of desire to negotiate, but no meetings had been scheduled by the close of 2012.

By the close of 2012, a tentative agreement had been reached with the American Federation of State, County, and Municipal Employees (AFSCME) for a 2013-2014 contract. The members were scheduled to vote on the contract in early 2013, and if approved, would be taken to the City Council for ratification.

Grievances

No grievances were filed during 2012. A grievance arbitration hearing was held in April, 2012, on a grievance that had been filed in 2011.

Furloughs

There were no mandatory furloughs for employees in 2012. However, based on comments and requests received from several employees, voluntary furloughs were offered in 2012. Twenty-five employees availed themselves of this.

City-Wide Safety Committee

The Columbia Heights City-Wide Safety Committee continued to meet in 2012. Nine meetings were held.

Current members of this committee are:

- Ted Fischer, Police Sergeant
- Tim Barnes, Facilities Maintenance Supervisor
- Carole Blowers, Administrative Assistant—Human Resources (Chair)
- Jesse Davies, Public Works Administrative Assistant
- Gary Gorman, Fire Chief
- Greg Olson, Assistant Liquor Manager

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 2012, there were 10 recordable injuries, resulting in 25 days away from work, and 101 days of

restricted work activities.

This committee's largest task since its inception was to review the entire Safety Manual and make suggestions for updates. This document is currently 76 pages long, and has not been updated since 1992. Many changes are being recommended for the current Safety Manual. The committee plans to complete this task in early 2013. It has been reviewed by all division heads.

CABLE

Government Access Channel 16

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

Cable Subscribers

By the close of 2012, cable subscribers in the Columbia Heights franchise area totaled 3,921, resulting in a penetration rate of 41.3%. Franchise fees received by Columbia Heights in 2012 totaled \$181,712.

CITY CLERK

City Council Meetings

There were twenty-three regular City Council meetings, ten Work Session/Budget meetings, one Joint School Board meeting, one Special Election Canvass meeting, one Executive Work Session for negotiations, one Local Board of Appeal/ Equalization meeting, two Street Improvement/Seal Coat hearings, and one Special Assessment hearing held in 2012.

Ordinances and Resolutions

During 2012, six ordinances were proposed, five were approved, and one was tabled.

During 2012, one hundred and fifty-nine resolutions were requested, twenty-five were removed, and four were not read. Property abatements accounted for fifteen of the requested resolutions and rental license revocation accounted for forty-eight of the requested resolutions.

Elections

The legislature of the State of Minnesota redistricted precincts throughout the state in 2012; however, the voting precincts within Columbia Heights remained the same.

Several meetings were held at Anoka County during 2012 to approve a Joint Powers Agreement for the purchasing of new elections equipment between the county, municipalities, townships, and school districts. The Anoka County Board approved Contract 2012-0362 entitled; Joint Powers Agreement between Anoka County and the Municipalities, Townships and School Districts in Anoka County to Allocate Costs for Election Expenses.

The City Council voted 5-0 to approve Resolution 2012-150, being a resolution accepting the Joint Powers Agreement. The Joint Powers Agreement will be in effect from January 1, 2012 until December 31, 2016, subject to automatic renewal on January 1 of each subsequent calendar year beginning January 1, 2017.

This was the first year that residents were able to vote in-person by absentee voting at City Hall. Although the Primary Election was slow with approximately twelve people voting by in-person absentee, the General Election had a larger turnout of one hundred and eighty voters. Overall, mail-in, in-person, military, and overseas voting accounted for six hundred and sixty-nine absentee voters.

On Tuesday, August 14, 2012, the City held a Primary Election to determine the candidates to run for the two City Council Member offices and the Mayoral office in the November General Election. Eight candidates filed for the two Council Member offices, and three candidates filed for the office of Mayor.

Candidates for Council Member offices were Jimmy Edworthy, Kaye Meyer, Adrian Durand, Ramona Anderson, Robert “Bobby” Williams, Catherine Vesley, Bruce Nawrocki, and Stan Hoium. Candidates for the Mayoral office were Gary Peterson, Gregory Sloat, and Bob Odden.

A total of 1,573 residents voted in the August 14, 2012, Primary Election. Voter turnout was 13.71%. This was down by almost 10% from the September 10, 2010, Primary Election. Candidates who advanced in the council member race were: Robert “Bobby” Williams with 531 votes, Bruce Nawrocki with 522 votes, Stan Hoium with 482 votes, and Catherine Vesley with 433 votes. Candidates who advanced for the Mayoral race were: Gary Peterson with 858 votes and Bob Odden with 299 votes.

On Tuesday, November 6, 2012, the City held a General Election to determine who would fill the two City Council Member offices and the Mayoral office.

A total of 10,100 residents voted in the General Election. Voter turnout was 78%, which was up 15% from 2010. In the Mayoral race, incumbent Gary Peterson was elected with 5,349 votes. The two Council Member offices went to incumbents Robert “Bobby” Williams with 3,930 votes and Bruce Nawrocki with 3,401 votes. In a very close race, Catherine Vesley received 3,388 votes and under Minnesota State Statutes, she requested a recount be conducted. On November 15, 2012, four election judges and the City Clerk headed off to Anoka County for the recount. After three precincts were recounted, Catherine Vesley gained one vote, at which time she conceded and asked that the canvass results remain the same as previously canvassed on November 12, 2012.

OTHER EVENTS

2012 Community Prayer Breakfast

The 12th Annual Prayer Breakfast was held on May 9, 2012, at Murzyn Hall. It was attended by approximately 250 people. The program participants were: Dorothy Penate, Father John Mitchell, Columbia Heights Fire Department Color Guard, Shirley Barnes, Reverend John Hierlinger, Mikal Garret, Latresia Thompson, Bill Holmgren, Carole Blowers, Donald Bania, Jr., and Vanessa Bray.

Anoka County Board of Commissioners

On October 9th, the City of Columbia Heights served as host for the Anoka County Board of Commissioners meeting. The meeting was held in the Council Chambers. The board members present were: District 1 – Matt Look; District 2 – Andy Westerberg; District 3 – Robyn West (Vice Chair); District 4 – Jim Kordiak; District 5 – Carol LeDoux; District 6 – Rhonda Sivarajah (Chair); and District 7 – Dan Erhart. Mayor Peterson welcomed the board and recapped major events and activities in the city. Councilmember Bruce Nawrocki was also present at the meeting. The meeting was telecast on the City’s Government Access Channel and on the Anoka County website. The Anoka County Board members held their meetings at various cities in Anoka County throughout 2012. Other cities that hosted their meetings in 2012 were: Ham Lake, Spring Lake Park, St. Francis, Anoka, and Centerville.

2012

City of Columbia Heights
Finance Division

Annual Report



Finance
Top Valu Liquor
Information Systems

CITY OF COLUMBIA HEIGHTS

**2012 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 2012 Finance department activities.

In 1999, the City installed radio read meters in all single and two-unit residential properties. Until 2012, substantially all other accounts were manually read by an employee of the finance department. The December 2011 retirement of that employee coincided with the approval of a plan to convert all remaining manual meters to radio read within 1 - 2 years. Given this short term, it was not cost-effective to train or outsource a new meter reader. Instead, finance and public works staff collaborated on the most practical transitional reading method available under these circumstances. Utility billing staff now prepare and mail individual reading cards to each of these manual accounts. The property owner must read their meter, write the reading on the card, and return the reading for an accurate bill to be calculated.

The trend in recent years of historically high volumes of both delinquent customer accounts, and customer accounts changing ownership due to mortgage foreclosure, continued through 2012. This has significantly strained available staff resources in the department. Almost 200 utility accounts had unpaid delinquent charges converted to special assessments in 2012. Nearly half of these delinquent charges were final utility bills for customers that moved. It should be noted that many of these properties assessed for delinquent bills were bank-owned and/or vacant. Many of these commercial investors make the business decision to pay through either the annual special assessment process or the property sales process (whichever comes first) instead of performing the administrative work necessary to pay quarterly utility bills as they come due.

No long-term debt was issued or called in 2012. In comparison, the City and/or EDA issued bonds each year from 2006 through 2009, and in 2011 effected an early redemption of a 2003 bond series.

As in the prior year, there were yet again significant personnel changes in the finance department in 2012. Accounting Clerk II – Utility, Tori Leonhardt was promoted to City Clerk in September. In June, the longtime receptionist/cashier, Nicole Jouppi, took a leave of absence and ultimately resigned from her position. During her leave, the finance department was able to utilize Paula Haynus, the recreation department receptionist to fill in part-time at the finance reception desk. Paula permanently transferred to the finance position in September. Also that month, the Accounting Clerk I position turned over.

The recent personnel changes within the finance department have led to various opportunities to update and improve processes within the department.

Upon the simultaneous new staffing of both the Receptionist/Cashier position and the Accounting Clerk I position, the primary responsibility for the eight-hour daily shift at the customer walk-up window was split between these two roles. Historically, this function had been assigned solely to one individual. Despite backup plans, that was problematic when that individual was not available.

In 2012, a method was established to batch process large volumes of utility customer payments received through the mail or the city hall drop box. Previously, each such payment received was receipted individually. In addition to the obvious reduction in data entry, this new method saves significant staff time previously required to print individual remittance advices for payments received without remittance advices. With the growing trend of customers using third-party bill pay services, the volume of payments received without remittance advices has increased exponentially. Some of the other problems created by third-party payments, such as incorrect customer information, remain to be addressed as of the end of 2012.

In 2012, with assistance from IS and other departments, the finance department initiated a wide-ranging improvement to the process by which many documents are archived into the City's optical image storage system. The previously labor-intensive steps of the archiving process, including the naming of the document, filing it the correct network folder, and populating key data fields in searchable form from the document's source database, can all be performed nearly instantaneously by an advanced version of the imaging software. This advanced version of the software has been used in the finance department for a few years, but it was too costly to make it practical to deploy in each department. The process developed in 2012 centralizes its deployment under the imaging technician role at city hall, and under a comparable function at the public safety center. Various departments, including finance, are now only required to perform the initial "raw" scanning step of the archiving process for certain high-volume documents, and the centralized function now performs the advanced software step with minimal hands-on time. This new process is noticeably reducing the burden that record retention mandates place on local government.

The 2013 annual budget process conducted during the last half of 2012 retained substantially the same format as in prior years, in regard to the budget documents and the meeting schedule. At the request of the city council, the presentation format used in the budget work sessions placed a greater emphasis on interactive discussions led by each division head, and a reduced emphasis on centralized scripted presentations, such as PowerPoint presentations by the Finance Director, as compared to recent prior years.

In the annual budget process, it was noted that the area-wide fiscal disparities portion of the property tax levy has taken on far greater significance for the City than in many prior years. A detailed analysis of this aspect of the City's finances is included in the city manager's annual budget message within the 2013 budget. Copies of the city budgets for recent years are available at the finance department page of the City's website.

The City's contract with the CPA firm HLB Tautges, Redpath, Ltd. to perform the City's annual audit continued through the year 2012. During 2012, the audit of the City, EDA and HRA financial statements was completed for the fiscal year ended December 31, 2011.

As the City has contracted with the same CPA firm for a number of years, at the request of the city council, a request for audit proposals was sent to nine qualified CPA firms in 2012. Based on the responses, HLB Tautges, Redpath, Ltd. was awarded the City's audit services contract for fiscal years 2012- 2014.

The Finance department is pleased to report that in 2012, the City's 2011 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.

2012 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 2012, IS department:

- Replaced 27 obsolete PCs and laptops with Microsoft Windows 7-based computers.
- Installed and configured two new network servers. One server replaced the oldest network server (purchased in 2006); another server (purchased in 2009) was redeployed to the liquor store network to improve the performance of Retail Management System.
- Upgraded software to manage and backup virtual servers.
- Upgraded virtual appliance for logs and events monitoring to improve IS security and ensure PCI DSS compliance. Deployed monitoring agents to desktop PCs, laptops and other IS components.
- Installed virtual appliance to perform network security scans, detect and remediate security vulnerabilities.
- Evaluated benefits and feasibility of desktop PC virtualization. Analysis of hardware, software and support costs showed that at this point virtualization of desktop PCs does not provide sufficient benefits for the City. IS Dept will re-evaluate the technology in 2014.
- Assisted departments in migration from BlackBerry phones to iPhones.
- Worked with Anoka County and vendors to implement the “Connect Anoka County” fiber network project.
- Supported Laserfiche document imaging system. The system provides instant access to more than 300,000 city documents (more than 2.7 million pages), as well as long-term storage in accordance with the document retention schedule. Public documents are available through the Laserfiche Weblink at the City website.
- Supported the city phone and voicemail system (406 phones and communication lines, 177 voicemail boxes). Upgraded the voicemail system and moved it to a virtual server to improve functionality and reliability.
- Supported more than 50 different programs used by city employees at 10 locations to perform their job duties. Assisted other departments in evaluation, purchase and implementation of new hardware and software.
- Supported mobile access to the city network for Building Inspector, Fire Inspectors and public works employees. These employees can look up and update data and documents from the field.
- Supported wireless networks (18 access points) for city employees, library patrons and visitors at the city offices.
- Supported secure remote access to city data, programs and equipment for authorized users.

- Supported Internet access servers and firewalls to provide fast and secure connection between city internal network and Internet.
- Enforced IS security policy with mandatory user passwords, password change requirements, login time restrictions, and assigning rights to access documents and applications.
- Supported and upgraded anti-virus and anti-spyware software at network servers, desktop PCs and laptops to protect against malicious programs.
- Performed daily backups of system and user data and programs. Users experienced no data loss.
- Maintained servers, data storage equipment, network and communication equipment, desktop PCs and laptops, printers and other IS equipment.

2013 IS Goals

IS department will continue to provide support to city users, as well as information system maintenance and development. The major IS department goals:

- Ensure efficient, secure, and reliable operation of the city information system.
- Support city library staff and patrons.
- Move communication T1 and DID lines to a new provider, saving over \$300 monthly.
- Continue cooperation with Anoka County and vendors to implement the “Connect Anoka County” fiber network project.
- Increase the capacity of data storage system.
- Start supporting diverse mobile devices to increase employee mobility and productivity while ensuring security and compliance.
- If necessary, replace IS components that are no longer supported by vendor and are not compatible with newer components, including the continuation of computer upgrade from Windows XP to Windows 7.

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

2012 Sales Activity

Total sales increased in 2012 by \$309,569 or 3.6% over 2011, to reach an annual sales volume of \$8,804,531. Sales at each of the three stores also increased, as follows:

	2012 Sales	2011 Sales	Amount of Increase	Percentage Increase
Top Valu I	\$3,887,747	\$3,764,257	123,490	3.3%
Top Valu II	3,650,611	3,491,928	158,683	4.5%
Heights Liquor	1,266,173	1,238,777	27,396	2.2%
Total	\$8,804,531	\$8,494,962	309,569	3.6%

Total sales have increased each year since 2008, when the two newly-constructed Top Valu facilities replaced rented strip mall locations. We note that for Top Valu II, not only have sales grown each year since 2008, but they have also grown at an increasing rate for each of the past three years. Some of the recent increase at Top Valu II is attributable to the 2012 investment in an LED sign for that location.

Further comparison of 2012 sales with 2011 shows an increase for each of the three major product categories of liquor, beer and wine. The growth in wine sales outpaced all other categories, with a 7.5% increase in wine sales for all stores combined, driven by an outstanding increase of 11.6% in wine sales at Top Valu II. This trend is particularly favorable, because the City's gross profit margin on wine sales is greater than for other products. During 2012, the shelf space at Top Valu II dedicated to wine was expanded and reconfigured. We judge that this contributed to the increase in wine sales at that store.

2012 Promotional Activity

As in prior years, most 2012 advertising was concentrated in local periodicals and certain metro area periodicals. This standard advertising highlighted our product line for both our local customers and customers from the North and East Metro, with an eye to local and national trends. As in prior years, we also advertised sales during the prime advertising months of the year.

Throughout 2012, we continued our Winery of the Month sales, and Brewery of the Month sales for specialty beers. In conjunction, the operation continued its recent trend of increasing the store space provided to specialty beers. This subset of the beer category has shown more growth and more customer interest than the overall beer category.

The largest store, Top Valu I, offers the unique destination shopping experience of one of the largest single malt scotch selections in the state of Minnesota. In response to current consumer trends, the bourbon selection was expanded in 2012. These offerings drew whiskey customers from around the entire metro area and beyond.

In keeping with the liquor operation's marketing strategy and budget objectives, a number of promotional events were held in 2012 at Top Valu I & II. In some cases, the liquor operation partnered with a community organization in furtherance of that organization's mission. Other events more directly educated customers on particular products through tasting opportunities, vendor discussions and sales pricing. In particular, the tasting events generated increased sales and very favorable comments by customers, including requests for more such events. These tasting events commonly filled the store(s) with as many or more customers on an ordinary Wednesday night as would occur on any Saturday night during the holiday season rush.

2012 promotional events included:

- Spring Beer Fest
- Spring Wine Event
- Fall Beer Fest
- Fall Wine Event
- Winter Single Malt Scotch Event
- Holiday Cordial & Champagne Event
- In-store holiday season prize drawings, for non-liquor bonus items, no purchase necessary
- Mayor's Holiday Kick-Off Event with the Columbia Heights Activity Fund, proceeds to youth playground equipment
- 5th Annual MN Municipal Beverage Association Food Shelf Drive, benefiting SACA etc.
- "Brat and a Pop" parking lot grilling promotion with the Columbia Heights Athletic Boosters, every weekend from Memorial Day to Labor Day, and certain other times
- Columbia Heights Athletic Boosters' charitable pull tabs, available in Top Valu stores during business hours

Other 2012 Activity

Customer use of the ATMs that were installed in 2010 in both of the Top Valu stores continued to increase in 2012. Presumably, this resulted from customers still becoming aware of the machines. The primary reason for installing the machines was customer convenience. To a limited extent, the ATMs do also encourage product sales and generate a small commission per transaction.

In prior years, water has periodically been observed pooling around the exterior of the northwest corner of the Top Valu II building, as well as entering the building along the east wall. In the later part of 2011, this was determined to be ground/spring water percolating up through the soil, and steps were taken to direct the water to the adjacent ponding area. In 2012, no recurrence of these water issues was observed.

Also at Top Valu II, the concrete entryway required replacement in 2012, only five years after it was built. Upon excavation of the original slab, it was discovered that the original contractor had deviated from the specifications in the architect's drawings in a problematic way that required removal and re-installation of the entry doors to replace the slab. City public works staff was of great assistance in addressing this situation that arose just prior to the store's busiest sales season of the year. A similar problem, originating with the same contractor, was discovered and addressed previously at Top Valu I. This contractor went out of business shortly after building the two stores.

Heights Liquor, built in 1964, has had only minimal maintenance performed for several years. During 2012, the effects of this approach really began to show up. The rooftop air conditioning unit failed and required emergency replacement. Due to various settling of the building over the years, the electric service to the building required emergency replacement. An engineering study was performed to evaluate the options to address other issues caused by the settling of the building. As shown in a 2012 presentation to the city council, the condition of the asphalt parking lot and concrete sidewalks/curbing was very poor, especially in comparison to the automotive business to the north, with which Heights Liquor shares a zero property line.

With the 2012 budget, the Council approved the use of liquor funds for certain capital improvements at Heights Liquor. The portions of those improvements completed in 2012 included replacement of the concrete sidewalks and curbing, and the asphalt parking lot was milled and overlaid with a new bituminous surface.

In conclusion, we note that the profits from the liquor operation continue to help reduce the property taxes paid by the residents of Columbia Heights. The 2012 fund balance of the police community programs department; which includes activities such as D.A.R.E., and the police reserves, was provided by profits from the liquor operation, as was a significant portion of the 2012 fund balance of the City's capital equipment fund. In the past, liquor profits were used to establish the City's infrastructure fund.

2012 FINANCE DEPARTMENT STAFF ROSTER

	<u>Start Date</u>	<u>End Date</u>	
Finance			
Finance Director	Joseph Kloiber	06/21/04	
Assistant Finance Director	Jackie Senko	06/06/11	
Payroll Accountant	Stacey House	04/14/10	
Accounting Coordinator	LeAnn Ottney	02/20/02	
Accounting Clerk II-Utility	Tori Leonhardt	08/22/11	09/10/12
Accounting Clerk II-Utility	Jill Haley	09/17/12	
Accounting Clerk I-Utility	Deborah Steffen	10/22/90	
Accounting Clerk I	Emily Carr	09/26/12	
Accounting Clerk I	Eileen Heil	10/10/11	09/04/12
Budget Coordinator	Sue Sartwell	10/17/05	
Finance Secretary	Nancy Becker	04/04/11	
Receptionist/Switchboard	Nicole Jouppi	12/29/97	08/17/12
Receptionist/Cashier (PT)	Paula Haynus	09/17/12	
Information Systems			
IS Director	Aleksandr Chernin	09/07/99	
Assistant IS Director	Jeff Hanson	10/16/07	
IS Technician	Steve Silverdahl	09/19/11	
Liquor			
Liquor Operations Manager	Larry Scott	04/23/01	
Assistant Liquor Operations Manager	Thomas Costello	04/07/97	
.....	Tim Gouras	12/16/02	
.....	Gregory Olson	01/15/81	
.....	Steven Olson	06/21/99	
.....	Eric Shurson	05/11/09	
Store Supervisor (PT)	Kathy Huber	06/08/10	
.....	Kurt Karner	05/03/10	01/18/12
.....	Tracy Klein	07/15/08	
.....	Daniel Mutka	09/14/09	
.....	Stephen Saunders	04/26/10	
Retail Clerk (PT)	Diana Arne	07/14/00	
.....	Scott Arne	11/13/00	
.....	Kathryn Bixler	05/26/10	
.....	Ken Brown	10/10/05	
.....	Lynn Burchett	09/06/07	
.....	Felisha Burns	06/01/09	
.....	Tonya Eades	05/26/10	
.....	Lynn Erickson	07/28/09	08/25/12
.....	Ronald Erickson	05/26/10	
.....	John Estling	07/19/07	
.....	Nicholas Evangelist	10/10/12	
.....	Virginia Graham	06/02/01	12/31/12
.....	Lavonne Greene	05/18/99	
.....	Kelley Hidding	10/07/09	
.....	Nancy Iskierka	11/05/08	
.....	Randy Iskierka	06/03/09	
.....	Stanley Johnson	04/30/98	
.....	Marlys Klein	06/20/12	
.....	Jessica Nelson	06/05/12	
.....	Kevin Niznik	06/03/04	

2012 FINANCE DEPARTMENT STAFF ROSTER (cont.)

	<u>Start Date</u>	<u>End Date</u>
Retail Clerk (PT)Steven Oland	06/04/12	09/26/12
.....Brian Pratt	07/30/05	
.....Keegan Rohan	11/17/00	03/28/12
.....Sharon Ruhland	08/04/03	
.....Nicole Schmalzbauer	12/08/08	
.....Tia Schockaconger	10/02/09	11/30/12
.....Steven Schultz	02/18/08	06/28/12
.....Patricia Sowada	06/24/04	
.....Dale Streed	06/08/00	
.....Barbara Taylor	07/12/07	
.....Shay Tilander	05/06/02	
.....Steven Woods	09/09/04	

Columbia Heights Police Department

Annual Report



2012

Dear Elected Officials and Community Partners,

I am pleased to present you with the 2012 Columbia Heights Police Department (CHPD) Annual Report, which details the important work done by your police department this past year. The year 2012 marked the fourth year since major philosophical and organizational changes were made in the police department, changing it from a reactive policing agency to a more progressive and community oriented one.

In 2008 the police department adopted the philosophical constructs of Problem Oriented Policing (POP) which emphasizes early problem detection and focused resource deployment, as well as Community Oriented Policing (COP) which identifies and utilizes community and strategic partnerships to resolve crime and community issues through collaboration and proactive problem-solving. While positive results were noted in each year since 2008 in building partnerships, lowering crime rates, and the fostering of police-community relations, 2012 was a year where it became apparent that the hard work of the police department and its community partners was paying dividends in excess of what was being seen on a regional, state, or national scale. The efforts of all stakeholders toward building a safer and more connected community not only continued the positive momentum established since 2008, but continued to produce impressive results.

In Problem Oriented Policing, our staff is now employing crime analysis, statistical analysis, and crime mapping to quickly identify crime problems, and then working with stakeholders to proactively address the issues that are found. POP is now a philosophy that is engrained in the fabric of what our staff does on a daily basis, and with great results. Early detection and advanced problem solving contribute to keeping our community safer, and holding those responsible for crime more accountable. Whether a neighborhood is experiencing problems with narcotics sales, vandalism, or theft issues, we now quickly identify crime trends and focus resources to neutralize the issue as quickly as possible.

In Community Oriented Policing, we have continued to build our important community partnerships. This year we engaged the community through Neighborhood Watch where an additional 24 block groups were added. We partnered with other city departments to host non-profit fundraisers and informational presentations at city parks and facilities. We had a record number of National Night Out parties hosted, where we talked about the importance of collaboration for a safe community. We participated in youth outreach activities including Open Gym, the Anti-Bullying program, Youth Safety Camp, and the Big Brothers/Big Sisters mentoring program. We also met with groups including our multi-cultural and elderly communities to build relationships and learn more about how we can better serve them.

The work of our stakeholders over the past couple of years has not only resulted in a safer and more connected community, but in accolades from outside entities as well. I am proud to say that we were honored to receive an award from Anoka County Public Health for youth mentorship, we contributed to citywide efforts recognized by the League of Minnesota Cities, and we were selected as one of only four police agencies in the world to be awarded the Community Policing Award from the International Association of Chiefs of Police. The IACP award is regarded as the gold standard in law enforcement, and is a great professional achievement in our community. While we do not do our jobs for the recognition or awards, we were certainly honored to receive these awards on behalf of our community for all of the great things that are happening in Columbia Heights.

While we in the CHPD are encouraged by the crime rate continuing to decline, and grateful for the recognition and community support that we received in 2012, we know that there is still more work to be done. The fact is that we can continue to make this a better, safer, and more connected community, and we are committed to constant improvement to ensure that this becomes a reality.

To that end we will continue to live out our Core Values of ***Committed, Helpful, Professional, and Dedicated*** and strive to carry out our duties with integrity, being mindful of what is at stake and grateful for the ongoing opportunity to serve our community.

Scott Nadeau
Chief of Police

OVERALL CRIME RATES CONTINUED TO EDGE LOWER AGAIN IN 2012

The total number of crimes reported continued to fall in 2012 with a comparable drop in Part-I crime and a greater decrease in Part-II crime from 2011, resulting in an overall drop of 6.23 percent (*Figure 1*).

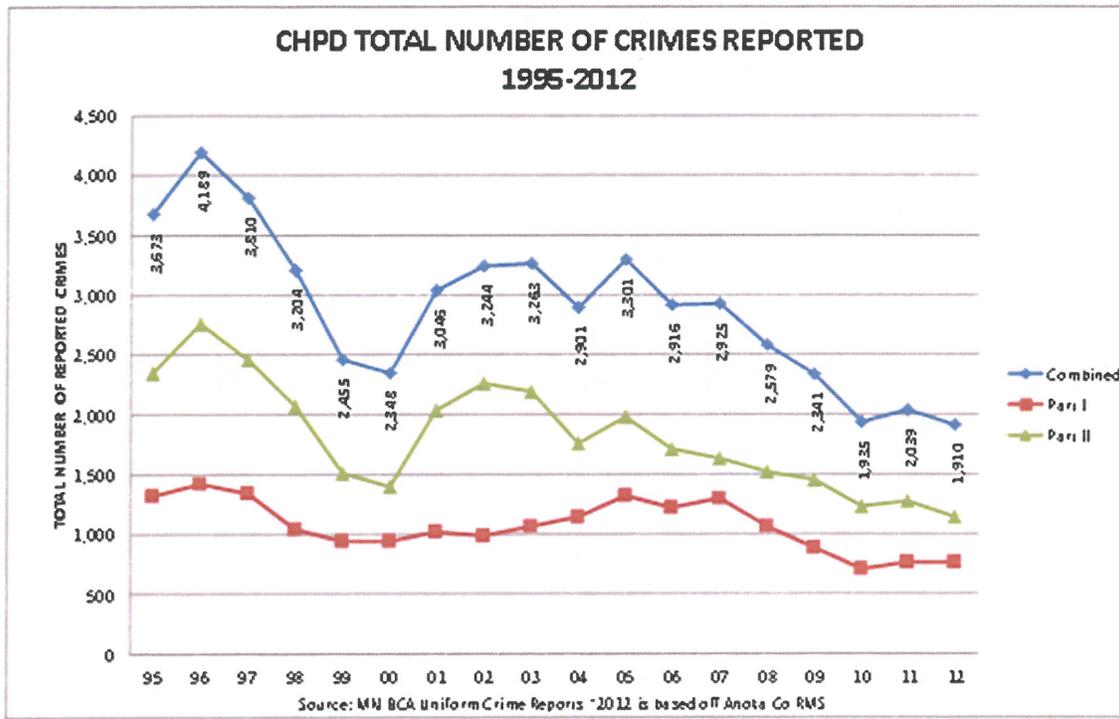


Figure 1. 25-Year Crime Rate Comparison

While most Part-I crime remained relatively stable or gradually declined as seen in *Table 1*, it's notable that aggravated assaults have leveled off. The increase in aggravated assaults over the past few years was primarily attributable to the department's zero tolerance on domestic assaults, resulting in increased arrests and improved processing throughout the criminal justice system due in part to the countywide Lethality Assessment Program.

