

Columbia Heights

2011
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 11, 2012

To the Mayor and City Council:

Presented for your review is the 2011 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 2011 include:

- \$1.46 million or 57% of the total state aid to local government (LGA) and market value homestead credit certified for payment to the City was unallotted (unpaid) by the State of Minnesota for 2011. However, the City's long-term financial plan largely anticipated this 2011 unallotment as part of a multi-year trend. Consequently, the estimate used for this revenue in the City's 2011 budget exceeded the amount actually received by only \$25,000.
- Residential foreclosures (2007-2011) totaled 970. The good news is that 665 of the 970 homes have been bought by the market, and neighborhood quality has remained strong.
- Preliminary numbers indicate that although violent crimes increased by 4%, serious crimes (Part 1) declined by 2% overall. Less serious, livability types of offenses (Part 2 crimes) decreased by 7% in 2011, leading the combined crime rate to decline to its lowest level in over 25 years.

It has been an extremely challenging year in 2011. 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

TABLE OF CONTENTS

	<u>Page</u> <u>No.</u>
ADMINISTRATION.....	1
FINANCE DEPARTMENT.....	6
POLICE DEPARTMENT.....	17
FIRE DEPARTMENT.....	32
PUBLIC WORKS DEPARTMENT.....	52
LIBRARY.....	64
RECREATION DEPARTMENT.....	81
COMMUNITY DEVELOPMENT DEPARTMENT.....	93

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

HUMAN RESOURCES

New Hires

During 2011, the City experienced several personnel changes. Overall, four full-time and six part-time positions were filled on an open competitive basis, and four 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 2011, 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 recipient of the 2011 Employee of the Year Award was Firefighter, Dan O'Brien. Mayor Gary Peterson announced the award at the annual employee holiday luncheon on December 8, 2011.

Excerpts from Dan's nomination follow:

Dan started his career in firefighting in 1995. He has coordinated, trained, and mentored about 50-60 young kids that have an interest in the fire service. Many of these kids have gone on to become firefighters, paramedics, and nurses. Dan has been working towards a degree and keeping up with required certifications. He has held various officer positions in his Firefighter's Organization over the years, devoting many hours of his personal time. He has also organized numerous community outreach activities (such as open houses, SACA events, and an annual food fundraiser event). His significant research/computer/designing skills have saved the city and taxpayers money. He has spent hours collecting and creating photo displays in his department and at the Anoka History Center.

Dan played a key role with the design of the new Public Safety Building (for Fire area), reviewing plans, researching products and suppliers, and attending construction and design meetings. He refurbished many historical artifacts that are on display there. This past year, Dan has been participating on a pre-planning committee for Anoka County Records Management System.

Congratulations to the 2011 Employee of the Year, Dan O'Brien!

Years of Service Awards

Various employees marked their fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth, and thirty-fifth years of employment with the City in 2011:

<u>Five Years:</u>	Danielle Pregler (Police), Stacey Hendren (Library), Don Kostohryz (Fire)
<u>Ten Years:</u>	Bobby Williams (City Council), Bruce Nawrocki (City Council), Larry Scott (Liquor), Virginia Graham (Liquor), Jason Beckett (Police), Rob Harvey (Police), and John Nordlund (Public Works)
<u>Fifteen years:</u>	Walt Fehst (Administration), Paul Koppie (Finance), Dale Sorensen (Police), Joe Sturdevant (Police), Doodnauth Bisnauth (Murzyn Hall)
<u>Twenty Years:</u>	Steve Synowczynski (Public Works)
<u>Twenty-Five Years:</u>	John Rogers (Police), Rich Hinrichs (Fire), Karen Moeller (Recreation), Lauren McClanahan (Public Works), Kathy Young (Public Works)
<u>Thirty Years:</u>	Greg Olson (Liquor), Gary Gorman (Fire), Steve Leese (Public Works)
<u>Thirty-Five Years</u>	John Murzyn, Jr. (Public Works)

The annual employee holiday luncheon/recognition event was held on December 8 at Murzyn Hall. A delicious meal was catered by ACE Drop Off Catering. There were many compliments on the exceptionally good quality of food. Thank you to Kevin Hansen and the Public Works staff who selected the caterer and food, and organized the luncheon, and Keith Windschitl and all the Recreation and Murzyn Hall staff who assisted with the luncheon and the set up and take down of the hall. Thank you to Stacey Hendren for designing the invitations and Carole Blowers for handling the RSVP's and employee recognition.

Labor Contracts Negotiated

Negotiations continued with the four bargaining units that had not yet settled their contracts for 2011. Negotiations resulted in contract settlements for 2011-2012 with the American Federation of State, County, and Municipal Employees (AFSCME) and the International Union of Operating Engineers, Local 49 (IUOE) in February, and Law Enforcement Labor Services, Local 342 (LELS), representing the Police Sergeants, in May. Negotiations with LELS, Local 311 representing the Police Officers, resulted in the union filing for mediation. Mediation was held in August, and ultimately resulted in a mutually acceptable labor agreement for 2011-2012, which was ratified by the City Council in September.

Grievances

During 2011, one grievance was filed. At the close of 2011, the union representing the grievant had filed for arbitration.

Furloughs

There were no mandatory furloughs for employees in 2011. However, based on comments and requests received from several employees, voluntary furloughs were offered in 2011. Twenty-nine employees availed themselves of this.

City-Wide Safety Committee

The Columbia Heights City-Wide Safety Committee was reestablished in September of 2009. Past members of this committee, who were appointed by the City Manager, were:

- Lenny Austin, Police Captain
- Carole Blowers, Administrative Assistant—Human Resources (Chair)
- Sherri Jensen, Public Works Maintenance Worker
- Tracy Klein, Liquor Store Supervisor
- John Larkin, Assistant Fire Chief
- Deanna Saefke, Clerk-Typist II-Recreation
- Jeff Kline, Public Works Maintenance Worker
- Steve Olson, Assistant Liquor Manager

Current members of this committee are:

Ted Fischer, Police Sergeant
Tim Barnes, Facilities Maintenance Supervisor
Carole Blowers, Administrative Assistant—Human Resources (Chair)
Renee Dougherty, Adult Services Librarian
Jesse Davies, Public Works Administrative Assistant
Gary Gorman, Fire Chief
Tori Leonhardt, Finance/Liquor

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 2011, there were 11 recordable injuries, resulting in 58 days away from work, and 90 days of restricted work activities.

This committee's largest task since its inception was to review the entire Safety Manual and make suggestions for updating it. This document is currently 76 pages long, and has not been updated since 1992. During this process, input from Gary Gorman, the City's Fire Chief/Emergency Preparedness Director, as well as other division heads was sought. Information from the cities of Savage and Brooklyn Center was also obtained to assist this committee. Many changes are being recommended for the current Safety Manual. The committee plans to complete this task in early 2012. It will be reviewed by all division heads before it is sent on to the League of Minnesota Cities.

In 2011, the city-wide Safety Committee met on the following dates: January 12, February 9, March 9, April 13, May 25, July 13, August 10, September 14, November 9, and December 14.

On April 13, 2011, Jackie Torgerson from the League of Minnesota Cities came to our Public Works Department to perform requested ergonomic evaluations on two work stations there. This was also an ergonomic training session for members of the city-wide Safety Committee.

On November 1, 2011, Jackie Torgerson from the League of Minnesota Cities met with Linda Magee and Carole Blowers. She reviewed personnel and other changes that have taken place since her last visit, including security improvements. Statistics on the city's injuries, and a review of the LMCIT's Land Use and Sanitary Sewer Incentives were provided. A review of past recommendations from the League was done, and outstanding items noted. Carole reviewed safety training she had taken this past year, which included a one-day class from the Minnesota Safety Council at their annual conference, and a class offered at the Brooklyn Park Police Department given by the Minnesota Safety Council.

On November 4, 2011, Carole Blowers performed a requested ergonomic evaluation for another work station in the Public Works Department. Various recommendations were offered to this employee to improve their work station and prevent injuries such as carpal tunnel.

CABLE

Council Chamber Technology Replacement

As part of the renewed cable franchise, the City received a capital equipment grant from Comcast which was used, in part, for the purchase and replacement of City Council Chamber audio and sound reinforcement, cameras, and broadcasting and presentation systems.

Video Services, Inc. (VSI), who was awarded the bid for such work in December 13, 2010, completed their work in January, 2011. The council meeting of January 24, 2011, was broadcast live using the new equipment.

Government Access Channel 16

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

Cable Subscribers

By the close of 2011, cable subscribers in the Columbia Heights franchise area totaled 3,991, resulting in a penetration rate of 42.4%. Franchise fees received by Columbia Heights in 2011 totaled \$174,668.

CITY CLERK

CITY COUNCIL

Meetings

There were twenty-three regular City Council meetings held. There were also ten work session/budget meetings, one Joint School Board meeting, two Local Board of Appeal/Equalization meetings, two street improvement/seal coat hearings, and one special assessment hearing held.

Ordinances and Resolutions

During 2011, nineteen ordinances were proposed, fifteen were approved, two were tabled, one failed, and one ordinance will have its second reading in the upcoming year.

During 2011, one hundred fifty-nine resolutions were requested, one hundred sixteen were approved, and forty-three were not read. Property abatements accounted for thirty-one of the requested resolutions, and rental license revocations accounted for fifty-three of the requested resolutions.

City Council Media

The "On Demand" replay of City Council meetings became available mid-year. The new website has the past six months of City Council meetings available "On Demand".

OTHER EVENTS

2011 Community Prayer Breakfast

The 11th Annual Prayer Breakfast was held on May 11, 2011, at Murzyn Hall. It was attended by approximately 200 people. This year's program participants were: Dorothy Penate, Pastor Dan Thompson, VFW Post No. 230, Kelly Jackson, Vanessa Bray, Walt Fehst, Shirley Barnes, Steve Leese, and Kaye Stickler.

Mayor Peterson would like to thank the following people for serving on the planning committee: Shirley Barnes, Carole Blowers, Walt Fehst, Scott Nadeau, Dorothy Penate, Kaye Stickler, Marlaine Szurek, Bobby Williams, and Keith Windschitl. Special thanks to the VFW Post 230 Color Guard for presenting the colors, the Murzyn Hall staff for setting up the dining room, and to Mayor Peterson's family for preparing and serving the delicious breakfast.

Munici-Pals

The Munici-Pals organization again presented workshops on April 14 and 15 of 2011, which were held at the Eagan Community Center. The Board hosted the fall 2011 banquet meeting on October 6, 2011, at the Mendakota Golf Course in Mendota Heights.

Munici-Pals is an association of suburban municipal employees, which organized in 1963 to acquaint municipal employees with each other's methods of handling municipal work; to achieve greater efficiency in their daily operations; to develop mutual understanding among municipal employees; and to develop objectives of interest to municipal employees. The City of Columbia Heights has been a member of Munici-Pals for many years.

COLUMBIA HEIGHTS Finance Annual Report



CITY OF COLUMBIA HEIGHTS

**2011 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 2011 Finance department activities.

In 1999, the City installed radio read meters in all single and two-unit residential properties. The batteries in these radio read units had a seven year expected life. By 2011, most of these batteries were no longer operable and needed to be replaced. The battery replacement process required an appointment to enter each home, replace and test the newly installed battery. The project began in April and was near completion at the end of 2011. Finance and Public Works worked together to ensure this project was successful, verifying the newly installed batteries were functioning properly throughout the city.

A five-year trend of historically high volumes of both delinquent customer accounts and customer accounts changing ownership due to mortgage foreclosure continued through 2011. This has significantly strained available staff resources in the department. Delinquent bills which the City Council has recently levied special assessments are as follows:

	2009	2010	2011
Utility services	\$ 49,474	\$ 52,205	\$ 114,649
Nuisance/hazard abatements by Fire dept.	50,870	15,544	112,551
Stop box repair, tree removal, other services	34,787	13,100	21,363
Total unpaid principal assessed per resolution	\$ 135,131	\$ 80,849	\$ 248,563
Number of properties	207	158	395

It should be noted that the 2011 data above include a change in accounting method from prior years. Beginning in 2011, payments received after the assessment roll is prepared on September 1, but before the assessment hearing is held on the first Monday in October, are included in the assessment resolution as unpaid. Prior years' assessment resolutions were adopted net of these in-process payments, which can be significant in amount. In the utility services category, 2011 also includes a one-time catch-up for \$7,464 in bad checks received over a period of several years from 35 properties. In the nuisance/hazard abatement category, 2011 includes an anomalous item of \$67,629 for services at a contaminated industrial property at 3930 University Avenue NE.

In addition, it should be noted that many of the properties assessed for delinquent bills were bank-owned and/or vacant, and that many of these owners elect to pay through either the special assessment process or the property sales process (whichever comes first) instead of performing the administrative work necessary to pay monthly bills as they come due.

No new long-term debt was issued in 2011. In comparison, the City and/or EDA issued bonds in each year from 2006 through 2009. In December 2011, the remaining outstanding principal of \$1,220,000 for the 2003A series GO street improvement and utility revenue bonds was paid early, and replaced with internal

financing. This reduced future interest costs paid by the City to external parties, and provided a better rate of return for the City's long term funds than is currently available in the public investment markets.

In October 2011, the receptionist/cashier and utility billing staff moved to the first floor, Mill Street entrance of city hall. The former fire department offices were remodeled to create two walk-up windows for customers and workspace for the three employees. The existing second floor finance office was reconfigured for better utilization by the rest of the finance staff. These changes were part of a larger security upgrade project at city hall in 2011.

As required by City charter, the proposed 2012 budget was presented to the City Council at a regular meeting in August 2011. As has been the case for many years, the budget was presented in the written format referred to as the City Manager's Budget Message (122 pages). Also as for many years, this information was further detailed in individual workbooks prepared in a standardized format by each department and provided to the City Council in September. Together, this format emphasized information specifically requested in prior years by the City Council, including significant proposed changes within individual departments, detail of personnel costs, capital expenditures, and key items in the budget.

On a technical note, during 2011 all City departments upgraded to the 2010 version of Microsoft Excel from the 2000 version. This dramatically impacted the budget preparation process, as all of the aforementioned budget documents and numerous underlying source documents are prepared using Microsoft, with a complex system linking the documents together. The change necessitated not merely updating the Excel version of these budget documents, but actually recreating these documents from blank spreadsheets. With substantial support from the City's information systems department, the finance department used this challenge as an opportunity to re-engineer the process, removing significant amounts of data entry from the annual process by which these documents are developed and updated. This was done primarily by incorporating ODBC links from the data in the City's IBM AS400 based financial accounting system to the Excel spreadsheets on the City's PC based network. In addition to being more efficient to produce, the new budget documents provide a clearer, more understandable transition for the reader when moving between the data in the City Manager's Budget Message and the data in the individual departmental workbooks.

With 2011 being the first time in years that the budget process involved either a new Council Member (Schmitt) or a new Finance Director (Kloiber), there were more live-narrated slide presentations on budget topics to the Council by staff than in recent years:

- September work session: The effect of the proposed 2012 budget and levy on tax-supported fund balance, within the context of the City's five-year financial plan, presented by the Finance Director.
- October work session A: Trend analysis of the proposed 2012 tax-supported budget, presented by the Finance Director, with detail questions from Council Members addressed by Division Heads.
- October work session B: The effect on the property tax levy of the state law change from Market Value Homestead Credit to Market Value Homestead Exclusion, presented by the Finance Director.
- November work session: Trend analysis of the capital and enterprise funds, presented by the Finance Director and the Public Works Director.

In December 2011, the City Council adopted a 2012 budget and levy consistent in most aspects of the City's five-year financial plan. The budget adopted did require the use of \$196,512 more fund balance than the five-year plan, primarily due to a loss of more state aid than projected in the plan.

There were many personnel changes for finance in 2011. Finance Director, William Elrite retired after nearly thirty years with the City. Joseph Kloiber, Assistant Finance Director, was promoted to Finance Director effective June 1. Paul Koppie also retired with fifteen years of service as the part-time Meter Reader. In addition, the Payroll Accountant and Accounting Clerk II-Utility resigned their positions in 2011. Some of the vacant positions were promoted from within, leaving room for four new employees.

The City's contract with the audit firm of HLB Tautges, Redpath & Co., Ltd. to perform the City's annual audit continued through the year 2011. During 2011, the audit of the City, EDA and HRA financial statements was completed for the year ended December 31, 2010.

The Finance department is pleased to report that in 2011, the City's 2010 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.

2011 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 2011, IS department:

- Upgraded Microsoft Office software from version 2000 to 2010. The old version was no longer supported by Microsoft and had compatibility problems with other programs. Organized 15 half-day classes at the Public Safety Center taught by instructors from the Computer Education Center of the Science Museum of Minnesota:
 - Basic Word and Excel 2010 Training – 8 classes, 89 users
 - Advanced Word and Excel 2010 Training – 4 classes, 49 users
 - PowerPoint 2010 Training – 3 classes, 38 users

The upgrade and training were well planned and implemented, to minimize user productivity loss or frustration during this major change.

- Upgraded Library public access computers downstairs. Added a print release station that allows the public to print documents directly to a multifunction copier. It decreases printing costs, requires less staff intervention, and increases the time patrons can access the internet rather than wait for prints.
- Worked with vendor and other City departments to design and implement the new City Web site. New Web site has much better appearance and functionality than the old one, and most of its content is managed by individual departments. The new site is hosted by the vendor.
- Finished replacement of physical network servers with virtual servers and implemented a new backup system for virtual environment. It allowed the City to simplify IS infrastructure and decrease support costs.
- Added a new data storage system to store Laserfiche documents, large media files and other documents.
- Worked with Anoka County and vendors to implement the "Connect Anoka County" fiber network project.

- Worked with Comcast to set up fast and reliable network Internet connection and network connections to the liquor stores.
- Worked with vendor to implement live and on-demand video streaming of City Council meetings and other video content, using Council Chambers video system and new Comcast Internet connection.
- Worked with vendor to replace old servers at TopValu 2 and Heights Liquor.
- Worked with other City departments, vendors and contractors during the remodeling of the City Hall and installation of video security and card access system.
- Worked with vendors and other City departments to replace several multifunctional copiers.
- Worked with vendor and other City departments to replace obsolete credit card processing system with Web-based system to ensure PCI compliance.
- Supported Laserfiche document imaging system. The system provides instant access to City documents, 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. Added E911 functionality to provide more accurate location information to emergency responders.
- Incorporated all liquor stores VOIP telephone service into Mitel telephone switch using the new high speed Comcast connections, which provided significant cost savings and better functionality compared to the previous hosted VOIP solution.
- 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 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, 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.
- In mid-year, IS technician Jesse Hauf resigned, and the position was filled by Steve Silverdahl.