	2012	2011	2010	1yr % Chg	2yr % Chg
Homicide	0	0	1	0%	-100%
Rape	4	10	9	-60%	-56%
Robbery	18	21	24	-14%	-25%
Aggravated Assault	65	65	57	0%	14%
Total Violent Crimes	87	96	91	-9%	-4%
Burglary	132	131	114	1%	16%
Larceny	492	493	527	0%	-7%
Auto Theft	31	33	29	-6%	7%
Arson	1	4	8	-75%	-88%
Total Property Crimes	656	661	678	-1%	-3%
Total Offenses	743	757	769	-2%	-3%

Figure 2 provides graphs of Part-I crime detail change over the past three years.

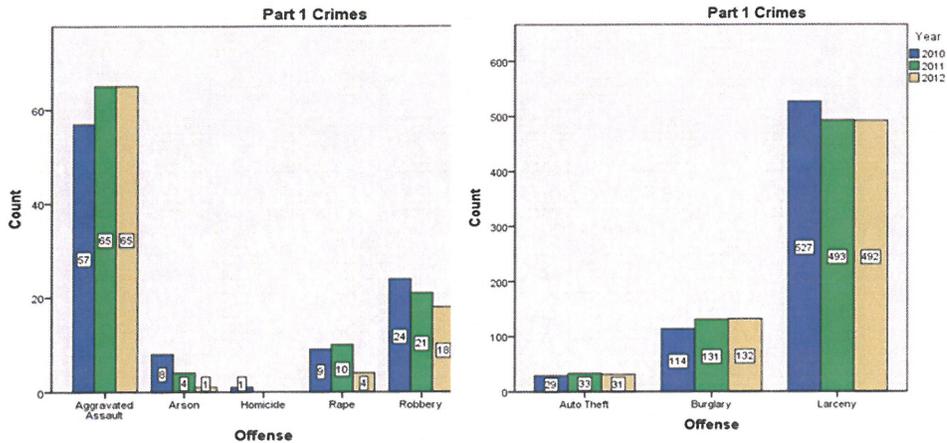


Figure-2. Part-I Crime, Three-Year Comparison (Ano ka Co. RMS, 2009-2011)

	2012	2011	2010	1yr % Chg	2yr % Chg
Other Assault	128	157	194	-18%	-34%
Forgery/Counterfeiting	34	43	52	-21%	-35%
Fraud	22	18	32	22%	-31%
Embezzlement	0	0	0	0%	0%
Stolen Property	15	10	13	50%	15%
Vandalism	147	195	208	-25%	-29%
Weapons Violations	16	16	17	0%	-6%
Prostitution	0	0	0	0%	0%
Other Sex	13	6	8	117%	62%
Narc Drug Laws	172	153	156	12%	10%
Gambling	0	0	0	0%	0%
Family/Children	2	6	5	-67%	-60%
DWI	77	64	100	20%	-23%
Liquor Laws	35	39	51	-10%	-31%
Disorderly Conduct	160	205	256	-22%	-38%
Other	587	625	534	-6%	10%
Total Offenses	1408	1537	1626	-8%	-13%

The significant drop in Part-II crime occurred as the result of decreases in the areas of misdemeanor assault, vandalism, and disorderly conduct as shown in Table 2. The drop in the comparatively high activity numbers in these areas of Part-II crime effectively dropped both the number of Part-II crimes as well as the number of overall crimes reports.

While Part-I crime remained relatively stable in 2012, arrests for those crimes dropped significantly - specifically in the area of larceny, which saw a 54% decrease in arrest rates as the number of larceny offenses remained relatively unchanged from the previous year (*Table 3*).

Table 3. Arrests: Part 1: 1/1 to 12/31 for 2010 - 2012					
	2012	2011	2010	1yr % Chg	2yr % Chg
Homicide	0	0	0	0%	0%
Rape	1	2	1	-50%	0%
Robbery	3	9	7	-67%	-57%
Aggravated Assault	36	33	41	9%	-12%
Total Violent Crimes	40	44	49	-9%	-18%
Burglary	10	9	5	11%	100%
Larceny	38	83	88	-54%	-57%
Auto Theft	4	4	2	0%	100%
Arson	0	0	1	0%	-100%
Total Property Crimes	52	96	96	-46%	-46%
Total Arrests	92	140	145	-34%	-37%

Part-II crime showed an increase in narcotics offenses in 2012 with a corresponding increase in arrests for that offense category. This is expected as drug offenses and subsequent arrests are generally officer-driven based on the officer-observed offense. There was a marginal decrease in misdemeanor assaults with a corresponding increase in arrests. *Figure 3* shows graphs of Part-II crime detail over the past three years.

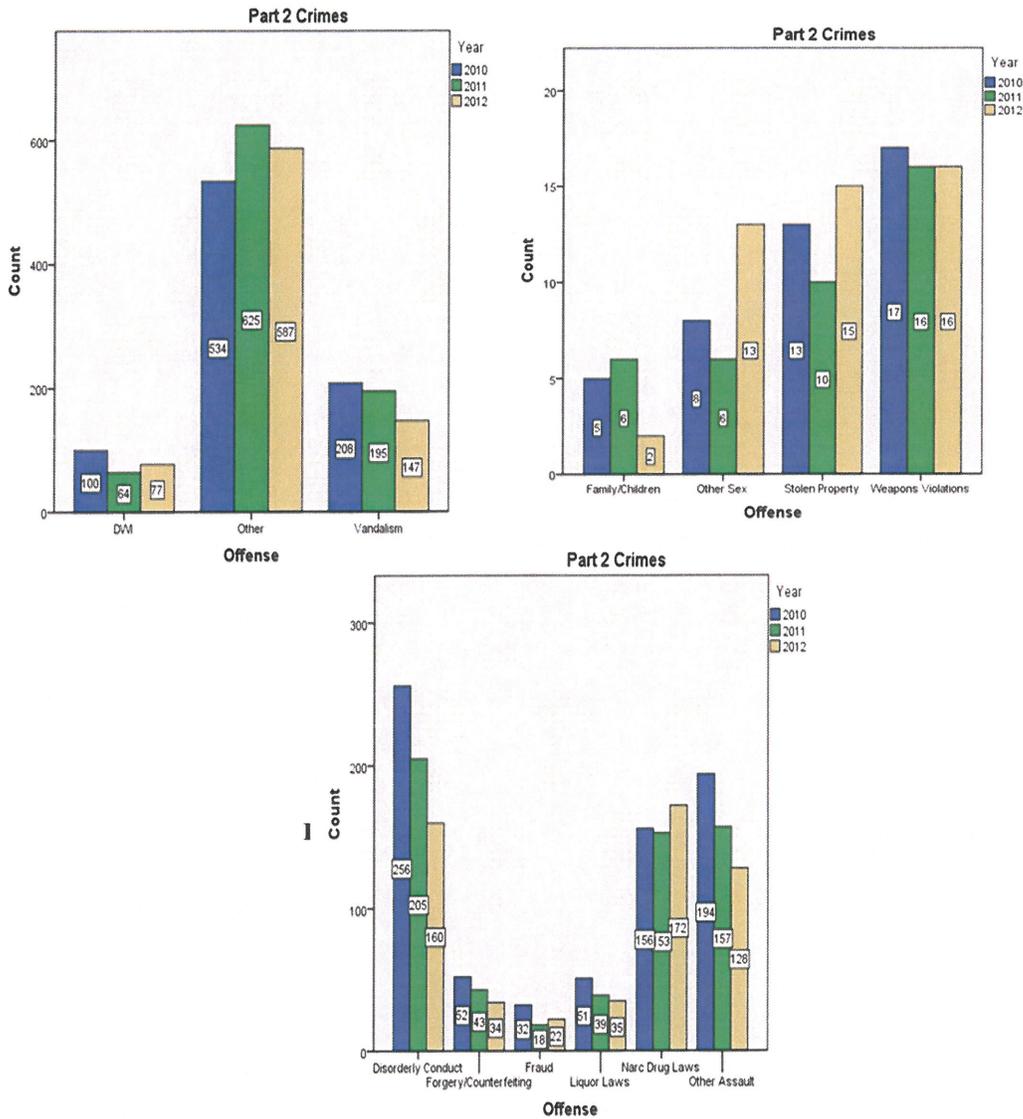


Figure 3. Part-II Offense Detail (2010-2012)

The greatest change in Part-II arrests was a decrease in the unclassified arrest category “Other” (Table 4). With the overall crime rate continuing its downward trend, a three-year comparison of total arrests as a percentage of total crime shows a change in 2012 (Figure 4). Total arrests as a percentage of total offenses fell about 4% in 2012.

	2012	2011	2010	1yr % Chg	2yr % Chg
Other Assault	70	62	121	13%	-42%
Forgery/Counterfeiting	4	9	3	-56%	33%
Fraud	1	0	2	---	-50%
Embezzlement	0	0	0	0%	0%
Stolen Property	14	10	8	40%	75%
Vandalism	30	39	31	-23%	-3%
Weapons Violations	10	13	15	-23%	-33%
Prostitution	0	0	0	0%	0%
Other Sex	0	0	1	0%	-100%
Narc Drug Laws	150	144	144	4%	4%
Gambling	0	0	0	0%	0%
Family/Children	1	4	2	-75%	-50%
DWI	75	62	99	21%	-24%
Liquor Laws	35	38	50	-8%	-30%
Disorderly Conduct	117	138	153	-15%	-24%
Other	353	452	354	-22%	0%
Total Arrests	860	971	983	-11%	-13%

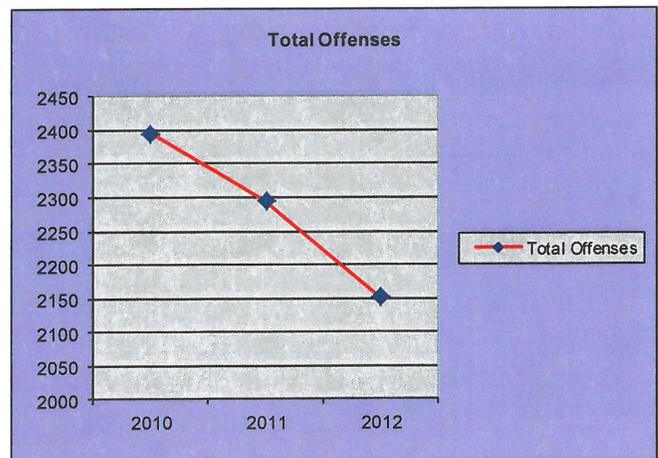
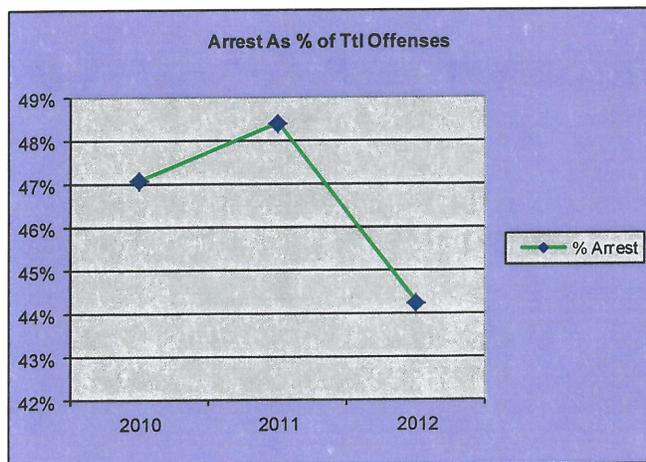


Figure 4. Total Arrests as % of Total Offenses (2010-2012)

The department had a reduction in calls for service (CFS) in 2012, with 3.05% fewer calls than in 2011; however this was offset slightly because Hilltop had a .61% increase in CFS. This resulted in a combined CFS of 2.79% less than the previous year (*Figure 5*). Calls for service include all types of calls to police. In addition to crimes, these can be medicals, suspicious activity, or even questions citizens might have. In 2012 police officers handled a total of 15,441 calls for service for the combined cities of Columbia Heights and Hilltop.

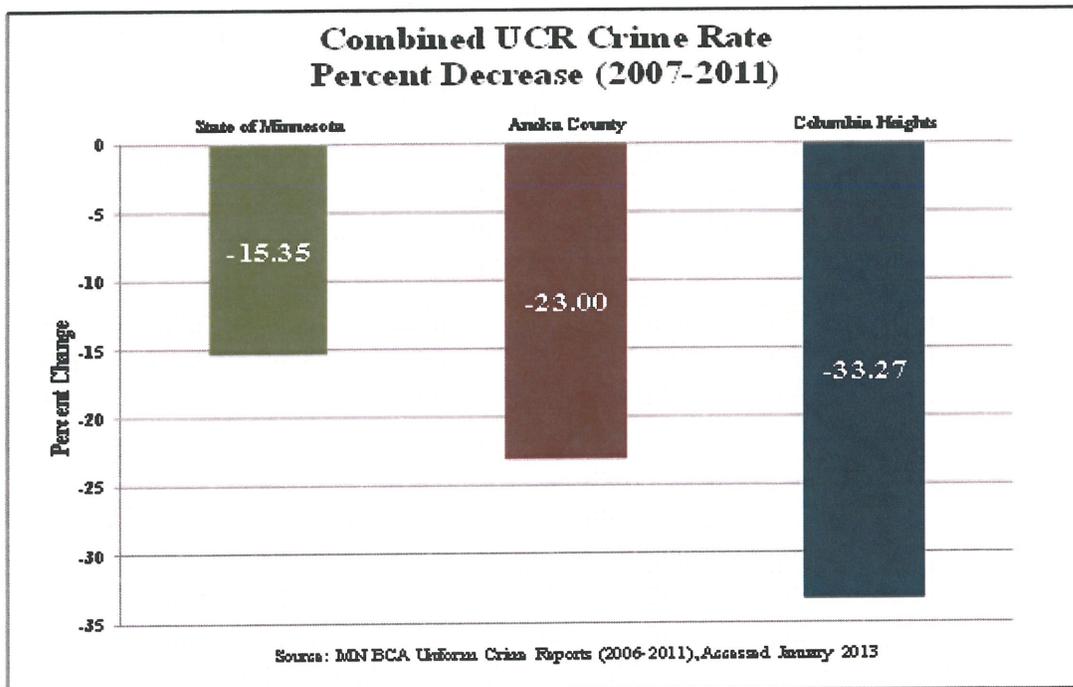
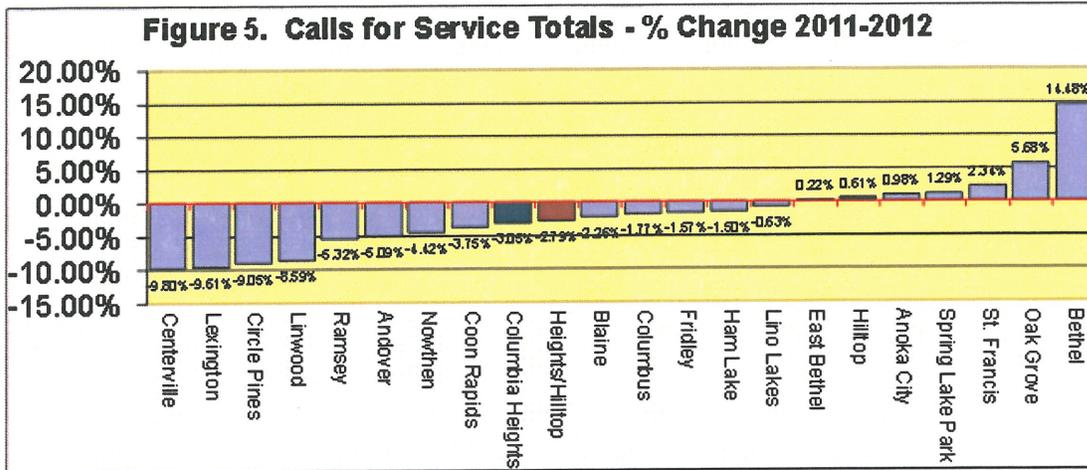


Figure 6. Combined UCR Crime Rate Percent Decrease (2007-2011)

The final graph shows a comparison of crime rate percent decrease experienced from 2007 through 2011 in Columbia Heights, Anoka County, and the State of Minnesota. While crime rates are down overall, the percentage of decrease is larger in Columbia Heights as seen in *Figure 6*.

Community Oriented Policing

The police department continued to expand community policing initiatives in 2012, building on existing programs like Neighborhood Watch and Cultural Outreach, while moving forward with new programs like Business Watch and the Domestic Abuse Response Team. The ability to move forward with these programs with limited resources continues to be possible by utilizing all department members in the community policing effort. Officer Nightingale continues to serve in the grant-funded position of Community Oriented Policing Coordinator that provides program continuity across officer shift and schedule rotations. The combined effort by the department and community stakeholders was publicly recognized this year when the police department received the prestigious International Association of Chiefs of Police Community Policing Award. This international award presents the Columbia Heights Police Department as a member of select agencies that can serve as a model for successful community policing programs.

Community Picnics

In July the police department sponsored a community picnic at Ramsdell Park. The picnic began with a ceremony honoring the memory of Columbia Heights Police Officer Curtis Ramsdell who was killed in the line of duty in 1977. The ceremony marked the 35th anniversary of Officer Ramsdell's ultimate sacrifice with the rededication of his memorial monument and its relocation to the park that now bears his name. The monument, previously located in front of city hall, was refurbished and now includes details of the incident that claimed Officer Ramsdell's life. The Minnesota Law Enforcement Memorial Association (LEMA) Honor Guard performed a flag-raising, Taps, and a gun salute. Mayor Gary Peterson's granddaughter sang Amazing Grace.



MN LEMA Honor Guard raising the flag at Ramsdell Park

The picnic and ceremony were well-attended with over 200 residents participating. Members of the police department provided information and presentations on community policing initiatives including Neighborhood Watch and Youth Outreach, including how to access current police events and information through social media sites like Facebook, Twitter and the police department's website. Other community service providers contributed by presenting information to attendees regarding the services they offered. They included the school district, the fire department, public works, community development, parks and recreation, and the library.

Cultural Outreach

In 2012 the police department continued to build and strengthen relationships developed over the past two years with the diverse cultural groups that live and work in Columbia Heights. Four officers attended the annual picnic of the Church of All Nations in July, and a barbeque at the Islamic Center in September. These events provided an opportunity for officers and church members to interact in an informal, nonthreatening setting.

Officers gave presentations to six different classes at the Adult Education Center during the course of the year, answering questions from approximately 115 students who come from all over the world. These students are learning English as a second language and often have little understanding of the role of policing in the United States. Questions range from traffic law to laws regarding children being left home alone.

Rental Property Owners and Managers

The police department continued to devote considerable time working with rental property owners and managers in an effort to reduce crime and disturbance calls on rental property. Quarterly meetings were

attended by over 230 rental property owners and their representatives during 2012. Topics covered this year included a drug presentation by the Anoka-Hennepin Drug Task Force, a new property inspection process presented by Assistant Fire Chief John Larkin, and other guest speakers covering a variety of topics related to responsible management of rental property. There are approximately 850 rental properties within the City of Columbia Heights.

Four problem properties required six-month crime mitigation plans in 2012. These plans involve regular meetings between the police department and rental property owners to develop and implement solutions to recurring crime and disorder occurring at the rental property. All four property owners were successful in reducing crime and increasing public safety at their problem properties as a result of the mitigation plans.

The police department tracked violations of illegal conduct on licensed (rental) premises – repeated calls related to disturbance and disorder. A total of 202 letters were sent to rental owners advising them of violations due to their tenant’s behavior, a nearly 50 percent increase over 2011. Owners were required to evict a total of 32 tenants as a result of the Conduct Ordinance, a 20 percent decrease from 2011.

A similar ordinance requiring responsible management of non-rental property by prohibiting repeated nuisance calls, resulting in 221 warnings and 19 fines when the responsible person failed to address the issue, leading to additional nuisance calls.

Neighborhood Watch

The police department goal of expanding the Neighborhood Watch Program to include an additional ten block leaders was exceeded by over 200% with a total of twenty-four residents becoming block captains. Including attrition, the year ended with a total of ninety-five Neighborhood Watch groups. A continuing goal for the department is to increase the block groups in areas where there is little or no coverage. Becoming a block leader is easy and residents can contact Officer Nightingale for more information.



Officers Sturdevant and Beckett instruct block leaders

The police department offered several training sessions during the year for block leaders as well as their neighbors. Training topics included burglary prevention and increasing one’s observational skills. Over sixty-two residents attended.

The department hosted an appreciation dinner in May to thank the block captains for taking on the responsibility of block leader. The dinner was also a time for block leaders to better understand their roles and meet their liaison officer. The city is divided into quadrants so that block leaders can connect with assigned officers on Watch topics. The four Neighborhood Watch Liaison Officers remained the same as 2011 with Officer Jason Beckett, Officer Joe Sturdevant, Officer Tessa Villegas, and Officer Maggie Titus. As part of the continuing objectives in 2012, the police department has been tracking police calls reported by block groups. Observations reported to police that result in arrests, reduction in crime, and increased public safety can be recognized during the next appreciation dinner in May of 2013.

National Night Out

Quick Facts:

- 52 gatherings were attended by 17 officers, including Chief Nadeau and Captain Austin.
- Approximately 1,324 residents participated.
- 1,313 pounds of food were collected from residents for donation to S.A.C.A.



Officer Nightingale and Councilmember Bruce Nawrocki met with residents in the 5100 block of 5th Street on National Night Out

The National Night Out event continues to gain in popularity with Columbia Heights residents as increasing numbers share in the success of crime prevention in their community. The fifty-two NNO groups requesting police visits in about a two-hour time frame limited the amount of time that the seventeen officers could spend at each block party.

The fire department also participated, as did Mayor Gary Peterson and Council Members Robert Williams, Donna Schmitt, and Bruce Nawrocki. External stakeholders and service providers also contributed, including Anoka County's Community Health and Environmental Services and several local businesses. Anoka County Health provided emergency preparedness literature for distribution at block parties to promote community resiliency during an emergency by encouraging people to get to know their neighbors. Target Corporation and Financial One Credit Union provided hand-outs to block party members such as reusable bags, mugs, and flying discs for kids.

The police department continued to collect food donations for SACA during NNO visits as in past years. This year's collection of 1,313 pounds of food exceeded last year's contribution by 276 pounds. Financial contributions to SACA totaling \$105 were also received.

Business Watch

The police department moved forward with the Business Watch Program in 2012 by signing up 26 businesses. Officers distributed the new Business Watch stickers that participating businesses could put in their windows showing that they are a member of this program. The department has shared suspect and crime information specific to businesses as a part of this program, including suspect photos from surveillance cameras for posting in business windows.



This program continues to expand as new businesses join, making the program a valuable forum for information exchange regarding retail crime and best practices for reducing it. The department is currently working with participating members to identify training that would be useful, and how best to implement it without adversely affecting their work day.

Domestic Abuse Response Team

Another program that has moved forward towards the end of 2012 was the DART program. This program involves several officers who review repeat domestic incidents to identify situations where additional assistance might prevent recurring domestic problems before they escalate into a domestic assault situation. With domestic calls representing a large percentage of total police calls, the DART program provides an opportunity to focus resources where they are most needed.

2012 International Chiefs of Police Association Community Policing Award

The department received significant outside recognition this year for its community policing effort when it received the IACP's 2012 Community Policing Award. This prestigious international award goes to only one agency in each of five population categories per year. Prior to 2012, only two Minnesota police departments had won the award, New Brighton and Minneapolis. This year, Duluth was also selected as a recipient in the over 100,000 population category. The Columbia Heights Police Department is the only department in Minnesota in the under 20,000 population category to receive the award.

Community policing, once assigned to a single officer as a special detail, now is everyone's responsibility, touching every area of effective policing in Columbia Heights. The organizational integration of the community oriented policing philosophy contributed to a drop in crime rates to a twenty-five year low as the department continues to grow and strengthen community partnerships.

Chief Nadeau, Mayor Peterson, Captain Austin, and Officer Nightingale attended the 2012 IACP Convention in San Diego in October to receive the award on behalf of the department and city of Columbia Heights. The department is very proud of this achievement, as are the many citizens and stakeholders whose contributions to our community policing initiative made this award possible. Through the combined effort of everyone involved, the city of Columbia Heights experienced a successful turnaround that reduced crime and increased public safety.



Chief Nadeau, Captain Austin and
Community Policing Coordinator Terry Nightingale
receive the IACP Award in San Diego, CA

Problem Oriented Policing

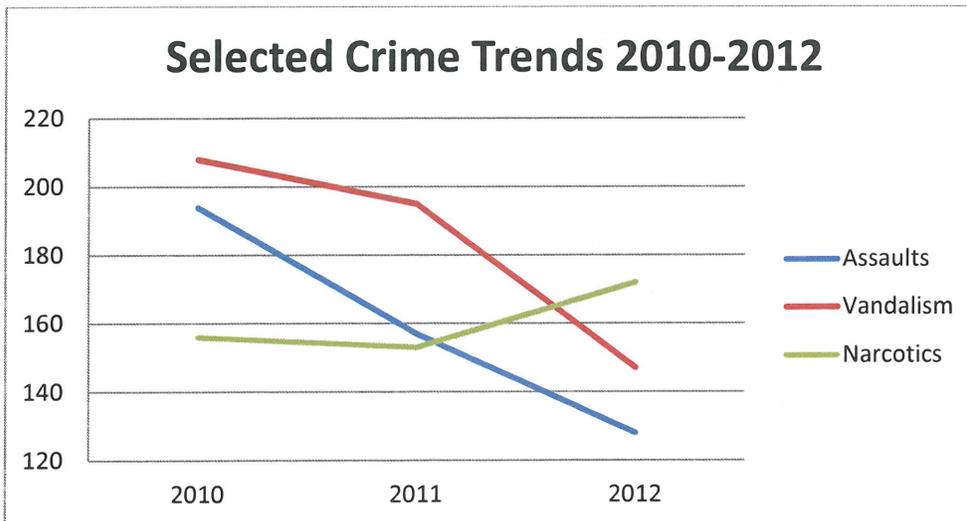
The Columbia Heights Police Department continued to capitalize on the effectiveness of Problem Oriented Policing strategies in 2012. The problem solving practices that were implemented department wide in 2011 continue to be effective in focusing attention and resources on developing problems as they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

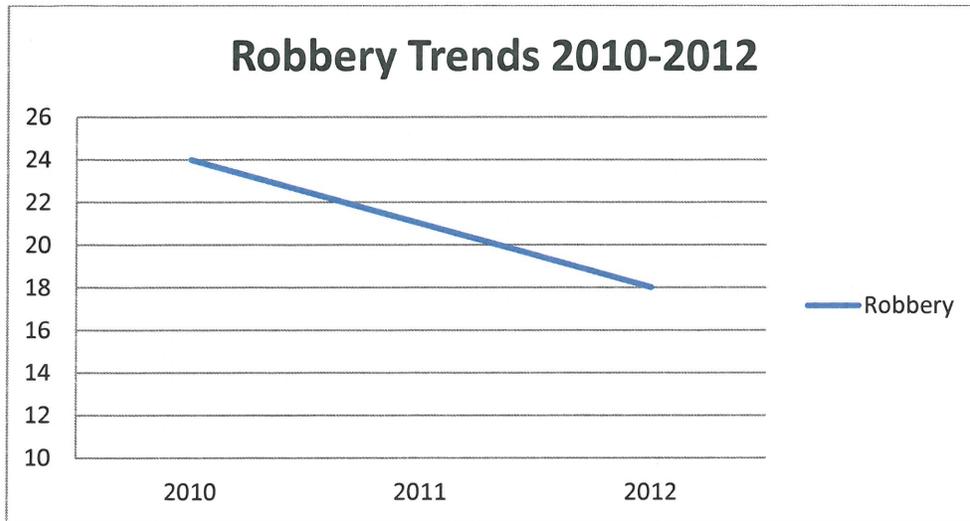
Street Crimes Unit

2012 marked the implementation of a full time Street Crimes Unit (SCU) starting in May. This unit is comprised of two officers, and replaces the Summer Initiative detail from years past. Corporal Paul Bonesteel and Officer Justin Pletcher were assigned to the SCU detail for 2012. Officers working the SCU have been tasked with identifying and interrupting street level criminal activity, and work closely with other departments' investigators and the Anoka Hennepin Drug Task Force. The SCU utilizes non-traditional police tactics using plain-clothes details and unmarked vehicles to be more effective at spotting and addressing criminal activity. The Police Department has continued to see positive results from this unit. Starting in June the SCU officers located multiple locations associated with narcotics activity in Columbia Heights. Through proactive police work and a collaborative investigation that involved the execution of multiple search warrants, the officers were able to affect several arrests of the individuals involved. These arrests also resulted in sanctions as part of the Crime Free and Drug Free sections of the Property Maintenance code and often resulted in the termination of tenancy in rental housing. The end result of this work was the significant reduction of this type of criminal activity from several neighborhoods in Columbia Heights.