2012 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.
- Continue cooperation with Anoka County and vendors to implement the “Connect Anoka County” fiber network project.
- Continue replacement of obsolete PCs and laptops with Microsoft Windows 7-based computers.
- Evaluate benefits and feasibility of desktop PC virtualization.
- Replace the oldest network server (purchased in 2006).
- If necessary, replace other network and data storage equipment that is no longer supported by vendor and is not compatible with newer components.

MUNICIPAL LIQUOR STORES



**Top Valu I
4950 Central Avenue NE**

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



**Heights Liquor
5225 University Avenue NE**

Liquor Operations

2011 Sales Activity

Total sales by the liquor operation increased in 2011 by \$337,361 or 4.1% over 2010, to reach an annual sales volume of \$8,495,716. In addition, sales by each of the three stores also increased over 2010 levels, as follows:

	2011 Sales	2010 Sales	Amount of Increase	Percentage Increase
Top Valu I	\$3,764,597	\$3,609,600	\$154,997	4.3%
Top Valu II	3,492,267	3,384,866	107,401	3.2%
Heights Liquor	1,238,852	1,163,793	75,059	6.4%
Total	\$8,495,716	\$8,158,259	\$337,457	4.1%

It is noteworthy that even the store with the slowest growth in 2011, Top Valu II at 3.2%, still exceeded the operation's overall 2010 growth rate of 2.5%. So, not only did sales grow again for 2011, but they also grew faster than in 2010. Total sales have grown every year since 2008, when the two newly constructed Top Valu facilities replaced the two former rented strip mall locations.

Further comparison of 2011 sales with 2010 also shows an increase in sales for each of the four major product categories; liquor, beer, wine, and other products. We do note that the 1% growth in beer sales for 2011 was significantly less than the 6.5% growth in liquor sales or the 8.7% growth in wine sales. However, as this reflects certain industry-wide trends, and as beer generally yields the lowest profit margin of the four product categories, slower growth in this category is not of particular concern at this time. A subset of the beer category, specialty beer, has shown more growth and more positive customer comments than the overall beer category. Accordingly, in 2011 the operation continued its recent trend of increasing the store space provided to specialty beer.

2011 Promotional Activity

As in prior years, most 2011 advertising was concentrated in local periodicals and several metro periodicals, highlighting our product line to primarily meet the needs of 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 items on sale during the prime advertising months of the year. Throughout 2011, we continued our Winery of the Month sales.

Top Valu I, at 50th and Central Avenue, is by design a particularly large store and boasts one of the largest single malt whisky selections in the state of Minnesota. During 2011, these unique qualities continued to draw customers in from around the entire metro area.

In keeping with the liquor operation's marketing strategy and budget objectives, several promotional events were held in 2011 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 the stores' 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. It was encouraging to see a store and its parking lot just as full of customers on a Wednesday night for a mid-fall event as it would be on any Saturday night during the holiday rush.

2011 promotional events included:

- Spring Beer Fest
- Spring Wine Event
- Fall Beer Fest
- Fall Wine Event
- Winter Single Malt Scotch Event
- Holiday Champagne Event
- Raise the Roof Event, for the Lee Carlson Center for Mental Health, featuring Mayor Gary Peterson and Representative Barb Goodwin
- Mayor's Holiday Kick-Off, with the Columbia Heights Activity Fund, proceeds to youth playground equipment
- 4th Annual MN Municipal Beverage Association Food Shelf Drive, benefiting SACA etc.
- "Brat and a Pop" parking lot grilling event 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 2011 Activity

In 2010, we installed ATM Machines in both Top Valu stores. In 2011, use of these machines increased dramatically. Presumably, this resulted from customers now knowing we have them. 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.

Obsolete computer servers at Top Valu II and Heights Liquor were replaced in 2011. In conjunction with a change to the Comcast internet connection for all City departments, a better and faster connection of the store network to both the City network and to the internet was achieved in 2011 for approximately the same overall cost to the City as for the prior connection. This also made it possible to bring the liquor stores' phone systems under the City's phone system in 2011. The store security system DVR (recording device) was upgraded in 2011, increasing the security video capacity. The security system continues to help us recognize problems and identify people that are shoplifting in our stores.

At Top Valu II, at 37th and Hart Boulevard, water from an unknown source has been present on the landscaped area to the northwest of the store building for the past two years. In 2011, this was determined to be ground/spring water percolating up through the soil. This water has now been directed to a ponding area and is not expected to cause any further problem, or erosion to the area.

Plans to install an LED sign at Top Valu II in 2011 similar to the existing LED at Top Valu I were postponed due to vendor issues.

Heights Liquor, at 52nd and University, suffered straight line wind damage to the large pylon-type sign in the parking lot, from the same storm that caused extensive damage in North Minneapolis in May 2011, drawing national attention. Both plastic external faces to the sign were replaced, and the opportunity was taken to re-lamp the sign at this time also.

Finally, we note that the profits from the liquor operation continue to help reduce the property taxes paid by the residents of Columbia Heights by providing funding for City activities. The 2011 fund balance of the Police Community Programs Department; which includes activities such as D.A.R.E., anti-bullying initiatives, and police reserves, was provided by profits from the liquor operation. A significant portion of the 2011 fund balance of the City's capital equipment fund was provided by profits from the liquor operation. Past funding from the liquor operations established the City's infrastructure fund, which paved many city streets still driven on today.

2011 DEPARTMENT STAFF ROSTER

	<u>Start Date</u>	<u>End Date</u>
Finance		
Finance Director	William Elrite	09/28/81
Finance Director (2011 promotion)	Joseph Kloiber	06/21/04
Assistant Finance Director	Jackie Senko	06/06/11
Payroll Accountant	Wendy Eckert	06/28/04
Payroll Accountant (2011 promotion)	Stacey House	04/14/10
Accounting Coordinator	LeAnn Ottney	02/20/02
Accounting Clerk II-Utility.....	Laurie Breckenitch	11/24/97
Accounting Clerk II-Utility.....	Tori Leonhardt	08/22/11
Accounting Clerk I-Utility.....	Deborah Steffen	10/22/90
Accounting Clerk I.....	Eileen Heil	10/10/11
Budget Coordinator	Sue Sartwell	10/17/05
Finance Secretary (2011 promotion)	Nancy Becker	04/04/11
Receptionist/Switchboard	Nicole Jouppi	12/29/97
Meter Reader (PT)	Paul Koppie	08/08/96
		12/30/11
Information Systems		
IS Director	Aleksandr Chernin	09/07/99
Assistant IS Director.....	Jeff Hanson	10/16/07
IS Technician	Steve Silverdahl	09/19/11
IS Technician Assistant	Jesse Hauf	06/08/09
		09/16/11
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
.....	Tracy Klein	07/15/08
.....	Daniel Mutka	09/14/09
.....	Stephen Saunders	04/26/10
Retail Clerk (PT).....	Joyce Aanestad	06/11/01
.....	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
.....	Ronald Erickson	05/26/10
.....	John Estling	07/19/07
.....	Virginia Graham	06/02/01
.....	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
.....	Kevin Niznik	06/03/04
		04/09/11

	<u>Start Date</u>	<u>End Date</u>
..... Brian Pratt	07/30/05	
..... Keegan Rohan	11/17/00	
..... Sharon Ruhland	08/04/03	
..... Nicole Schmalzbauer	12/08/08	
..... Tia Schockaconger	10/02/09	
..... Steven Schultz	02/18/08	
..... 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



2011

Chief's Message for 2011 Annual Report

Dear Elected Officials and Community Partners:

I am once again pleased to present you with the Columbia Heights Police Department's (CHPD) annual report, detailing the important work that was done by your police department in 2011. In this annual report I think you will be impressed that your police department continued to make progressive steps forward, building upon strategic initiatives and strengthening important partnerships in Columbia Heights and Hilltop.

In 2011, the CHPD finished a two year re-organization which offered more clear lines of reporting, increased accountability and better positioning for organizational success and employee development. Our staff not only accomplished the aggressive goals set forth in our 2011 Strategic Plan, we far exceeded its objectives in critical areas such as outreach to youth and connecting with our community through Neighborhood Watch. It is clear that our *Community Oriented Policing (COP)* initiatives have taken hold and continue to bring about a strong connection between the police department and the community it serves.

Additionally, our police officers continued to make gains in 2011 in *Problem Oriented Policing (POP)* initiatives by using crime mapping and trend analysis to identify crime patterns, and then apply advanced problem solving methods to combat crime and disorder. I am happy to report that the results of our staff's achievements in COP and POP have contributed to a 25 year low in crime in the Columbia Heights community. While we know there are a number of factors that influence crime rates, and that crime will not always go down, we are very encouraged by the continuation of the overall downward trending of crime in our community.

In 2011 our work with strategic partners continued to produce encouraging results including:

- Collaboration with landlords continued to increase training and accountability, while decreasing criminal activity in our rental community;
- Collaboration with other city departments including community development, fire, and public works continued to bring a holistic approach to redevelopment while helping to control crime and disorder;
- Our ever increasing partnership with our schools has led us to a record number of hours and positive contacts with our community's youth, while being able to work with the schools on reinforcing the danger of violence and bullying behaviors; and
- Our volunteer efforts on behalf of the community continue to impress with multiple benefits for the SACA food shelf, bringing in much needed staples for less fortunate community members; our mentoring and anti-bullying efforts in the schools being expanded; and our *Shop With A Cop* program helping even more families in the community in 2011.

We in the CHPD are very grateful for the support that we continue to receive from the community and our elected officials. It is truly an honor to serve our community and we will continue to strive for excellence in this important work. We look forward to living out our core values of ***Committed, Helpful, Professional, and Dedicated*** in the coming year, and helping to keep our community one of the best and safest places to live, work and enjoy.

Scott Nadeau
Chief of Police

**Columbia Heights Crime Rates
Reach Record 25-Year Low in 2011**

The precipitous drop in crime rates noted over the past several years began to level out in 2011, but not before reaching a twenty-five year record low as seen in *Figure 1*. Even the more serious Part-I Crimes, which includes things like aggravated assault, homicide, rape and robbery, saw an overall reduction by 128 offenses when compared to the 1985 low. While Part-I Crime rates remained relatively stable over the years, the large increase in the rate of Part-II Crimes occurring during the past decade has disappeared completely. The historic rise and fall of Part-II Crime gives one the impression that the 25-year low was achieved primarily through Part-II Crime reduction. A closer examination, however, shows that similar reductions in both Part-I (128) and Part-II crime (101) contributed to the combined 229-point drop in overall crime to levels not enjoyed since before 1985.

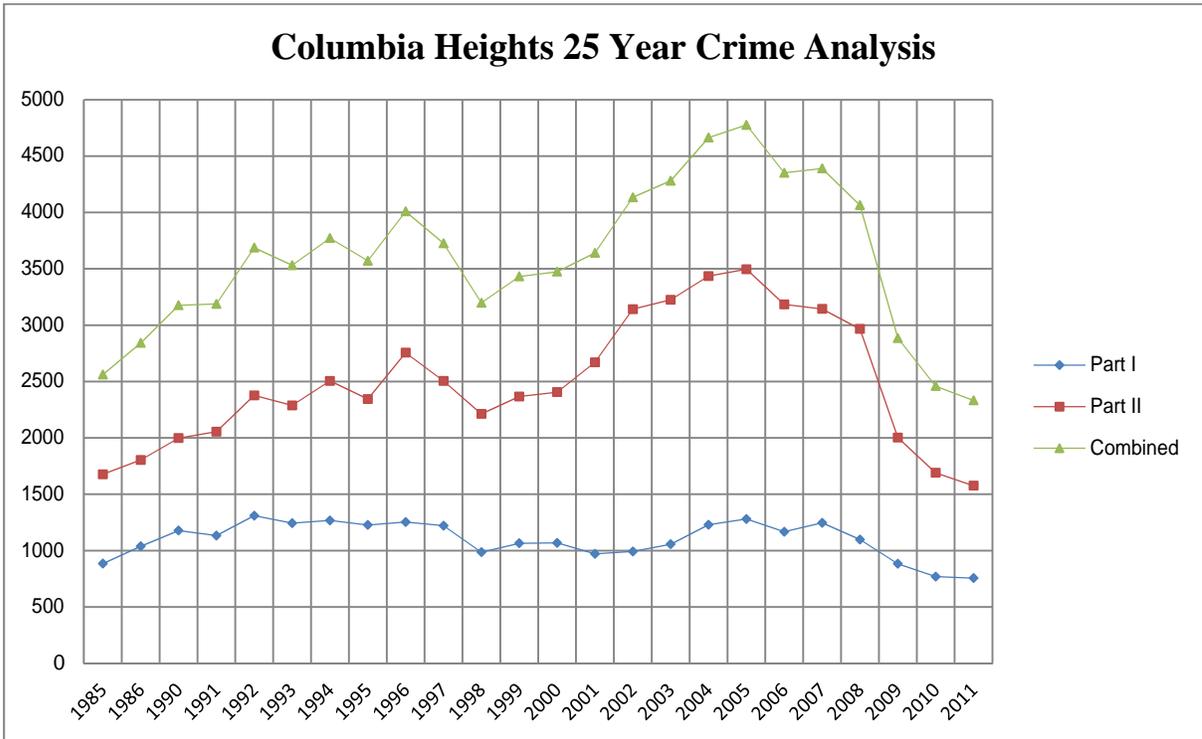


Figure 1. 25-Year Crime Rate Comparison (MN BCA)

A detailed look at the rate of change for specific crime types over the past year offers insight into where the focus of the police department’s strategic initiatives has been, and where it will be in the coming year. For Part-I Crimes, shown in *Figure 2*, Auto Theft remained relatively stable over the past two years, possibly related to the department’s ongoing Open-Ignition Ordinance Enforcement Initiative. Burglaries have risen slightly from 2010, but so too have the arrests for this crime. The department continues to aggressively pursue leads and make arrests for these and other crimes. Theft cases have declined, as have Arsons and Robberies, and there were no homicides in 2011. Rape rates remained low and comparable to past years. While Aggravated Assault rates continue to climb, this increase is believed to be related to the zero-tolerance, mandatory arrest policy the department follows for domestic assaults. While many of these assaults would normally be considered simple assaults, they receive an enhanced charge level when multiple domestic assaults occur and are related to the same victim or defendant.

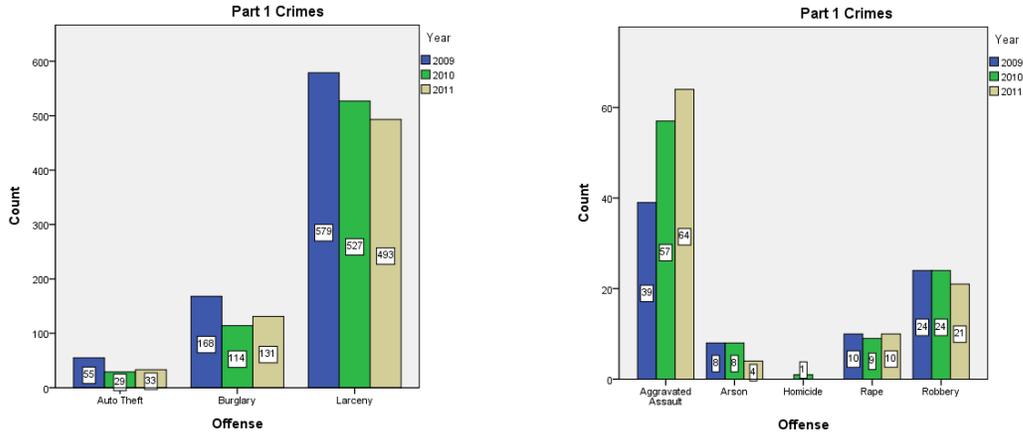


Figure 2. Part-I Crime Detail (2009-2011) (Anoka County Records Mgt. System)

Part-II Crime, as shown in *Figure 3*, had similarly minor variations over the past year, with DWI dropping again slightly as officers focused on other strategic initiatives in addition to monitoring traffic along the Central Avenue corridor. There were also drops in Vandalism, Forgery, Fraud, Liquor Violations, and Simple Assaults. Stolen Property, Sex Crimes and Weapons Violations also saw drops over the past year.

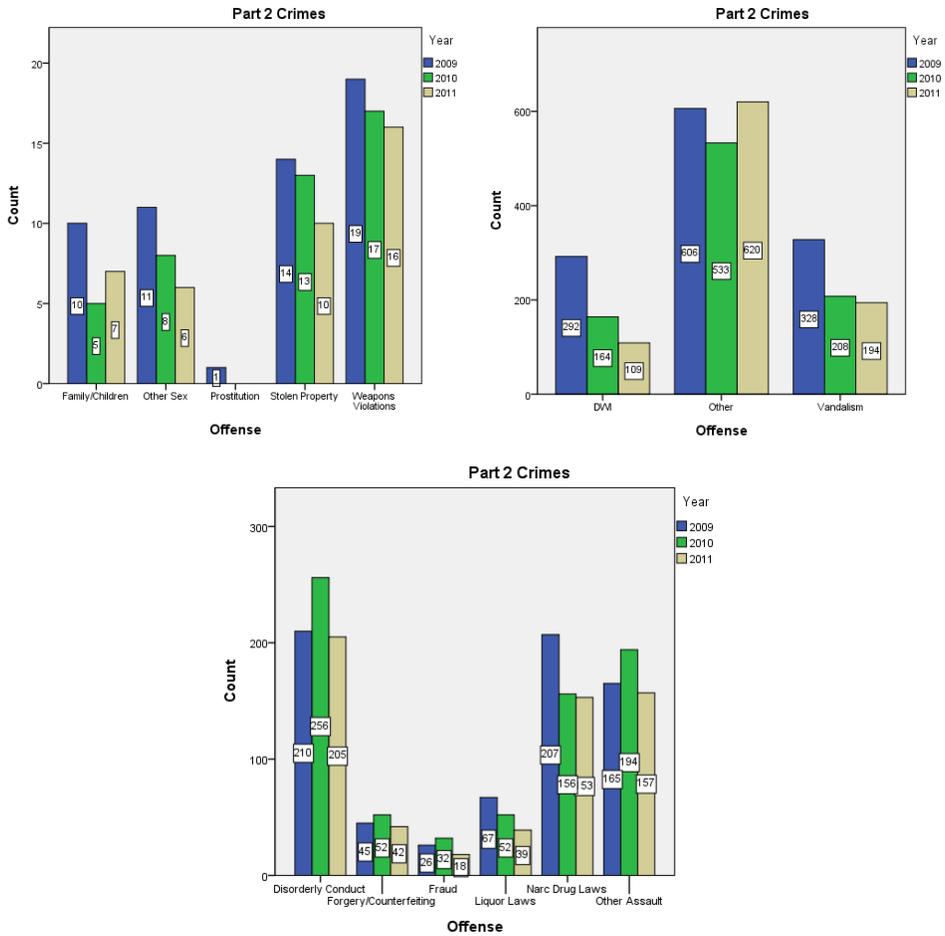


Figure 3. Part-II Crime Detail (2009-2011) (Anoka County Records Mgt. System)

Narcotics Violations remained almost unchanged as the police department continued to dedicate a fulltime officer to the Anoka County Drug Taskforce. This officer effectively ensures that the public safety interests of Columbia Heights are represented at the taskforce, as can be seen by the comparable arrest rates over the past two years shown in *Table 1*. Also notable in *Table 1* is marginal increases in arrest rates for Rape, Robbery, Burglary and Auto Theft during the past year. Although there was a marginal increase in these crimes as shown in *Table 2*, except for Robbery that showed a marginal decrease, there were corresponding increases in arrests as well.