Crime Trends

A review of the crime statistics shows a 25% percent reduction in vandalism from 2011. In addition, there is an increase in narcotics violations which indicates a continued proactive approach to policing. The focus on addressing street level violations results in higher arrests for things like narcotics, and provides a deterrent to other criminal activities by arresting or displacing those that would be committing those crimes. Robberies have also continued the downward trend for 2012.



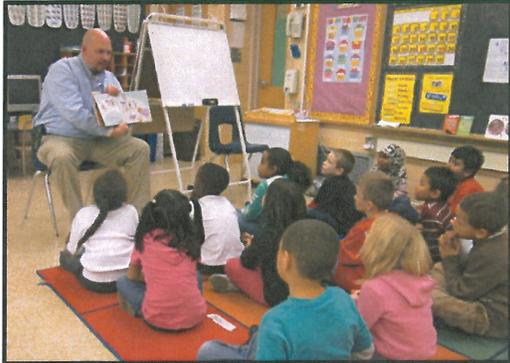


All Hands Days

The Police Department has continued to utilize the tactic of “All Hands Days” in which the Police Department partners with other criminal justice agencies to create saturation events during the summer months. These included checks on violent criminals and predatory offenders and result in a high number of police contacts with the public. Columbia Heights Community Development and Fire Department participated in the 2012 events. By working with other city departments we were able to enforce additional issues to include building code violations and problem locations in the city.

Youth Initiatives in 2012

Bullying



Sergeant Fischer reads an anti-bullying book to students

The Columbia Heights Police Department has continued its Anti-bullying efforts through the reading program at Highland Elementary School. This year, the program was expanded to include Valley View Elementary School as well. In all, 14 officers and two support staff read books on bullying to 500 students at the two schools.

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

In light of the recent tragedy in Newtown, Connecticut (December 14, 2012) the CHPD will continue to partner with School District 13 and School District 916 on school safety efforts. Controlled entrance points have been instituted for all schools in District 13, and doors for all the schools have been numbered so that arriving emergency personal can be directed where to enter the building.

School District 916 brought in a security consultant to train the employees of their schools in security techniques, and Alt School Liaison Officer Harvey and Sergeant Fischer attended this training as well. High School Liaison Officer Hanson attended a threat assessment training in order to better detect and respond to threats at our schools.

Going forward in 2013, the Liaison Officers will be working on assessing the physical security of the school buildings and making recommendations regarding policies and procedures in order to make the schools as secure as possible for the safety of students and staff.

D.A.R.E.

This was the Columbia Heights Police Department's 22nd year of teaching D.A.R.E. (Drug Abuse Resistance Education) in the 5th grade classrooms in Columbia Heights. In 2012, 190 students were instructed. Through the D.A.R.E. curriculum, students learn to avoid drugs, alcohol and tobacco, and how to make good decisions.



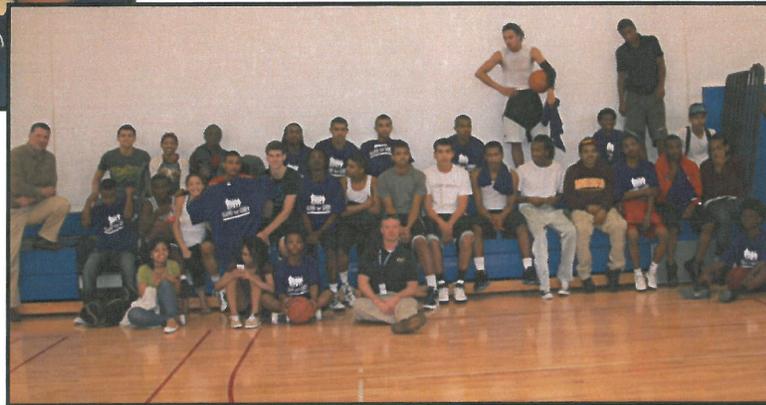
5th Grade D.A.R.E. Graduates

Open Gym

The Open Gym programs at the Columbia Heights High School and Columbia Academy give kids a safe place to go after school on Tuesdays. The Open Gyms are supervised by the School Liaison Officers, assisted by other CHPD employees. In 2012, a total of 4,748 kids attended the Open Gyms. This program is very popular and many kids return week after week.



Officer Pregler at
Columbia Academy Open Gym



Officer Harvey at CHHS Open Gym

Metro Heights Academy

Understanding that the students in the Alternative School often need different types of programs than students in traditional schools, several different programs were put into place during 2012. Officer Rob Harvey, the Alt School Liaison Officer, teaches a class on the criminal justice system and how having an arrest record can have severe and long term consequences. He also brings in speakers on many topics of value and interest to the students, including the criminal justice system, parents of murdered children, sexual abuse and drug abuse.

Officer Harvey spends many hours counseling students on an individual basis about making good choices. He also meets with parents of kids who are involved in gangs or other criminal behavior to ensure they are aware of their child's behavior and what resources are available to help them. Officer Harvey also coordinated a service learning project by working with Habitat for Humanity, in which 13 students participated.

Columbia Heights Police Reserves

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

In 2012:

- Reserve Officers volunteered a total of 1,535 Hours. These hours were logged at events including training, meetings and performing patrol services.
- Reserve Officers provided 1,175 hours of patrol services and special detail work. The Reserves assisted patrol officers with 108 various transport details during the year to include transports to jail and detox units. The Reserves also responded to call-outs to provide scene security and other assistance during critical events.
- The Reserves assisted at Columbia Heights High School Graduation and various sporting events. They participated in the department's All Hands Days, helped with flyer distributions, and provided traffic and crowd control at the annual Jamboree parade and carnival. A member of the Reserve program assisted the department in conducting alcohol compliance checks of area businesses. Four Reserve Officers attended the funeral for Lake City Officer Shawn Schneider.
- The Reserves assisted with other Columbia Heights community activities:

Community Picnic	Global Academy 5K run
Walgreen's Open House	Drug Take Back Event
Public Safety Open House	
- Reserves also participated in assisting partner agencies with these events:

Coon Rapids Parade	Anoka County Train Derailment Drill
New Brighton Stockyard Days	Hopkins Raspberry Days
Blaine Triathlon	
- The Reserves have received training in the following:

Taser	Mental Health
Spring Use of Force	CPR/First Aid
Fall Use of Force	Performing Searches
Jail Procedures	Patrol Duties
- Police Reserves in 2012:

Name	Serving Since
Bob Schmidt	02/01/1996
Darin Bistodeau	06/25/1998
Brian Getty	01/11/2000
Tim Utz	04/16/2007
Omar Abshir	10/21/2010
Kevin Gominsky	10/21/2010
Marco Torunski	10/21/2010
Joe Scartozzi	06/02/2011
Olutola Ogundare	06/02/2011
Ryan Keyes	12/01/2011
Alyson Yaman	12/01/2011
Kelly Anderson	07/05/2012
Mir Ali	08/02/2012
Dan Reid	10/04/2012
Katie Wimberly	10/04/2012

Police Employees in 2012

<u>Name</u>	<u>Title</u>	<u>Serving From:</u>	
Scott Nadeau	Chief of Police	04-21-08	
Lenny Austin	Captain	02-15-95	
John Rogers	Sergeant	06-12-86	
Ted Fischer	Sergeant	10-30-92	
Matthew Markham	Sergeant	08-31-98	
Erik Johnston	Sergeant	12-02-02	
Paul Bonesteel	Corporal/Street Crimes Unit	09-08-94	SCU 05-28-12
Lee Okerstrom	Corporal	03-23-98	
Terence Nightingale	COP Coordinator	04-01-85	
Gary Kallestad	Police Officer	04-17-89	
Steven Korts	Police Officer	09-13-89	
Dale Sorensen	Police Officer	09-11-97	
Joe Sturdevant	Police Officer	05-06-96	
Matthew Aish	Police Officer	08-30-99	
Gregory Sinn	Investigator	06-05-00	
Robert Harvey	Alt School Liaison	01-07-01	
Jason Beckett	Police Officer	01-08-01	
Jason Piehn	Investigator/AHDTF	04-04-05	
Danielle Pregler	Middle School Liaison	03-19-06	
Erik Hanson	Police Officer/HS Liaison	02-05-07	Liaison 03-26-12
Tessa Villegas	Investigator/Police Officer	06-18-07	Patrol 05-18-12
Ronald Dietz	HS Liaison/Police Officer	11-26-07	Patrol 03-24-12
Andrew Carigiet	Police Officer	08-11-08	
Joseph Pikala	Police Officer	08-12-08	
William Monberg	Police Officer	10-13-08	
Maggie Titus	Police Officer	01-04-10	
Justin Pletcher	Police Ofcr/Street Crimes Unit	05-24-10	SCU 05-28-12
Brandon Hollman	Police Officer	02-13-12	Last day 06-12-12
Timothy Noll	Police Officer	11-19-12	
Karen Olson	Office Supervisor	02-19-86	
Elizabeth O'Brien	Records Technician	08-20-90	
Dana O'Brien	Records Technician	09-10-07	Last day 01-03-12
Carol Femling	Clerk-typist/Records Tech	10-26-09	Promotion 01-17-12
Angela Nord	Clerk-typist	02-28-12	Last day 12-07-12
John Nichols	Information Systems Specialist	03-08-10	
Jerry Wellman	Community Service Officer	01-25-06	
Daniel Rose	PT Community Svc Officer	11-04-08	Last day 06-26-12
Abdisamad Ahmed	PT Community Svc Officer	07-15-09	Last day 06-22-12
Jacob Hilden	PT Community Svc Officer	08-20-12	
Marcus Ottney	PT Community Svc Officer	08-27-12	



City of
Columbia Heights
Minnesota



COLUMBIA HEIGHTS

FIRE DEPARTMENT

2012 Annual Report



Mission Statement

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

Introduction

The Columbia Heights Fire Department 2012 Annual Report is a reflection of the commitment to the community we serve. It is filled with statistics and information that identifies ways in which we continue to successfully meet our mission. Our successes are due to the dedication of all the members of the Fire Department and the support we receive from the Mayor, City Council Members, and City Administration and staff. We couldn't meet our mission without this dedication and support.

The fire department responded to a total of 2,591 calls for service this past year. Of this total, 752 were calls were fire related and of them 14 were structure fires. Fortunately, there were no deaths attributable to fire in the City of Columbia Heights this past year.

The fire department also provides emergency medical services at the Emergency Medical Technician Basic level. The greatest number of fire department responses is due to medical emergencies, of which the department responded to 1839 medical calls in 2012.

The department also responds to and provides a variety of services intended to meet the specific needs of our community. The fire department trains and responds to incidents involving hazardous materials, water rescue, ice rescue, confined space rescue and weapons of mass destruction. In addition, the department members conduct fire prevention education and participate in numerous citywide events such as National Night Out and the Jamboree. A joint event with the police department was held in April. Entitled "Arrest and Extinguish Hunger", the event was a fundraiser for the Southern Anoka County Assistance food shelf.

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 Fire Code and the City's Property Maintenance Code.

As we move forward into the new year, the Columbia Heights Fire Department will continue to evaluate the services we provide to the community to determine quality and effectiveness. Firefighter education, training, and development will continue to remain a priority.

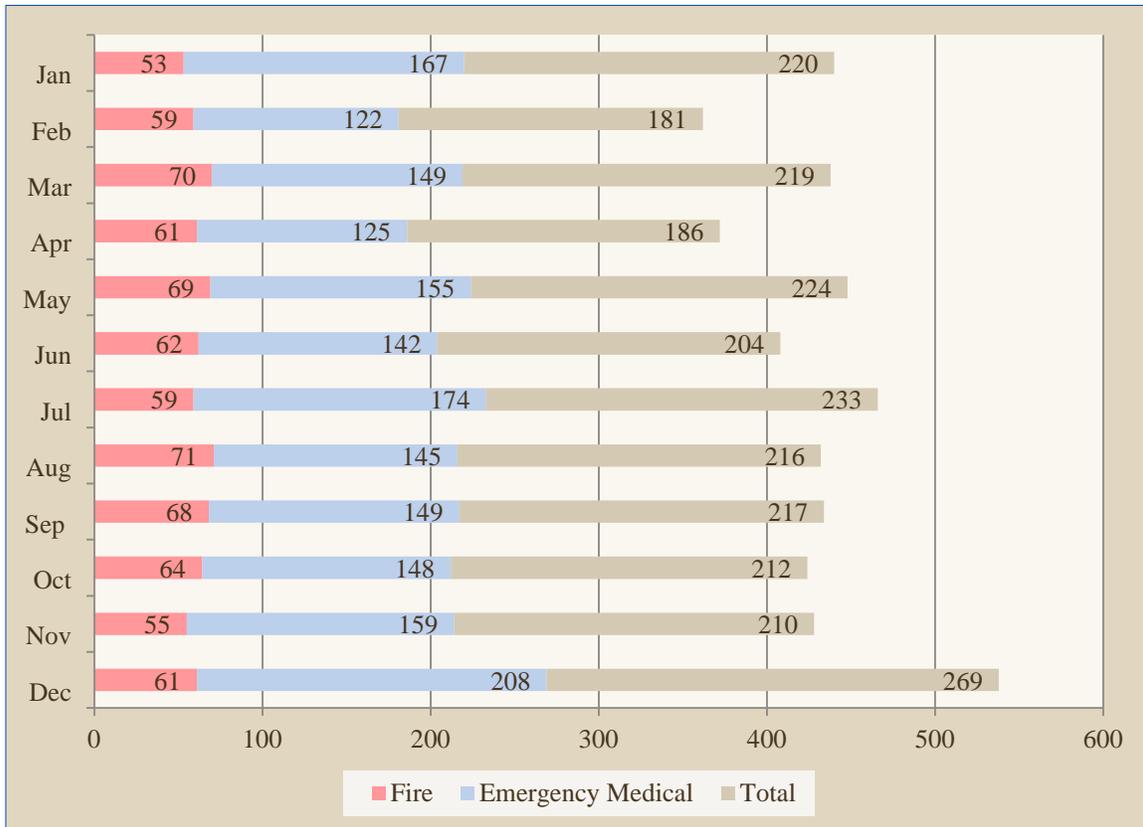
The Columbia Heights Fire Department, as always, is committed to preserving the life and property of our citizens and to serve the community with honor and loyalty.

Incident Reports

The Fire Department responded to 2,591 calls in 2012. The number of calls we respond to remains significantly high for a community of our size. We continue to see an increase in calls at night, calls relating to alcohol and drug use, assaults, and psychological problems. The number of calls for our elderly population remains high but has been slowly shrinking over the past few years. The average incident response time for the first arriving apparatus was approximately 4 minutes 43 seconds.

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

2012 Fire and Emergency Medical Calls by Month



*2012 Total
Fire Calls*

752

*2012 Total
Medical Calls*

1839

*Total calls
for 2012*

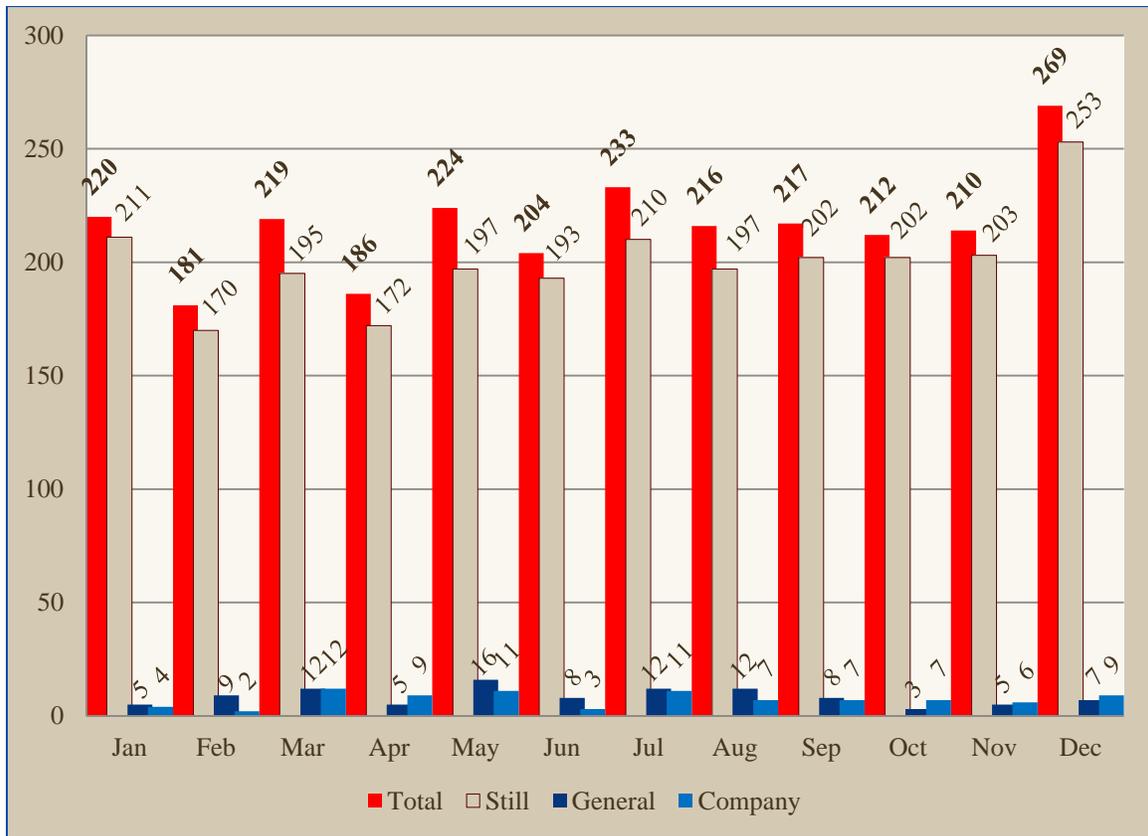
2591

2012 Type of Alarms by Month

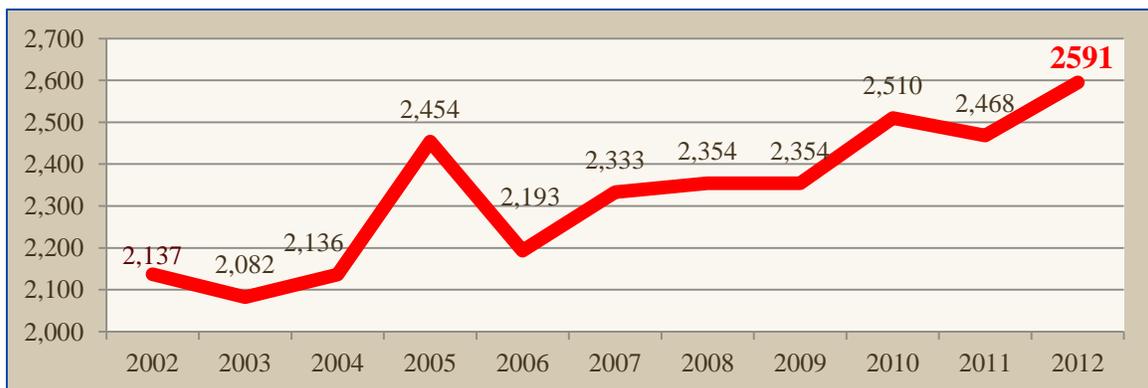
Still Alarms are handled by on-duty personnel without calling for additional help.

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

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



Ten-Year Comparison of Total Incidents



2012 Classification of Alarms

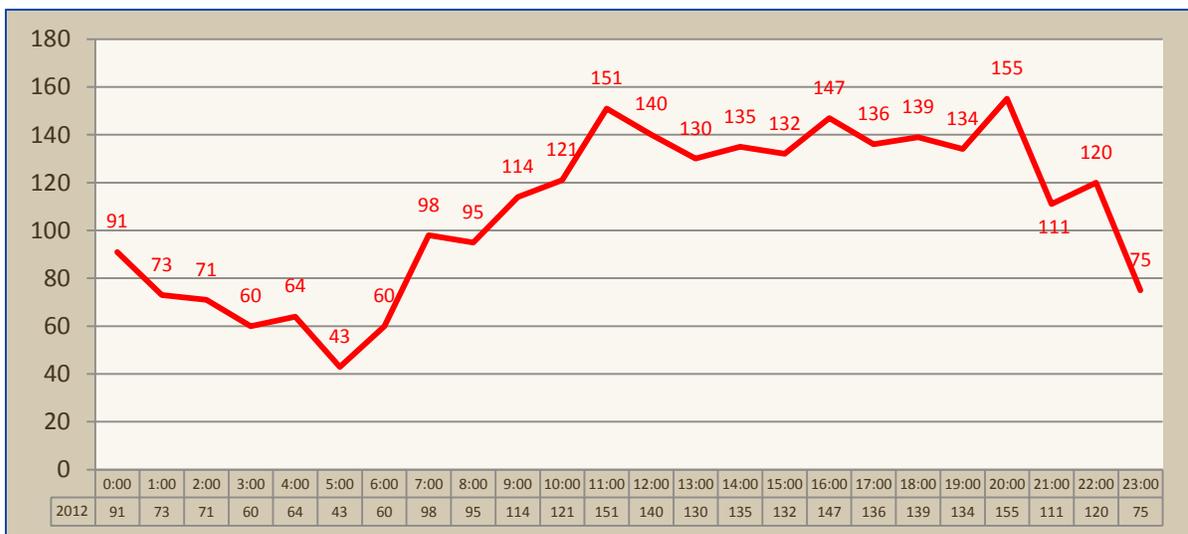
Rescue/Medical Alarms	1843	Service Calls	252
Medical Assist	241	Misc. Service Call	1
Assault	48	Person in distress	4
Breathing Problems	197	Lock-out	2
CVA/Stroke	28	Water evacuation	1
Diabetic	71	Water/Steam leak	5
Flu Symptoms	63	Smoke/odor removal	7
Fall/Fracture	218	Assist Police/Government Agency	33
Chest Pain/Heart	201	Police Matter	46
Choking	9	Public Service	26
DK/ETOH	33	Assist Invalid	92
Laceration/Bleeding	35	Unauthorized Burn	34
Overdose/Suicide Attempt	28	Standby/Cover Other Agency	1
Pregnancy/OB	16	Good Intent Calls	265
Cardiac Arrest	16	Good Intent, other	1
Seizure	68	Dispatched/Cancelled en route	134
Abdominal Pain	84	Wrong Location	3
Allergic Reaction	13	No Incident Found Upon Arrival	87
Back Pain	38	Authorized Controlled Burning	6
DOA	10	Smoke Scare/Steam/Fog	23
Behavioral/Psych	38	Hazmat Investigation/No Hazmat	10
Misc. EMS Call/General Illness	344	False Alarm & Calls	90
MV Accident w/injuries	22	Malicious False Call, other	2
MV Pedestrian Accident	8	Bomb Scare	4
Removal from elevator	3	Sprinkler Activation, Malfunction	4
Extrication from machinery	1	Smoke Detector Malfunction	17
GunShot/Stabbing	6	Alarm System Malfunction	11
Hazardous Condition/No Fire	84	CO Detector Malfunction	12
Flammable liquid spill	5	Sprinkler Activation/No Fire	2
Gas leak	20	False Alarm, Other	2
CO Incident	24	Detector Activation/No Fire	1
Heat From Short Circuit Wiring	4	Alarm Activation/No Fire	20
Power Line Down	17	CO Activation/No Fire	15
Arcing/Shorted Equipment	9	Fire	56
Misc. Condition	5	Building Fire	15
		Cooking Fire, Confined	12
		Trash/Rubbish Fire	4
		Fire in Portable Building/Dumpster	6
		Vehicle Fire	8
		Grass/Brush Fire	9
		Fire, Other	2

Top Properties for Service

Address	# of Calls for Service
1 Parkview Villa Apartments - 146 Units – 965 40th Ave	123
2 Comforts of Home Assisted Living – 3801 Hart Blvd	80
3 Crest View Royce Place Assisted Living – 1515 44th Ave	80
4 Crest View Lutheran Home – 4444 Reservoir Blvd	58
5 Crest View on 42 nd - 50 Units – 900 42nd Ave	54
6 Northeast Seniors Housing - 85 Units – 3850 Stinson Blvd	49
7 Crest View Boulevard Apartments - 77 Units – 4458 Reservoir Blvd	38
8 Steven Scott Management, Inc. - 75 Units – 3839 Hart Blvd	26
9 Crest View Columbia Village – 1675 44th Ave	23
10 Starlite Motel – 4720 Central Ave /Hilltop, MN 55421	23
11 Haji Azam Rentals - 11 Units – 4927 University Ave	20
12 Single Family Home – 600 Block of 47th Ave	19
13 Anoka County Community Action Program - 22 Units – 3932 Central Ave	17
14 Steven Scott Management, Inc. - 35 Units – 2200 39th Ave	16
15 Bryant Apartment Rentals - 17 Units – 3806 Stinson Blvd	13

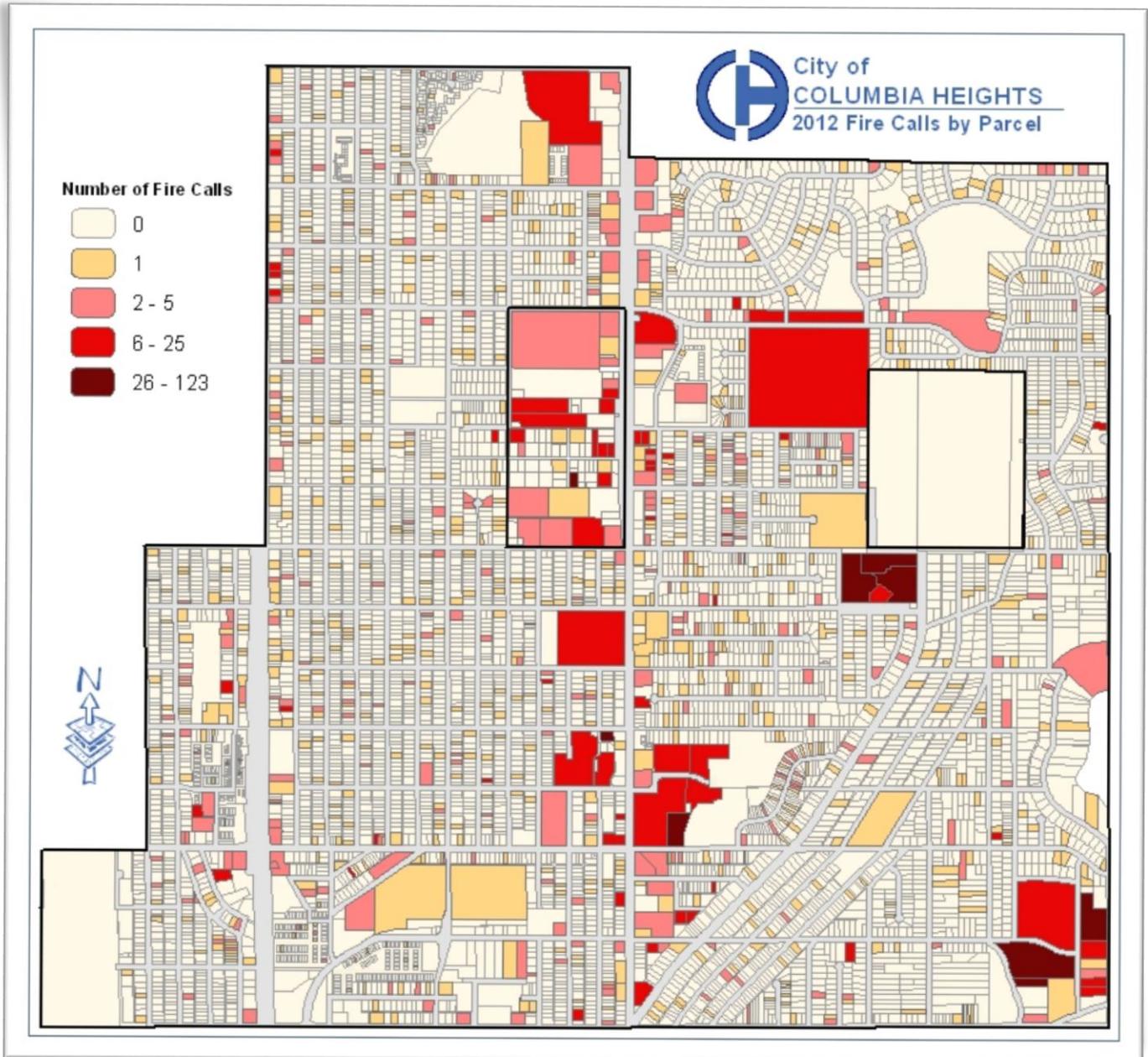
Calls by Time of Day

Below is a breakdown of the 2012 call volume by time of day the call was dispatched. The fire department is active 24 hours a day with calls, in fact the hours between 10:00 pm and 6:00 am account for over one quarter (25.32%) of all calls in a 24-hour period.



Map of Incidents

Below is a map that plots the location and number of incidents in the City for the past year.



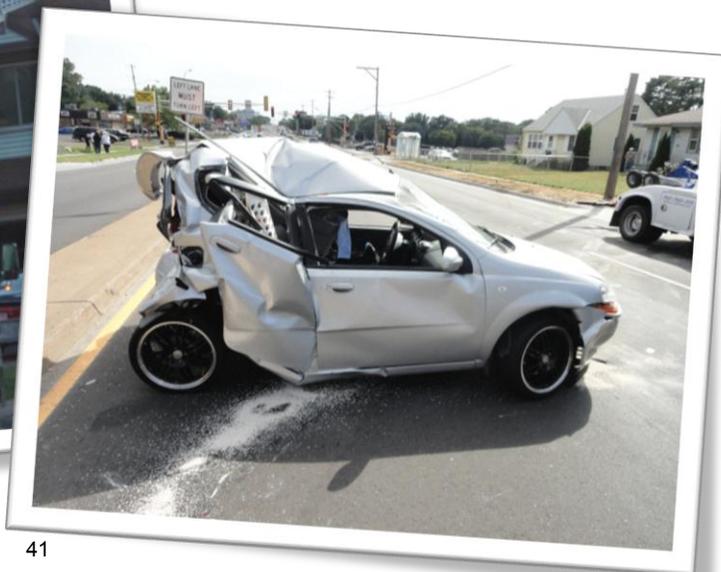
Mutual Aid Report

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.

2012 Mutual Aid Received – (7 Times)

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

Date	Call #	Address	Type of Assistance	Type	Department
2/4/12	12-295	4500 Reservoir Blvd	Chemical Spill	M	Brooklyn Center/Fridley/St. Anthony/Minneapolis
2/29/12	12-396	3850 Jackson	Garage Fire	A	Fridley/St. Anthony
5/31/12	12-1025	4945 Central Ave	Vehicle Fire	M	Fridley
8/16/13	12-1565	5131 University	Apt Fire	M	Fridley
9/19/12	12-1814	4233 - 6 th St	Electrical Short	A	Fridley/St. Anthony
11/3/12	12-2134	960 - 43 ½ Ave	Building Fire	M	Fridley/St. Anthony
11/3/12	12-2134	1302 Circle Terrace Blvd	Medical	M	Fridley





2012 Mutual Aid Given – (12 Times)

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

Date	Call #	Address	Type of Assistance	Type	Department
1/4/12	12-19	5601 Matterhorn	House Fire	A	Fridley
3/2/12	12-417	3728 Foss	Apartment Fire	A	St. Anthony
3/9/12	12-480	6490 Riverview	Building Fire	A	Fridley
3/19/12	12-540	1129 Onondaga	Trailer House Fire	A	Fridley
4/1/12	12-629	555 Danube	House Fire	M	Fridley
4/22/12	12-757	3612 Harding	House Fire	M	St. Anthony
6/26/12	12-1203	Brooklyn Center FD	Station Standby	M	Brooklyn Center
7/27/12	12-1444	1742 – 37 th Ave	Brush Fire	O	Minneapolis
8/28/12	12-1663	610 Osborne	Apartment Fire	A	Fridley
9/1/12	12-1687	116 – 75 th Ave	House Fire	M	Brooklyn Center
9/11/12	12-1745	2920 – 33 rd Ave	House Fire	M	St. Anthony
10/2/12	12-1912	Fridley	Cancelled En Route	A	Fridley

Fire Loss Report

2012 Structure Fire Incidents with Property Loss

Date	Call #	Address	Occupancy Type	Cause of Fire	Prop Loss
2/29/12	12-396	3850 Jackson St	Single Family	Overheated Snow blower	2,000
3/1/12	12-403	700 – 39 th Ave	Commercial	Unintentional	1,000
3/18/12	12-534	4915 Jefferson St	Single Family	Christmas Lights	2,000
5/3/12	12-821	230 – 40 th Ave	Single Family	Undetermined	65,000
5/12/12	12-878	1301 Circle Terrace	Rental	Undetermined	1,000
5/26/12	12-989	1211/13 Cheery Ln	Rental	Lightning	8,000
6/25/12	12-1196	4229 Central Ave/8	Rental	Electric Stove	200
7/7/12	12-1305	5050 Mulcare Dr	Single Family	Undetermined	10,000
8/17/12	12-1575	4683 Monroe St/Hilltop	Single Family	Undetermined	2,000
8/26/12	12-1640	1141/43 Cherry Ln	Rental	Electric Stove	80,000
8/28/12	12-1658	4616 6 th St	Single Family	Cigarettes	12,000
11/3/12	12-2134	960 – 43½ Ave	Single Family	Undetermined	40,000
11/3/12	12-2134	960 – 43½ Ave	Single Family	Radiant Heat other fire	20,000
11/10/12	12-2182	4707 University/102	Rental	Grease Fire	10,000
Total 2012 Structure Fire Property Loss (14 incidents) - estimated figures					\$253,200



2012 Vehicle Fire Property Loss Summary

Total 2012 Vehicle Fire Property Loss
(6 incidents) - estimated figures

\$17,900

Casualty Report

2012 Fire Service Casualties

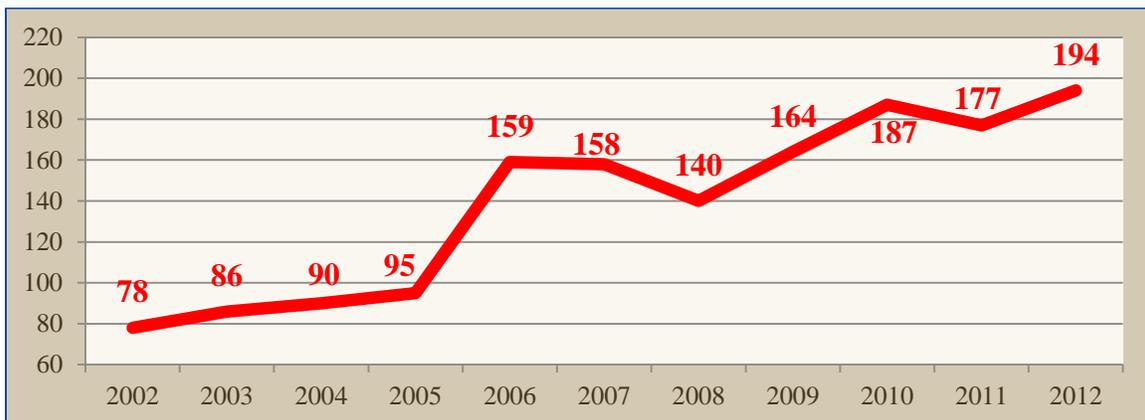
Date	Call #	Name	Injury	Cause
2/13/12	12-0289	Paid-On-Call Firefighter	Fluid Exposure	Cardiac Arrest Patient
5/14/12	Training	Paid-On-Call Firefighter	Hand	Training Exercise
8/16/12	12-1565	Fulltime Firefighter	Shoulder	Fridley House Fire Overhaul Duties
9/11/12	12-1745	Paid-On-Call Firefighter	Overheated	St. Anthony House Fire

2012 Civilian Casualties

Date	Call #	Name	Injury	Cause
2/18/12	12-0311	Adult Female	Smoke Inhalation	Electric Stove Fire
5/12/12	12-0878	Adult Male	Burned feet	Undetermined

Hilltop Report

The Columbia Heights Fire Department has an agreement to provide full fire suppression, emergency medical services, and fire inspection services for the City of Hilltop. A three-year Joint Agreement and Contract was signed in 2012, which covers the years 2013-2015. A 10-Year comparison of the number of calls to the City of Hilltop is reflected in the chart below.

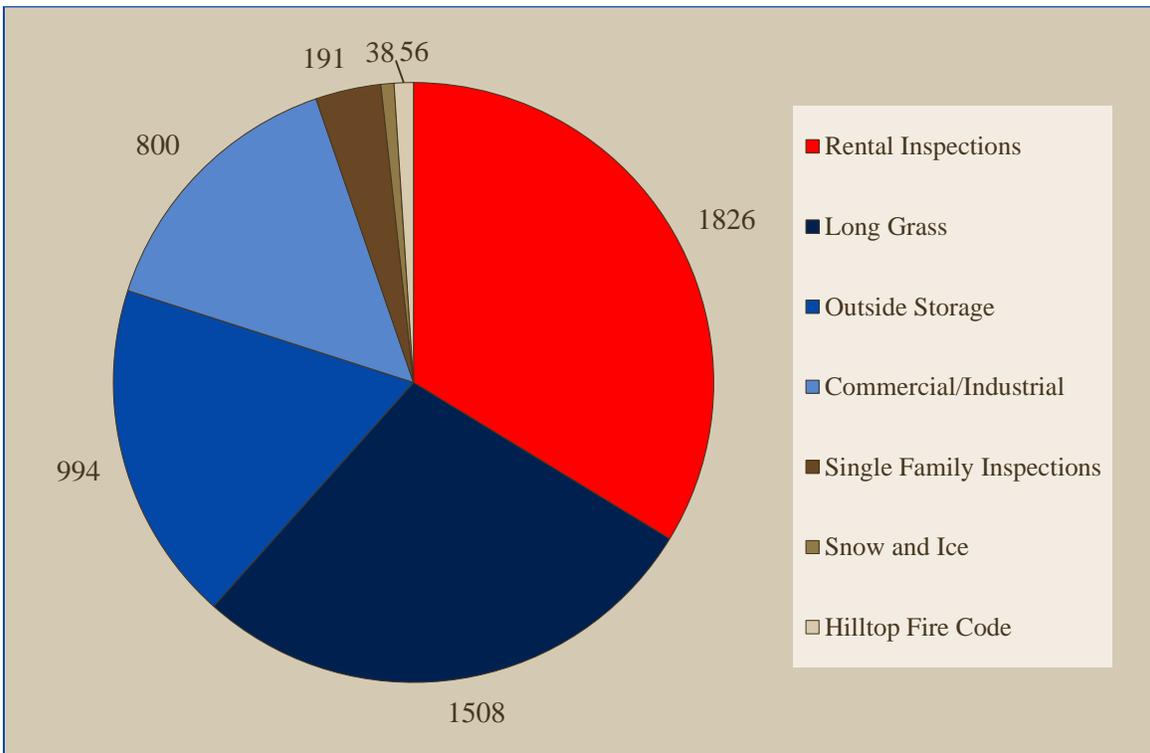


Inspection Report

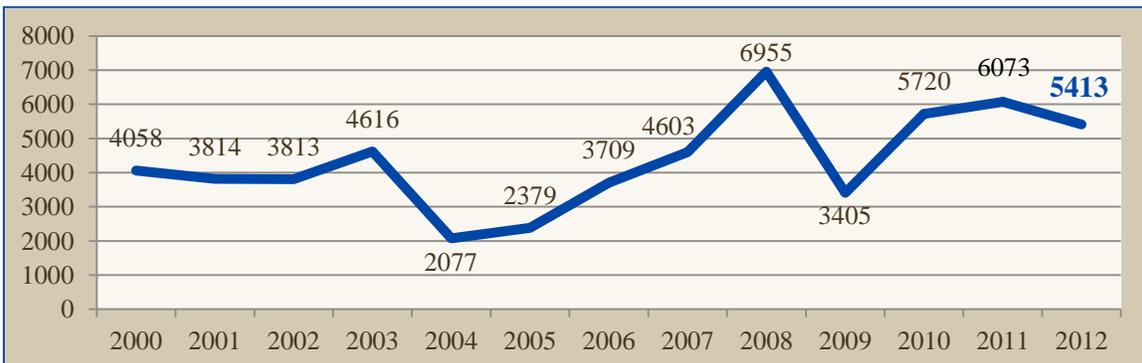
The Fire Department Inspection Program is supervised by the Assistant Fire Chief and involves the six full time firefighters as inspectors. All inspectors are cross trained for both fire and property maintenance inspections, allowing for flexibility in scheduling.

The fire department conducted a total of **5,413** inspection and license activities during 2012 and staff entered 6,572 inspection-related data entries. 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.

2012 Number/Type Inspection Summary



Total Inspections by the Year

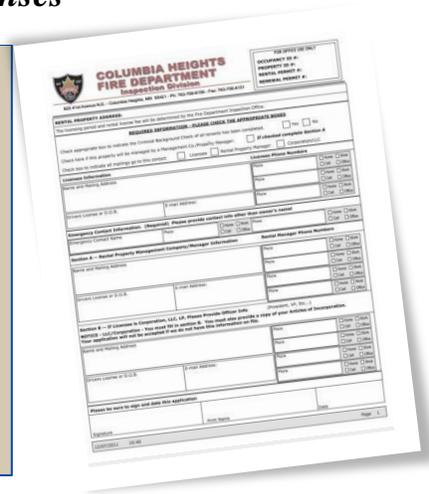


The amount of rental properties continues to increase as many of the foreclosed properties are being purchased as investment properties. In 2012, there were 92 new rental licenses. Interiors of rental properties are on a cycle to be inspected every two years and exteriors and common areas are inspected on an annual basis. Complaint inspections are inspected in a timely manner.

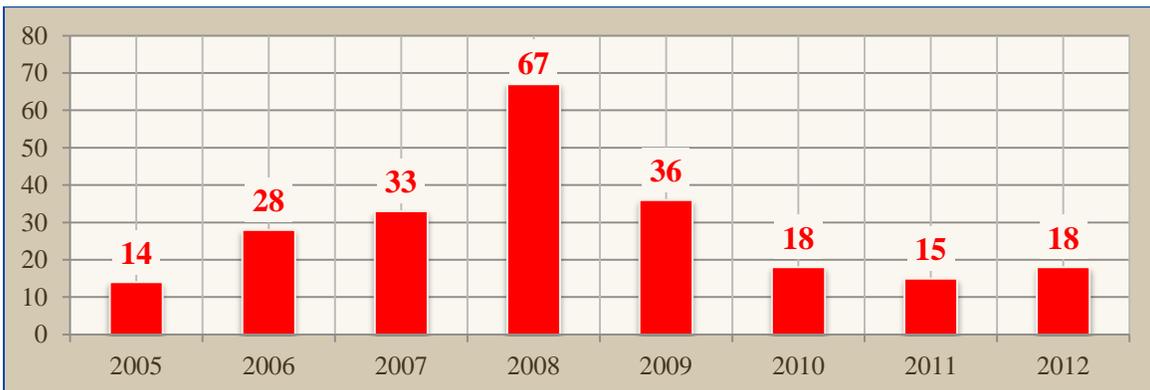
Number of Rental Licenses



Number of New Rental Licenses

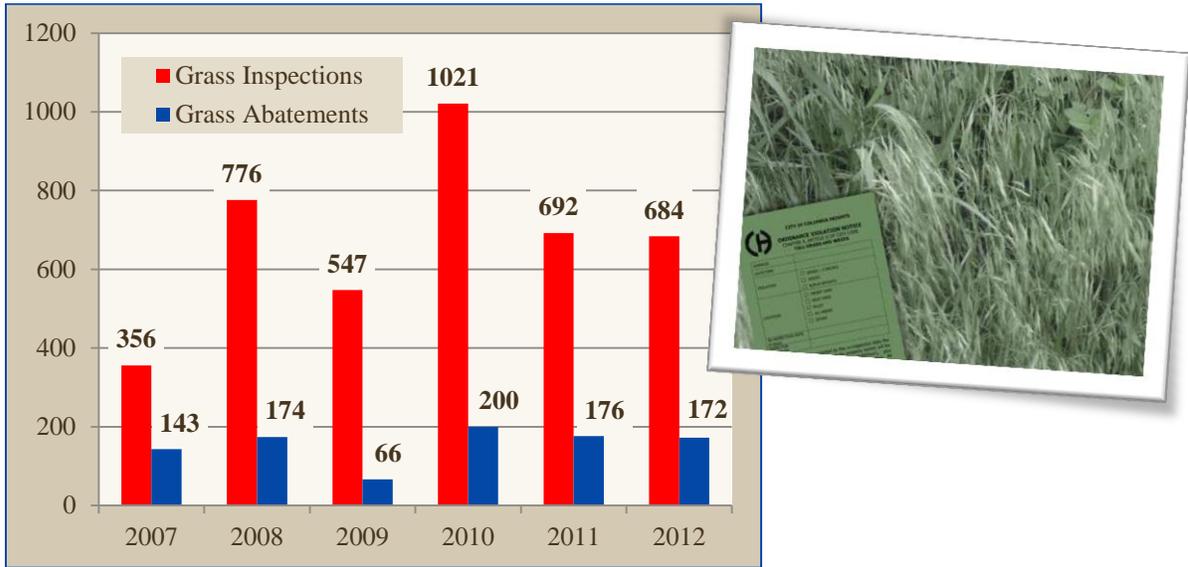


Number of Rental License Revocations



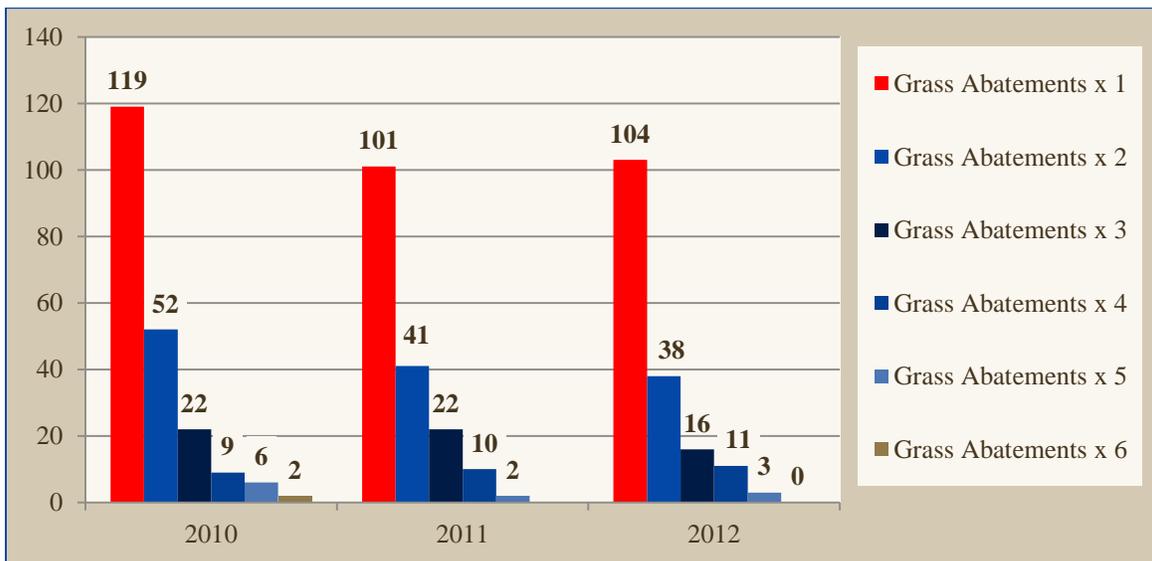
The Fire Department enforces the City Codes that do not allow the growth of long grass, weeds, and scrub growth over nine inches tall on any property. If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are abated. The graph 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 2012 there were three properties that a contractor had to cut the grass five times at.

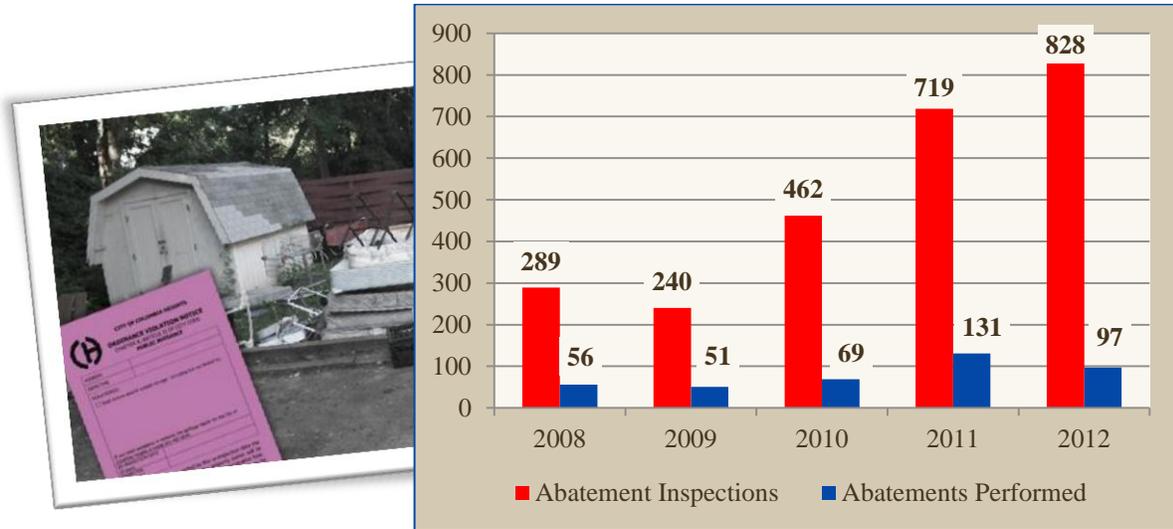
Number of single and multiple abatement breakdown



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.

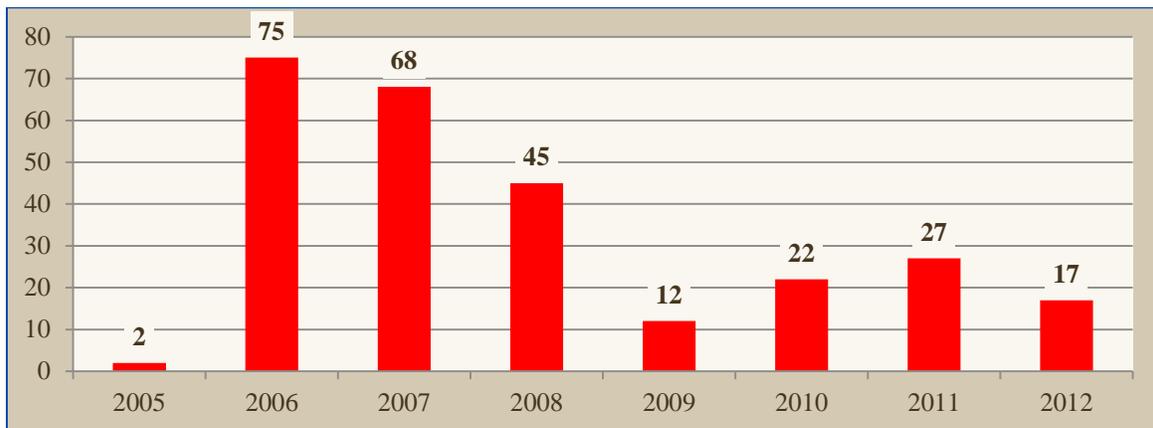
If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are corrected by a contractor. These corrections are called “Immediate Abatements”. The graph below shows the total number of times a contractor was assigned to abate an outside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

Immediate Abatements



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 2012 the Columbia Heights Fire Department had 47 fire prevention contacts which allowed them to speak to approximately 2,523 people about fire prevention.



National Night Out

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

Fire Prevention Month Open House

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

Blood Pressure Checks

The Fire department provides blood pressures free of charge to the public seven days a week. Once a month on a Friday morning, the fire department performs blood pressure checks for the seniors at Murzyn Hall and in 2012 the fire department took 182 blood pressures with this program.

Citizen's Academy

This year the fire department participated in the City's first Citizen's Academy. Several City departments team brought approximately 15 attendees behind the scenes and into the operations of their department. Through lectures, demonstrations and hands-on learning, the residents discovered the "real" world of firefighting and how we go about carrying out our mission.

Spring Fundraiser

Fighting Crime, Fighting Fires, Fighting for Youth, the Police and Fire spring open house fundraiser was held in April. The crowd was great and everyone enjoyed the festivities to raise money for the Athletic Boosters.

CPR Training

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



AED Training

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



Teacher Appreciation Picnic

The fire department assisted the School District with a picnic to appreciate the teachers of the district. Chief Gorman and 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

In 2012, the Explorer Division consisted of 12 explorers and seven advisors, who take the time to train the participants. The cadet/Explorer division prepares its own Annual Report, a copy of which can be obtained from the Fire Department office.



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 2012, he was involved in six (6) peer support 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 2012, our members spent over 2,573 hours in training sessions. Regular training is provided on three Monday evenings each month. One of the Mondays is designated to EMS training to maintain our emergency medical technician certifications. Members also have numerous opportunities to attend schooling, special outside classes, and seminars around the metro area.



Station Duty Program

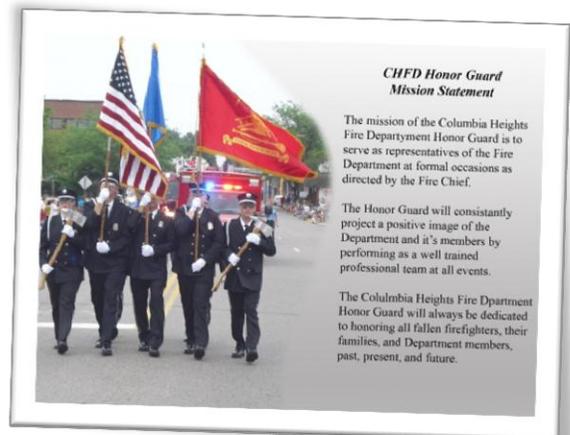


The station duty program provides our paid-on-call firefighters the opportunity to work shifts alongside our full time firefighters. This gives the paid-on-call firefighter a much better understanding of how the station functions on a daily basis. This program is not only a learning tool but allows firefighters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

Paid-on-Call firefighters also fill open shifts when Full Time firefighters are out sick or on vacation, to meet minimum staffing. The program continues to be a very beneficial educational program and we hope to continue it in the future.

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, Funeral of Firefighter Scott Allard from Fridley, and the Minnesota Fallen Firefighter Memorial Dedication at the State Capitol.



Apparatus/Equipment - Fire Department Fleet



FIRE CHIEF

2012 Chevy Tahoe – Cost \$38,597

ASST. FIRE CHIEF

2001 Ford Expedition – Cost \$44,270



BOAT 1

1999 Zodiac Rescue Boat – Cost \$2,650

1999 Spartan Trailer – Cost \$1,000

1999 Mercury 15 hp Motor – Cost \$1,649

FIRE INVESTIGATION TRAILER

1998 Haulmark 5' x 8'

Re-purposed from the CHPD.