Arrests: Part 1: 1/1 to 12/31 for 2009 - 2011

	2011	2010	2009	1yr % Chg	2yr % Chg
Homicide	0	0	0	0%	0%
Rape	2	1	1	100%	100%
Robbery	9	7	2	29%	350%
Aggravated Assault	33	41	21	-20%	57%
Total Violent Crimes	44	49	24	-10%	83%
Burglary	8	5	9	60%	-11%
Larceny	82	88	140	-7%	-41%
Auto Theft	4	2	10	100%	-60%
Arson	0	1	2	-100%	-100%
Total Property Crimes	94	96	161	-2%	-42%
Total Arrests	138	145	185	-5%	-25%

Table 1. Part-I Crime Arrests (2009-2011) (Anoka County Records Mgt. System)

Offenses: Part 1: 1/1 to 12/31 for 2009 - 2011

	2011	2010	2009	1yr % Chg	2yr % Chg
Homicide	0	1	0	-100%	0%
Rape	10	9	10	11%	0%
Robbery	21	24	24	-12%	-12%
Aggravated Assault	64	57	39	12%	64%
Total Violent Crimes	95	91	73	4%	30%
Burglary	131	114	168	15%	-22%
Larceny	493	527	579	-6%	-15%
Auto Theft	33	29	55	14%	-40%
Arson	4	8	8	-50%	-50%
Total Property Crimes	661	678	810	-3%	-18%
Total Offenses	756	769	883	-2%	-14%

Table 2. Part-I Crimes (2009-2011) (Anoka County Records Mgt. System)

Although burglary arrests are up this past year, the department recognizes the increase in burglaries as a source of concern and has developed several initiatives and programs to address this issue in both the short and long term. Improved coordination by Patrol and Investigation divisions along with statistical analysis have improved case solvability, resulting in burglary arrests that have already continued into 2012 as described in detail on the department's Facebook page. The community is empowered in the long term through the department's revitalized Neighborhood Watch program which continues to gain momentum as described further in the Community Oriented Policing section. A positive offset to the increase in Burglary rate was a comparable decrease in the theft (Larceny) rate. Just as with Burglary, Neighborhood Watch and special initiatives can positively affect Larceny rates, including the new Business Watch Program to be launched early in 2012. The department continues to track closely all trends so as to strategically apply public safety resources where they will be the most effective.

Also on a positive note, Part-II Crime rates decreased in almost every category in 2011 as can be seen in *Table 3*, continuing their downward trend from past years. Even with decreasing crime rates for Part-II Crime, arrest rates were up in many of these categories, possibly suggesting that the department's strategic focus on crime and conditions conducive to it are achieving some success.

Offenses: Part 2: 1/1 to 12/31 for 2009 - 2011

	2011	2010	2009	1yr % Chg	2yr % Chg
Other Assault	157	194	165	-19%	-5%
Forgery/Counterfeiting	42	52	45	-19%	-7%
Fraud	18	32	26	-44%	-31%
Embezzlement	0	0	0	0%	0%
Stolen Property	10	13	14	-23%	-29%
Vandalism	194	208	328	-7%	-41%
Weapons Violations	16	17	19	-6%	-16%
Prostitution	0	0	1	0%	-100%
Other Sex	6	8	11	-25%	-45%
Narc Drug Laws	153	156	207	-2%	-26%
Gambling	0	0	1	0%	-100%
Family/Children	7	5	10	40%	-30%
DWI	109	164	292	-34%	-63%
Liquor Laws	39	52	67	-25%	-42%
Disorderly Conduct	205	256	210	-20%	-2%
Other	620	533	606	16%	2%
Total Offenses	1576	1690	2002	-7%	-21%

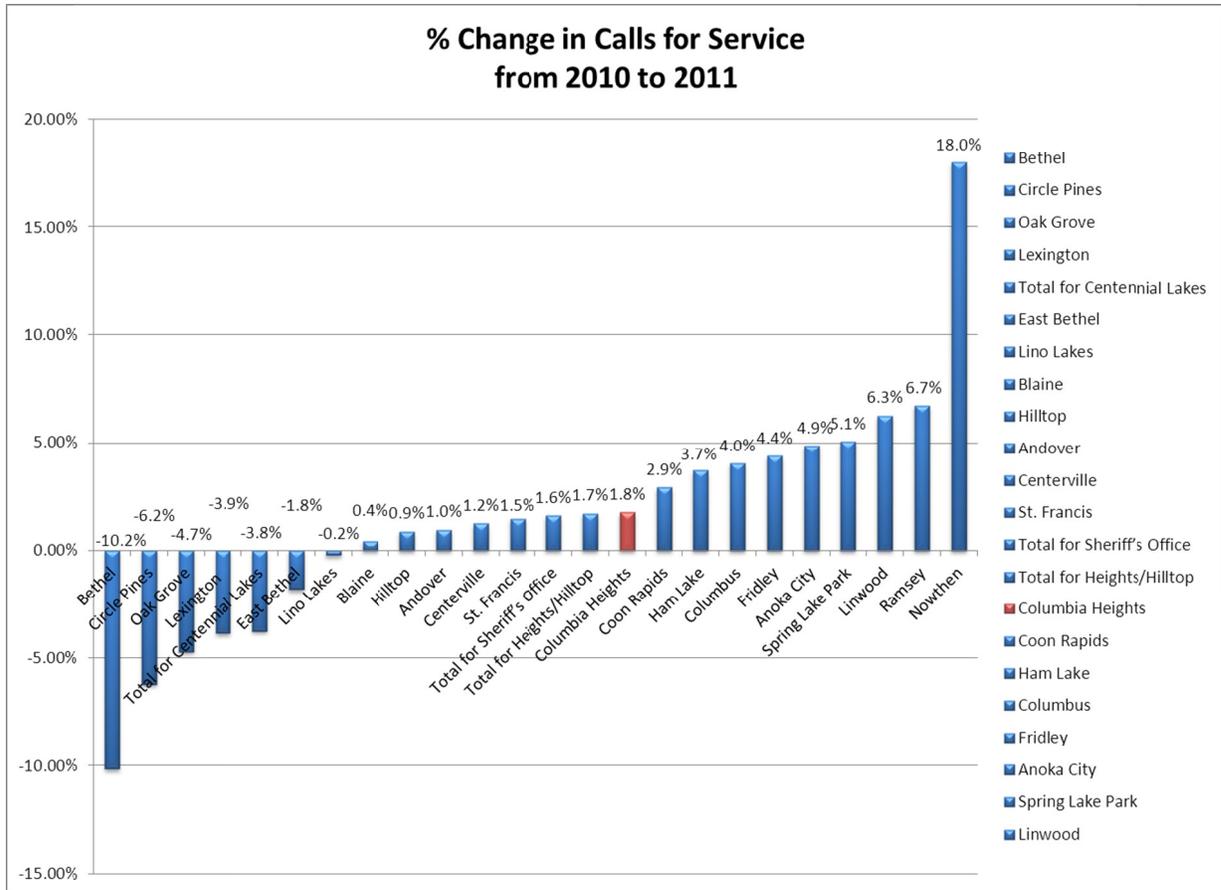
Table 3. Part-II Crime Detail (2009-2011) (Anoka County Records Mgt. System)

Arrests: Part 2: 1/1 to 12/31 for 2009 - 2011

	2011	2010	2009	1yr % Chg	2yr % Chg
Other Assault	62	121	94	-49%	-34%
Forgery/Counterfeiting	7	3	4	133%	75%
Fraud	0	2	1	-100%	-100%
Embezzlement	0	0	0	0%	0%
Stolen Property	10	8	12	25%	-17%
Vandalism	38	31	27	23%	41%
Weapons Violations	13	15	12	-13%	8%
Prostitution	0	0	0	0%	0%
Other Sex	0	1	1	-100%	-100%
Narc Drug Laws	145	144	193	1%	-25%
Gambling	0	0	0	0%	0%
Family/Children	4	2	2	100%	100%
DWI	106	163	287	-35%	-63%
Liquor Laws	38	50	66	-24%	-42%
Disorderly Conduct	137	153	127	-10%	8%
Other	448	354	475	27%	-6%
Total Arrests	1008	1047	1301	-4%	-23%

Table 4. Part-II Crime Arrest Detail (2009-2011) (Anoka County Records Mgt. System)

Another positive statistic has to do with the moderate increase in the rate of Calls for Service (CFS) from 2010 to 2011 (*Figure 4*) - only about half the 3.51% increase of the previous year. CFS are not necessarily a bad thing, however they are indicative of the demand placed on public safety service providers by the public. The police department believes that changes in the rate of CFS are the result of several factors. While many of the department's strategic initiatives can temporarily drive up calls for service, the department believes that over time CFS rates should decrease as criminal activity decreases and public safety increases. With the police department continuing and even expanding the number of strategic initiatives, the moderate increase in CFS compared to other cities in Anoka County is seen as a positive sign of increased public safety and efficient use of public safety resources. It suggests that the department and its strategic partners are working smarter as well as harder – increasing public safety and reducing crime while minimizing the impact on overall public safety demand.



**Figure 4. Percent change in Calls for Service 2010-2011 (Countywide Comparison)
(Anoka County Central Communications)**

While Columbia Heights enjoys a continued reduction in overall crime rates with only a marginal increase in the demand for public safety services, we must remember that crime rates will inevitably rise and fall over time. While we cannot control these changes in crime rates, we can control how we react to the trends in crime that those numbers represent. The police department will continue to monitor these trends and partner with other community stakeholders in an effort to reduce crime and increase public safety in 2012 and beyond.

Community Oriented Policing

In 2011 Officer Terry Nightingale continued in his assignment as Community Oriented Policing Coordinator, a position available through continued funding from a 2009 grant from the Office of Community Oriented Policing (COP). This allowed the police department to successfully expand and improve the COP initiatives identified in the department's Strategic Plan. Utilizing the COP Coordinator position allows the department to effectively and seamlessly implement Community Oriented Policing throughout the entire organization, across shifts, work teams and divisions.

National Night Out

This year there were 41 registered block parties, with more than 1,000 people participating. Twelve officers visited the National Night Out (NNO) gatherings that ranged from several large church-organized groups to small neighborhood gatherings. Chief Nadeau and Captain Austin also participated, along with three City Council members. Three main talking points for officers visiting NNO groups included reduction in crime rates, community and multicultural outreach initiatives, and information sharing between the police and the community through social networking. Officers spoke about how recent police initiatives have helped contribute to a 25-year low in crime. This was also the eighth year the department asked residents to donate food to support the Southern Anoka Community Assistance (SACA) food shelf by bringing a non-perishable food item. Officers collected the items and received a record 1,037 pounds that was forwarded to SACA as part of the department's partnership with other community stakeholders. The Columbia Heights Fire Department also participated by giving their public safety presentation to the various NNO groups.



Neighborhood Watch

The department's effort to revitalize and expand Neighborhood Watch exceeded expectations in 2011, with twenty new groups organized – about twice as many as projected. Organized block groups totaled 83 at year's end. A May Appreciation Dinner and Revitalization Meeting was held, and the 32 block leaders who attended were thanked for their contributions to their neighborhood and community. Afterward a meeting was held to brief them on the planned revitalization and get their input. It also gave them an opportunity to meet the Neighborhood Watch Liaison Officer that is responsible for their neighborhood. Officers Joe Sturdevant, Jason Beckett, Tessa Huber, and Maggie Beranek offered to participate as liaisons, each taking a quadrant of the city so as to provide more individual attention to the watch groups. A November training session was held to get residents to secure their homes, recognize suspicious behavior, and increase their observation skills. Neighborhood Watch leaders serve as a community liaison with the police department, providing a critical link for information-sharing and problem-solving. More block leaders are still needed, however, and it is a simple process to organize and become a part of this program. Officer Nightingale hopes to hear from other residents interested in enhancing the safety of their neighborhood and community by volunteering to be a block leader.

A new Business Watch Program has been developed that follows the Neighborhood Watch model, only tailored for the business community. It is anticipated that this program will be launched in early 2012, and we look forward to improved information-sharing between the police department and business community in an effort to improve public safety.

Rental Property Owners and Managers

The police department continued to devote considerable time in working with rental property owners and managers in an effort to reduce crime and disturbance calls on rental property. This has been accomplished by holding property owners, and subsequently renters, accountable for disturbances and criminal activity occurring at their property.

Quarterly Rental Owner meetings were offered to some 850 landlords in January, April, September, and December to teach owners about the housing maintenance code, conduct newly required background

checks, and talk about what changes have been approved by the council. A Minnesota Multi-Housing Association instructor was brought in to inform attendees about the proper application process, screening criteria, and how to find quality applicants. A speaker on insect control gave insight on bed bug infestation, and the Community Development Director gave valuable information on the state of city initiatives for residential and commercial redevelopment. One mitigation plan was implemented in 2011, the fifth in two-and-a-half years, at a Columbia Heights apartment building, resulting in its goal being met.

The Conduct on Licensed Premises portion of the Property Maintenance Code is administered by the police department. A total of 135 letters were sent to rental owners in 2011 advising them of violations due to their tenants' behavior. Some of those incidents involved a "third strike" for the tenant, or were serious enough of a violation that required the rental owner to evict the tenant. Owners evicted a total of 40 tenants as a result of the Conduct Ordinance in 2011. The police department also oversees the Repeat Nuisance Call Service Fee Ordinance. This ordinance allows for the imposition of a fee for service should any property within the city have three such calls within a one year period. Violations of this ordinance occurred 119 times in 2011 with 18 resulting in a fee for service.

Community Picnics

The police department continued sponsoring community picnics in 2011, hosting one in July. The evening picnic provided a fun forum for information-sharing between the police department and residents of all ages. The Fire Department, Community Development, Recreation, Public Works, and the Library also participated, providing residents with a close-up view of how the city provides various services to them. About 200 residents braved the humid, 90 degree summer weather to see demonstrations including Taser



use, a shooting simulator, police electric bicycles, and squad car equipment. Representatives from the Jacob Wetterling Resource Center shared information about their services, as did our Anoka-Hennepin Drug Task Force officer. Officers also explained programs including Neighborhood Watch, Youth Outreach, and new information sharing forums between the police department and community through Facebook, Twitter, and CHPolice.com website.

Cultural Outreach

As part of the department's Strategic Plan to improve information-sharing between the police and the diverse cultural communities of Columbia Heights, officers have continued meeting with various groups to answer questions and share information. Started in 2010, the outreach initiative continued in January 2011 during a meeting with a Hispanic church group where 52 participants heard a presentation on perception by Anoka County Cultural Coordinator Andre Koen. Police followed up by answering questions and exploring differences between police service in Columbia Heights and that offered in the attendees' home countries. In March the police department met several times with members of the multi-ministry Church of All Nations. Those meetings included a tour of the new public safety building and a pot-luck dinner at the church where 50 participants were able to learn more about police activities. After initial meetings with the leaders of the Islamic Center of Minnesota, a November presentation by several officers at the Islamic Center focused on better understanding and communication with the area's Muslim community. More than 100 attendees there spoke with CHPD's staff including a Columbia Heights Police intern from St. Cloud State University who helped organize the event.



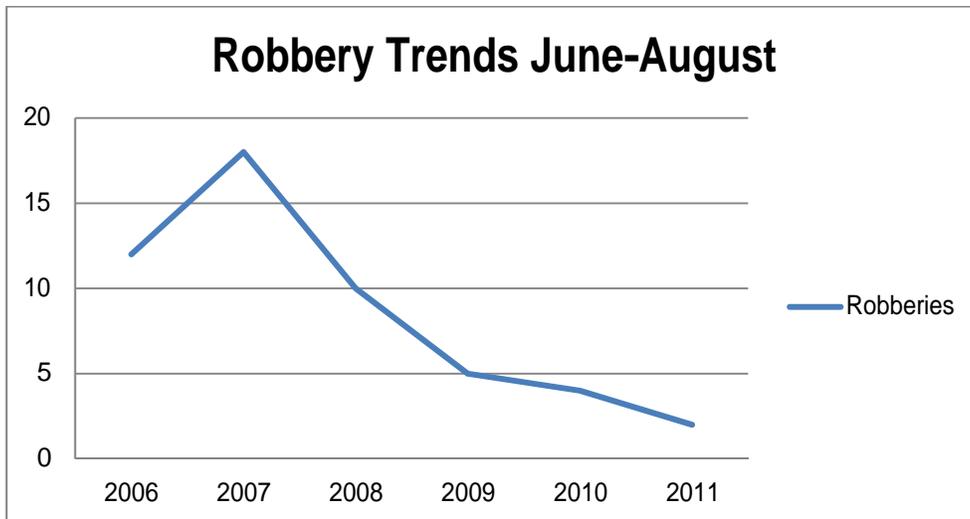
Officer Nightingale also participated in various projects including community group presentations, safety talks, and neighborhood conflict resolutions.

Problem Oriented Policing

The Columbia Heights Police Department continued to capitalize on the effectiveness of the Problem Oriented Policing strategies in 2011. This year was marked by the adoption of “Problem Solving” as a department-wide strategy that was exercised by all members of the department. This policing philosophy encourages officers taking the calls to examine the underlying issue and determine if additional action steps are needed to affect a long-term solution. This is a continuation of our shift from a reactive, call-taking police force, to one that continues to look for solutions to problems that increase the livability in Columbia Heights. Training on this was conducted by the Sergeants at the department’s Fall in-service training. As part of their problem solving efforts, officers have made additional use of tools like the SARA (Scan, Analyze, Respond, and Assess) model to examine the problem and direct needed resources to solve it. When making use of these tools, officers have been able to identify the need to include landlords and community members in the efforts. Examples of successes include:

- 4500 block of Madison Street. Officers worked with landlords and other city departments to resolve issues with refuse, loitering, drug traffic and high calls for service.
- A local restaurant in which management worked with officers to trespass problem individuals and arrest violators. At the suggestion of the police department, the restaurant removed outdoor seating that was contributing to a loitering problem. The store management worked with employees to provide better training on dealing with loitering juveniles.
- 4800 block of 5th Street. Officers made use of Neighborhood Watch in a POP plan which resulted in information of the whereabouts of a warrant suspect, subsequently resulting in an arrest.