AERIAL 15

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



ENGINE 1

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

ENGINE 4

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





RESCUE 1

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



RESCUE 2

2002 Braun Type III Ambulance
Cost \$70,591



RESCUE 3

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

2012 Staffing Changes

Paid-On-Call Division, Leave Of Absence

Andrew S. Hall	January 1, 2012 to May 12, 2012
Andrew S. Hall	September 1, 2012 to May 12, 2013
Guislain K. Muvundamina	January 16, 2012 to May 9, 2012
Guislain K. Muvundamina	August 20, 2012 to December 15, 2012

Paid-On-Call Division, Appointments

Nicholas T. Linder	February 1, 2012
Jeffrey N. Rosener	February 1, 2012
Daniel M. Seiberlich	February 1, 2012

Resignations

Cody A. Cavett	Served from August 1, 2011 to August 31, 2012
Ben E. Uden	Served from June 1, 2007 to November 1, 2012



Roster of Members

Columbia Heights Fire Department

December 31, 2012

Full Time Division

	Position	Serving Since
Gary C. Gorman	Fire Chief	6/2/81
John K. Larkin	Assistant Fire Chief	11/13/90
Stephen F. Kolosky	Captain/EMT/FAO	11/3/78
Matthew D. Field	Captain/EMT/FAO	8/20/80
Daniel L. O'Brien	Captain/EMT/FAO	10/1/95
Richard J. Hinrichs	FF/EMT/FAO	7/2/86
Thomas A. Mattson	FF/EMT/FAO	1/1/99
Anthony G. Cuzzupe	FF/EMT/FAO	7/1/03
Kelly M. Schmidt	Fire Secretary	12/28/09
Joel T. Ostmo	Fire Clerk	11/13/84

Paid-on-Call Division

Shannon E. Abbott	FF/EMT/FAO	8/1/09
Emily L. Cramble	FF/EMT	5/1/11
Jesse D. Dittbenner	FF/EMT/FAO	7/24/09
Thomas K. Flermoen	FF/EMT/FAO	7/1/05
Jacob W. Gillespie	FF/EMT	5/1/11
Andrew S. Hall	FF/EMT*	3/1/04
Kyle A. Hall	FF/EMT	8/1/09
Donald W. Kostohryz	FF/EMT/FAO/P	2/1/06
Nicholas T. Linder	FF/EMT	2/1/12
Cory L. Mattson	FF/EMT/FAO	9/1/09
Robert A. Miller	FF/EMT/FAO	1/1/09
Guislain K. Muvundamina	FF/EMT*	11/1/07
Troy D. Neurauter	FF/EMT/FAO	10/1/02
Robert J. Niznik	FF/EMT/FAO	1/1/99
Brian J. Polski	FF/EMT	5/1/10
Jeffrey N. Rosener	FF/EMT	2/1/12
Daniel M. Seiberlich	FF/EMT/P	2/1/12
William T. Shutte	FF/EMT	3/1/10
David S. Sims	FF/EMT/FAO	10/1/02
Alexander M. St. Martin	FF/EMT	8/1/11
Jeffrey T. St. Martin	FF/EMT	8/1/11
Tou Vang	FF/EMT/P	9/1/09

FF - Firefighter

EMT - Emergency Medical Technician

FAO - Fire Apparatus Operator

P - Paramedic

* - Leave of Absence

PUBLIC WORKS



2012 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 Sump Pump Disconnect and Water Meter Replacement programs, implementation of State and Federal mandates such as water testing, NPDES permitting requirements, as well as responding to an array of emergency Public Works needs at all times.

In 2012, 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 2012 included the following:

- 2012 saw the transition to a new Water Management Organization (WMO), as the Mississippi WMO extended its boundaries to include approximately 90% of the City that was formally in the Six Cities WMO.
- Our annual Water Main Cleaning and Lining continued as a cooperative project with the City of Minneapolis. This has been a very successful program to improve water quality in our distribution system.
- 2012 saw the completion of the largest Sanitary Sewer Lining Program ever, combining the 2011 with the 2012 program to complete the lining in our Sanitary Sewer District 2.
- With the completion of the residential water meter battery replacement program, the focus shifted to developing a commercial meter replacement program – scheduled for installation in 2013.
- Continuation of our annual Street Seal Coating program – a polymer additive was used to improve aggregate retention and longevity of the seal coat in Zone 6.
- The boiler system for City Hall was replaced. This replaced the original heating plant from 1959 with an energy-efficient, reliable and much smaller size new heating plant.
- The construction of the complete rehabilitation of the Argonne Lift Station was completed in 2012. This is the first of two lift station replacements planned with the Chatham Road Lift Station scheduled in 2013.
- We were again very fortunate to receive a cost share grant to continue the playground equipment replacement in our parks. The grant and equipment was received in 2012 and Labelle Park will have a new, updated playground in 2013.
- Another major project was the completion of surface water improvements in the MSC rear yard to provide for surface treatment and operational improvements related to storm water improvement.
- Staff also coordinated activities with MnDOT on Central Avenue for a major ADA Pedestrian Ramp and Mill and Overlay project along with the signal system replacement at 50th Avenue.
- Staff is also continuing to investigate Inflow and Infiltration (I/I) in Sanitary Collection District 2 by conducting smoke testing to more narrowly focus the program to remove the source of our only area that still has a problem with I/I surcharging. With the lining and manhole work being completed, the focus will shift to private line sources.
- The new Federal ADA law changes impacted our three wading pools. Staff has developed a plan which will bring our pools into compliance with the new law – effective in 2013.
- Through an Anoka County Grant, a new drive-thru lane and lot paving for the City recycling center was facilitated.
- The Utility Department continued the annual Sanitary Sewer Line Cleaning Program, with over one-third of the entire system being cleaned in 2012.
- Another significant project is completion of the Zone 7 Street Rehabilitation Zone project. The Street Zone Rehabilitation Program will be suspended for the next two years, in 2013 and 2014.
- Public Works also responded to a significant year in the citywide Hazardous and Diseased Tree Inspection Program to help improve the health of the urban forest and the City image. Our urban forestry management also has begun developing a plan to respond to the inevitable Emerald Ash Borer (EAB).

The attached reports by the various departments in Public Works provide an overview of the department's many activities. These reports are comprised of words and numbers, but please remember that these accomplishments are only possible through the dedication of the individuals who show up every day to do their jobs. It is these people, using their skills and experience, that make it possible for the residents to enjoy the quality of life that is available in Columbia Heights. Few people realize that in addition to normal every day maintenance operations, each time there is a heavy snowfall, a major water break or emergency repair, or a plugged sewer, Public Works employees respond regardless of the time of day or night. Many times while the rest of us are enjoying time with our families, Public Works employees are clearing the streets of snow and ice, or ensuring that our residents have water or sewers that work properly.

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

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

ENGINEERING AND CONSTRUCTION ACTIVITIES

2012 ANNUAL REPORT

PERSONNEL

There were no changes in permanent personnel in the Engineering Department. The summer internship position was not filled.

The Public Works Department had several changes in permanent personnel.

Employees

- The Engineering Technician III position remained vacant in 2012.
- Ed Raati was on Active Duty military leave from January 1, 2012, to May 7, 2012.
- Ed Raati transferred from the Sewer & Water Department to the Street Department on April 2, 2012. He resigned November 2, 2012 after seven years of service to take a position with the City of Cambridge.
- Mathew Graves' employment ended April 11, 2012.
- Natalie Fleischhacker was hired on April 4, 2012 and began work in the Sewer & Water Department on April 9, 2012.
- Adam Cordes transferred from the Park Department to the Street Department June 25, 2012.
- Joe Ornellas was hired on August 13, 2012 in the Park Department.
- Five Public Works employees volunteered to take the equivalent of two weeks unpaid furlough in 2012, to help ease the effect of budget reductions.

PUBLIC ASSESSMENT HEARINGS HELD DURING THE YEAR

2012 Street Rehabilitation – Zone 7

Project 1202: PIR 2012-Z7-44-001
Street Mill and Overlay
3rd Street, 42nd Avenue to 44th Avenue
Summit Street, 5th Street to 40th Avenue

2012 Street Improvements – Seal Coat Of Zone 6

Project 1201: PIR 2012-Z6-01-001

5 th Street	40 th Avenue to 44 th Avenue
Jackson Street	40 th Avenue to 41 st Avenue
41 st Avenue	4 th Street to Central Avenue
42 nd Avenue	University Avenue Service Drive to Central Avenue
43 rd Avenue	4 th Street to Central Avenue

2012 Concrete Alley Improvements

Project 1111: PIR 2012-Z6-06-001
Concrete Alley Construction
Jackson Street to Van Buren Street, North of 40th Avenue

2012 Sidewalk Improvements

Project 1209: PIR 2012-Z6-10-001

Concrete Sidewalk Construction

North side of 43rd Avenue, East of Quincy Street to West of Central Avenue

2012 Alley Light

Project 1208: Assessment Area 677-44

Alley Light Installation

4th Street to 5th Street, 48th Avenue to 49th Avenue

PROJECTS

Design And Construction Work

Project 1104: Sanitary Sewer Lining

Project 1109: 50th Avenue Turn Lane

Project 1114: Argonne Lift Station*

Project 1200: Miscellaneous Concrete Repairs and Installations

Project 1201: Zone 6 Seal Coat

Project 1202: Zone 7 Street Rehabilitation, including:

Recycling Center Improvements

Grandview Court Curb and Gutter Repair and Paving of Bituminous Wear Course

Van Buren Street and 40th Avenue Parking Lot Overlay

Water Tower Access Drive and Parking Area

Heights Liquor Parking Lot Overlay

Storm Sewer Construction on 40th Avenue, Hart Boulevard, and Arthur Street

Project 1206: Municipal Service Center Storage Yard NDPES Permit Improvements

Project 1207: Replace Boiler at City Hall*

Misc Project: Jefferson Building and Press Box Roof

MnDOT Projects within the City of Columbia Heights*

TH 65 Pedestrian Ramp Improvements and Pavement Overlay

Traffic Signal at 50th Avenue

Design Work

Project 1006: Smoke Testing Sanitary District 2*

Project 1110: Hart Boulevard Trail

Project 1213: Bicycle Plan*

Project 1300: Miscellaneous Concrete Repairs and Installations

Project 1302: Concrete Street Rehabilitation

Project 1306: LaBelle Park Improvements*

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

Other Miscellaneous Work Performed

- Warranty inspections on completed construction projects and review of corrective work done by contractors. Prepared record drawings of public improvements.
- Warranty inspections of Anoka County broadband installation sites.
- 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.
- With the dissolution of the Six Cities Water Management Organization, the City of Columbia Heights joined the Mississippi Watershed Management Organization (MWMO). Kevin Hansen, Director of Public Works, was involved during the year as a representative of MWMO and Rice Creek Watershed Management Districts.

PUBLIC WORKS MAINTENANCE ACTIVITIES

2012 ANNUAL REPORT

CAPITAL EQUIPMENT PURCHASES

Park Department

None

Street Department

- International Dump Truck equipped with sander and front plow, belly plow, and rear-mounted wing plow
- Elgin Pelican street sweeper
- Replaced the dump box for truck #68

Tree Maintenance and Care

None

Utility Department

None

Municipal Service Center

None

Engineering Department

None

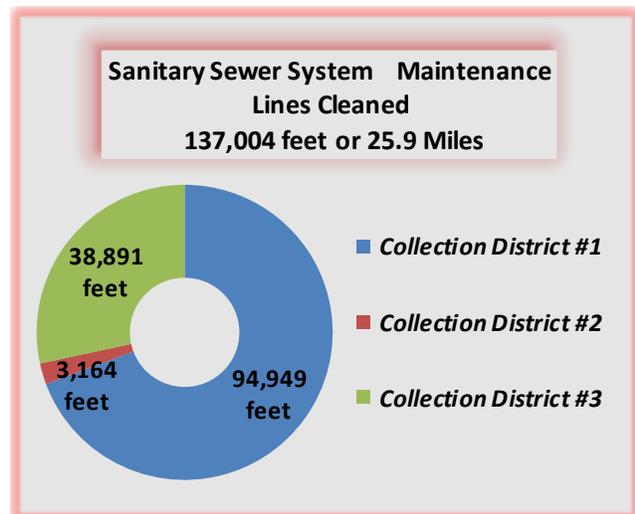
SANITARY SEWER MAINTENANCE

Sanitary Sewer Cleaning

- Collection District #1 Trouble Lines: Annual cleaning 58,803 feet
- Collection District #1: Routine cleaning 36,146 feet
- Collection District #2 Trouble Lines: Annual Cleaning 2,879 feet
- Collection District #2: Routine cleaning (completed once every three years).
 - Miscellaneous 285 feet
- Collection District #3 Trouble Lines: Annual cleaning 24,173 feet
 - Miscellaneous 14,718 feet
- Collection District #3: Routine cleaning (completed once every three years)
Total 137,004 feet or 25.9 miles

Sanitary Sewer Televising

- Collection District #1: 9,032 feet
- Collection District #2: 0 feet
- Collection District #3: 1,393 feet
Total 10,425 feet or 1.97 miles
- 26 private clogged sanitary sewer lines
- 17 city clogged sanitary sewer lines



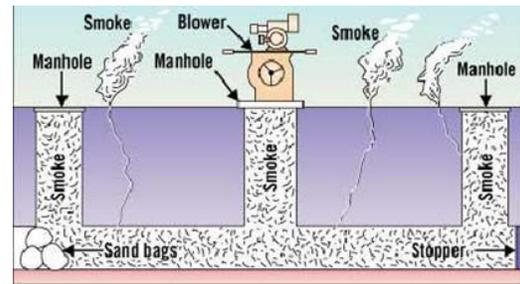
SANITARY SEWER LIFT STATION MAINTENANCE

- Argonne lift station: Replaced vacuum pump for Pump #1. Cleaned wet well and dry well.
- Chatham lift station: Constructed elevated rack for dehumidifier. Cleaned wet well and dry well.

- Sullivan lift station: Replaced sump pump. Cleaned wet well.
- Silver Lake lift station: Replaced electrical service wire from generator building to dry well. Repaired exterior of wet well. Painted exterior of dry well and wet well. Cleaned wet well and dry well.

SANITARY SEWER SYSTEM IMPROVEMENTS

- Argonne lift station was replaced. New pumps and pump controls were installed, the SCADA system equipment was replaced, the wet well was reconditioned, and an emergency backup generator was installed. The lift station was put back into service on December 21, 2012.
- Contracted with Insituform to install top hats on 23 lateral connections to the sanitary sewer mains on 6th Street from 40th Avenue to the first manhole north of 42nd Avenue.
- Contracted with Infracore to line and pour inverts in the following manholes:
 - Manhole # 36D21 located on McKinley Street between 39th Avenue and 39 ½ Avenue.
 - Manhole # 36D22 located on McKinley Street between 39th Avenue and 39 ½ Avenue.
 - Manhole # 36D25 located on McKinley Street between 39th Avenue and 39 ½ Avenue.
 - Manhole # 36B41 located at the intersection of 43rd Avenue and McLeod Street.
- Thirty-four seven-hole sanitary sewer manhole covers were replaced with solid covers to reduce the amount of storm water inflow into the sanitary sewer system.
- Infracore conducted smoke testing operations in portions of Collection District #2. Smoke testing is used to identify sections of sewers that may exhibit I/I (Inflow/Infiltration) during rainfall. A smoke blower is placed over manholes and smoke is blown through the sewer system. Anywhere the smoke exits, there is potential for stormwater to enter the sewer system.
- Flow testing operations were repeated in two areas of Collection District #2 to establish a base line flow. Test results were accurate due to the fact that there was very little rainfall during the test period.
- Drain tile was installed in the basement of City Hall



WATER SYSTEM MAINTENANCE

- Repaired a total of 15 water main breaks.
- All fire hydrants were flushed in the spring using directional and conventional flushing procedures.
- Rusty water problems on the west side of the city, presumably caused by nitrification were addressed this year by placing an automatic hydrant flushing unit at 53rd Avenue and 4th Street and 39th Avenue and Main Street.
- All fire hydrants were checked for proper drainage in the fall.
- Repaired five fire hydrants.
- Replaced one fire hydrant.
- Painted 75% of fire hydrants located east of Central Avenue.
- Repaired five gate valve stacks.
- C-factor testing was conducted in the area between Central Avenue and Reservoir Boulevard from 44th Avenue to 47th Avenue.
- Master water meter: Replaced UPC and padlock.
- Pump Station #2: Replaced UPC.
- Pump Station #3: Repaired roof leaks. Repaired motor pump #1.
- Wargo Fountain: Replaced stolen parts (\$3,668.23). Replaced bulbs, back flow check valve, and Hayward valve.

WATER SYSTEM IMPROVEMENTS

- Water main cleaning and cement mortar lining was completed on 5th Street from 48st to 49th Avenue, 6th Street from 51st to 53rd Avenue, 7th Street from 51st to 53rd Avenue, 53rd Avenue from 5th Street to Washington Street, 51st Avenue from 6th to 7th Street.
- Water main cleaning and structural lining was completed from the intersection of University Avenue and Naegele Avenue to the intersection of 38th Avenue and 3rd Street.
- A fire hydrant was installed in the Municipal Service Center yard.

Water Metering – Inspection – Location - Testing

- Installed 22 water meters.
- Repaired 21 water meters.
- Replaced 18 MXU batteries and performed 13 miscellaneous MXU repairs.
- Frozen meters: 11
- Frozen pipes inside building: 5
- Investigated 19 high water bills.
- Delinquent account shut offs: 74
- Shut off five services due to winter.
- Investigated five low water pressure complaints.
- Investigated seven rusty water complaints.
- All service curb stops in the proposed 2013 water main cleaning and lining project area were located.
- Water service turn on associated with property that is in foreclosure: 125
- Water service shut off associated with property in foreclosure: 60
- Curb box repair associated with past due payments: 39
- Curb box repair associated with the water main cleaning and lining project: 26
- Gopher State One-Call request for utility locations: 1,624
- Inspected 31 sewer and water service installations and repairs.
- Coliform Bacteria tests are performed citywide on a weekly basis at five sites per week equaling 260 samples per year.
- Fluoride testing is done weekly at one site equaling 52 samples per year.
- THM and HAA5 testing is done quarterly at one site.
- Lead and copper testing is done once every three years taking 30 samples. Last testing was done in 2010.

STORM SEWER SYSTEM MAINTENANCE

- Monitored the level of lakes and ponds from April to October.
- Cleaned retention pond outfall structures citywide after every major storm event.
- Cleaned catch basin grates citywide after every major storm event.
- Cleaned 20 catch basins that were clogged below grade.
- Repaired 15 catch basins following a condition survey.
- Cattails were treated to prevent growth around Prestemon pond inlets and outlets. Algae treatment was applied to LaBelle Pond. Treatments were applied by Lake Restoration.
- Algae treatment was applied to the secondary pond. Cost is billed back to properties that adjoin the secondary pond.
- Invasive plants were weeded out by hand at the Silver Lake Beach sedimentation ponds and the Huset Park West sedimentation pond.
- Brush was removed from the perimeter of Jackson Pond.
- Brush was removed from the perimeter of the pond at Silver Lake boat landing.
- Prairie Restoration was hired to assist with the maintenance of native grass area that surrounds the ponds.

STORM SEWER SYSTEM IMPROVEMENTS

- Infratec repaired a 24-inch storm sewer pipe located in the easement north of 4141 Stinson Boulevard.
- Storm sewer manhole located in the easement north of 4141 Stinson Boulevard was raised.
- Infratec repaired the bottoms of the following manholes located on 44th Avenue between Quincy Street and Jackson Street: MH#35A04, MH 35A36, MH #35A29, MH#35A39.
- Infratec repaired the bottom of the 54-inch storm line located on 44th Avenue from Quincy Street to Jackson Street.
- Infratec repaired the bottom of MH# 25B54 located on the southeast corner of the intersection of 49th Avenue and Central Avenue.
- A storm water sedimentation basin was constructed to filter debris out of the storm water runoff from the Municipal Service Center maintenance yard before it enters the storm sewer system.

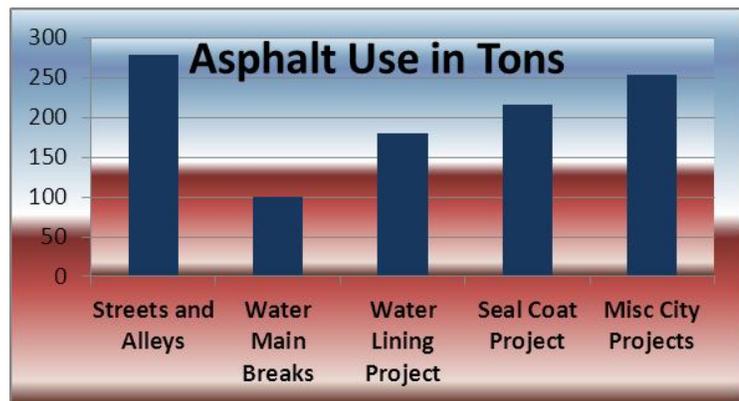
Miscellaneous Activities

- Installed a new solar panel and SCADA at Jackson pond to replace the one that was stolen.

STREET MAINTENANCE

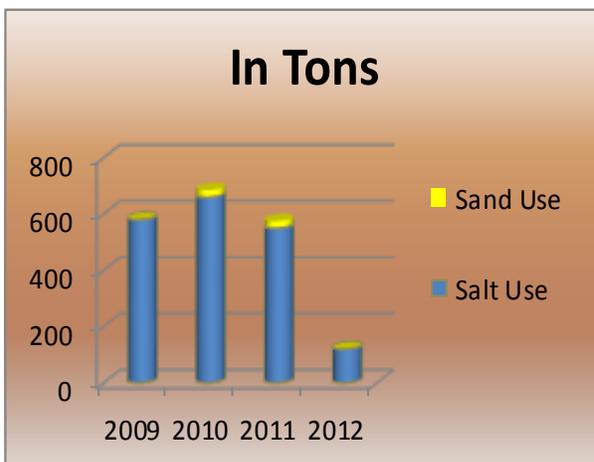
Paving, Patching, and Crack Sealing

- Pave streets and alleys: 279 tons of asphalt
- Street repair (water main cleaning and lining project): 180 tons of asphalt
- Seal Coat project: 215 tons of asphalt
- Water main breaks: 100 tons of asphalt
- Ostrander and Sullivan park pathways: 43 tons of asphalt
- MSC yard: 199 tons of asphalt
- Heights Liquor: 13 tons of asphalt



Snow and Ice Operations

The Street Department continues to evaluate application procedures and calibrate application rates for effective ice control. The total snowfall in 2012 was 23 inches.



- Plowing and ice control citywide: 3 times
- Ice control only citywide: 9 times
- Scrape/remove ice from alleys and alley ends as needed.
- Set out sand barrels and fill as needed.
- Salt/sand was only used to fill the sand/salt barrels.
- Used approximately 120 tons of treated salt (Clear Lane). Approximately 285 tons of treated salt was stored in the salt shed and 200 tons was stored in the outside storage bins.
- Ice Bite 55 was used to pretreat parking lots at the liquor stores, Public Safety building, and City Hall.

Street Sweeping

- Citywide Streets: Three complete rounds of street sweeping were completed equaling 386 lane miles.
- Citywide Alleys: Two complete rounds of alley sweeping were completed equaling 108 lane miles.
- City Parking Lots: One complete round.
- Downtown district was done as needed.
- Low areas were swept after every major rain event.
- Early (first out) spring sweep of watershed areas – NPDES.
- Low drainage areas are swept after every major rain event.

Debris Disposal

- Public Works hauled an estimated 350 yards of street sweepings to the MnDOT site.
- An estimated 1,165 tons of asphalt and concrete rubble was hauled to Belair Excavating.
- The City contracted with Morrell and Morrell for leaf disposal—1,200 cubic yards of leaves were taken to the compost site.
- Public Works hauled 948 yards of soil from water main breaks and the storm sewer project in the Municipal Service Center yard to a Minnesota Business Enterprises project site located in Blaine, east of the intersection of Central Avenue and 105th Avenue (Blaine Sports Center).

Storm Sewer Maintenance

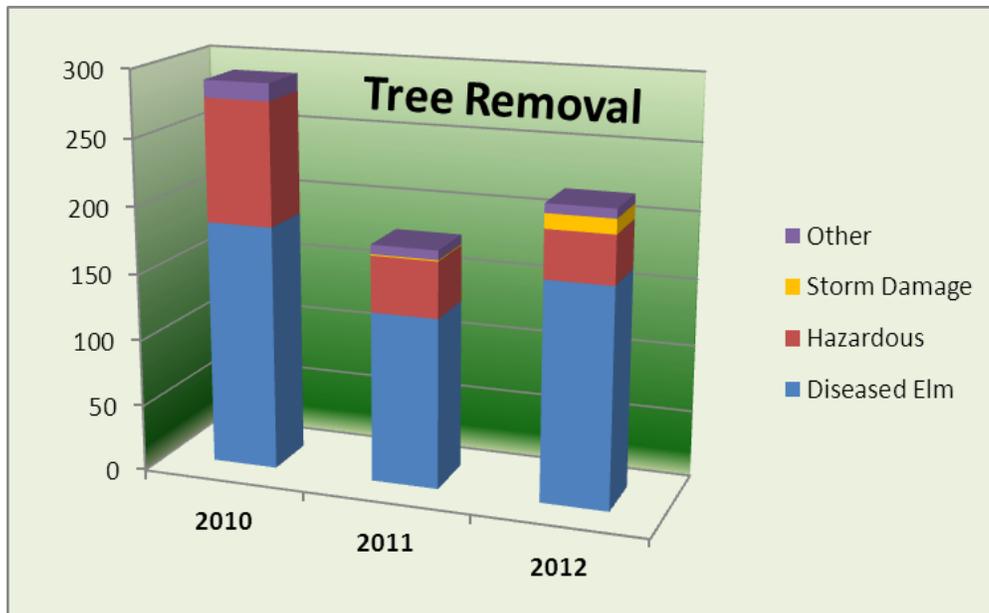
The Street Department handles minor repairs of catch basins. They also clean the catch basins and manholes on an as needed basis (using the Vactor). Lakes and ponds are cleaned out monthly or after major rain events.

Miscellaneous Improvement Projects

- Repaired retaining walls on both sides of 44th Avenue from Tyler Place to McLeod Street.
- Partial mill and overlay of asphalt alley located between Tyler Street and Polk Street from 45th Avenue to 46th Avenue.
- Partial mill and overlay of asphalt alley located between Taylor Street and Fillmore Street from 45th Avenue to 46th Avenue.

TREE MAINTENANCE AND CARE

- Three Dutch Elm disease inspections were conducted citywide in June, July and August.
- One hazardous tree inspection was conducted citywide.
- One-hundred fifty-seven diseased trees were removed: 50 public, 107 private.
- Removal of Ash trees that are severely stressed began as a proactive measure to control Emerald Ash Borer.
- Nick's Tree Service was contracted for diseased and hazardous tree removals.
- Boulevard tree trimming citywide was done on a request basis.
- Trimmed limbs blocking street signs citywide.
- Park tree trimming was done as needed. Woodchip mulch was placed around the trunks of young trees.
- Fifty trees were planted in the parks in 2012. The city has made the decision to plant bare root trees instead of balled and burlap. Bare root trees are less expensive to purchase, have a longer, healthier life, and can be planted by Public Works crew.
- The last part of the summer was very dry and new plantings had to be watered at least two times per week.



PARK MAINTENANCE

Winter Activities

- Ice rinks were prepared and maintained at McKenna, Keyes and Ostrander Parks. Each park had a hockey rink and a recreation rink. The warming houses were not staffed. Timers were used to control the lighting for the rinks. The rinks opened for the season on January 2 and rink maintenance ended February 10 due to warm weather. December brought negligible snowfall and above average temperatures, making it difficult to prepare rinks for the 2012/2013 season. Due to weather conditions, we were unable to open the rinks during the month of December.
- A significant portion of winter maintenance activities includes maintaining public sidewalks and park pathways. Maintenance includes removing snow by hand shoveling, using snow blowers, sweeping with the Toro Groundsmaster, and either sweeping, plowing, or blowing the snow with the MT Trackless. In January, snow events occurred on seven days requiring sidewalk maintenance. February had four days with snow events requiring sidewalk maintenance.
- Besides snow removal and rink maintenance, park staff is involved with tree trimming operations during the winter. Boulevard tree trimming as well as tree trimming in the parks occurs.
- The Silver Lake Aeration System operation was not necessary due to a very mild winter with minimal snow. The oxygen level of the lake was sufficient.

Turf Maintenance

- Bulk mowing operations began April 2 while the mowing and trimming began April 23. The Park Department is responsible for maintaining turf at 66 locations throughout the city ranging from small lots to large parks.
- TruGreen Chem Lawn made spring and fall weed and feed applications to the ball fields at Huset, Keyes, McKenna, and Prestemon Parks as well as Lions, Gateway, and Wargo Parks. TruGreen applications were also made at the Huset West, Sullivan, and Silver Lake Beach picnic areas. Also, Ramsdell Park, LaBelle Park and the Silver Lake boat landing received applications. In addition TruGreen Chem Lawn treated City Hall, Murzyn Hall, 4400 Reservoir, and the liquor stores on Central and 37th Avenues.
- Parks crews applied weed and feed to all areas not treated by TruGreen Chem Lawn. The new ball field at Ramsdell Park was fertilized three additional times and gypsum was applied.

- A majority of the turf areas were aerated and thin spots over seeded in 2012. Areas with poor soils and thin turf at Huset, Sullivan Lake, Silver Lake Beach and Ramsdell Parks were top dressed with screened compost.
- University Avenue right-of-way was mowed five times, the shrub beds and trees were mulched with woodchips, and trees were pruned. 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 on University Avenue.
- Irrigation systems are operated and maintained at 37th Avenue and Huset Parkway, City Hall, Lions Park, Wargo Park, and Gateway Park. A new irrigation system was also put into service on the Ramsdell Park ball field in 2012.
- Shrub beds are maintained at 20 locations throughout the city. Maintenance includes trimming, mulching, weeding, watering, plant replacement, and application of weed control. The shrub bed by the City Hall flag pole was reconstructed in September. TruGreen Chemlawn applied herbicide to the Central Avenue shrub beds.

Ball Fields

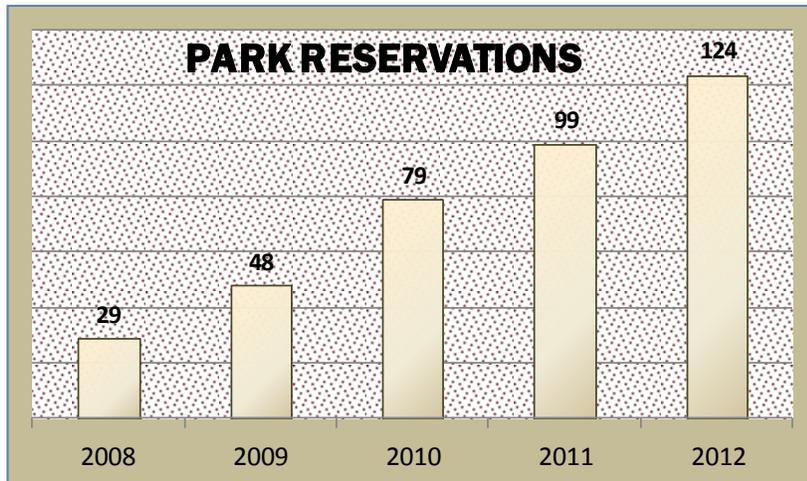
- Ball field preparation began on March 16. Installed bases and started working the infields. The first scheduled game was April 2 and adult softball started April 9. One to eight fields were prepared daily for games, which includes dragging, lining, hand raking and installing bases at the proper distances. 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 324 times.
- Ball field improvements in 2012 included adding infield Ag lime, replacing base standards and infield lip removal. New players' benches were installed at Huset Field 3 and new bleachers were installed at Ramsdell Park.
- Soccer and football fields were laid out and maintained throughout the summer and fall. Beginning in August, Huset Park West was striped with a football field and a soccer field. Huset Park East was also striped with a soccer field. Keyes and McKenna Parks were each striped with two soccer fields. A football field was striped at Prestemon Park. These eight fields were maintained through the end of October with the lines being repainted approximately every 15 days.

Playgrounds and Wading Pools

- Broken parts were replaced on playgrounds as needed. Additional engineered wood fiber was added to Huset, 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.
- In October, new playground equipment was installed by park staff at McKenna Park. The old playground was removed and disposed of. This equipment had been purchased with the help of a grant from Gametime.
- The wading pools were cleaned and prepped in May to meet the requirements of Anoka County. A new sand filter was installed in the McKenna pool. The new filter greatly improved the recirculation rate. The pools were inspected by the Anoka County Health Department and opened for the season on June 4. They were shut down for the season September 4.
- Aerator fountains were installed and operated on ponds at Huset and LaBelle Parks on May 7. The fountains were removed, cleaned, winterized, and stored for winter on October 19.

Park Reservation Preparation

We received reservations for 124 picnic and other uses of park facilities throughout the summer months. There were 25 more reservations in 2012 than in 2011. Picnic areas and bathrooms are thoroughly cleaned in preparation for these events and cleanup takes place following the event.



PARK IMPROVEMENTS

Keyes Park

Two trees were planted near the top of the hill along Reservoir Boulevard.
 A concrete pad and screening was installed around the portable toilet.
 A bike rack was installed.

Ostrander Park

Three trees were planted along 40th Avenue and Polk Street

Prestemon Park

Eleven trees were planted north of 39th Avenue.

Silver Lake Beach Park

Ten trees were planted on the hillside west of the parking lot.
 A new park entrance sign was installed at 45th Avenue and Stinson Boulevard.
 A bike rack was installed.

LaBelle Park

Four trees were planted south of 42nd Avenue.
 Two trees were planted in-between the retaining walls east of the 41st cul-de-sac.
 New playground equipment was purchased that was partially funded by a grant from Gametime.
 The well on the west side of the pond at 969 40th Avenue was abandoned and sealed.

Ramsdell Park

Ramsdell Park was reconstructed in 2011. The ribbon cutting ceremony for the grand opening was held May 19, 2012.
 New bleachers were installed at the softball field.
 A solar powered flag light was installed and the Curtis Ramsdell Memorial was installed at the base of the flag.
 The electronic scoreboard was energized.
 The new softball field was aerated and fertilized several times. The ball field irrigation system was repaired and adjusted to maximize turf growth.
 Benches, trash cans, a bike rack, and doggie stations were installed.
 Twenty-four trees were planted.

Huset Park

A park bench was donated and installed in honor of Sue Murzyn to recognize her contributions as a city volunteer.

The Jefferson building and Press Box #5 were re-shingled and the soffits were clad in metal.

The equipment shed located by Field #3 was also re-shingled.

New benches were installed on Field #3 to replace the aluminum benches that were stolen.

Sullivan Lake Park

Sidewalk access to the park was improved. The sidewalk curb cuts located on Washington Street and 53rd Avenue were reconstructed to meet new ADA requirements.

The pathway between Washington Street and Sullivan Lake was widened and paved.

Trees were removed between the picnic shelter and the lake to improve the view of the lake.

A bike rack was installed.

McKenna Park

The old playground equipment was removed. New playground equipment was installed at a different location. The new equipment was partially funded by a grant from Gametime.

The sand filter for the wading pool was replaced.

All Parks

Recycling containers were placed by the garbage containers in all of the major parks to encourage recycling. New recycling containers were obtained from Anoka County as part of grant.

Miscellaneous Improvement Projects

- The shrub bed located by the City Hall flag pole was reconstructed.

Miscellaneous Activities

- Much time is spent taking care of little details like trash and litter clean up, graffiti removal, snow removal and ice control, minor repairs to playgrounds and other park amenities, and sign maintenance.

MUNICIPAL SERVICE CENTER IMPROVEMENTS

- The Recycling Center yard was reconstructed to provide drive-thru traffic to make it more user-friendly.
- A new water line was constructed to provide water to the maintenance yard.
- A storm water sediment pond was constructed.
- Portions of the maintenance yard were reconstructed to direct storm water to the sediment pond.
- Approximately one-half of Madison Street from 37th Avenue to 38th Place was partially reconstructed. Curb and gutter was installed and some areas were milled and overlaid

CENTRAL GARAGE

- The Central Garage generated 2,330 work orders and 2,702 chargeable hours at \$62 an hour, with a \$2.00 surcharge per work order.
- City fuel purchased was 34,666 gallons of unleaded gasoline and 16,388 gallons of diesel fuel. The total cost of fuel purchased in 2012 was \$162,733.
- Major repairs in 2012 were:
 - Vehicle 0110 Replaced all rusted suction tubes on the Vactor at a cost of \$2,943.45
 - Vehicle 0003 Straightened and welded the hopper on the snow blower at a cost of \$1,862.00

SPECIAL EVENTS AND ACTIVITIES

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

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

ADDITIONAL COMMENTS

Schools and Training

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

Safety Management

For the 13th consecutive year, Public Works has contracted with Integrated Loss Control Inc. for safety training and recordkeeping activities required by state and federal regulations as well as City policy. Public Works is very pleased with the improvement that the safety program has shown under the administrative support of Integrated Loss Control Inc.

REFUSE & RECYCLING ACTIVITIES

REFUSE & RECYCLING

Residential Service Averages

The City provided over 6,300 residential properties with contracted refuse and recycling service through Veolia Environmental Services. One-hundred thirty-seven of these properties are considered multi-dwelling with four or more units. Properties not serviced due to various non-occupancy reasons totaled 116. Over 6,600 refuse carts and more than 120 dumpsters were emptied during an average week.

Solid Waste Disposal

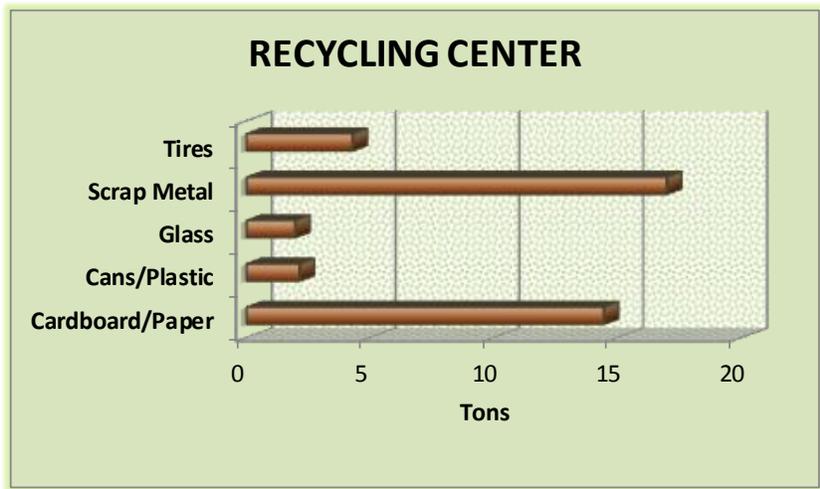
Solid waste tipping fees did not increase from 2011 at the Anoka County approved disposal facility, but have increased 42% since 2009. Contractor charges increased over 3%. The contractor hauled in excess of 6,563 tons of solid waste for disposal, a decrease of almost 300 tons. Overall 20% of the total solid waste was recycled, 67% disposed of at a Refuse-to-Fuel facility, leaving only 13% landfilled by the contractor.

Recycling

The contractor hauled 1,610 tons of recyclables to processing facilities from both curbside and the Recycling Center. This is about the same as last year; it appears the City has reached a plateau after switching to single-sort recycling. Contractor recycling and yard waste charges increased over 3%. The City received a 60% rebate, after processing costs, for curbside recyclable material totaling over \$26,000 per our contract with Veolia ES. (Recycling commodity prices have steadily fallen and there was no rebate for the third quarter).



Residents also dropped off used oil and oil filters at the Recycling Center. In addition, a vendor conducted two fluorescent bulb events collecting over 600 bulbs and ballasts. The Recycling Center was staffed by local Kiwanis Clubs and serviced by Veolia ES free of charge under the current contract. The Kiwanis Club received a 60% share on the value of the material, after processing costs, totaling \$3,985. The Recycling Center was open on Saturdays.



SCORE (Select Committee on Recycling and the Environment):

The City achieved 92% of the 2012 recycling tonnage goal as set by Anoka County. The goal was 1,755 tons, which was a 9% increase from the 2011 goal. SCORE required activities were also completed including several newsletter articles and a direct mailer that promoted recycling to all 55421 addresses. The City received its full allocation of \$49,630 in SCORE funds.

ADDITIONAL COMMENTS

Other Notes

- Four multi-dwelling properties increased their trash service, and three properties increased their recycling service to ensure they have enough capacity for their tenants.
- Veolia ES was sold to Advanced Disposal Services and is now operating under that name.
- The biggest issue with service last year was the contractor falling several days behind with yard waste service in November.
- The main issue residents express concerning our full service collection system is the electronics collection costs and disposal options.
- A partial audit of refuse containers was completed in August to ensure services matched billing charges.



Columbia Heights Public Library

2012 Annual Report

CITY OF COLUMBIA HEIGHTS

PUBLIC LIBRARY

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

Board of Trustees

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Tammera Diehm

Council Liaison

Renee Dougherty

Acting Library Director

February 11, 2013

Mayor
Members of Council
City Manager
Library Board of Trustees

Dear Gentlemen and Mesdames:

Columbia Heights Public Library, in its eighty-fourth year of operation, experienced many changes while retaining the excellent public service which has been a hallmark of the library since its founding in 1928.

In 2012, the Library Board undertook a process of strategic planning which resulted in new mission and vision statements:

***Mission:** To serve a diverse community's need for access to resources, information, and technology in a welcoming environment.*

***Vision:** Columbia Heights Public Library: a center of the community where services and collaborative programs are available and partnerships thrive.*

The Task Force appointed by the Mayor to assess community needs for library services gathered information and explored options for a new library or combined library/city hall and expects to make a recommendation to the City Council in April 2013.

Children's Librarian Marsha Tubbs and Library Director Becky Loader retired after a combined sixty-six years of service to the community. Both women leave a legacy of dedication to library values and public service that staff will strive to continue.

Staff promoted library programs, materials, and services to individuals and groups; launched a Facebook page; planned and delivered new programs; bid farewell to the popular Museum Adventure Pass program; developed and maintained the collection; scheduled grant-funded special events; and taught patrons to use technology and electronic resources. Staff continued and enhanced cooperative endeavors with the Anoka County Library and Independent School District 13.

Major building projects included replacement of concrete, bench, picnic table, and bike rack on the south patio; fabrication of gutters, downspouts, and flashing on the northeast side of the building to address recurrent basement flooding; re-carpeting of the East Room; painting the lobby; and reupholstering of furniture.

Throughout this transitional year, the library exceeded expectations. The highest number of children and teens ever participated in Bookawocky, summer reading program (1,074) and Columbia Heights had the largest number of entries in the Winter Jackets adult reading program in the county. Live library programs were extremely popular and well-attended; 5,881 people attended a program or used a meeting room last year. Public computers and the Wi-Fi hotspot were used heavily.

Thank you to an outstanding library staff, Ms. Patricia Sowada, the Library Board of Trustees, Mayor Gary Peterson, the City Council, the Foundation Board, the Library Task Force, the Public Works crews, Mr. Walt Fehst, and Ms. Linda Magee for their help and support over the year.

Respectfully submitted,



Renee Dougherty
Acting Library Director

Columbia Heights Public Library

Did you know?

- 📖 1,074 children and teens participated in the Summer Reading Program, the highest enrollment ever!
- 📖 Winter Jackets, the MELSA-sponsored adult reading program had 190 entries, the highest participation in Anoka County.
- 📖 430 programs and meetings were held at the Library with a total attendance of 5,881.
- 📖 118,923 people visited the library in 2012.
- 📖 16,572 Columbia Heights residents have active library cards.
- 📖 The Library has 72,985 items in the collection.
- 📖 431 donated items were added to the collection.
- 📖 449 Museum Adventure Passes were borrowed in the final year of the program.
- 📖 Patrons accessed the Internet 17,089 times and spent 765,913 minutes on-line at the Library.
- 📖 Volunteers donated 679 hours of service.
- 📖 The Friends of the Library sponsored Love Your Library to raise funds to purchase books for the library and collected 111 children's books for Project Bookshelf distributed by SACA.

1928-2012: Eighty-Four Years of Public Library Service in Columbia Heights

2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY

YEAR IN REVIEW

1928-2012: Eighty-Four Years of Public Library Service in Columbia Heights

BUILDING MAINTENANCE AND EQUIPMENT

- NSI/Horwitz provided maintenance for the building's HVAC system
- Service contracts continued with Fidelity Cleaners, Squeegee-Pro Window Cleaning, Schindler Elevator, Orkin, Dalco Roofing, Loffler
- Custodial services and minor repairs overseen by Facility Maintenance Supervisor and Custodians
- Emergency door alarms, fire extinguishers, security gates, and emergency lights checked
- Controls for HVAC system installed; staff trained in online monitoring of HVAC system
- Annual fire inspection
- Sprinkler system inspected and faulty switch repaired
- Concrete replaced on south patio; new bench, picnic table, and bike rack installed
- New expansion tank installed for boiler
- Lobby and stairwell painted
- Landscaping maintained by Public Works
- Mats, blinds and basement hall carpet cleaned
- New carpet installed in East Room
- Furniture in Adult Reading Room reupholstered
- Downstairs toilet replaced
- New gutters and downspouts fabricated and installed on northeast and east side of building; gutters replaced on south side of building. Metal water diverter installed over north exterior stairwell. Gutter work seeks to prevent flooding of the lower level during extreme rainfall events.
- Flashing around rooftop air conditioner reinstalled
- Activity room ductwork painted
- Automatic External Defibrillator installed in Adult Reading Room

COLLECTION

- Development: adult 000-300 and 600-642, general fiction, adult CD music, DVDs, adult books on CD, board books, easy book/CD combinations, anime, YA manga, travel pamphlets
- Adopted weeding schedule improves staff's ability to effectively and efficiently weed the collection
- Magazine collection weeded
- Ten-day books (those with numerous holds) ordered weekly as needed
- Re-labeled shelving in juvenile collection
- Continued use of subscription electronic databases: Alldata, Ancestry, JobNow, Novelist, Homework Rescue, Learning Express, Consumer Health Complete, etc.
- Reviewed adult, juvenile, and young adult periodical subscriptions for drops and adds
- Adult Non-fiction mending project
- E-audiobooks for download were added to Overdrive in March
- CHPL and other metro libraries are victims of organized theft of reference materials
- Collection HQ, an online collection analytical tool, was acquired; Director, Adult Services, and Children's Librarian trained
- Major shifting and relabeling of the adult non-fiction collection 700-900
- Service contract for disc repair (audio and video) negotiated with Anoka County Library

PROGRAMS

Adult:

- Instructional classes on borrowing e-books and using e-readers, and downloadable audio
- Citizen's Academy session on library services, collections, and programs
- Museum Adventure Pass program, funded by Macy's, concludes on 8/31; circulation of 449 passes during the year
- "Winter Jackets," an adult reading program, is sponsored by MELSA for the fourth year; Anoka County Libraries collect hot beverages for the food shelves; CHPL received 190 entries, the highest participation in the county
- Mystery writer and Minnesota Book Award winner Julie Kramer presented a program funded by a grant from the Friends of the St. Paul Public Library
- "Understanding Medicare" presented by the Metropolitan Agency on Aging
- Adult Book Club meets monthly with staff liaisons Renee Dougherty or Elaine Dietz-Mamaril
- "Struck: Music for Three Percussionists" provided by the Legacy Fund
- Library tours and orientation for ELL and GED classes from the MetroNorth Adult Basic Education Center
- Legacy monies fund "Live @ the Library" on 6/9, with events presented at nine libraries in Anoka county
- National Library Week: "You Belong @ Your Library" celebrated in April
- Library Card Sign-up month celebrated in September
- October display for Polish/American Month
- Love Your Library sponsored by Friends for a second year; raising funds to purchase books for children and adults
- Exam proctoring
- "Buddy Up and Read" continues to provide practice partners for adults learning to read English

Children and Teens:

- Summer Reading Program, "Bookawocky," enrolls 1,074; the highest participation of children and teens ever
- Book Warms, a winter reading program for children, runs concurrently with Winter Jackets, and has 123 participants
- R.E.A.D. Dogs continues to be filled to capacity
- Classes from Immaculate Conception School visit monthly
- Pre-school story times
- Baby Read/Baby Grow
- MacPhail Center for Music "Sing, Play, Learn" programs
- Gary Harbo presented a special program for National Children's Book Week in May
- Nineteen teen volunteers
- 21st Century provides funding for numerous cultural programs, including Raptors of Minnesota, Lego Camp, Dinosaurs, Mad Science, author David LaRochelle, bookmaking, magicians, Pokémon, and literature-based programs from Abrakadoodle
- 8 Wacky Wednesday programs were held during June, July and August
- American Girl tea
- Teen Read Week featured reader reviews of favorite books
- Teen Tech Week celebrated
- Extremely popular Hunger Games program for teens
- Inaugural Manga Club and Café for teens
- Library tours, orientation and story times for ECFE and HeadStart classes

TECHNOLOGY

- Availability of online electronic databases made possible by MELSA and the State of Minnesota; additional databases provided by local funding
- Fire-optic cabling to connect all city buildings with Anoka County completed

- Upgrades to Sirsi-Dynix Integrated Library System software
- Modification of public internet computers to boost connection speeds
- One laptop and one desktop computer for staff replaced
- MELSA funds Anoka County Library acquisition of Collection HQ, a collection maintenance software, which will assist with collection analysis, purchasing, and weeding

STAFF

- Becky: celebrated 35 years as Library Director, 38 years as Library employee; collection development; staff recruitment; liaison to Foundation Board; City projects as assigned; participation on Anoka County Library Management Team; Strategic Planning for ACL and CHPL; formation of Task Force to study replacement of Library building; retired in July
- Marsha: honored with a reception at her retirement after 28 years as Librarian; 18 as Children's Librarian
- Kelly: celebrated 20th year as Library Clerk-Typist II (Children's); ordering and record keeping for books; magazine subscription vendor liaison; weed magazines and maintenance of magazine entries in database; promotional materials for programs related to 21st Century; preschool story times; posters for programs and story times; trainer for library cards; verification of library card reports; Laserfiche entries; financial reports; bulk loans; Employee of the Year Selection Committee
- Elaine: begins as Interim Adult Service Librarian in September; 19 years as Library Supervisor; At Home Service; book displays; adult book club leader; adult programming; supply ordering; bulletin boards
- Ramon: celebrated 5th year as Library Clerk, 10th year as Library employee; monthly statistics; paperback orders; lobby theme displays of paperbacks; special repair calls and solicitation of quotes for building projects; Page training; ILL maintenance; ACL last copies; one-page annual report; website; Facebook; bulletin board maintenance; survey compilation
- Stacey: celebrated 5th year as Library Clerk-Typist II (Adult), 6th year as Library employee; circulation lead; Secretary to Library Board; collection maintenance; oversees mending of materials; Library cable channel programming; Laserfiche entries; Collections coordinator and liaison to Unique Management
- Renee: celebrated 2nd year as Adult Services Librarian; At Home Service; audio-visual collection development; liaison to Friends of the Library; book displays; bulletin boards; tax forms; book sale; "Buddy Up and Read" coordinator; Heights Happenings; Safety Committee; City Council presentations; directs adult volunteers; adult programming; named Acting Library Director in July
- Mai Kao: appointed Children's Librarian in March; outreach to public schools, especially kindergarten and early childhood and family education; City Council presentations; library events calendar; 21st Century grant programming; preschool story times; Baby Read/Baby Grow; Heights Happenings; collection development; bulk loans; reader's advisory; liaison to Friends; Early Literacy training; HeadStart visits; MELSA reference webinars; supervising teen volunteers;
- Candice: begins as Library Aide in January; prepares publicity materials; bulletin boards; statistics for 21st Century programs; collection maintenance; program set up; Fontas and Pinnell book lists;
- Staff receives training from Columbia Heights Fire Department in use of Automatic External Defibrillator (AED)
- Staff participates in Anoka County Library Staff Day 5/10 and LEAN training with Anoka County Library employees

FOUNDATION

- Foundation celebrates eleventh year of existence and ninth year under guidance of citizen Board
- Fundraiser at Linder's Greenhouse over a week-end in May gives Foundation 15% of all pre-tax sales
- Sponsor Spaghetti Dinner with assistance of Tasty Pizza, Culver's, and the Friends of the Library
- Fundraiser at the Heights Theatre features Alfred Hitchcock's "The Trouble with Harry" and a silent auction
- Foundation receives United Way donations as designated charity and online donations through Razoo on "Give MN Day" on 11/15

TASK FORCE

- Authorized by City Council and appointed by the Mayor; a fact-finding body to explore the possible replacement of the library building with either a single building or combined library/city hall
- Solicited public feedback through survey, listening session, Jamboree parade participation
- Assessed condition of current building and considered direction of future library service in community
- Toured libraries within the metro area
- Contracted with Leo A. Daly Company for a professional space needs analysis

MISCELLANEOUS

- Friends: Project Bookshelf (111 books); “Love Your Library” sought patron donations to purchase 44 items for collection; donate monies for juvenile music and books on CD, coat rack, tabletop book display; Campbell’s Labels for Education program; deliver At-Home materials
- Book sale cart continues to be a success
- Volunteers put in 679 hours of service
- Library continues contract with Unique Management for revenue recovery for collections accounts
- Staff, Library Board, Friends of the Library, and Foundation Board have booths at Jamboree Parade and Community Picnic
- Distribution site for federal and state tax forms

GRANTS

The Library was the recipient of the following grants in 2012:

- 21st Century Grant (in conjunction with Independent School District 13); programming
- Legacy Funds (in conjunction with Anoka County Library): programming and materials
- Friends of the St. Paul Public Library for Minnesota Book Award author event

SUMMARY

Circulation registered at 129,624 items and staff answered 14,547 reference questions. 16,572 residents of Columbia Heights had active library cards in the database of the ILS, and 118,923 people entered the building to use library materials and/or services. CybraryN, the pc management system, recorded 17,089 patrons using the Internet on public computers with 765,913 minutes of usage.

Staff time was dedicated to finding more efficient and cost-effective ways to do business; to scheduling programs of interest to the community; to developing and maintaining the materials collection; to keeping up with information technology; to maintaining the physical environment of the building; to pursuing collaborative efforts with other agencies; and to providing quality library service to patrons.