The 2011 Summer Initiative began on June 11 and ended on August 30. Sergeant Markham and Officers Huber and Pletcher were assigned full time to the detail. They were assisted by Officer Monberg and Officer Beranek, who participated part time in the detail. The team made 1200 contacts, 110 arrests and issued 237 citations. There were sixteen felony drug arrests involving methamphetamine, ecstasy and cocaine. The team developed strategies to reduce crime in the 4600 block of Tyler Street. These efforts on Tyler Street led to multiple arrests, two Drug Task Force search warrants and multiple rental evictions that led to a drastic reduction in calls for service. The graph below illustrates that robberies in the summer reached a six-year low, with only two robberies occurring.



Significant events that occurred during the Summer Initiative included:

- Two simultaneous search warrants in the 4600 block of Tyler Street conducted with the Anoka-Hennepin Drug Task Force, which led to several evictions and a drastic reduction in calls for service in this high-crime area.
- The Summer Initiative team also conducted a search warrant in the 1000 block of 40th Avenue, which led to the recovery, and ultimate forfeiture, of three firearms.
- A large amount of Meth was recovered and three arrests were made by the Summer Initiative team in a restaurant parking lot during the first week of the detail. These arrests led to the forfeiture of \$3,015.
- The Summer Initiative team also made two felony drug arrests while monitoring a problem address in the 4800 block of 5th Street. One of these arrests led to the recovery of a large amount of crack and powder cocaine, as well as the forfeiture of \$1,235.
- Another pair of felony arrests were made while monitoring the Starlite Motel parking lot. The arrests led to an informant working with the Drug Task Force. The informant assisted the Drug Task Force with locating a Meth lab in the City of Blaine.

In addition to these efforts, several “All Hands Days” were implemented in which the police department partnered with other criminal justice agencies to create saturation events during the summer months. These included checks on violent criminals and predatory offenders.

In 2011 the police department continued to utilize statistics and crime mapping to identify problem areas. In addition, officers have become better at spotting emerging crime trends through training and practice. These efforts have led to continued success of the Problem Oriented Policing strategies in reducing violent crime.

Awards and Grants Received in 2011

In March of 2011, Columbia Heights Police Department was notified that it would be receiving a second place award for its pedestrian safety related Toward Zero Death Challenge Grant application. The initiative, conducted in 2009 and 2010, included education and enforcement of pedestrian violations, and significantly decreased the number of pedestrian accidents. As one of the second place recipients of this award, the department received a \$2,000 award from the State of Minnesota. The application, prepared by Sergeant Rogers, described in detail the department initiative related to traffic safety. The funds were used to purchase a radar unit and a preliminary breath test (PBT) device.

On 3/10/2011, Chief Nadeau, Sergeant Rogers, Officer Beckett, Officer Pikala and Mayor Peterson attended the 2010 Minnesota Office of Traffic Safety “Toward Zero Death Challenge” luncheon in Oakdale. Officers Beckett and Pikala had the highest pedestrian enforcement activity of all officers on the department.

In May of 2011, the CHPD received notification from the federal government that it was receiving \$11,537 in Edward Byrne Memorial Justice Assistance Grant program funds for equipment purchases. Purchases under the grant included electric battery chargers for squad cars to assist with keeping the vehicle batteries charged with the extensive amount of electronic equipment drawing on the batteries. Weapon lockers for long guns in two of the department’s vehicles were also purchased, as were entry tools for use in executing search warrants, responding to emergency situations and freeing trapped people. Prior to receipt of the grant, the CHPD had no entry tools available for immediate use.

Youth Initiatives 2011

Bullying

The CHPD 2011 Strategic Plan includes an objective of partnering with School District 13 to address the issue of bullying in the schools. A major component of this effort involved a pilot project at Highland Elementary School where Police Department staff read anti-bullying books and answered questions from students in kindergarten through 2nd grade. Twelve police officers and three civilian staff took part in the program, resulting in 293 children being reached with this anti-bullying message. The program was so successful that officials at Valley View elementary have requested to be included in 2012.



At Central Academy and Columbia Heights High School, a program called “See It, Text It” was initiated. To kick off this program, School Liaison Officers Ron Dietz and Danielle Pregler met with the student leadership groups at both schools about bullying. Students were encouraged to text their Liaison Officer if they saw bullying or other problem behaviors or crimes being committed in and around school property. There were also signs posted around the schools with the officer’s cell phone numbers on them. Officer Pregler presented an anti-bullying message in 11 classes at Central Academy reaching 300 students. Officer Dietz met with 18 leadership classes reaching 360 high school students with an anti-bullying message.



D.A.R.E.

This was our 21st year of teaching DARE in the 5th grade classrooms in Columbia Heights schools. This year, 304 students were instructed. The curriculum includes messages on how to avoid drugs, alcohol and tobacco. Students also learn the harmful effects drugs have, how to say no, and how to make good decisions.

Open Gym

The Open Gym program at the Columbia Heights High School and Central Academy give students a safe place to go after school on Tuesdays. The Open Gym activities are supervised by the School Liaison Officers. In 2011, 3577 kids attended these sessions. This program is very popular and many kids return week after week.

Metro Heights Academy

Understanding that the students at Metro Heights Academy (School District 916’s Alt School) require different types of programs than students in traditional schools, several different initiatives were put into place during 2011. Officer Rob Harvey, the Alt School’s Liaison Officer, teaches a class on the criminal justice system and how having an arrest record can have severe and long term consequences. Harvey takes the time to counsel students who seek him out about the importance of making good choices. Harvey also spearheaded a program to allow students to volunteer with Habitat for Humanity working on a home in Columbia Heights. This gives students a job-like experience worthy of including on a resume, and increases their sense of self-worth by helping others. Volunteer opportunities will be expanded for these students in the coming year.



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 department is grateful to these dedicated volunteers for their assistance during the year.

In 2011:

- Reserve Officers volunteered a total of 2,342 Hours. These hours were logged at events including training, meetings and performing patrol services.
- The Reserves assisted at Columbia Heights High School Graduation and various sporting events. They participated in the department's All Hands Days, helped with flyer distributions, and provided traffic and crowd control at the annual Jamboree parade and carnival.
- The Reserves assisted with other Columbia Heights community activities:

National Night Out	SACA Events	Community Picnic
9/11 Tribute	Walgreens open house	Mayor's Fundraiser
Global Academy 5K run		
- Reserves also participated in assisting partner agencies with these events:

Coon Rapids Parade	Lino Lakes Triathlon	Robbinsdale Whiz Bang Days
Fridley 49er Days	Hopkins Raspberry Days	New Brighton Stockyard Days
Brooklyn Park Tater Daze		
- 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 2011:

<u>Name</u>	<u>Serving From</u>
Blaine Muyres	03-1991
Bob Schmidt	02-1996
Darin Bistodeau	06-1998
Brian Getty	01-2000
Tim Utz	04-2007
Kyle Christy	08-2009
William Carr	07-2010
Ross Roetman	07-2010
Laura Harris	08-2010
Omar Abshir	10-2010
Kevin Gominsky	10-2010
Jake Skowronek	10-2010
Marco Torunski	10-2010
Joe Scartozzi	06-2011
Marcus Ottney	06-2011
Olutola Ogundare	06-2011
Andre Boykin	06-2011
Jeremy Risk	08-2011
Brandon Hollman	09-2011
Ryan Keyes	12-2011
Alyson Yaman	12-2011



Police Employees in 2011

<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	promoted 04-11-11
Paul Bonesteel	Corporal	09-08-94	
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	
Joe Sturdevant	Police Officer	05-06-96	
Dale Sorensen	Police Officer	09-11-97	
Matthew Aish	Police Officer	08-30-99	
Gregory Sinn	Investigator	06-05-00	
Robert Harvey	Alt School Liaison	01-07-01	
Jason Beckett	Police Officer	01-08-01	
Jason Piehn	Investigator/AHDTF	04-04-05	AHDTF 09/06/2011
Danielle Hanly	Middle School Liaison	03-19-06	
Diana Bugos	Police Officer	03-20-06	medical retire 04-15-2011
Erik Hanson	Police Officer	02-05-07	
Tessa Huber	Police Officer/Investigator	06-18-07	Investigations 11-21-11
Ronald Dietz	High School Liaison	11-26-07	
Andrew Carigiet	Police Officer	08-11-08	Military leave to 11-30-11
Joseph Pikala	Police Officer	08-12-08	
William Monberg	Police Officer	10-13-08	
Maggie Beranek	Police Officer	01-04-10	
Justin Pletcher	Police Officer	05-24-10	
Karen Olson	Office Supervisor	02-19-86	
Elizabeth O'Brien	Records Technician	10-01-83	
Dana O'Brien	Records Technician	09-10-07	
Carol Femling	Clerk-typist	10-26-09	
John Nichols	Information Systems Specialist	3-8-2010	
Jerry Wellman	Community Service Officer	01-25-06	
Daniel Rose	PT Community Svc Officer	11-04-08	
Abdisamad Ahmed	PT Community Svc Officer	07-15-09	

Mission Statement

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



City of
Columbia Heights
Minnesota



COLUMBIA HEIGHTS

FIRE DEPARTMENT

2011 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 2011 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 2,468 calls for service this past year. Of this total, 764 were calls were fire related and of them 23 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 1722 medical calls in 2011.

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.

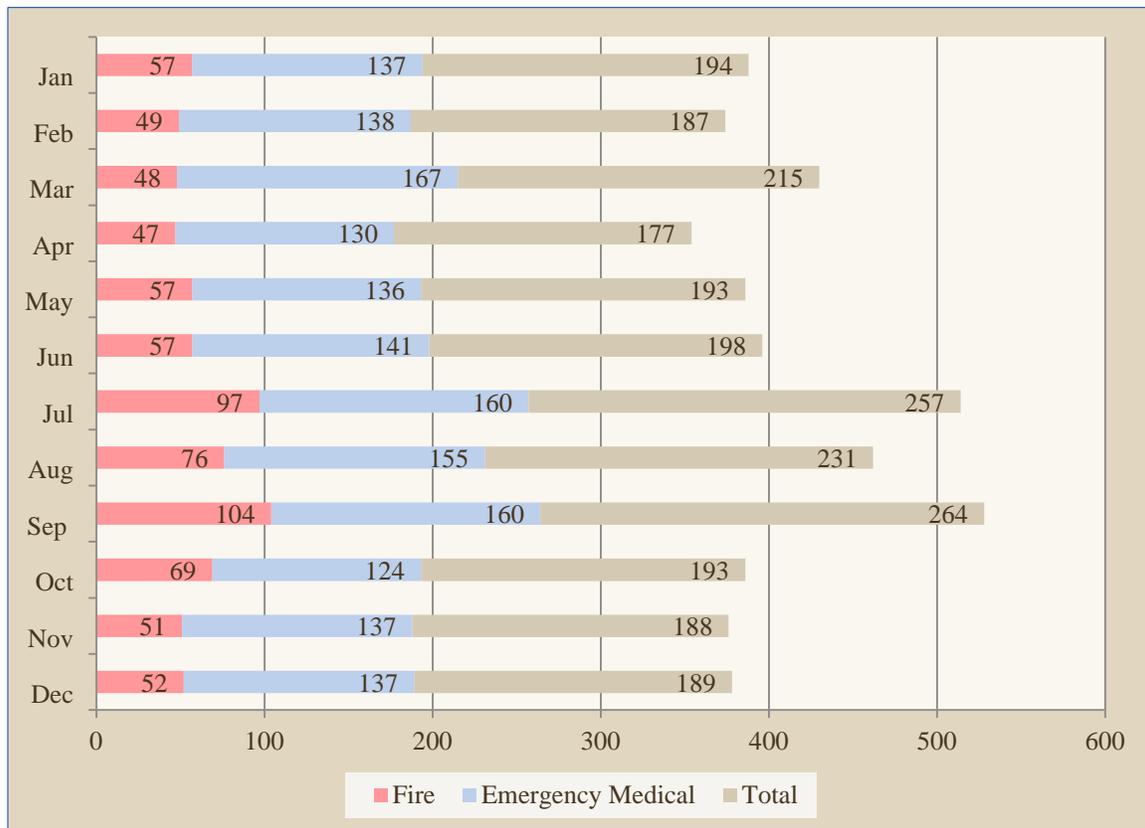
The Columbia Heights Fire Department, as always, is committed to preserving the life and property of our citizens and to serve the community with honor and loyalty.

Incident Reports

The Fire Department responded to 2,486 calls in 2011. The number of calls we respond to remains significantly high for a community of our size. We continue to see an increase in calls at night, calls relating to alcohol and drug use, assaults, and psychological problems. The number of calls for our elderly population remains high but has been slowly shrinking over the past few years. The average incident response time for the first arriving apparatus was approximately 5 minutes 22 seconds.

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

2011 Fire and Emergency Medical Calls by Month



*2011 Total
Fire Calls*

764

*2011 Total
Medical Calls*

1722

*Total calls
for 2011*

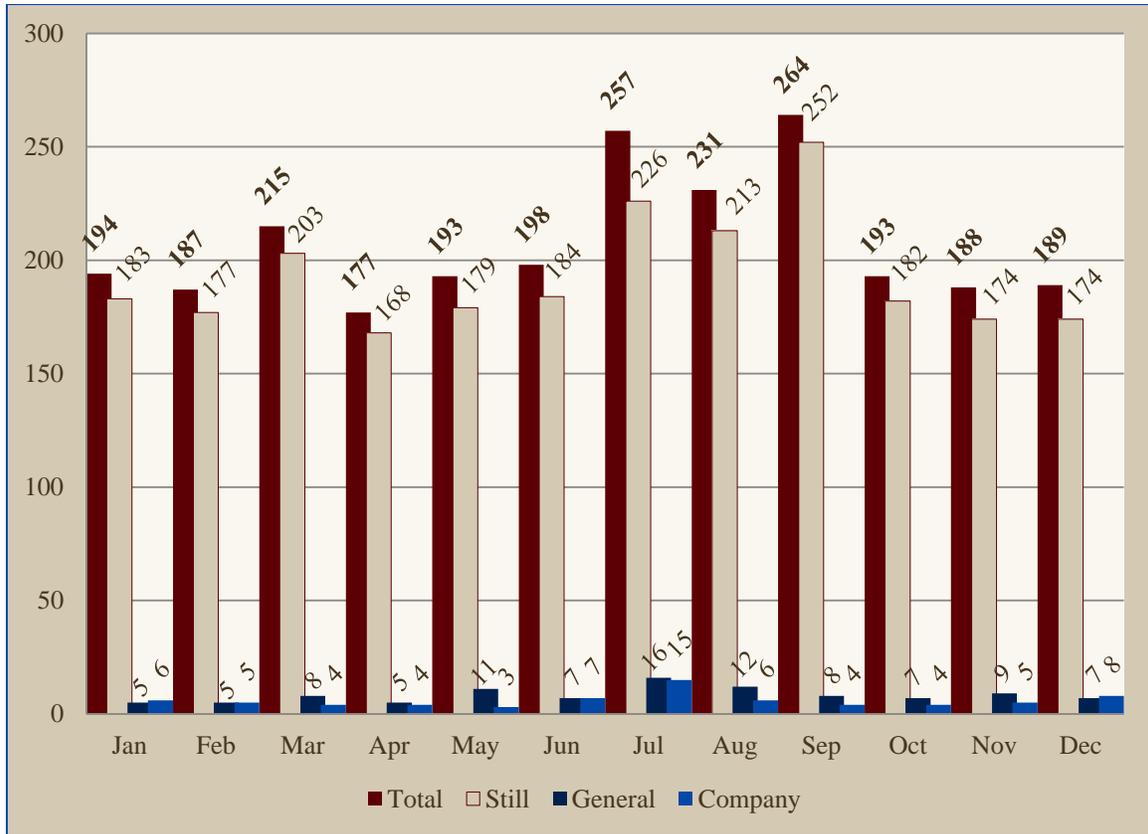
2486

2011 Type of Alarms by Month

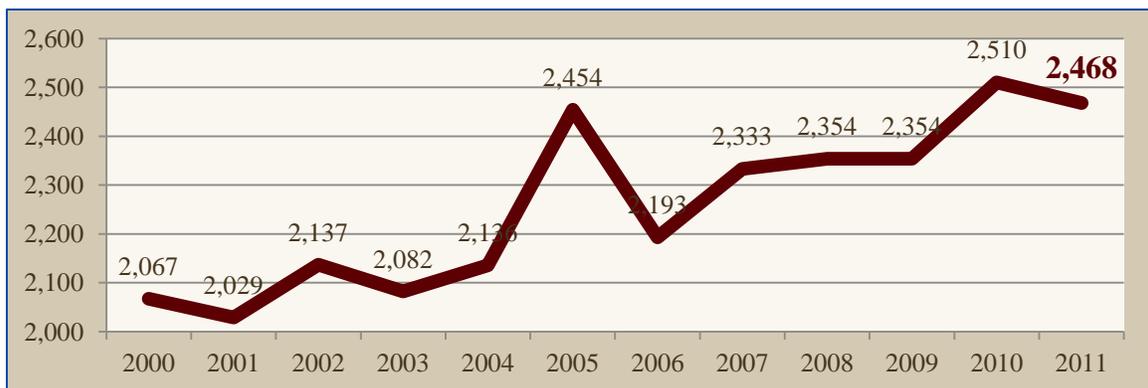
Still Alarms are handled by on-duty personnel without calling for additional help.