2012 ANNUAL REPORT
 CITY OF COLUMBIA HEIGHTS
 COLUMBIA HEIGHTS PUBLIC LIBRARY
DATA SHEET

COLLECTION TOTALS:

BOOKS

Fiction 7,236
 Large print 1,511
 Mystery..... 3,072
 Nonfiction..... 16,972
 SF-Fantasy 549
 Western..... 114
 Reference..... 798

J-BOOKS

Children's 10,988
 Easies 6,449
 Easyreader 1,344
 EJ 805
 J-REF..... 70
 YA 1,800
 Boardbooks..... 286

PAPERBACK BOOKS

J-PB 2,097
 Easies-PB..... 23
 Easyreader-PB 29
 EJ-PB..... 1,251
 YA-PB..... 1,763
 Mystery PB..... 852
 SF-Fantasy PB 252
 Western PB..... 675
 Romance PB 1,152
 Paperback 940

MUSEUM PASSES 4

WATT METERS..... 4

AUDIO

Cassette..... 48
 CD 2,639
 J-CAS E-AV..... 75
 J-CAS J-AV..... 21
 J-CAS YA-AV 2
 J-CD E-AV 521
 J-CD J-AV 370
 J-CD YA-AV... 123

VIDEO

DVD 330
 DVD-Free..... 1,644
 J-DVD E-AV ... 10
 J-DVD J-AV 89
 J-DVD-Free E-AV..... 361
 J-DVD-Free J-AV 216
 VHS-Free..... 219
 J-VHS-Free..... 188

PERIODICALS

J-Mag Children's..... 87
 J-Mag YA..... 212
 Ref-Mag 441
 Magazine 4,328
 Newspaper 4
 Pamphlets... 21

TOTAL..... 72,985

TOTALS BY READING LEVEL:

Adult 43,805
 Young Adult 3,900
 Juvenile 25,280
 Total Items..... 72,985

ADDITIONAL SERVICES:

Materials delivered through
 outreach service.. 399
 Bulk loan to institutions.... 3,171
 Interlibrary loan requests for
 materials not available in system..626
 Museum Adventure Passes.....449

CIRCULATION:

129,624

GATE COUNT:

118,923

VOLUNTEER HOURS:

Adult Department 134.75
 Children's Department 544.5
 Total..... 679.25

INTERNET USERS:

Patron 17,089
 Computer 26,581
 Minutes 765,913

PROGRAMS:

Adult236
 Attendance..... 1,755
 Juvenile.....151
 Attendance..... 4,126
 Outreach 16
 Attendance..... 2,511

REFERENCE:

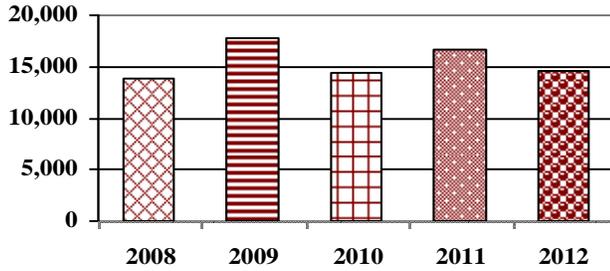
14,547

BORROWERS:

Columbia Heights Public Library... 16,572
 Anoka County Library..... 238,890
 Total..... 255,462

2012 ANNUAL REPORT
 CITY OF COLUMBIA HEIGHTS
 COLUMBIA HEIGHTS PUBLIC LIBRARY
GRAPH SHEET

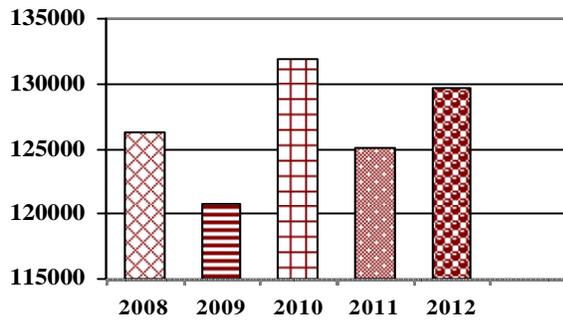
Reference/LIBGIS



2008=13,793 2009=17,771 2010=14,352
 2011=16,601 2012=14,547

14.1% decrease

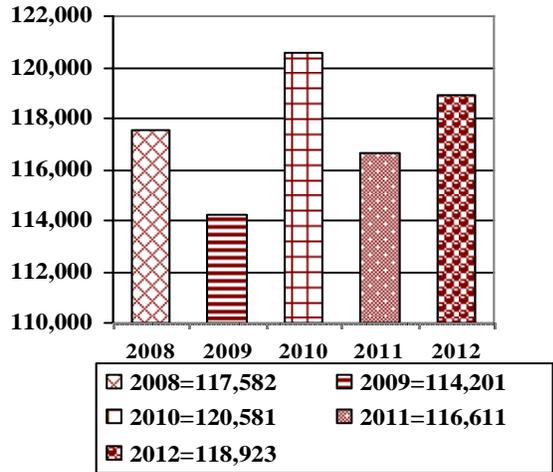
Circulation



2008=126,271 2009=120,705 2010=131,885
 2011=125,051 2012=129,624

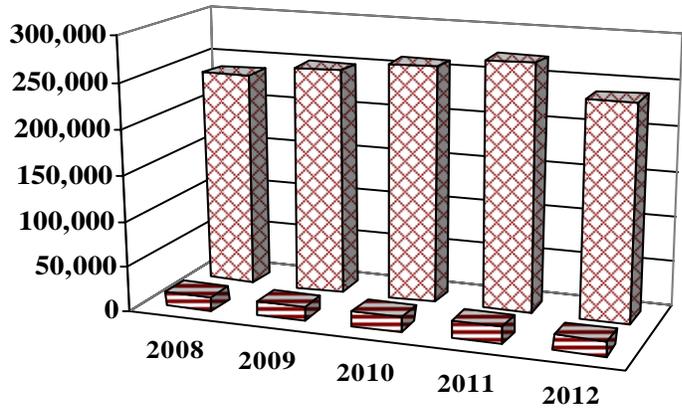
3.5% increase

Gate Count



1.9 % increase

Registered Borrowers

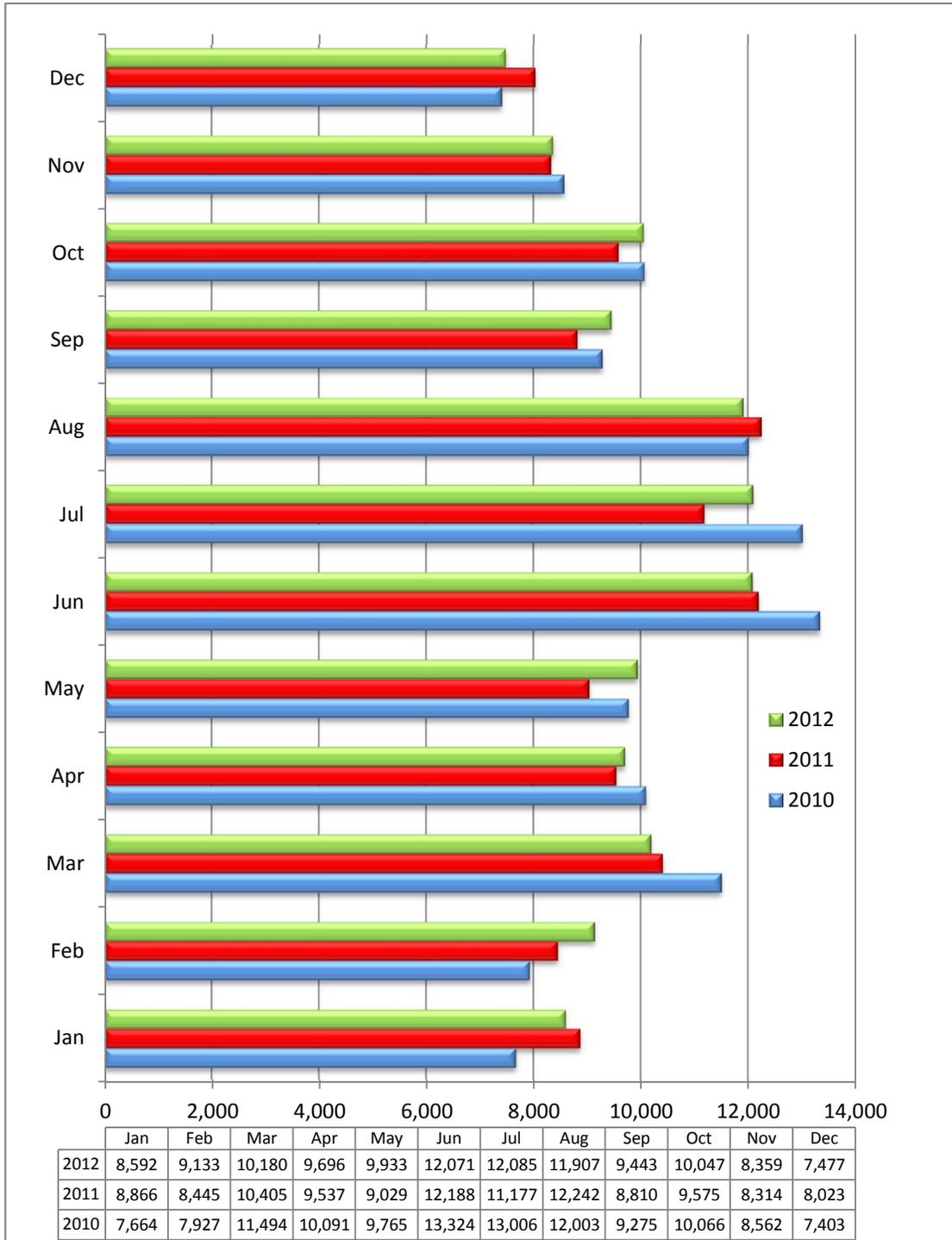


COH	2008=14,857/2009=16,038/2010=17,225/2011=18,312/2012=16,572
AC	2008=238,598/2009=250,197/2010=261,692/2011=272,212/2012=238,890

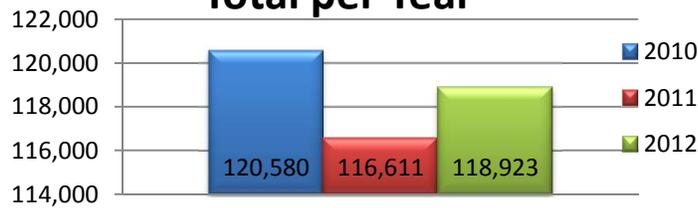
10.5% decrease

14% decrease

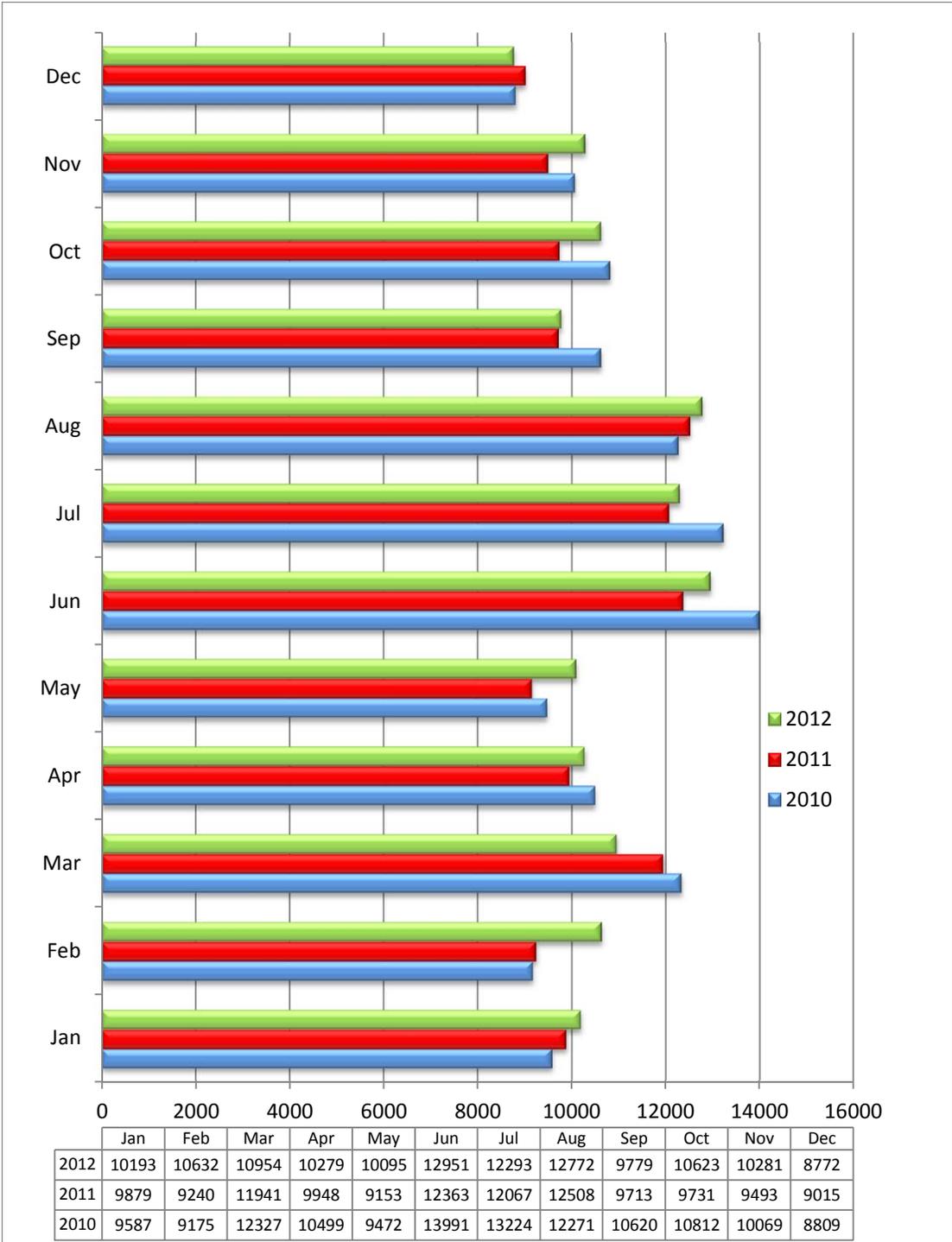
Library Visitors 2010 - 2012



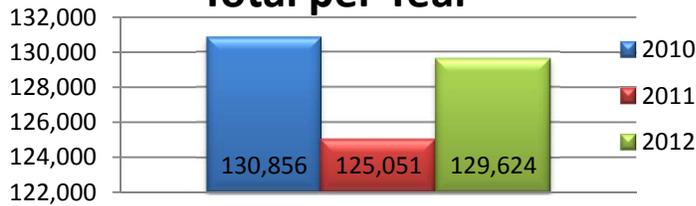
Total per Year



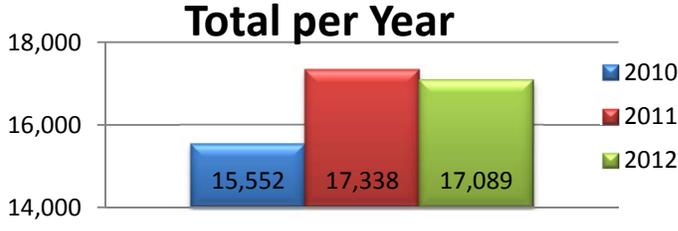
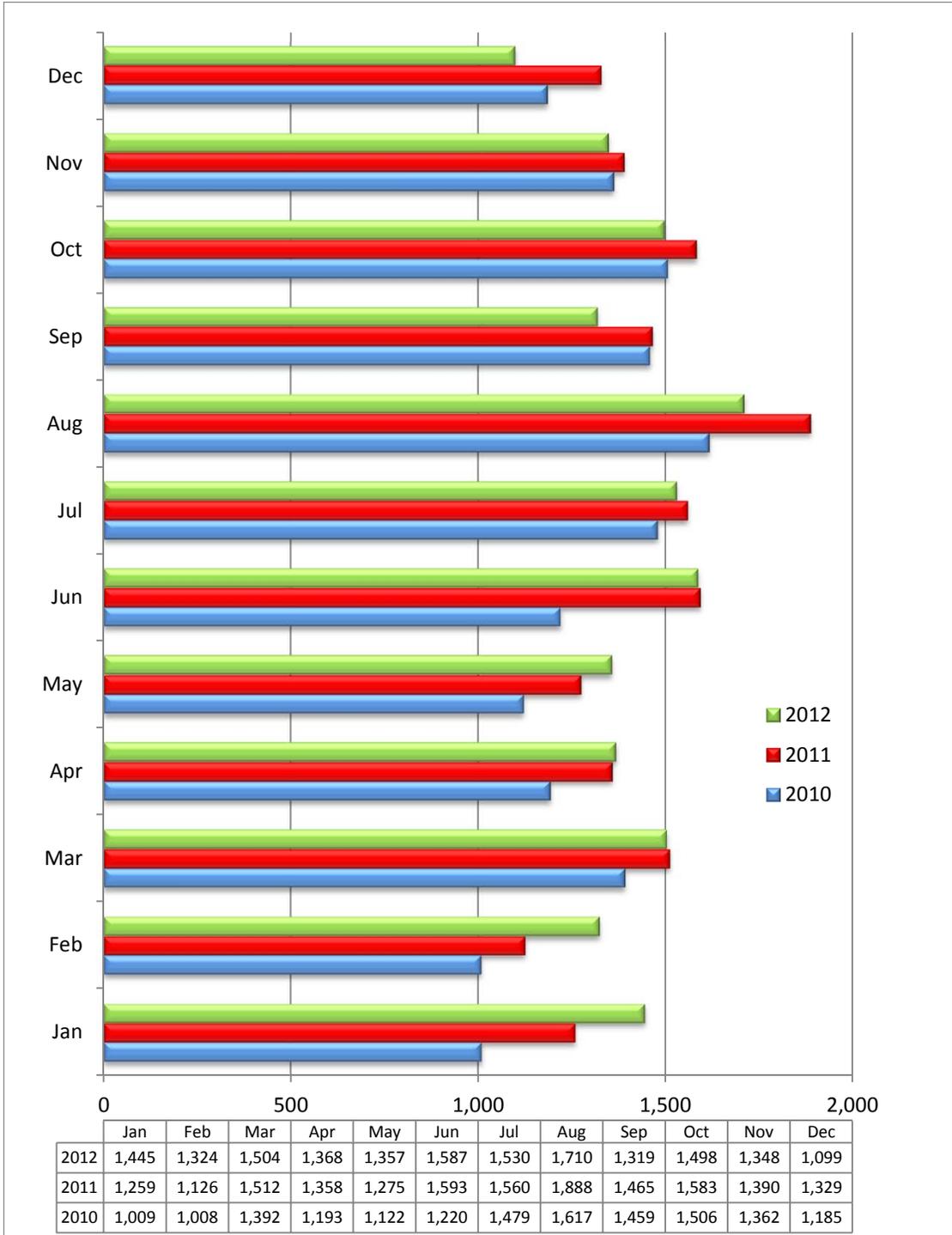
**Circulation
2010 - 2012**



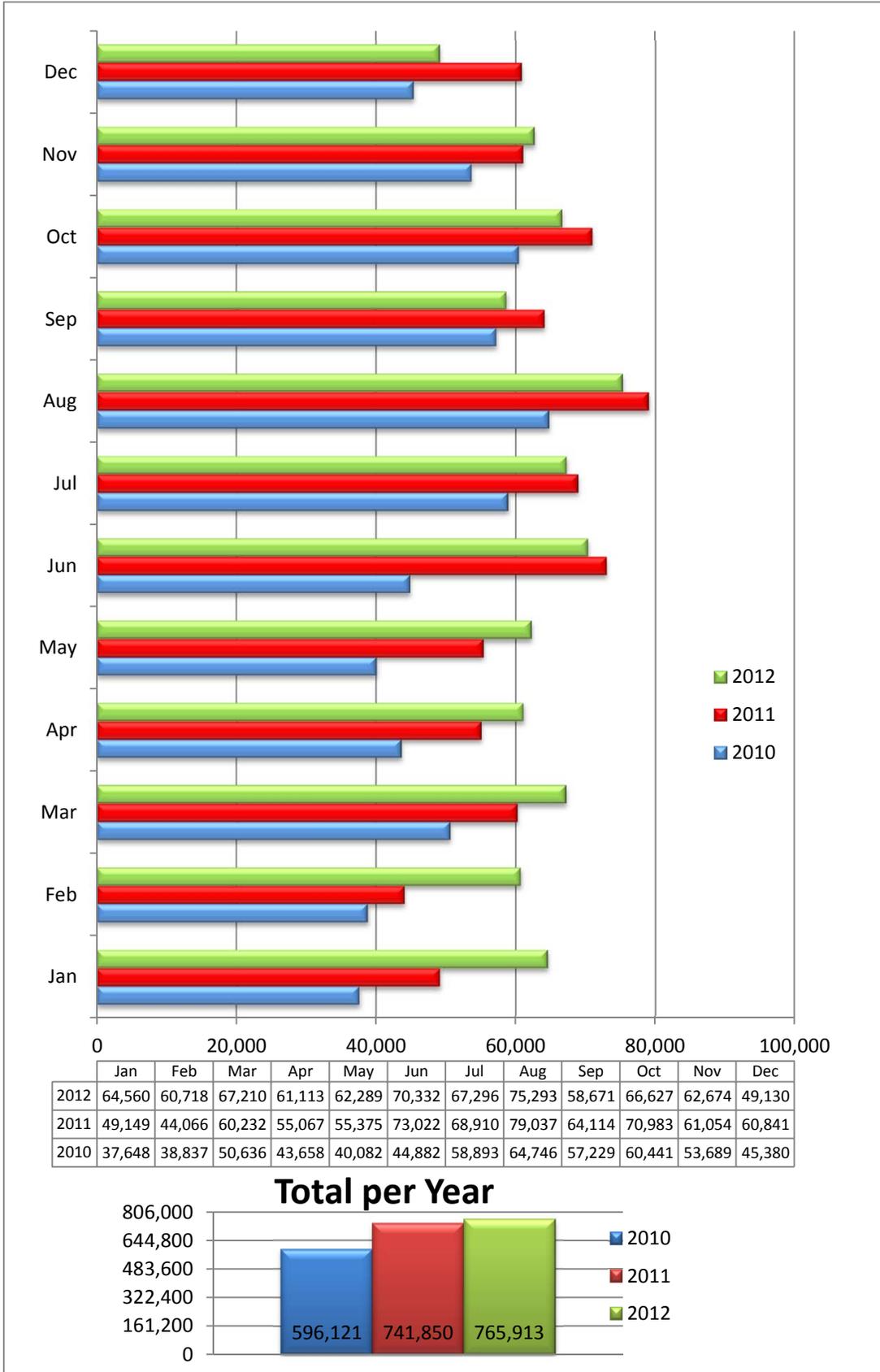
Total per Year



**Computer Users
2010 - 2012**



Internet Minutes Used 2010 - 2012



2012 ANNUAL REPORT
 CITY OF COLUMBIA HEIGHTS
 COLUMBIA HEIGHTS PUBLIC LIBRARY
2012 COLUMBIA HEIGHTS PUBLIC LIBRARY STAFF

	<u>Start Date</u>	<u>End Date</u>
Library Director.. ..M. Rebecca Loader	07-31-78 (08-15-74)	07-06-12
Acting Library Director.... ..Renee Dougherty	07-09-12	
Adult Services Librarian... ..Renee Dougherty	04-12-10	07-08-12
Children's Librarian..... ..Marsha A. Tubbs.....	01-10-94 (04-11-84)	03-04-12
Children's Librarian	Mai Kao Xiong03-05-12 (09-13-11)	
Clerk-Typist II.... ..Kelly Jane Olson.....	06-01-92	
	Stacey R. Hendren.....09-04-07 (09-25-06)	

PART-TIME

Acting Adult Services Librarian.....	Elaine Dietz-Mamaril.....09-04-12	
Library Supervisors	John Brosnahan.. ..09-28-99	
	Elaine Dietz-Mamaril.....11-15-93	09-01-12
	Nancy Soldatow . ..02-29-00	
	Albert Mamaril... ..10-08-07	
Clerk	Ramon Gomez.....03-26-07 (02-28-02)	
Aide	Candice Marsh01-17-12	
Aide	Vacant	
Pages.....	Alicia Cermak.... ..02-22-01	
	Lauren Gutkaes.....05-01-08	
	Asiya Hassan.....07-27-12	
	Dan Kleinfehn.... ..11-15-01	
	Chelsea Koth.....07-27-12	09-06-12
	Alison Marzolf08-01-07	
	Rachel Meyers05-01-08	
	Nicholas Olberding	(sub only)
	Gianna Ritzko01-17-12	
	Renee Rewitzer05-01-08	
	Tracy Shaffer09-25-06	
	Rukia Sheikh-Mohamed ...06-24-09	(sub only)
	Michelle Wermerskirchen.06-23-10	

LIBRARY BOARD OF TRUSTEES

Nancy Hoiium, Vice Chair
 Patricia Sowada, Chair
 Barbara Tantanella
 Stephen D. Smith
 Catherine Vesley, Secretary
 Tami Diehm, City Council Liaison

FOUNDATION BOARD

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

FRIENDS OF THE LIBRARY

Kay Reiners, President
 Vacant, Vice President
 Betty Robbins, Treasurer
 Connie Carlson, Secretary

2012 ANNUAL REPORT

CITY OF COLUMBIA HEIGHTS

DEPARTMENT OF RECREATION



January 2013

Mayor
City Council
Park and Recreation Commission
City Manager

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

The following pages are filled with charts, tables and graphs demonstrating the vast number of community members the Recreation Department reaches, hopefully enriching the quality of life.

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

Sincerely,

Keith Windschitl
Recreation Director

Enclosure: 2012 Annual Report

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

2012 RECREATION DEPARTMENT STAFF

Recreation Director	Keith Windschitl	8/97
Senior Citizen Coordinator	DeLynn Mulligan	9/12
Recreation Program Coordinator	Liz Bray	5/05
Recreation Clerk/Typist II	Deanna Saefke	7/05
Recreation Clerk (1/2 time)	Stacy DeBar	10/12

PART-TIME

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

PARK AND RECREATION COMMISSION

Eileen Evans, Chairperson
Tom Greenhalgh
Justin Grussing
Stan Hoium
Kevin McDonald
David Payne
Marsha Stroik
Mayor, Gary Peterson, City Council Liason
Kevin Hanson, Director of Public Works/City Engineer
Keith Windschitl, Recreation Director
Deanna Saefke, Recreation Clerk/Typist II

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

HIGHLIGHT SUMMARY

Recreation

The Recreation Department provides a wide variety of social, educational and recreational programs for youth and adults. Youth programs are divided between athletics and enrichment programs. Youth in-house athletics are designed for children in grades K-6, with traveling athletics designed for experienced players in grades 3-9. It is envisioned that youth athletic program participation will remain steady over the next few years, with growth to be found in enrichment activities like the summer playgrounds (i.e. Glitter-Bugs, Dyno-Hites, Sparks, Puppet Wagon, T.N.T., drama programs, community special events, and the 21st Century After School Grant Program). Adult athletics consists of league play in softball during the summer and fall seasons. It also includes the Jamboree Softball Tournament.

Park Scheduling

While City parks are maintained by the Park Department, the parks' usage is scheduled through the Recreation Department. Both Departments work hand-in-hand to provide the highest quality service to the residents who utilize our parks. Rental of park facilities are provided for a small fee of \$30.00 plus tax for Columbia Heights residents, \$60.00 plus tax for non-residents, and \$100 plus tax for large groups of 100 plus people. A \$100.00 key deposit is required to improve security of park buildings. The \$100.00 deposit is returned if parks are left in good shape after the event and the key is returned.

Neighborhood Event Wagon

The Neighborhood Event Wagon is a 16-ft trailer equipped with tables, chairs and a large variety of sports equipment. The recreation staff delivers the trailer to the residence for their use during their event. Once their event is complete, the recreation staff picks up the trailer and completes an inventory of all supplies. A small fee of \$25.00 plus tax is charged for use of the wagon. A \$200.00 deposit is required to reserve the event wagon and is returned upon a satisfactory inventory check. The Columbia Heights V.F.W. Post #230 donated the wagon. The sports equipment, tables and chairs were supplied by the Recreation Department.

Community Garden Plots

The Recreation Department offers Community Garden Plots located on Reservoir Boulevard. Residents may rent a 10 x 15 foot garden plot for the summer at a cost of \$20.00 plus tax. The garden plots are maintained by the Recreation Department and tilled by the Parks Department.

Park Rental	127
Community Event Wagon	23
Community Garden Plots	48

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Programs

2012 was a very successful year with established programs continuing as well as new programs being offered. A highlight of our 2012 programming was the increase in attendance for non-school day trips. Our dance, martial arts and gymnastics programs were very popular again this year. Columbia Heights Recreation Department works in conjunctions with ISD #13 to coordinate the 21st Century Grant. The 21st Century After School Grand funded approximately \$45,000 for 2012. This grant allows us to provide affordable programs for the youth of our community. Listed below are the enrichment and special event programs provided for the youth in 2012. They are broken down into specific areas that show the variety of programs offered.

<u>Summer Programs</u>	<u>Total Attendance</u>
Pre-School Programs Ostrander Park (Recreation Department)	53
Glitter-Bugs - Sess. I & II Ostrander	(29)
Glitter-Bugs - Sess. I & II Keyes	(24)
Dyno-Hites Playground (Recreation Dept.)	62
McKenna Park - Session I & II	(34)
Huset Park - Session I & II	(28)
S.P.A.R.K.S. Playground Program (Grant Program)	38
McKenna Park Session I & II	(38)
T.N.T. Teen Program (Grant Program)	59
Session I	(30)
Session II	(29)
Wild Wednesday Summer Trips (Grant Program)	447
Nickelodeon Universe	(57)
Minnesota Zoo & IMAX	(52)
Valleyfair	(56)
Twins Game	(50)
Bunker Beach	(62)
Cascade Bay	(58)
Edina Aquatic Center	(56)
Wild Mountain	(56)
August Adventure Days (Grant Program)	122
Spectacular Summer Bash	(78)
Zero Gravity	(22)
Lili Putt Golf & Go Carts	(22)
Theater in the Park (Recreation Dept. & Grant Program)	14
Moonshoe Players Theater Group (Grant Program)	24

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Mill Street Players (Grant Program)	21
Fishing Clinic & Tournament	33
Minnesota Twins Game (Grant Program)	50
Heights Idol	20
Holiday Theater Class	9
Crochet (Teens & Adults)	40
Cupcake Wars for Kids	14
Spring Guitar Jam	8
Holiday Special Events	5,092
Fireworks/Jamboree	(5,000)
Harvest Fest	(30)
Custard, Sprinkles & Performance	(27)
Spring Egg Hunt	(35)
Gymnastics (Recreation Department)	108
Spring 2012	
3-6 year olds	(17)
Level 1 & 2	(12)
Fall 2012	
3-6 year olds	(12)
Level 1 & 2	(15)
Winter 2012	
3-6 year olds	(29)
Level 1 & 2	(7)
Dance (Recreation Department)	75
Spring 2012	
Preschool/Kind	(20)
Grades 1-5	(8)
Fall 2012	
Preschool/Kind	(18)
Grades 1-5	(8)
Winter 2012	
Preschool/Kind	(20)
Grades 1-5	(1)

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued

Puppet Wagon Puppeteers (Grant Program)		33
Puppet Wagon Spectators	(1,999)	
Martial Arts		161
Winter 2012		
Little Tigers ages 3-6	(8)	
Tae Kwon Do Levels 1 & 2	(31)	
Spring 2012		
Little Tigers ages 3-6	(22)	
Tae Kwon Do Levels 1 & 2	(60)	
Fall 2012		
Little Tigers ages 3-6	(12)	
Tae Kwon Do Levels 1 & 2	(20)	
Self-Defense & Safety Training	(8)	
Non School Day Trips and Activities (Grant Program)		290
Skiing/Snowboarding Afton Alps	(36)	
3-D Movie/Brunswick Zone	(18)	
Cow Bella	(9)	
Zero Gravity/Science Museum	(51)	
Wild Chutes & Snow Tubing Wild Mountain	(50)	
Skiing Wild Mountain	(33)	
River Valley Ranch	(48)	
Minnesota Zoo/Imax	(30)	
Gym, Games and Ice Fishing	(15)	

**2012 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. 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. Some parents would rather have the youth learn the basic fundamentals of the game and have fun with their friends. To accommodate these needs, we have added some additional baseball and softball programs that would involve some travel, but only to neighboring communities.