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



2011 Classification of Alarms

Rescue/Medical Alarms		Service Calls	
Medical Assist	202	Misc. Service Call	3
Assault	51	Person in distress	5
Breathing Problems	217	Ring removal	2
CVA/Stroke	33	Water evacuation	3
Diabetic	60	Water/Steam leak	4
Flu Symptoms	98	Smoke/odor removal	4
Fall/Fracture	221	Assist Police/Government Agency	37
Chest Pain/Heart	166	Police Matter	40
Choking	6	Public Service	17
DK/ETOH	41	Assist Invalid	75
Laceration/Bleeding	58	Malfunctioning Elevator	1
Overdose/Suicide Attempt	41	Unauthorized Burn	26
Pregnancy/OB	21	Standby/Cover Other Agency	3
Cardiac Arrest	11	Good Intent Calls	
Seizure	54	Good Intent, other	1
Abdominal Pain	62	Dispatched/Cancelled en route	146
Allergic Reaction	12	Wrong Location	1
Back Pain	39	No Incident Found Upon Arrival	81
DOA	17	Authorized Controlled Burning	8
Behavioral/Psych	38	Smoke Scare/Steam/Fog	18
Burn	4	Hazmat Investigation/No Hazmat	1
Misc. EMS Call/General Illness	236	False Alarm & Calls	
MV Accident w/injuries	17	Malicious False Call, other	9
MV Pedestrian Accident	6	Bomb Scare	1
MV Accident no injuries	2	Sprinkler Activation, Malfunction	1
Removal from elevator	2	Smoke Detector Malfunction	12
Extrication from machinery	2	Alarm System Malfunction	27
Electrocution	1	CO Detector Malfunction	17
Rescue/EMS Standby	1	Sprinkler Activation/No Fire	1
GunShot/Stabbing	3	Smoke Detector Activation/No Fire	14
Ruptures/Explosion/No Fire		Detector Activation/No Fire	2
Rupture from steam	1	Alarm Activation/No Fire	24
Excessive heat/burn/no burn	2	CO Activation/No Fire	12
Hazardous Condition/No Fire		Fire	
Flammable liquid spill	5	Building Fire	13
Gas leak	4	Cooking Fire, Confined	10
CO Incident	15	Trash/Rubbish Fire	3
Heat From Short Circuit Wiring	4	Fire in Portable Building/Dumpster	3
Power Line Down	12	Vehicle Fire	14
Arcing/Shorted Equipment	12	Grass/Brush Fire	6
Misc. Condition	3		

Mutual Aid Report

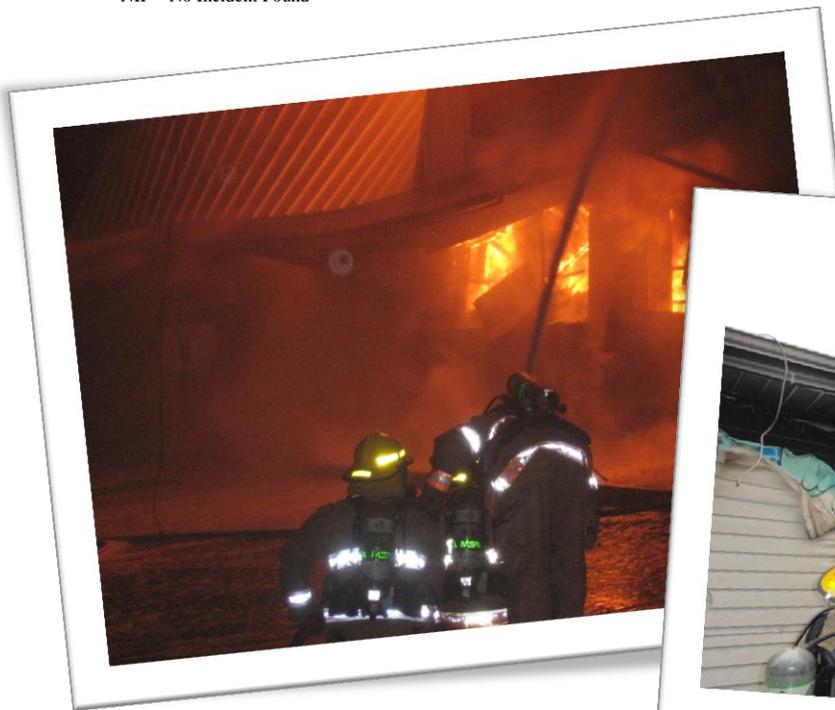
Mutual aid is an agreement between fire departments to assist each other when called for emergencies by responding with available staffing and apparatus. The Columbia Heights Fire Department works closely with surrounding departments and has an “automatic” mutual aid agreement with the cities of Fridley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

2011 Mutual Aid Received – (6 Times)

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

Date	Call #	Address	Type of Assistance	Type	Department
3-1	11-0397	201 – 40 th	Building Fire	M	Fridley/St. Anthony
4-29	11-0765	3905 Van Buren	Building Fire	A	Fridley/St. Anthony
5-22	11-0902	Main St/51st Ave	Assist Police	A	St. Anthony
5-22	11-0903	215 – 44 th	*NIF	A	St. Anthony
10-20	11-2081	1315 Buchanan	Cardiac Arrest	M	Fridley
12-13	11-2383	3827 Bakken	Chest Pain	M	St. Anthony

*NIF – No Incident Found





2011 Mutual Aid Given – (26 Times)

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

Date	Call #	Address	Type of Assistance	Type	Department
1-14	11-0078	6805 Channel	Smoke scare	A	Fridley
1-28	11-175	5529 - 6 th	House Fire	A	Fridley
2-8	11-246	6100 Moore Lake	Ring Removal	M	Fridley
3-18	11-520	5400 Central	EMS	O	Fridley
5-9	11-820	University Ave/57 th	MVA w/injuries	O	Fridley
5-10	11-828	6431 University Ave	Hazardous Standby	M	Fridley
5-10	11-830	Roosevelt/30 th	Gas Line Break	M	St. Anthony
5-19	11-889	6431 University Ave	Station Coverage	M	Fridley
5-22	11-902	51 st Ave/Main	Tornado Damage	M	Fridley
7-1	11-1165	5330 Industrial	Business Fire	M	Fridley
7-13	11-1310	590 Kimball	Garage Fire	A	Fridley
7-16	11-1324	37 th Ave/Coolidge	Flood Assistance	M	St. Anthony
7-16	11-1327	201 Rice Creek	Station Standby	M	Fridley
7-16	11-1329	6431 University Ave	Station Standby	M	Fridley
8-1	11-1466	St. Anthony	Lightning Strike	A	St. Anthony
8-18	11-1596	7478 West Circle	Trailer Fire	A	Fridley
9-16	11-1809	Fridley	Cancelled En Route	A	Fridley
9-22	11-1861	550 Osborne	Dispatched/Cancelled	A	Fridley
9-23	11-1871	5851 East River Road	Building Fire	M	Fridley
9-30	11-1945	425 - 45 th Ave	Hazmat Release	M	Fridley
10-11	11-2035	Fridley	Fall/Fracture	O	Fridley
10-24	11-2101	6545 Monroe	Structure Fire	O	Fridley
10-24	11-2102	5190 Buchanan	Flu Symptoms	O	Fridley
11-3	11-1278	7437 West Circle	Mobile Home Fire	A	Fridley
11-19	11-2225	East River Road/44 th Ave	MVA w/injuries	O	Fridley
11-21	11-2240	161 - 83 rd Ave	Medical	M	Fridley

*NIF – No Incident Found

Fire Loss Report

2011 Structure Fire Incidents with Property Loss

Date	Call #	Address	Occupancy Type	Cause of Fire	Prop Loss
3-1-11	11-0397	201 – 40 th Ave	Single Family	Undetermined	75,000
3-7-11	11-0441	907 – 46 ½ Ave	Apartment	Stove Element	27,000
4-29-11	11-0765	3905 Van Buren St	Single Family	Unattended Candle	100,000
8-19-11	11-1598	4317 – 3 rd St	Rental	Melted Brown Sugar & Debris on Freezer Compressor	20,000
8-27-11	11-1667	3910 McKinley St	Porta Potty	Undetermined	1,000
9-4-11	11-1724	1735 Fairway Dr	Single Family	Unattended Candles	1,000
9-23-11	11-1865	4540 Tyler St	Rental	Child playing with Lighter	200
9-27-11	11-1889	1515 – 44 th Ave	Assisted Living	Cigarette	600
12-13-11	11-2382	4001 University Ave	Gas Station	Undetermined	357,000
Total 2011 Structure Fire Property Loss (9 incidents) - estimated figures					\$581,800



2011 Vehicle Fire Property Loss Summary

Total 2011 Vehicle Fire Property Loss (4 incidents) - estimated figures	\$21,000
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Casualty Report

2011 Fire Service Casualties

Date	Call #	Name	Injury	Cause
11-4-11	11-1289	Paid-on-Call Firefighter	Needle stick	Needle not in Sharps Container
12-19-11	Training	Fulltime Firefighter	Shoulder	Defensive execution

2011 Civilian Casualties

Date	Call #	Name	Injury	Cause
4-18-11	11-0698	Adult Female	Smoke Inhalation	Unattended Stove Fire
9-27-11	11-1889	Adult Female	Smoke Inhalation	Careless Smoking Materials

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 2009, which covers the years 2010-2012. A 10-Year comparison of the number of calls to the City of Hilltop is reflected in the chart below.

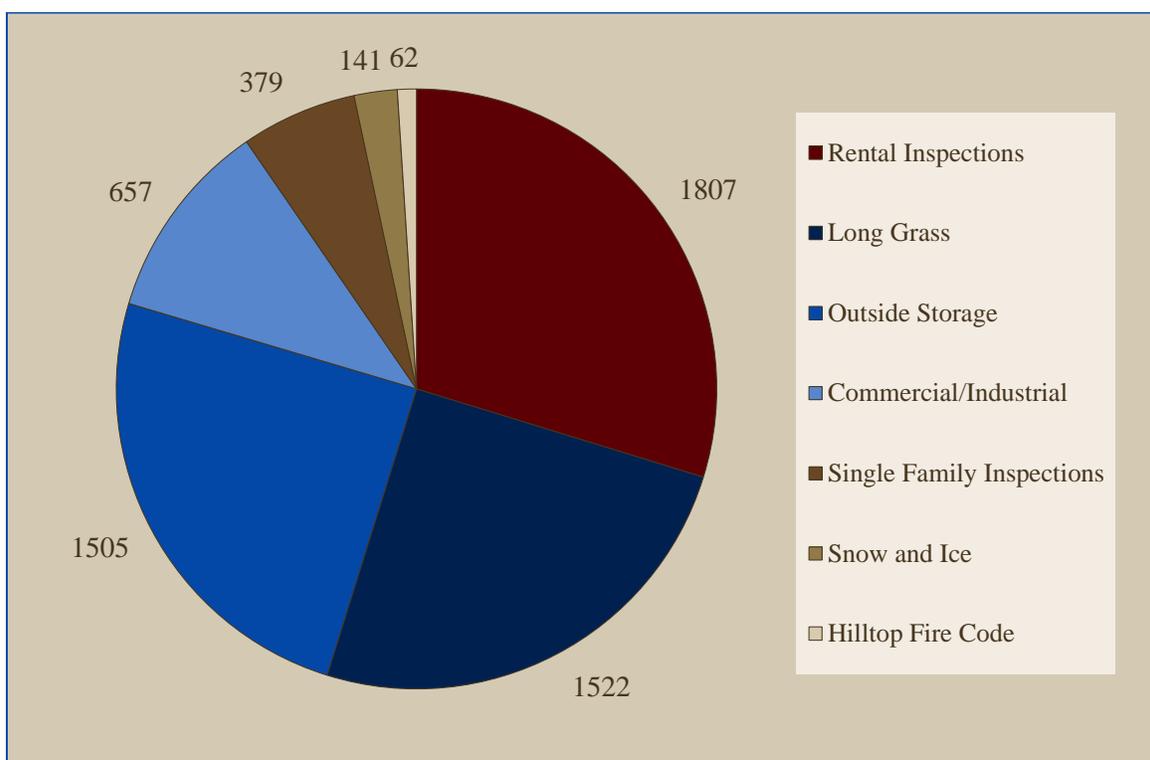


Inspection Report

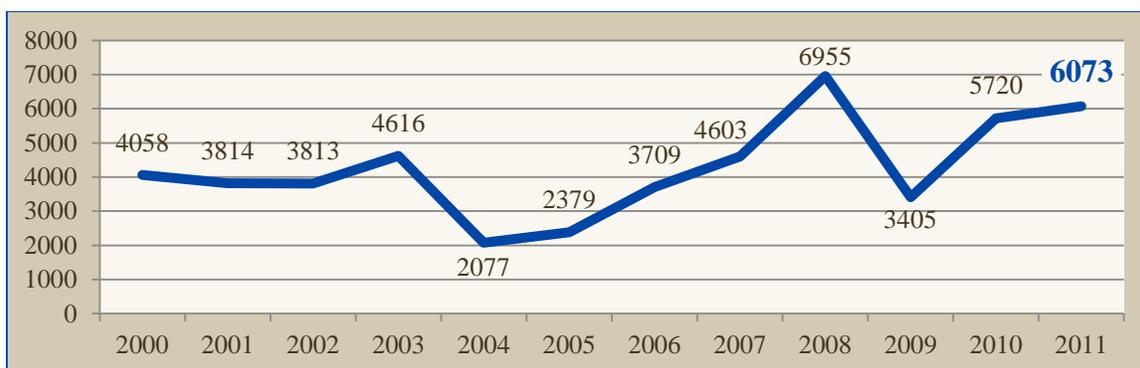
The Fire Department Inspection Program is supervised by the Assistant Fire Chief and involves the six full time firefighters as inspectors. All inspectors are cross trained for both fire and property maintenance inspections, allowing for flexibility in scheduling.

The fire department conducted a total of **6,073** inspection and license activities during 2011 and staff entered 8,170 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.

2011 Number/Type Inspection Summary



Total Inspections by the Year

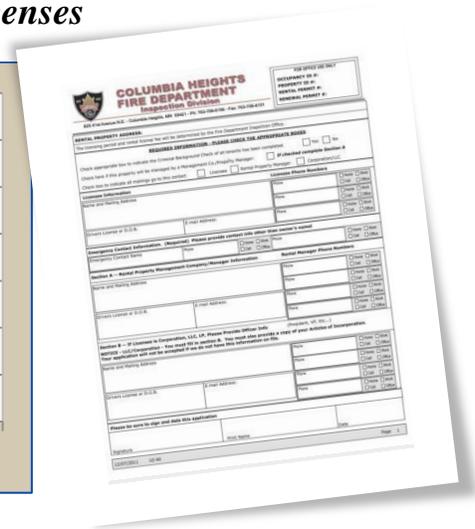
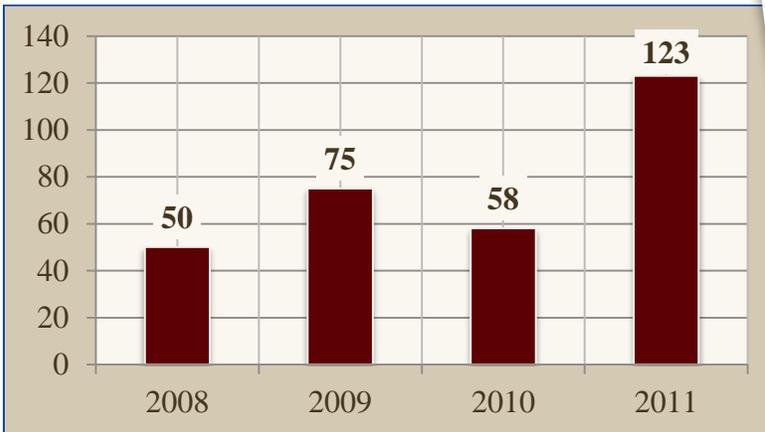


The amount of rental properties continues to increase as many of the foreclosed properties are being purchased as investment properties. In 2011, there were 123 new rental licenses. Interiors of rental properties are on a cycle to be inspected every two years and exteriors and common areas are inspected on an annual basis. Complaint inspections are inspected in a timely manner.

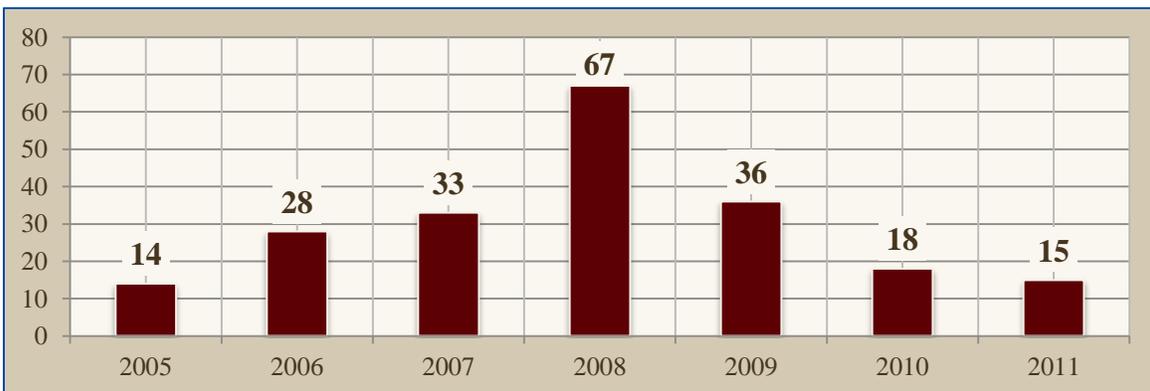
Number of Rental Licenses



Number of New Rental Licenses

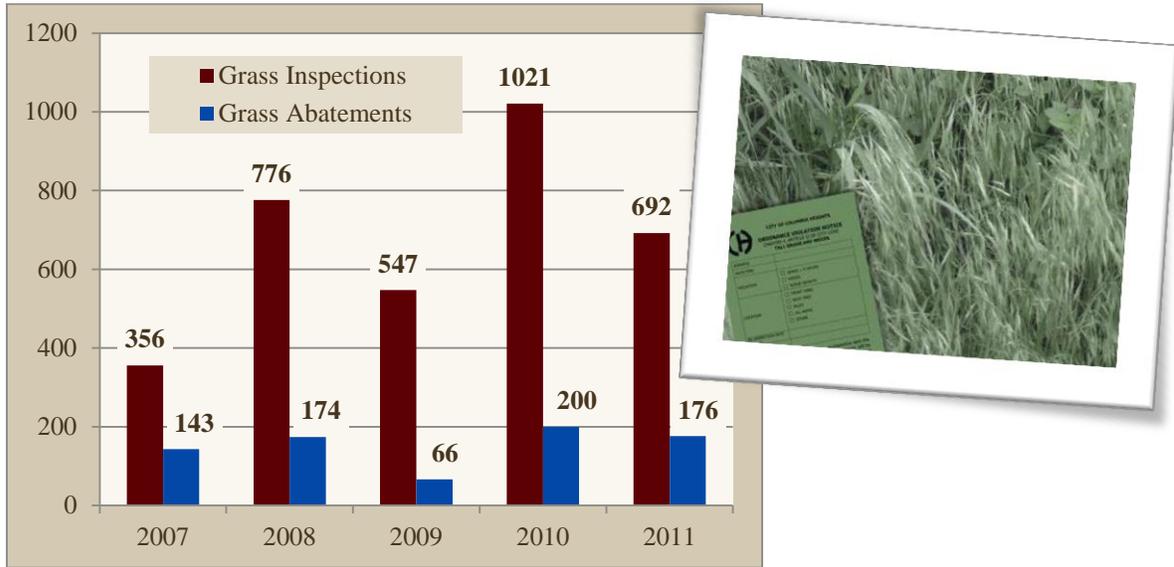


Number of Rental License Revocations



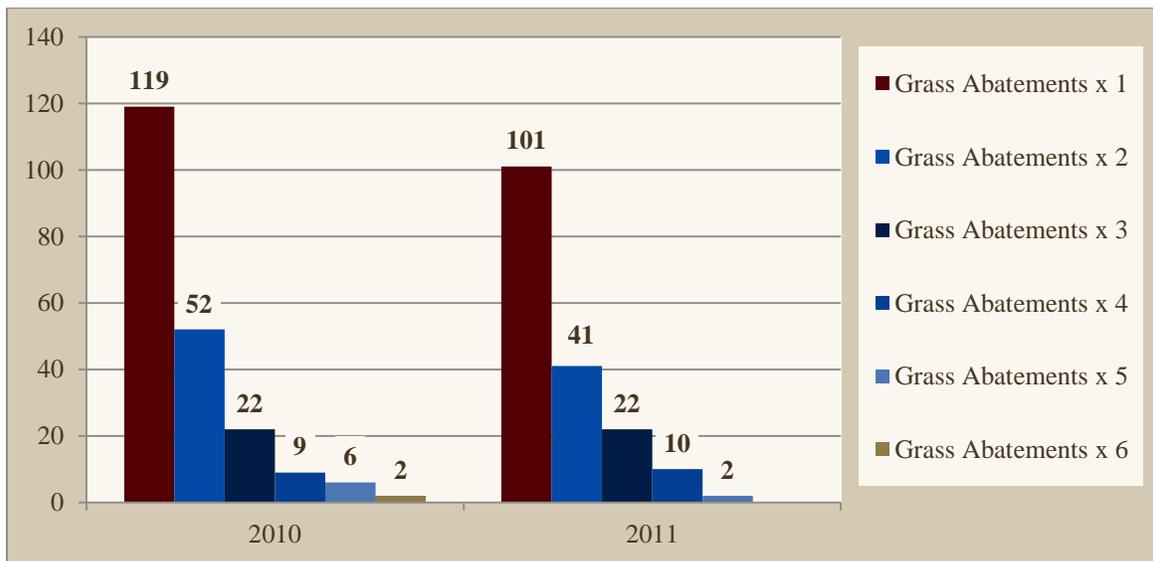
The Fire Department enforces the City Codes that do not allow the growth of long grass, weeds, and scrub growth over nine inches tall on any property. If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are abated. The graph 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 2010 there were two properties that a contractor had to cut the grass six times at.

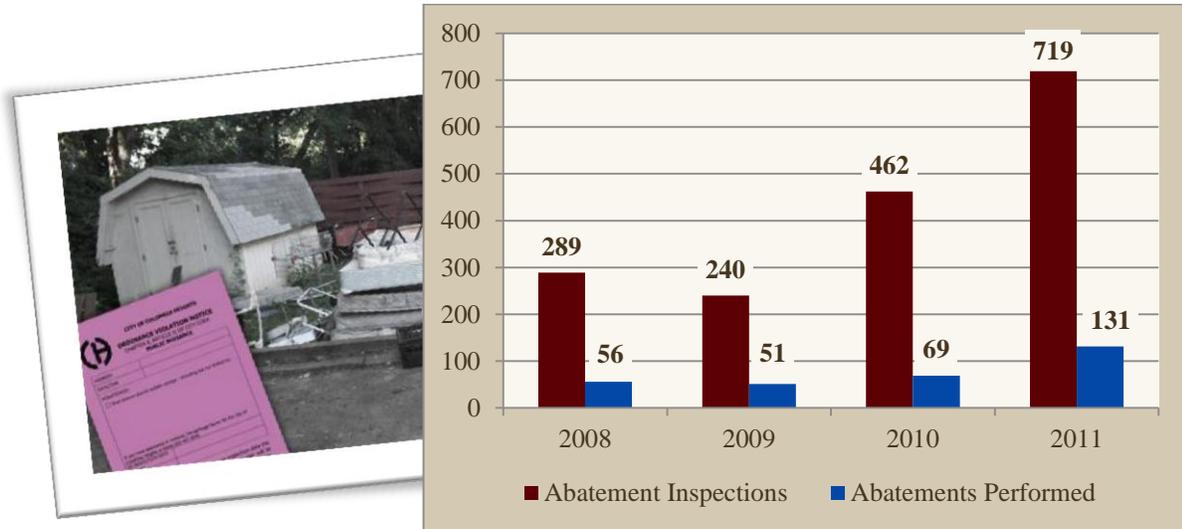
Number of single and multiple abatement breakdown



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.

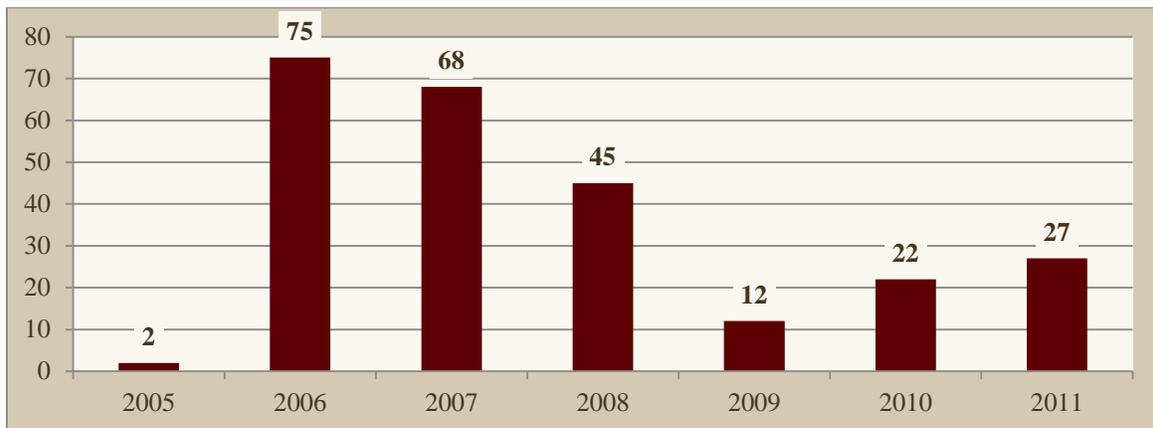
If a violation is found, a notice is placed on the property, a follow up inspection is performed, and any outstanding violations are corrected by a contractor. These corrections are called “Immediate Abatements”. The graph below shows the total number of times a contractor was assigned to abate an outside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



Foreclosed and vacant properties continued to be a problem in 2011. The Fire Department continued its periodical inspections of known vacant properties to check for occupancy and security. These added vacant property inspections were beneficial to the appearance and security to our neighborhoods.

Public Education and Fire Prevention



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.

The Open House in October had beautiful weather and had a crowd of approximately 400 people in attendance. The Open House presented a stronger focus on education activities to engage people with our fire prevention messages.

The Fire department continues to provide blood pressures free of charge to the public seven days a week. Once a month on a Friday morning, the fire department provides blood pressure checks for the seniors at Murzyn Hall and in 2011 the fire department took 148 blood pressures with this program.



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



In 2011, numerous requests for firefighters to speak to outside organizations were arranged. In 2011 the Columbia Heights Fire Department had 111 fire prevention contacts which allowed them to speak to approximately 1,270 people about fire prevention.

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.

Explorer Division Program

In 2011, the Explorer Division consisted of 12 explorers and five advisors, who volunteered their 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.



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 2011, our members spent over 2,516 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. Budgetary restrictions in the past few years have left only 24 hours of scheduled shift time on Saturdays available for the station duty program. The program previously had an additional 24 hours of scheduled shift time and one of the goals for 2012 is to reinstate part of that time to make more shifts available for the paid-on-call firefighters to work.



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.

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 2011, he was involved in five (5) peer support activities.

Apparatus/Equipment - Fire Department Fleet



FIRE CHIEF

2001 Ford Expedition – Cost \$44,270

ASST. FIRE CHIEF

2000 Ford Crown Victoria – Cost \$20,358



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'



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

2007 Ford F-350 Light Rescue/Utility
Cost \$47,048

2011 Staffing Changes

Paid-On-Call Division, Leave Of Absence

Guislain K. Muvundamina	January 16, 2011 to May 13, 2011
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Guislain K. Muvundamina	August 18, 2011 to December 14, 2011
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Paid-On-Call Division, Appointments

Cody A. Cavett	August 1, 2011
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Emily L. Cramble	May 1, 2011
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Jacob W. Gillespie	May 1, 2011
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Zachary D. Hollingsworth	August 1, 2011
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Alexander M. St. Martin	August 1, 2011
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Jeffrey T. St. Martin	August 1, 2011
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The Columbia Heights Fire Department had one firefighter retire after 23 years of service in the past year. Two firefighters resigned because they moved out of the city or because of job and family commitments.

Their commitment and their time of service to the Columbia Heights Fire Department are greatly appreciated.

Retirement

Steven D. Hall	Served from April 1, 1988 to June 1, 2011
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Resignations

Timothy K. Ryan	Served from November 7, 1994 to November 21, 2011
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Zachary D. Hollingsworth	Served from August 1, 2011 to December 31, 2011
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Roster of Members

Columbia Heights Fire Department

December 31, 2011

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/FMO	11/3/78
Matthew D. Field	Captain/EMT/FMO	8/20/80
Daniel L. O'Brien	Captain/EMT/FMO	10/1/95
Richard J. Hinrichs	FF/EMT/FMO	7/2/86
Thomas A. Mattson	FF/EMT/FMO	1/1/99
Anthony G. Cuzzupe	FF/EMT/FMO	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	8/1/09
Cody A. Cavett	FF/EMT	8/1/11
Emily L. Cramble	FF/EMT	5/1/11
Jesse D. Dittbenner	FF/EMT	7/24/09
Thomas K. Flermoen	FF/EMT	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
Zachary D. Hollingsworth	FF/EMT	9/1/11
Donald W. Kostohryz	FF/EMT/FMO	2/1/06
Cory L. Mattson	FF/EMT	9/1/09
Robert A. Miller	FF/EMT/FMO	1/1/09
Guislain K. Muvundamina	FF/EMT*	11/1/07
Troy D. Neurauter	FF/EMT/FMO	10/1/02
Robert J. Niznik	FF/EMT/FMO	1/1/99
Brian J. Polski	FF/EMT	5/1/10
William T. Shutte	FF/EMT	3/1/10
David S. Sims	FF/EMT/FMO	10/1/02
Alexander M. St. Martin	FF/EMT	8/1/11
Jeffrey T. St. Martin	FF/EMT	8/1/11
Benjamin E. Uden	FF/EMT	6/1/07
Tou Vang	FF/EMT	9/1/09

FF - Firefighter

EMT - Emergency Medical Technician

FMO - Fire Motor Operator

* - Leave of Absence

PUBLIC WORKS



2011 Annual Report

CITY OF COLUMBIA HEIGHTS
PUBLIC WORKS DEPARTMENT
2011 ANNUAL REPORT

The Columbia Heights Public Works Department provides several basic services to the residents of Columbia Heights. The services most recognized are the maintenance of city streets, parks, water mains, 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 the Refuse Collection, Recycling and Hazardous Waste Programs, administration of the Tree Management Program, implementing special projects such as the Sump Pump Disconnect Program or Water Meter Replacement Program, implementing State and Federal mandates such as the City NPDES permitting requirements, and responding to a variety of emergency Public Works needs at all times.

In 2011, Public Works continued performing its usual duties of street patching and repair, snow plowing and ice control, tree trimming, street sweeping, park facility maintenance and turf maintenance, athletic field preparation, maintaining a systematic program of water main and sewer main maintenance, testing to ensure our drinking water meets or exceeds all State and Federal requirements, performing repairs of water main breaks, maintaining our sanitary lift and water pump stations, continuing vehicle and equipment repair and preventive maintenance, and the design and inspection of construction projects. Major accomplishments in 2011 included the following:

- Continuation of our annual Street Seal Coating program – in 2011 the emulsion application to a polymer additive to improve aggregate retention and longevity of the seal coat.
- Our annual Water Main Cleaning and Lining resumed following a 1-year suspension by Minneapolis due to budget considerations. This has been a very successful program to improve water quality in our distribution system.
- The Sanitary Sewer Lining Program in 2011 was the largest ever, combining the 2011 with the 2012 program to complete the lining in Sewer District 2.
- A City-wide program to replace all of the residential water meter batteries was completed in 2011. Originally installed in 1999 and 2000, the original water meters came with ‘7’ year batteries – getting this completed in 2011 allowed the City to maximize the advertised life of the original installation.
- Ramsdell Park was reconstructed with a new athletic field, playground, shelter and trails. This project again demonstrated a cooperative benefit working with our school district for recreational programming and the cost of a shared ballfield. The new playground also benefitted from a 50/50 cost share grant with the manufacturer.
- The City received an ARRA grant for energy efficiency improvements to replace 40+ year old HVAC boilers at MSC and the Library.
- A major renovation was completed under budget to the MSC main floor. The extensive work involved concrete removal, rebar replacement, and a new traffic coating to the entire floor. While traffic coatings should be reapplied about every five years, I do not expect that this type of work would be necessary for another 20 years.
- The planning and design of the complete rehabilitation of the Argonne Lift Station was initiated in 2011, with construction in 2012. This is the first of two lift station replacements planned with the Chatham Road 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 2011 and McKenna Park will have a new, updated playground in 2012.
- Another major project was surface water improvements to the MSC rear yard to provide for surface treatment and operational improvements related to storm water improvement. The work is planned to be completed in 2012.
- The final phase of the Sump Pump Disconnect Program was completed this year with over 2,250

- properties inspected. A tremendous cost savings was recognized by combining the remaining properties with the water meter battery replacement program.
- Staff is also continuing to investigate Inflow and Infiltration (I/I) in Sanitary Collection District 2 by conducting additional flow testing and televising 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 work being completed, the focus will shift to private line sources.
 - The Utility Department continued the annual Sanitary Sewer Line Cleaning Program, focusing on problem areas within the sanitary sewer system and then moving to major collection zones, with over one-third of the entire system being cleaned in 2011.
 - Other significant projects are: completion of the Zone 6 Street Rehabilitation Zone project. The Street Zone Rehabilitation Program will be suspended for two years following the 2012 work.
 - 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.

The attached reports by the various groups in Public Works provide an overview of the department's many activities. These reports are comprised of words and numbers, but it must be remembered that these accomplishments are only possible through the dedication of the people 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 here. Few people realize that in addition to normal maintenance operations, every time there is a heavy snowfall, a major water break or an emergency repair, or a sewer plug, Public Works employees respond no matter what time of day or night. Many times while the rest of us enjoy time with our families, Public Works employees are instead clearing the streets of snow or making sure that our residents have water or their sewers work properly.

I would like to take this opportunity to thank the City Council and City Manager for their support, confidence and guidance. The service to the community of the Park and Recreation Commission and Traffic Commission is to be commended. My thanks to all City employees for their continued spirit of cooperation. Finally, a personal thanks is extended to the hardworking and dedicated employees of the **Public Works Department**.



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

ENGINEERING AND CONSTRUCTION ACTIVITIES

2011 ANNUAL REPORT

I. PERSONNEL

There was one change in permanent personnel in the Engineering Department. James Molinaro, Engineering Technician III, retired after 36 years with the City. His knowledge of and dedication to the City, as well as his demeanor as a co-worker, will be missed. Scheduled temporary positions were filled.

EMPLOYEES

- One Maintenance Worker position remained unfilled January 1, 2011 to December 31, 2011 as a result of budget reductions.
- Karl Pope, Utility Maintenance Worker, was off for 14 weeks for medical reasons.
- Ed Raati was on Active Duty Military leave from October 3, 2011 to December 31, 2011.
- Four Public Works employees volunteered to take the equivalent of two weeks unpaid furlough and two employees took the equivalent of one week unpaid furlough in 2011 resulting in budget cost savings.
- Jim Molinaro, Engineering Technician III, retired October 7, 2011.

II. PUBLIC ASSESSMENT HEARINGS HELD DURING THE YEAR

A. **2011 STREET REHABILITATION – ZONE 6** **PROJECT 1102: PIRs 2011-Z6-02-001 AND 2011-Z6-44-001**

Full Street Reconstruction

6th Street, 40th Avenue to 44th Avenue

Street Mill and Overlay

4th Street, 42nd Avenue to 44th Avenue

B. **2011 STREET IMPROVEMENTS – SEAL COAT OF ZONE 5** **PROJECT 1101: PIR 2011-Z5-01-001**

University Service Drive	45 th Avenue to 48 th Avenue
4 th Street	44 th Avenue to 47 th Avenue
5 th Street	44 th Avenue to 48 th Avenue
6 th Street	47 th Avenue to 48 th Avenue
7 th Street	44 th Avenue to 47 th Avenue
Washington Street	44 th Avenue to 46 th Avenue
Madison Street	44 th Avenue to CDS north of 45 th Avenue
46 th Avenue	7 th Street to Jefferson Street
46½ Avenue	Jefferson Street to Monroe Street
47 th Avenue	University Service Drive to Jefferson Street

III. PROJECTS

A. CONSTRUCTION WORK

1. Project 0906 – Gateway Pedestrian Bridge *

B. DESIGN AND CONSTRUCTION WORK

1. Project 1100 – Miscellaneous Concrete Repairs and Installations
2. Project 1101 – Zone 5 Seal Coat
3. Project 1102 – Zone 6 Street Rehabilitation
4. Project 1104 – Sanitary Sewer Lining
5. Project 1106 – Ramsdell Park*

6. Project 1107 – Replace Boilers (Heat) Library and Municipal Service Center*
7. Project 1108 – Municipal Service Center Floor Repair and Coating

C. DESIGN WORK

1. Project 1109 – 50th Avenue Turn Lane
2. Project 1110 – Hart Boulevard Trail
3. Project 1111 – Alley Construction, Jackson to Van Buren, North of 40th
4. Project 1112 – Alley Construction, 4th to 5th, South of 43rd
5. Project 1114 – Argonne Lift Station*
6. Project 1200 – Miscellaneous Concrete Repairs and Installations
7. Project 1201 – Zone 6 Seal Coat
8. Project 1202 – Zone 7 Street Rehabilitation
9. Project 1206 – Municipal Service Center Storage Yard

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

IV. OTHER MISCELLANEOUS WORK PERFORMED

- A. Warranty inspections on completed construction projects and review of corrective work done by contractors. Prepared record drawings of public improvements.
- B. Addressed drainage concerns on residential properties.
- C. Street striping, Citywide.
- D. Update sign inventory, Citywide.
- E. Miscellaneous surveys, traffic counts and reports as required.
- F. Traffic Commission agenda and meetings.
- G. Implementation of Special Assessment module.
- H. GIS database expansion and metafile development. Implementation of CityWorks software.
- I. Administered lot splits after approval by Planning and Zoning Commission.
- J. Review of building permits.
- K. In-house and off-site seminars to enhance job knowledge and performance.
- L. Department budgeted purchases.
- M. Annual NPDES hearing, report and implementation of best management practices (BMP).
 - a. Annual training in support of NPDES BMP's.
- N. DPW Hansen was involved during the year as a representative of the City on the Six Cities and Rice Creek Watershed Management Districts.
- O. Six Cities Watershed Management Organization ceased operations and folded in 2011.