BASEBALL

In-House Programs	77
T-Ball	(43)
Squirts	(34)
Traveling Programs	72
10U	(26)
11/12U	(26)
13U	(14)
14/15U	(6)

BASKETBALL

In-House Programs	94
Boys Grades 3-4 League	(21)
Boys Grades 5-6 League	(18)
Girls Grades 3-4 League	(10)
Girls Grades 5-6 League	(11)
Summer Basketball Clinic	(23)
Jr. Hylander Basketball Clinic	(11)

FOOTBALL

In-House Programs	93
2 nd & 3 rd Grade Tackle	(20)
4 th Grade Tackle	(14)
5 th Grade Tackle	(20)
K- 2 nd Grade Flag Football	(20)
Football Camp 1 st -8 th Grade	(19)

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Athletics Summary, Continued

<u>SOFTBALL</u>		
In-House Programs		36
2 nd -5 th Grade Slow Pitch	(15)	
10U Girls Fast Pitch	(21)	
Fast Pitch Traveling		44
12 and Under	(16)	
16 and Under	(16)	
18 and Under	(12)	
<u>SOCCER</u>		
In-House Programs		117
1 st -2 nd Grade Co-Ed Fall League	(22)	
3 rd -4 th Grade Co-Ed Fall League	(23)	
5 th -6 th Grade Co-Ed Fall League	(15)	
Hites Kickers	(22)	
Jr. Hylander Soccer Clinic	(35)	
<u>VOLLEYBALL</u>		
In-House Programs		9
3 rd -5 th Grade Spring Clinic	(9)	
<u>WRESTLING</u>		
In-House Programs		25
1 st -5 th Grade Wrestling	(17)	
6 th -8 th Grade Wrestling	(8)	
<u>TENNIS</u>		
Tennis Camp (Spring)		11
<u>ICE SKATING</u>		
2nd - 8th Grade		9

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

ADULT ATHLETICS

Adult activities are divided between softball leagues and tournaments.

Slow Pitch Softball – Summer	(8 teams/ 120 participants)
Slow Pitch Softball – Fall	(12 teams/180 participants)
Jamboree Tournament	(16 teams/ 240 participants)

HYLANDER CITY GYM & FITNESS CENTER

Participation has been increasing as more people become aware of the facility and become familiar with the hours of operation. It is open for community use Monday through Friday 9:00 AM to 11:00 AM, after school, Monday through Thursday 6:00 PM to 8:30 PM, Saturday mornings 9:00 AM to noon, and Sunday noon to 3:00 PM. For 2012, we sold 68 monthly memberships and 2,455 daily drop- in passes. Examples of other usage include senior shuffleboard, after school youth open gym, adult open gym, youth basketball league, weekend tournaments, youth sports camps, wrestling and basketball kick-off nights, summer park programs and school out day field trips. This addition has been a wonderful asset to our Recreation Program.

SENIOR CENTER

The Senior Program offers a wide variety of programs for people 55 and older. The main change to the senior program is the retirement of Karen Moeller and the hire of DeLynn Mulligan as Senior Citizen Coordinator. Much of the programming has remained the same, as everything was well attended, with some slight changes here and there.

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

Projects:

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

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Senior Center Summary, Continued

SENIOR PROGRAMS

	# of Times Offered	Average Attendance
500 Club	51	20
Cribbage	48	12
Bridge	47	24
Friends of the Library Bridge	12	36
Bingo	52	90
Senior Aerobics	93	10
Games	50	10
Midday Matinee	23	18
Walking Group	50	13
Bocce Ball	24	15
Adult Aerobics	76	12
Shuffleboard	10	10
Wii Wednesday	42	12

Special Programs/Classes	# of Times Offered	Average Attendance
Golden Age Club	11	30
Income Tax Assistance	20	29
Make Your Own Sundae Party	1	94
Pot Luck Luncheons	3	42
Volunteer Recognition	1	30
Mayor's Prayer Breakfast	1	8
Take Me Out to the Ballgame Party	1	74
Pizza & Caroling	1	79
Picnic and Seed Spitting	1	67
Defensive Driving	11	22
Health Insurance Counseling	12	5
Blood Pressure	11	16
New Year's Games & Snacks	1	56
Halloween Party	1	100
Lighthouse Pancake Breakfast	1	138
Happy Feet Foot Care	12	11
Golden Age Christmas Lunch	1	53
White Elephant Sale	1	34
Healthy Eating Classes	6	14
Home Safety Seminar	1	9
Financial Seminar	1	19
Root Beer Floats with DeLynn	1	80
Walking Club Picnic	2	14
Senior Resources Seminar	1	16
Diabetic Foot Care Seminar	1	9
Father's Day BBQ	1	13
Mother's Day Tea	1	30

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Senior Center Summary, Continued

The Senior Trip Programs continue to be very popular programs (both the motor coach and the mini-bus outings). The motor coach trips will still continue to have their draw because people like the comfort and ease of a larger bus on longer trips. It is still wonderful that we still continue to have the mini-bus for trips that are closer in town. Many of our seniors prefer to stay close to town and also cannot afford the larger trips. Many of the in-town programs are at little to no cost which is a nice option to offer. Listed below are our trips and outings for 2012.

SENIOR TRIPS AND OUTINGS

One Day Trips		698
Turtle Lake Casino	46	
High Tea/ St. Paul Hotel	44	
Chanhassen Dinner Theater	41	
Minneapolis Mobster Tour	26	
“Diana”/Mall of America	14	
Owatonna	46	
Camp Ripley	33	
Cannon Falls	40	
Red Wing	46	
Old Log Theater	40	
Trempealeau Trails	39	
St. Croix Valley	46	
Mankato Magic	26	
St. Croix Casino	38	
Geritol Frolics	30	
Old Log Theater	48	
A Grand Christmas	47	
St. Croix Casino	48	
Mini-Bus Outings.....		810
Pine Tree Apple Orchard	56	
Bachman’s Flagship Store	39	
General Store/Minnetonka	39	
American Swedish Institute	39	
Minnesota Landscape Arboretum	13	
Mall of America	14	
Mystery Lunch	322	
Minnesota Pop Concert	13	
1968 Exhibit/ Minnesota History Center	13	
Minnesota Textile Center	10	
Ronald McDonald House	14	
Stillwater Ice Cream	84	
State Fair	28	
Como Park	28	
Senior Expo	56	
Abdallah Candy	42	

**2012 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

JOHN P. MURZYN HALL

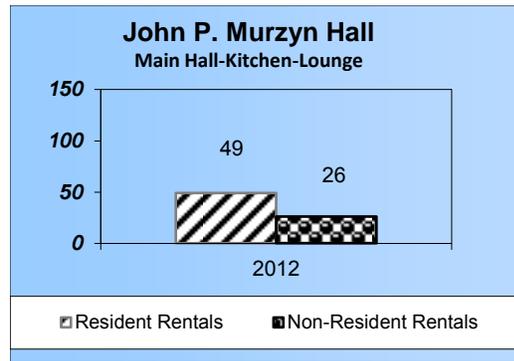
Similar to years past, the hall was booked for most weekends throughout 2012. Nearly all local civic and community groups used the hall in one capacity or another in 2012. The ability to use any licensed caterer is another very attractive feature that we offer at Murzyn Hall. Our flexibility and willingness to work with various renters puts Murzyn Hall in a class of its own. The following consists of various community users that receive a reduced or waived rental fee.

AARP
Abbott Northwestern Hospital
AFCSME
American Red Cross
Anoka County Historical Society
Anoka County – Housing/ACCAP
Beautification Committee
Charter Commission
Columbia Heights Administration
Columbia Heights Athletic Banquets
Columbia Heights Athletic Boosters
Columbia Heights Basketball Association
Columbia Heights City Council
Columbia Heights Community Development
Columbia Heights Fire Department
Columbia Heights Fire Explorers
Columbia Heights Fire Fighters Association
Columbia Heights High School Class Reunions
Columbia Heights IS Department
Columbia Heights Library Foundation
Columbia Heights Lion's Club
Columbia Heights Liquor Operations
Columbia Heights Police Department
Columbia Heights Public Works
Columbia Heights Recreation Department
Columbia Heights Women of Today
Community Education-ISD #13
Daycare Providers
DFL 5th Congressional District
Fridley/Heights Soccer Association
Friends of the Library
Girl Scouts – 4 troops
Golden Age Club
Happy Feet Foot Care, Inc.
Heighten the Arts Committee
Hennepin County
Immaculate Conception School
Independence Party
Independent School District #13
Lee Carlson Center
Metro Transit
Metropolitan Council
Minnesota Deaf Senior Citizens
Minnesota Virtual Academy

Paladin Academy
Pals
Park & Recreation Commission
Parkview Townhomes
SACA
Safety Committee
Sister Cities
Sullivan Shores Townhomes
Toastmasters
Train Collectors
Twin Cities North Chamber of Commerce
University Heights
University of Minnesota-OLLI
USPS
VFW Post 230 Junior Auxiliary
Women of Today

Paid Rentals

Funerals	5
Birthday Parties	6
Classes/Seminars/Meetings	49
Parties/Banquets	11
Holiday Parties	8
Wedding Receptions	49
Family/Class Reunions	3
Fundraisers	4
Total	135



COMMUNITY DEVELOPMENT

INTRODUCTION

Mayor and City Council Members, please accept this 2012 Annual Report. This report highlights the achievements of the City Council, the Planning Commission, the Economic Development Authority (EDA) the Housing and Redevelopment Authority (HRA), and the staff of the Community Development Department during 2012. The Community Development Department extends its gratitude for the time and challenging work performed by the elected and appointed officials. It is your vision and leadership that the City of Columbia Heights becomes a better place to live and work for our current and future residents, businesses and other stakeholders.

It is critical to emphasize that 2012 remained a difficult development year although the City saw a number of highlights including: the construction and opening of the O'Reilly Auto Store on 37th and Central, Aeon Housing committed themselves to the process of purchasing Parkview Villa, foreclosure rates dipped but still remain persistent and the major issue occurred in December with the EDA purchasing the Mady's property at 39th and Central Ave NE.

The Department's work centered on the Economic Developments Authority's 2011 work plan goals. As such, the focus for the Department in 2012, was threefold: 1) Continuing resource allocation to various housing programs 2) Positioning the City so when the market comes back the community will be ready for development 3) Advancing the goals and objectives of the EDA as expressed in the 2011 goal setting session. At the beginning of 2012, staff prepared an internal work plan that looked out two years. Staff is reexamining this Plan, and future programs, in light of losing a staff position in the 2013 budget. This loss reduces the Community Development from seven in 2007 to four in 2013.

ECONOMIC DEVELOPMENT AUTHORITY

The purpose of the EDA is to promote economic development, redevelopment, and housing in Columbia Heights. The EDA is comprised of seven members, five City Council Members and two appointed members. 2012 members include: Gary L. Peterson – President, Marlaine Szurek– Vice President, Tamera Diehm Secretary/Treasurer, Donna Schmitt, Bruce Nawrocki, Bobby Williams, and Gerry Herringer. 2012 highlights include:

- Economic Development Authority Goal Setting and Work Plan

The EDA adopted various objectives under the following goals:

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

- Website/Facebook

As part of implementing goal number 3 listed above, Community Development staff was instrumental in creating the new city webpage and Facebook pages for various departments. The Assistant Community Development Director serves as part of a new three person website administration team. As such, our Department took on new responsibilities for maintaining and updating the main Facebook page. The website was officially launched at the end of 2011 and Facebook started in 2012. The webpages are now managed by departments and each department is responsible for their own content, the website Administrators are responsible for main pages and enforcement of policy. In 2012 Community Development created a Business Directory on the City's Webpage. The directory lists Columbia Heights businesses by name location phone number and webpage if there is one.

- Huset Park Industrial Development

The unfortunate news for this project was the foreclosure of various properties by BNC National Bank, which officially took over the three remaining phases in January of 2011. Based on past Subordination Agreements, BNC automatically became the Redeveloper of record and must maintain all of the obligations of the original development contract in order for the tax increment revenue stream to continue. The commercial brokerage firm of Cassidy/Turley was hired by BNC to market the property. During 2012, staff has spent a considerable amount of time working with seven different entities

regarding various types of proposals (all housing related) but no one proceeded past a concept discussion with the EDA. The complexities and challenges associated with this site are: 1) The number of junior banks that hold position on a sale 2) The need for a developer to work with both the EDA on modifications to the Development Agreement and then another process with the Planning Commission/City Council 3) Developers are concerned about spending up-front time and resources without a framework as to what is an acceptable land use 4) The private negotiation of land sales and/or tax increment proceeds flowing back from BNC and its' affiliates.

- Grand Central Lofts

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

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

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

In 2012, the owner of the commercial piece started a voluntary foreclosure process and Anchor Bank now retains ownership. The two phases of the condo site have been put for sale (the EDA will need to review any modifications to the Redevelopment Agreement and the City Council/Planning Commission will need to act on any land entitlement issues). The last phase of the townhomes was sold under contingency and a nine unit "small lot" single family home (with an association) is being processed in 2013.

- 39th and Central

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

On December 13, 2013 the City successfully closed and acquired the Mady's property. This is a monumental step as this site is listed in the City's Comprehensive Plan as a key redevelopment site. The next steps in the redevelopment process will be the City Council/EDA developing a narrative as to what they want to pursue, and then going to the market to see what developer interests are on the property.

- 40th and Central Area

A number of minor new activities occurred in the city's downtown area with the major change of the closing of the Star Bar with the reopening, in 2012, of Columbia Grill. The major concern, from an economic development perspective, was the losing of a major tenant at the Northeast Business Center which plunged the office building to a 70% vacancy.

- 37th and Central

After a great deal of discussion, the Economic Development Authority entered into an agreement to allow the owners, Central Development LLC, to sell to O'Reilly Automotive to construct a free standing building (7,500 s.f.). The new structure opened in January of 2013.

- Root Property

In 2011, this property went into tax forfeiture and the State of Minnesota Trust now holds the property, and by state law Anoka County manages the property. The city has collaborated with Anoka County on a DEED grant for a Phase I, II and a conceptual Remediation Action Plan (RAP) for this property. DEED has awarded the City a \$23,724 investigation grant with the City providing the local match of \$7,908. The EDA hired Baywest to perform the environmental investigation which was completed in late fall of 2012. The next step in this long process is submitting the RAP, along with an application to the VIC program in 2013.

- Jimmy's Billiards

The City tendered a \$24,084 loan to this facility for payment of Sewer Availability Charges (SAC). Due to past financial practices of how the City maintained SAC credits, the City was able to do the loan using credits instead of cash. The loan is short term in nature and is secured through the special assessment process. At this time almost \$20,000 has been paid with the loan being closed out in 2013.

- Community Gardens

In 2010, the EDA agreed to allow three scattered site lots to become community gardens operated by local residents. Our Department worked with Public Works to initiate this project, and by all accounts the gardens were tremendously successful and an asset to the community. Due to this success, the EDA will continue these three lots and add two more as potential inventory in 2011.

- Abandoned and Vacant Property Ordinance

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

- Residential Foreclosure

History- from January 1, 2007 to December 31, 2011, the City experienced 972 residential foreclosures, which is approximately 16% of the City's single and two-family housing stock. A number of efforts have been made to ensure that these properties are being maintained, but our department still had concerns regarding the conditions of these properties when sold. As part of the effort, the aforementioned Vacant and Abandoned Property Ordinance was passed in 2009. Although this Ordinance is not specific to foreclosed properties, the majority of the properties on the list are in foreclosure. The good news is that foreclosed properties are being bought up in the market. In November, staff presented to the EDA a detailed Housing Report which illustrated that 467 of the 858 foreclosures (53%) have been sold. The 858 was a mid-year 2011 number that was used for the report. The other good news is that even in neighborhoods with significantly concentrated foreclosures, the

City's various programs that have been initiated over the past three years have been successful in maintaining neighborhood quality.

At the end of 2012 there are 443 active foreclosures and 656 sold foreclosures for a total of 1,099 properties going through, or have gone through, the foreclosure process at some point from 2007, that is approximately 18% of the City's single and two-family housing stock. In 2012 there were 127 new foreclosures which paralleled the foreclosures in 2011.

Housing values

In 2012 the City's median sale price of single family homes did not experience the rebound that other surrounding cities did. Although there are probably many reasons for this, it seems that one key factor was that due to our large number of foreclosure, a significant portion of sales were distressed. Examples of community comparisons, from 2011 to 2012 median sales prices, based on the "Annual Report on the Twin Cities Housing Market-SPAR-2012" follows:

MEDIAN SALE PRICE			
	2011	2012	PERCENT CHANGE
Columbia Heights	\$101,500	\$99,900	-1.6%
Fridley	\$120,000	\$127,000	+5.8%
Brooklyn Center	\$ 82,300	\$ 95,000	+15.4%
Crystal	\$105,000	\$127,550	+21.5%
Robbinsdale	\$104,750	\$123,499	+17.9%
New Hope	\$126,125	\$155,000	+22.9%

- **Heritage Heights**

In 2009, the city implemented two different programs, which involve property acquisition and demolition. As continued from 2008, the City has been working in the Heritage Heights neighborhood on policing and acquisition, hoping to improve the neighborhood and provide reinvestment opportunities. The City received a CDBG grant in the amount of \$170,000 for demolition of properties in the Heritage Heights neighborhood. To date, the City has purchased 9 properties in the Heritage Heights neighborhood and demolished all the buildings. City departments have formed a task force to concentrate efforts in this area. The Police, Fire, Public Works and Community Development Department have worked collaboratively on some small code changes that have helped with refuse issues in this neighborhood as well as in the Circle Terrace neighborhood. During the Summer Police and Fire increase their code enforcement inspections in this area as well. The task force meets periodically to discuss any issues that arise in this neighborhood as well as in Circle Terrace.

- **Housing Services**

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

Rebates	Loans
Received 18 applications	Received 2 applications
Closed 17 Rebates	Closed 2 loans
Sent 26 applications/information	Sent 10 applications/information
\$19,720 in Rebates \$147,848 in rehab work	\$22,450 in Loans \$58,048 in rehab work

HOUSING AND REDEVELOPMENT AUTHORITY

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

- Parkview Villa North and South 2012 Capital and Operating Highlights include:
 - The HRA did not receive an operating subsidy in 2012, requiring the HRA to use approximately \$120,000 in reserves
 - 2012 Capital Fund Grant of \$85,000
 - Staff prepared a PHA Plan Amendment for first floor modernization
 - Adopted PHA Plan that states the HRA has identified a purchaser and has begun process with completion by late 2012
 - Major duct work completed -\$38,200 PVV North reserves used
 - Encompass provided an analysis of water damage in and around the windows in PVV South and indicated it was a structural breakdown recommending replacement of all windows. Their estimate ranges from \$200,000-\$375,000. The HRA decided not to replace the windows at this time with the pending sale, but did recognize that is the sale to Aeon does not happen the windows will have to be replaced regardless.
 - In Fall 2012 the HRA Amended the PHA Plan to install low-flow high pressure toilets, modernization funds were used in a total of \$81,560
 - In Spring 2012 the HRA implemented a move-in incentive for PVV South – One month free rent coupled with a new 6 month lease.

The monumental action by the Housing and Redevelopment Authority (HRA) was entering into a Purchase Agreement with Aeon, for the purchase of Parkview Villa. Also staff submitted a disposition applicant to HUD which was withdrawn after indication from HUD that a different application would be required. Changes in application requirements have set the schedule back by pushing the closing back to fall of 2013 rather than fall of 2012 as first anticipated.

PLANNING AND ZONING

The purpose of the Planning Commission is to promote the health, safety, and welfare of the community through administration of the Comprehensive Plan and the Zoning Ordinance. The Planning Commission is comprised of five citizens, advisory to, and appointed by the Council. Early in 2012 members included: Marlaine Szurek– Chair, Tracey Kinney, Dave Thompson, Mike Peterson, Rob Fiorendino and Gary Peterson, Council liaison. Dave Thompson chose to resign when his term ended, so the Council appointed Chris Little to the open position. Mike Peterson also resigned his position at the end of 2012.

2012 Planning and Zoning Highlights:

1. Processed a Conditional Use Permit for Tybang Transmission at 836 40th Avenue for Minor Auto Repair. (Business did not move here).
2. Completed an Interim Use Permit for the Linder's Greenhouse located at 4300 Central Avenue (Rainbow Food's).
3. Completed a Site Plan approval for the 7,500 square foot O'Reilly Auto Parts located at 3700 Central Avenue.
4. Completed a Conditional Use Permit for Goldstar Taxi at 5009 University Ave for Used Automobile Sales.
5. Completed a Zoning Amendment pertaining to Precious Metal Dealers. The amendment would define and regulate what zoning districts this type of business could locate and operate in. This was approved by the Commission and forwarded to the City Council.

6. Completed an Interim Use Permit for Renaissance Fireworks located at 4300 Central Avenue (Rainbow Food's).
7. Completed a Conditional Use Permit for Outdoor Storage for Casto Vazquez at 3841 3rd St.
8. Completed a Variance for Parking Lot Setback for Millie's Dream at 81 38th Ave. This was approved.
9. Completed a Site Plan Approval for Highland elementary addition at 1500 49th Ave.
10. Completed an Interim Use Permit for Renaissance Fireworks located at 4005 Central Avenue.
11. Completed a Zoning Amendment for Secondhand Stores to define difference between Secondhand and Thrift Stores.
12. Completed a Site Plan and Variance for signage for Total Health Square at 5150 Central Avenue.
13. Processed a Parking and Setback Variance for 4347 Central Avenue for a Tire sales and repair business. (Business did not move here).
14. Completed a Site Plan Approval for Columbia Heights Market Place Mall at 4915 Central Ave to upgrade façade and signage on building.
15. Processed a Site Plan Review for façade and signage for Family Dollar at 5220 Central Ave. (Business did not move here).
16. Completed a Site Plan Approval for solar Carport at 843 40th Avenue.
17. Processed a Variance to allow a 3rd Accessory structure (cat kennel) at 3918 Ulysses St.
18. Completed a Zoning Amendment for Temporary Signs to allow for Grand Opening Signs.
19. Completed a Variance for fence height restriction at 3919 Reservoir Blvd.
20. Completed a Site Plan Approval for new gas station at 4001 University Ave.

In Summary:

Processed 3 Conditional Use Permits

Processed 5 Variance requests.

Processed 7 Site Plan approvals.

Processed 3 Interim Use Permits.

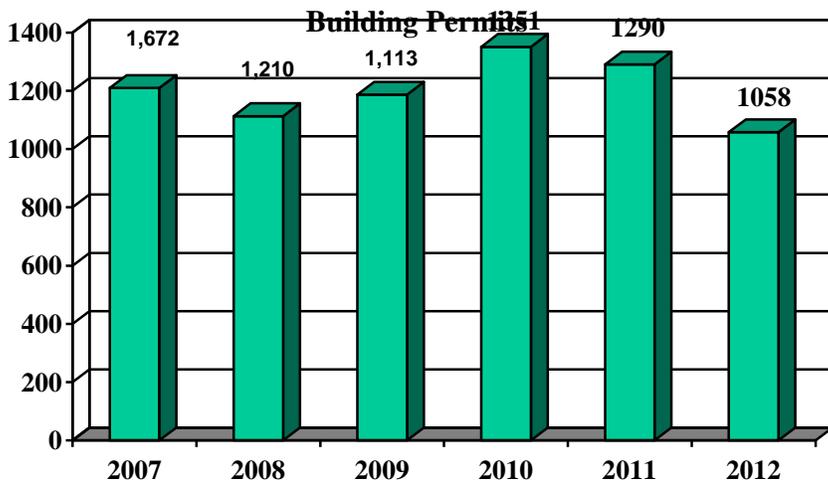
Processed 3 Zoning Amendments.

BUILDING SAFETY

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

- **Building Permits**

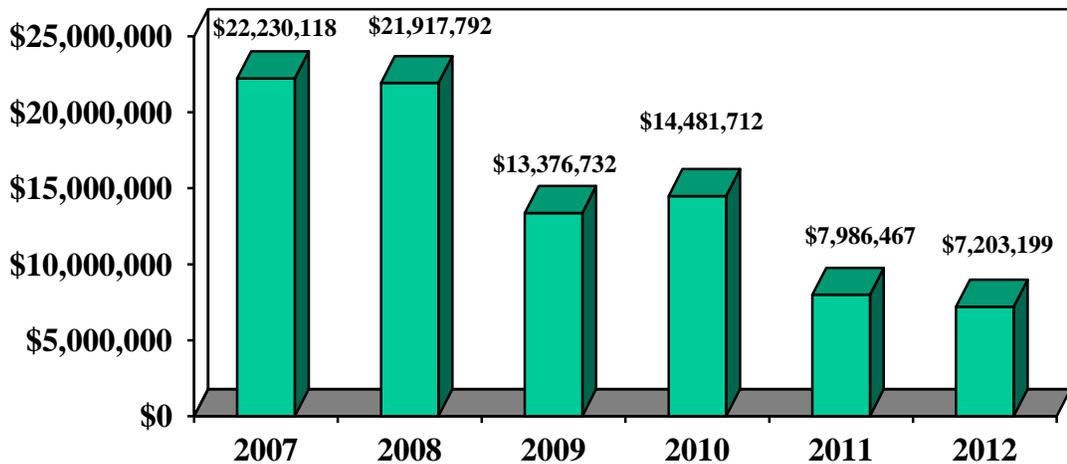
The graph below describes building permit activity over the last six years. In 2012, the Department issued 1,058 permits. This includes all building, plumbing, and heating-ventilation-air conditioning permits.



- **Building Value**

The Building permit value was \$7,203,199. This value is attributable primarily to the new O'Reilly's Store, and the addition to Highland Elementary, and various residential and commercial remodels.

Building Permit Value



- **Building Inspection Data**

During 2012, the Building Official conducted 1,590 inspections for building permits, 142 rental inspections, and 59 abandoned property inspections.

BUSINESS LICENSING

To promote and protect the health, safety and welfare of the community, the Community Development Department issues licenses primarily for alcohol sales, contractors and other miscellaneous vendors. There were 323 business licenses issued in 2012. Due to past issues associated with liquor violations, staff worked with the City Council to develop a liquor violation matrix whereby initial violations can be handled administratively.

- **Business Licensing 2007 – 2012**

<u>License</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Beer / Liquor	20	18	24	22	17	24
Contractor	244	293	305	298	260	251
Other	<u>42</u>	<u>52</u>	<u>50</u>	<u>73</u>	<u>57</u>	<u>48</u>
Total	306	363	379	393	334	323

STAFFING

Community Development Staff

<u>Name</u>	<u>Title</u>	<u>Service Dates</u>
Scott Clark	Community Development Director	12/10/07-Present
Sheila Cartney	Asst. Community Development Director	6/2008-- Present
Jeff Sargent	City Planner	8/2005 – 11/2012
Larry Pepin	Building Official	1/2005 – Present
Shelley Hanson	Comm Dev. Secretary/License-Permit Clk.	5/2001 – Present

Economic Development Authority

<u>Name</u>	<u>Service Ends</u>
Gary Peterson-President	January 8, 2013
Marlaine Szurek,-Vice President	January 5, 2015
Donna Schmitt	January 8, 2015
Bruce Nawrocki	January 3, 2013
Tammera Diehm	January 8, 2015
Bobby Williams	January 3, 2013
Gerry Herring	January 1, 2018

Housing and Redevelopment Authority

<u>Name</u>	<u>Service Ends</u>
Tammera Diehm-Chair	January 1, 2015
Bobby Williams- Vice Chair	January 3, 2013
Rheta Nelson	January 1, 2016
Bruce Nawrocki	January 3, 2013
Donna Schmitt	January 1, 2015
Gary Peterson	January 8, 2013

Planning Commission

<u>Name</u>	<u>Service Ends</u>
Marlaine Szurek- Chair	4/1/2016
Dave Thompson	4/1/2012
Mike Peterson-resigned 11/2012	4/1/2013
Rob Fiorendino	4/1/2014
Tracey Kinney	4/1/2015
Chris Little	4/1/2016