PUBLIC WORKS MAINTENANCE ACTIVITIES

2011 ANNUAL REPORT

CAPITAL EQUIPMENT PURCHASES

Park Department

- John Deere Zero Turn riding lawn mower

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 SYSTEM MAINTENANCE

- Sanitary sewer cleaning
 - Collection District #1 – Trouble lines – annual cleaning 58,803 feet
 - Collection District #1 – Routine cleaning – 44,178 feet
 - Collection District #2 – Trouble lines – annual cleaning 2,879 feet
 - Collection District #2 – Routine cleaning (completed once every three years)
 - Collection District #3 – Trouble lines – annual cleaning 24,173 feet
 - Collection District #3 – Routine cleaning (completed once every three years)
 - Total 130,042 feet 24.6 miles
- Sanitary sewer televising
 - Collection District #1 – 6,756 feet
 - Collection District #2 - 5,301 feet
 - Collection District #3 - 180 feet
 - Total 12,237feet or equal to 2.3 miles
- 35 clogged sanitary sewer lines – private
- 16 clogged sanitary sewer lines – city

SANITARY SEWER LIFT STATION MAINTENANCE

- Argonne lift station – Repaired pump #2. Cleaned wet well and dry well.
- Chatham lift station – Replaced alternator relay and motor starter contacts. Replaced dehumidifier. Repaired Pump #1. Cleaned wet well and dry well.
- Sullivan lift station — Cleaned wet well and dry well.
- Silver Lake lift station – Replaced pressure sensor. Replaced ventilation fan. Rewired pump control switches. Replace UPC. Repaired wet well access hatch. Replaced Pump #1. Cleaned wet well and dry well.

SANITARY SEWER SYSTEM IMPROVEMENTS

- A citywide sump pump inspection program initiated in 2004/05 to identify sump pumps that are illegally connected to the sanitary sewer system is approximately 98% complete. In 2011, RMR Services, a private contractor, was hired to complete the sump pump inspections concurrent with the Residential Water Meter Battery Replacement program. Disconnecting sump pumps from the sanitary

sewer system will reduce the quantity of clear water that requires treatment and will minimize the possibility of having a sanitary sewer surcharge back up into basements during heavy rain events.

- Contracted with Insituform to line the following sanitary sewers:
 - 6th Street from 40th Avenue to 1st manhole north of 42nd Avenue
 - 5th Street from 40th Avenue to 1st manhole north of 42nd Avenue
 - 4th Street from 40th Avenue to 2nd manhole north of 42nd Avenue
 - Washington Street from the 1st manhole north of 41st Avenue to 1st manhole north of 42nd Avenue
 - 42nd Avenue from 5th Street to 7th Street
 - 40th Avenue from University Avenue to 2nd Street
- Contracted with Infratec to line and pour inverts in the following manholes
 - Manhole # 35A13 located in the intersection of 43rd Avenue and Monroe Street
 - Manhole # 35A14 located in the street in front of 4312 Monroe Street
 - Manhole # 35A02 located in the street in front of 4318 Washington Street

WATER SYSTEM MAINTENANCE

- Repaired a total of 17 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 the following location:
 - 53rd Avenue and 4th Street
- All fire hydrants were checked for proper drainage in the fall.
- Repaired 5 fire hydrants
- Replaced 0 fire hydrants
- Repaired 2 gate valve stacks
- Water tower – replaced the UPC serving the SCADA system
- Pump Station #3 - replaced coupling between motor and pump - pump #1

WATER SYSTEM IMPROVEMENTS

- Water tower security – man gate in chain link fence was converted to proximity card access, used city-wide.
- Water main cleaning was completed on Johnson Street from 49th Avenue to Lincoln Terrace, Lincoln Terrace between Johnson Street and Pierce Terrace, Pierce Terrace from Polk Place to Matterhorn Drive, Polk Place from 50th Avenue to Pierce Terrace, and Polk Circle.
- All residential water meter batteries were replaced in 2011 by RMR Services.

WATER METERING – INSPECTION – LOCATION - TESTING

- Installed 34 water meters
- Frozen meters – 10
- Frozen pipes inside building – 5
- Investigated 18 high water bills
- Delinquent account shut offs - 98
- Shut off one business service due to winter vacation.
- Investigated two low water pressure complaints.
- Investigated 10 rusty water complaints.
- All service curb stops in the proposed 2012 water main cleaning and lining project area were located.
- Water service turn on associated with property that is in foreclosure - 77
- Water service shut off associated with property in foreclosure - 29
- Curb box repair associated with past due payments – 28
- Curb box repair associated with the water main cleaning and lining project - 14
- Gopher State One-Call request for utility locations – 2,057
- Inspected 37 sewer and water service installations and repairs
- Coliform Bacteria Test – City-wide weekly – (5 sites, 240 samples per year.)

- Fluoride testing – weekly (1 site, 52 samples per year.)
- THM and HAA5 testing (1 site, 4 times per year.)
- Lead and Copper Testing – (30 samples, once every three years) testing was done in 2010.

STORM SEWER SYSTEM MAINTENANCE

- Monitored the level of lakes and ponds from April to October. Inspected after rainfall events.
- Cleaned retention pond outfall structures City-wide after every major storm event.
- Cleaned catch basin grates City-wide after every major storm event
- Cleaned 29 catch basins that were clogged below grade.
- Repaired 12 catch basins following a condition survey.
- Cattails were treated to prevent growth around Prestemon pond inlets and outlets. Algae treatment was applied to Labelle Pond. Treatments were applied by Lake Restoration.
- Secondary Pond – Algae treatment was applied. Cost is billed back to properties that adjoin the secondary pond.

STORM SEWER SYSTEM IMPROVEMENTS

- Silver Lake Beach sedimentation ponds – invasive plants were weeded out by hand.
- Huset West Park sedimentation pond – invasive plants were weeded out by hand.

STREET MAINTENANCE

Paving, Patching, and Crack Sealing

- | | |
|--|---------------------|
| • Pave water break excavations | 352 tons of asphalt |
| • Paving asphalt streets City-wide | 280 tons of asphalt |
| • Street repair (water main cleaning and lining project) | 104 tons of asphalt |
| • Seal Coat project | 133 tons of asphalt |

Snow and Ice Operations

- Continue evaluating application procedures and calibrating application rates for effective ice control
- Plowing and ice control citywide – 7 times
- Ice control only citywide – 19 times
- Scrape/remove ice from alleys and alley ends as needed
- Set out sand barrels and fill as needed
- Purchased 550 tons of treated salt (Clear Lane). Seasonal use of salt, estimated 375 tons. Seasonal use of sand 25 tons. Approximately 285 tons of treated salt was stored in the salt shed for use in the spring and fall of 2012.
- Snow was removed from the designated snow removal route 3.5 times.
- Purchased a Henke adjustable V-Plow for plowing snow in alleys.

Street Sweeping

- Citywide Streets: complete rounds (2 spring, 2 fall) = 528 lane miles
- Citywide Alleys: 2 complete rounds (1 spring, 1 fall) = 108 lane miles
- City Parking Lots: 1 complete round
- Downtown district as needed
- Low areas were swept after every major rain event
- Early (first out) spring sweep of watershed areas – NPDES
- Sweeping of special needs areas as needed.
- Estimated total for 2011 street sweeping: 700 lane miles.

Debris Disposal

- City hauled (474 yards – est.) of street sweepings to the MnDOT site.
- City hauled (912 tons – est.) of asphalt and concrete rubble to Belair Excavating.

- The City contracted with Morrell and Morrell for leaf disposal (800 cubic yards of leaves to the compost site.)
- Water main break soil (560 tons) was disposed of by using it as fill for the Grand Central property.

Miscellaneous Projects

- JPM Rear Parking Lot - construct concrete spillway for backdoor to the center of the parking lot, to improve storm water runoff and improve pedestrian safety.
- 42nd Avenue and University Pedestrian Bridge - improved the pathway that leads to the west side of the bridge. Removed trees and brush. Removed existing asphalt and retaining wall. Graded area and constructed new pathway.
- Worked with surrounding communities for equipment share and networking

TREE MAINTENANCE AND CARE

- Three Dutch Elm Disease inspections citywide - June, July and August
- One hazardous tree inspection citywide.
- 180 diseased trees removed: 61 public, 119 private
- Removal of Ash trees that are severely stressed began as a proactive measure to control Emerald Ash Bore.
- Nick's Tree Service was contracted for diseased and hazardous tree removals.
- Boulevard tree trimming citywide: request basis
- Trimmed limbs blocking street signs citywide.
- Park tree trimming as needed. Woodchip mulch was placed around the trunks of young trees.
- Tree planting was limited to Arbor Day celebration planting due to budget constraints.

PARK MAINTENANCE

- Mowing operations – turf maintenance at 62 locations throughout the City
- Since 2006, in response to request by residents to improve the appearance of the University Avenue ROW, the City of Columbia Heights has assumed responsibility for maintaining the University Avenue ROW from 37th to 53rd Avenues. This area was mowed 5 times in 2011.
- Shrub bed maintenance – shrub maintenance at 20 locations throughout the City. New shrub beds were constructed at Ramsdell Park.
- Softball field maintenance – fields were prepared for games 245 times.
- Softball field maintenance – base standards were replaced, infield berms were removed, and ag lime was added.
- Soccer and football field maintenance – 8 fields
- Skating rink maintenance - (6 rinks – 2010/11 and 2011/12) . No rinks were created at Gauvitte Park due to a history of no use.
- Picnic and other activities – parks were reserved 99 times.
- Wading pools – opened June 7th and closed September.6th
- Huset Park - The sand filter for the wading pool was replaced.

PARK IMPROVEMENTS

- Keyes Park
 - Twelve trees were planted, near the top of hill along Reservoir Boulevard.
- Labelle Park
 - Fifteen trees were planted in the area west of the 42nd Avenue parking lot.
 - One tree was planted next to the park entrance sign at 40th Avenue and Circle Terrace.
- Ostrander Park
 - Twelve trees were planted along 40th Avenue and Polk Street
- Prestemon Park
 - Three trees were planted north of 39th Avenue
- Silver Lake Beach Park
 - A new park entrance sign was purchased for 45th Avenue and Stinson Boulevard.

- Sullivan Lake Park
 - Tennis court was resurfaced and painted.
 - Three pine trees were planted
 - HOT BOX for disposal of hot charcoal was installed by the picnic shelter
- Ramsdell Park
 - Partial reconstruction of park – girls softball field, picnic area, new playground, walking path, irrigation, storm water detention area and two parking lots were constructed.
- McKenna Park
 - Park house was re-shingled and fascia was clad with aluminum.
- Huset Park
 - The backstop fence for Field #5 was remodeled to improve player access and safety.
 - Guardrail posts along the south side of the alley were replaced.
 - Raised flower bed – perennials were removed and replaced with shrub roses, ornamental grasses and ornamental rock to reduce maintenance.
 - HOT BOX containers for disposal of hot charcoal were installed by the Huset West Park picnic shelter.
- University Avenue Right-of-Way
 - The grass was mowed five times, the shrub beds and trees were mulched with woodchips and the trees were pruned.
- All Parks
 - Recycling containers were placed by the garbage containers in all of the major parks to encourage recycling.
- Miscellaneous Improvement Projects
 - Six trees were planted at the Library to replace Ash trees that had been removed.
 - Central Avenue and 49th Avenue pedestrian bridge - Turf area was top dressed with compost and seeded.

MUNICIPAL SERVICE CENTER IMPROVEMENTS

- The main level garage concrete floor underwent major concrete and rebar repair and a new traffic coating was applied.
- The main boiler was replaced to reduce heating costs; funded through an ARRA grant.
- A storm septic was installed in the Municipal Service Center yard to keep erodible soil, debris, and floatables originating in the yard from entering the storm sewer system.

CENTRAL GARAGE

- The Central Garage generated 2,326 work orders and 2,578 chargeable hours at \$62 an hour, with a \$2.00 surcharge per work order.
- City fuel purchased 40,490 gallons of unleaded gasoline and 22,000 gallons of diesel fuel. The total cost of fuel purchased was \$186,082 in 2011.
- Major repairs in 2011:

○ Vehicle 0068	Replace rusted dump box	\$10, 153
○ Vehicle 0099	Repair rusted box	\$ 3,367
○ Vehicle 0099	Install new V-plow	\$ 15,293
○ Vehicle 0001	Rebuild transmission	\$ 2,850
○ Vehicle 0101	Replace 800' high pressure hose	\$ 3,331

SPECIAL EVENTS AND ACTIVITIES

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

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

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 eight of these properties are considered multi-dwelling with four or more units. One hundred sixteen properties were not serviced due to various non-occupancy reasons. Over 6,600 refuse carts and more than 120 dumpsters were emptied during an average week.

Solid Waste Disposal:

Solid waste tipping fees increased 4% from 2010 at the Anoka County approved disposal facility (42% since 2009). Contractor charges increased over 3%. The contractor hauled in excess of 6,788 tons of solid waste for disposal, an increase of only 18 tons. Overall 19% of the total solid waste was recycled, 70% disposed at a Refuse-to-Fuel facility, leaving only 11% landfilled by the contractor Veolia ES.

Recycling:

The contractor hauled almost 1,605 tons of recyclables to processing facilities from both curbside and the Recycling Center. This is a 5% decrease from 2010 as it appears the “newness” of single sort is wearing off and recycling fatigue is occurring. Contractor recycling and yard waste charges increased over 3%. The City received a 60% rebate, after processing costs, for curbside recyclable material totaling \$46,955 per our contract with Veolia ES. Below is an updated summary table for 2011 refuse tonnages.

Tons	2010	2011	% Difference
Solid Waste	6,770.06	6,788.73	0%
Recycling	1,698.58	1,604.49	-5.5%
% Recycled	20%	19%	
Yard waste	1427.46	1269.50	-11%

The Recycling Center was open on Saturdays. Below is a material summary table:

MATERIAL	TONS
Cardboard/Paper	13.65
Cans/Plastic	3.49
Glass	1.40
Scrap Metal	18.98
Tires-Tons	1.87

Residents also dropped off used oil and oil filters at the Recycling Center. In addition, a vendor conducted two fluorescent bulb events collecting over 1,000 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, totaling \$2,878 after processing costs.

SCORE (Select Committee on Recycling and the Environment):

Recycling met the SCORE tonnage goal of 1,607 tons as set by Anoka County (after adding other recyclables not collected by Veolia). 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 \$51,546 in SCORE funds.

Other Notes

Thirteen multi-dwelling properties increased their refuse service to ensure they have enough capacity for their tenants. City efforts to remove the small one and two-yard dumpsters resulted in 57 properties utilizing carts, although 31 properties are still using the small dumpsters. Most complaints received at Public Works were missed pick-ups, due to a temporary driver on the route when the regular driver is out, and electronics collection costs. A partial audit of refuse containers was completed in June and identified 60 discrepancies between the service provided and billing. Other various database, map, and route sheet errors were noted and corrected as well.

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 12th consecutive year, Public Works has contracted with Integrated Loss Control Inc. for safety training and record-keeping activities required by state and federal regulations as well as City policy. Public Works is very pleased with the improvement that the safety program has shown under the administrative support of Integrated Loss Control Inc.

Columbia Heights Public Library



2011 Annual Report

CITY OF COLUMBIA HEIGHTS

PUBLIC LIBRARY

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

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M. Rebecca Loader

Library Director

February 8, 2012

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Members of Council
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Library Board of Trustees

Gentlemen and Mesdames:

2011 has marked the eighty-third year of public library service to the citizens of Columbia Heights. From the beginning in December 1928, in a storefront in the Heights Theatre building, the Library has grown as the demographics and the information needs of the area have changed. Over the years, the Library Board and staff have come to recognize the changes in public service and the way information is requested and delivered to the patrons.

The Library's mission is to provide free access to informational and recreational materials for the patrons in a barrier-free environment. Staff has worked over the year to become more proficient with the integrated library system (ILS), to preserve and expand existing programs, to maintain and develop the materials collection, and to help the patrons become more familiar with retrieving information and materials in the electronic age. Major projects for 2011 have included: replacement of the boiler and rooftop HVAC units; scheduling of 21st Century Grant programs; expenditure of year two portion of the Gates Grant for public access computers; substantial weeding and collection development of the circulating collection; launch of new website; Read Dogs; major shifting of materials collection for better display and more efficient retrieval of materials; Museum Adventure Pass program sponsored by Macy's that made free admission available to patrons who checked out passes; Legacy Funds programs; continued high use of the public wi-fi access point; and pursuit of cooperative endeavors with Independent School District #13, the Anoka County Historical Society, and the Anoka County Library.

I would like to thank the staff, Ms. Patricia Sowada, the Library Board of Trustees, Mayor Gary Peterson, the City Council, the Foundation Board, the Public Works crews, Mr. Walt Fehst, Ms. Linda Magee, and Mr. Kevin Hansen for their help and support over the year. Because of the commitment of these people, library service in the City of Columbia Heights will continue to be of a high quality.

Respectfully submitted,



M. Rebecca Loader
Library Director

2011 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY

YEAR IN REVIEW

1928-2011: Eighty-Three 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, Loeffler
- Initial year of in-house custodian for cleaning
- Emergency door alarms, fire extinguishers, security lights, and emergency lights checked
- Building passed annual fire inspection
- Installation of new departmental copier
- Sprinkler system inspected and passed annual test
- Installation of new boiler and rooftop HVAC units
- Copier room tiled and painted
- Storage cabinets installed in Boardroom; damaged window replaced
- Activity Room painted
- Purchase of tables for public PCs
- Loss of trees to disease; landscaping installed and maintained by Public Works
- Installation of painting by local artist purchased through Legacy Funds
- Carpeting, mats, blinds cleaned

COLLECTION

- Development: adult 400-499; 500-599; 600s; adult CD music, non-fiction DVDs, adult books on CD; board books; easy book and CD combinations; anime; YA manga; travel pamphlets
- Adopted weeding schedule improves staff's ability to effectively and efficiently weed the collection; completed easies, junior fiction, graphic novels, YAs, adult reference, S-Z and A-D, nonfiction DVDs, nonfiction 000-642
- Clean easy books and juvenile music CDs
- Magazine collection weeded and mended
- Ten-day book requests added weekly
- Running multiple holds lists during the day makes requested materials available for patron pick-up in a shorter period of time
- Re-label book/CD combos
- Repair adult paperbacks
- Large Print standing orders reviewed and updated
- Continued use of subscription electronic databases: Alldata, Ancestry, JobNow, Novelist, Reference USA, Homework Rescue, Byki, etc.
- Continuations and serials standing orders reviewed and changed
- CD's cleaned, checked
- Reviewed adult, juvenile, and young adult periodical subscriptions for drops and adds
- Shifted juvenile non-fiction
- January 20 launch of Overdrive electronic books

PROGRAMS

- Museum Adventure Pass program continues to be popular and is funded for a sixth year by Macy's; circulation of 524 passes during the year
- "Winter Jackets," Adult Winter Reading Club, is sponsored by MELSA for the third year; CHPL has second largest participation in county
- R.E.A.D. Dogs continues to be filled to capacity

- Immaculate Conception School uses Library on monthly basis
- Adult Book Club meets monthly with staff liaison Renee Dougherty
- Pre-school story times
- Baby Read/Baby Grow
- MacPhail Sing, Play, Learn programs
- “Maintain Your Brain” presented by MELSA
- Legacy program, “Scat: Singing and Swinging”
- Four movie series made possible through Legacy Fund
- Field trips for ELL students
- National Library Week: “Create Your Own Story @ Your Library”
- Friends sponsor “Buddy Up and Read” to provide practice partners for adults learning to read English
- Chad Corrie, comic book artist, presents two-day workshop on writing and illustrating
- Anoka County’s Children and Youth Services Department visit story times to talk to interested individuals about information and services available for families
- National Children’s Book Week celebrated in May
- Summer Reading Clubs: “Bookawocky” enrollment of 869
- Thirteen teen volunteers
- Guest storytellers during summer months
- 21st Century provides funding for numerous cultural programs
- Legacy monies fund “Live @ the Library” on May 21, with events presented at nine buildings
- 8 Wacky Wednesday programs were held during July and August
- Book Club sponsored a visit from David Housewright for discussion of “Highway 61”
- Doug Ohman shared slides from “Libraries of Minnesota”
- American Girl tea
- Class on electronic books and readers presented
- Library Card Sign-up Month celebrated in September
- Teen Read Week: “Picture It @ Your Library”
- October display for Polish/American Month

TECHNOLOGY

- Availability of online electronic databases supplemented by products underwritten by MELSA and the State of Minnesota; additional databases provided by local funding
- Library uses year two of Opportunity Online Hardware Grant Program funded by Bill and Melinda Gates Foundation to replace six public use computers
- New cable equipment and flat-screen television for lobby
- Library moved to City’s fiber network
- Microsoft Office installed on public PCs
- Launched new City website
- Installation of new public copier and print-release station

STAFF

- Marsha: celebrated 17th year as Children’s Librarian, 27th year as Library employee; preschool story times; Heighten the Arts Committee; MELSA webinars; Microsoft Office 2010 training; 21st Century grant programming; Library events calendar
- Cristy: celebrated 10th year as Library Aide; updated Fountas & Pinnell book lists used by ISD 13; displays; bulletin boards; signage; posters; brochures; Microsoft Office 2010 training; Summer Reading Program support materials; statistics for 21st Century Grant; weeding
- Ramon: celebrated 4th year as Library Clerk, 10th year as Library employee; monthly comparison of statistics; paperback orders; lobby theme displays of paperbacks; Microsoft Office 2010 training; special repair calls and solicitation of quotes for projects; Page training; ILL maintenance; ACL last copies; one-page annual report; Read Dogs T-shirt design; website
- Kelly: celebrated 19th 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; Microsoft Office 2010 training; promotional materials for programs related to 21st Century; conducted preschool story times; posters for programs and story times; trainer for library cards; verification of library card reports; magazine location project; Laserfiche entries;
- Becky: celebrated 33 years as Library Director, 37 years as Library employee; staff recruitment; Microsoft Office 2010 training; MELSA webinars; committee on use of Legacy Funds; Gates Opportunity Online Hardware grant; liaison to Foundation Board; City projects as assigned; City Image Committee; READ Dogs; Community Picnic; participation on Anoka County Library Management Team; Strategic Planning for ACL and CHPL; formation of Task Force to study replacement of Library building
- Stacey: celebrated 4th year as Library Clerk-Typist II (Adult), 5th year as Library Employee; Secretary to Library Board; collection maintenance; oversees mending of materials; Microsoft Office 2010 training; Library cable channel programming; Laserfiche entries; Collections coordinator and liaison to Unique Management; training on Tightrope/Carousel; last copy/low circulation project; photographs for building study
- Renee: celebrated 1st year as Adult Services Librarian; At Home Service; selects adult CD's (music and spoken word); selects adult and juvenile DVD's; purchases supplies; MELSA webinars; Microsoft Office 2010 training; liaison to Friends of the Library; slat wall displays; bulletin boards; tax forms program; Community Picnic; custodian contact; Book Sale Cart; "Buddy Up and Read" coordinator; Heights Happenings; ISD 13 new teacher orientation; Safety Committee
- Mai Kao: assumed Children's Librarian position September 2011, school open houses; Library events calendar, 21st Century grant programming; preschool story times; MELSA webinars; Baby Read/Baby Grow story times; Heights Happenings; kindergarten registration; collection development
- John Brosnahan selects juvenile materials for 3-month assignment
- Dan Kleinfehn acts as Children's Department Assistant over summer months to oversee summer programs, teen volunteers, and Reading Club
- Staff receives CPR training by Columbia Heights Fire Department
- Staff participates in Anoka County Library Staff Day 5/12

FOUNDATION

- Foundation celebrates tenth year of existence and eighth year under guidance of citizen Board
- Fundraiser at local Linder's Greenhouse over a week-end in May gives Foundation 15% of all pre-tax sales
- Receive proceeds from Pancake Breakfast sponsored by the Lighthouse
- Board sponsors Spaghetti Dinner with assistance of Tasty Pizza, Culver's, Julienne Wyckoff, Richard and Lotus Hubbard, the Friends of the Library, and the Columbia Heights chapter of Women of Today
- Fundraiser at the Heights Theatre features 1934 edition of "Miracle on 34th Street"
- Foundation receives United Way donations as designated charity
- Foundation Board welcomes new member Gail Olson

MISCELLANEOUS

- Friends: Project Bookshelf (209 books); "Love Your Library" sought patron donations to purchase 88 items for collection; donate monies for books on CD, document storage boxes, tabletop book display; Campbell's Labels for Education program; deliver At-Home materials to patrons; provide volunteers for "Buddy Up and Read"
- Book sale cart continues to be a success; money is used to match Gates Grant to provide new public access computers
- Volunteers put in 735 hours of work, up 34.6% from 2010
- Library enters into 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

GRANTS

The Library was the recipient of the following grants in 2010:

- 21st Century Grant (in conjunction with Independent School District 13); programming
- Gates Online Opportunity Hardware Grant; 6 public-use computers
- Legacy Funds (in conjunction with Anoka County Library): programming and equipment

SUMMARY

Circulation registered at 125,051 items and staff answered 16,601 reference questions. 18,312 residents of Columbia Heights had active library cards in the database of the ILS, and 116,611 people entered the building to use library materials and/or services. CybraryN, the pc management system, recorded 17,211 patrons using the Internet browsers with 741,850 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 the patrons.

Columbia Heights

Did you know?

- 📖 Volunteers donated **735 hours** of time to the CHPL in 2011: **up 34.6%** from 2010.
- 📖 The August gate count was **12,242**: the **highest recorded** in 2011.
- 📖 Staff located **28,504 materials** in the collection for requests by patrons. The most in one week was **762**; the least in one week was **280**.
- 📖 **“Love Your Library”** project sponsored by the Friends raised funds to **purchase 88 classic books and movies**.
- 📖 The CHPL **owns 71,303 items** in the materials collection.
- 📖 **18,312 Columbia Heights residents** have active CHPL cards.
- 📖 **379 programs and meetings** were held in the CHPL meeting rooms in 2011, with a **total attendance of 4,846**.
- 📖 The Friends **collected 209 books** for children and teens through Project Bookshelf. All books were distributed through SACA.
- 📖 **524 Museum Adventure Passes** circulated from the CHPL in 2011.
- 📖 Patrons accessed the internet **17,211 times** through the Library’s public computers.
- 📖 **539 donated** items were added to the materials collection in 2011.
- 📖 **22 part-time and full-time** CHPL employees have a total of **197.5 years of service!**

1928-2011: Eighty-Three Years of Public Library Service in Columbia Heights

2011 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
COLUMBIA HEIGHTS PUBLIC LIBRARY

COLLECTION TOTALS:

DATA SHEET

BOOKS

Fiction 6,999
Large print 1,376
Mystery 2,901
Nonfiction 16,446
SF-Fantasy 524
Western 120
Reference 797

J-BOOKS

Children's 10,571
Easies 6,396
Easyreader 1721
EJ 837
J-REF 69
YA 1,663
Boardbooks 273

PAPERBACK BOOKS

J-PB 2,031
Easies-PB 25
Easyreader-PB 30
EJ-PB 1,208
YA-PB 1,767
Mystery PB 940
SF-Fantasy PB 306
Western PB 618
Romance PB 1,160
Paperback 985

MUSEUM PASSES 58

WATT METERS 4

AUDIO

Cassette 54
CD 2,478
J-CAS E-AV 76
J-CAS J-AV 22
J-CAS YA-AV 2
J-CD E-AV 486
J-CD J-AV 345
J-CD YA-AV 104

VIDEO

DVD 399
DVD-Free 1,330
J-DVD E-AV 12
J-DVD J-AV 100
J-DVD-Free E-AV 329
J-DVD-Free J-AV 170
VHS-Free 224
J-VH-Free 191

PERIODICALS

J-Mag Children's 92
J-Mag YA 199
Ref-Mag 421
Magazine 4,410
Newspaper 4
Pamphlets 27

TOTAL 71,303

TOTALS BY READING LEVEL:

Adult 42,543
Young Adult 3,777
Juvenile 24,983
Total Items 71,303

ADDITIONAL SERVICES:

Materials delivered through
 outreach service 501
Bulk loan to institutions 3,643
Interlibrary loan requests for
 materials not available in system..717
Museum Adventure Passes 524

CIRCULATION:

125,051

GATE COUNT:

116,611

VOLUNTEER HOURS:

Adult Department 240
Children's Department 495
Total 735

INTERNET USERS:

Patron 17,211
Computer 17,457
Minutes 741,850
(reports from CybraryN)

PROGRAMS:

Adult 242
 Attendance 1,243
Juvenile 137
 Attendance 3,603
Outreach 9
 Attendance 788

REFERENCE:

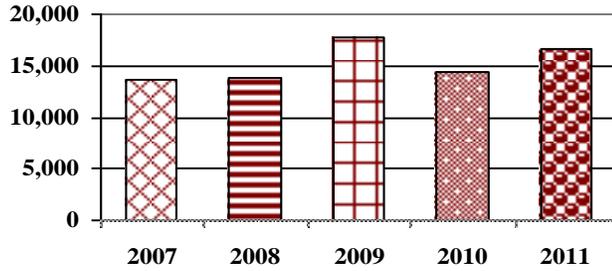
16,601

BORROWERS:

Columbia Heights Public Library ... 18,312
Anoka County Library 272,212
Total 290,524

2011 ANNUAL REPORT
 CITY OF COLUMBIA HEIGHTS
 COLUMBIA HEIGHTS PUBLIC LIBRARY
GRAPH SHEET

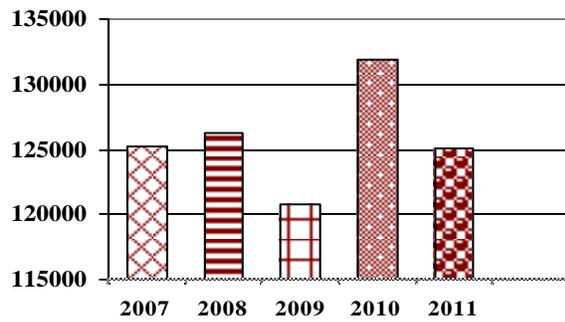
Reference/LIBGIS



2007=13,715 2008=13,793 2009=17,771
 2010=14,352 2011=16,601

15.7% increase

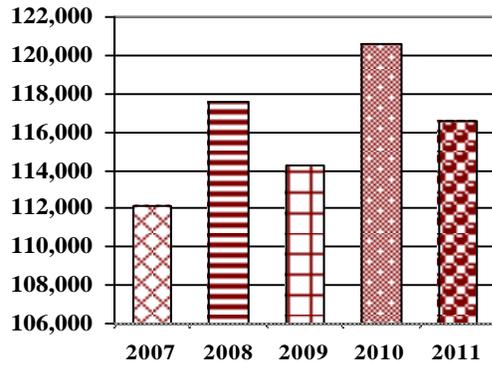
Circulation



2007=125,222 2008=126,271 2009=120,705
 2010=131,885 2011=125,051

5.2% decrease

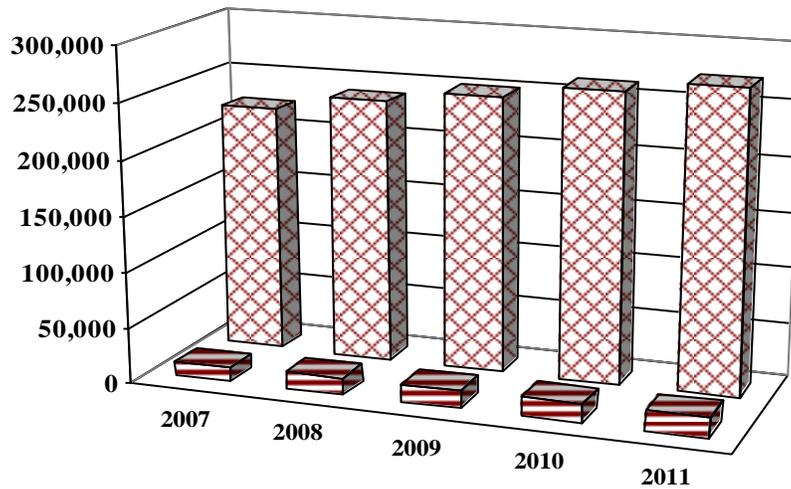
Gate Count



2007=112,112
 2008=117,582
 2009=114,201
 2010=120,581
 2011=116,611

3.3 % decrease

Registered Borrowers



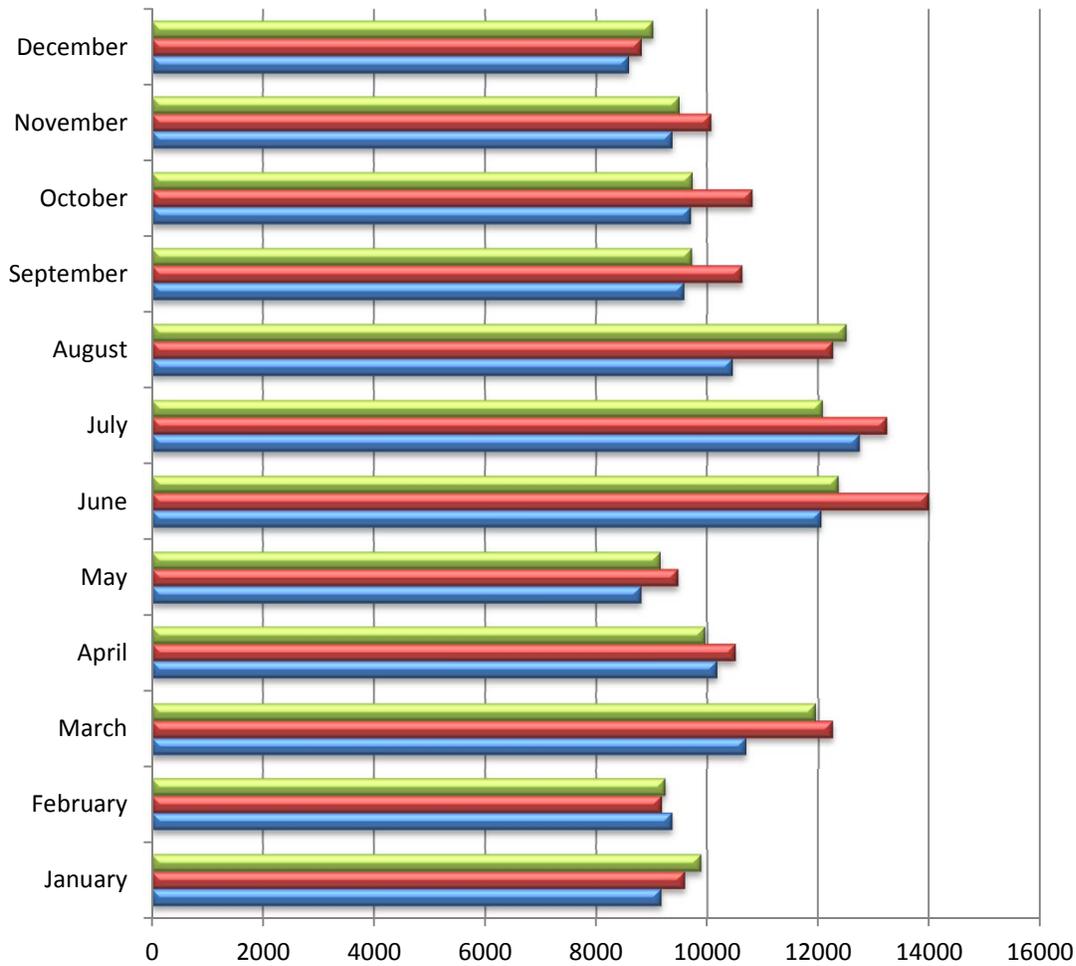
COH 2007=12,686/2008=14,857/2009=16,038/2010=17,225/2011=18,312
 AC 2007=224,909/2008=238,598/2009=250,197/2010=261,692/2011=272,212

6.3% increase

4% increase

Circulation Statistics Comparison between 2009 and 2010

Month	Year	2009	2010	2011	Avg. by Year (# per month)
January	2009	9165	9587	9879	10055
February	2009	9362	9175	9240	10898
March	2009	10692	12250	11941	10421
April	2009	10166	10499	9948	
May	2009	8807	9472	9153	
June	2009	12055	13991	12363	
July	2009	12733	13224	12067	
August	2009	10461	12271	12508	
September	2009	9577	10620	9713	
October	2009	9700	10812	9731	
November	2009	9367	10069	9493	
December	2009	8580	8809	9015	

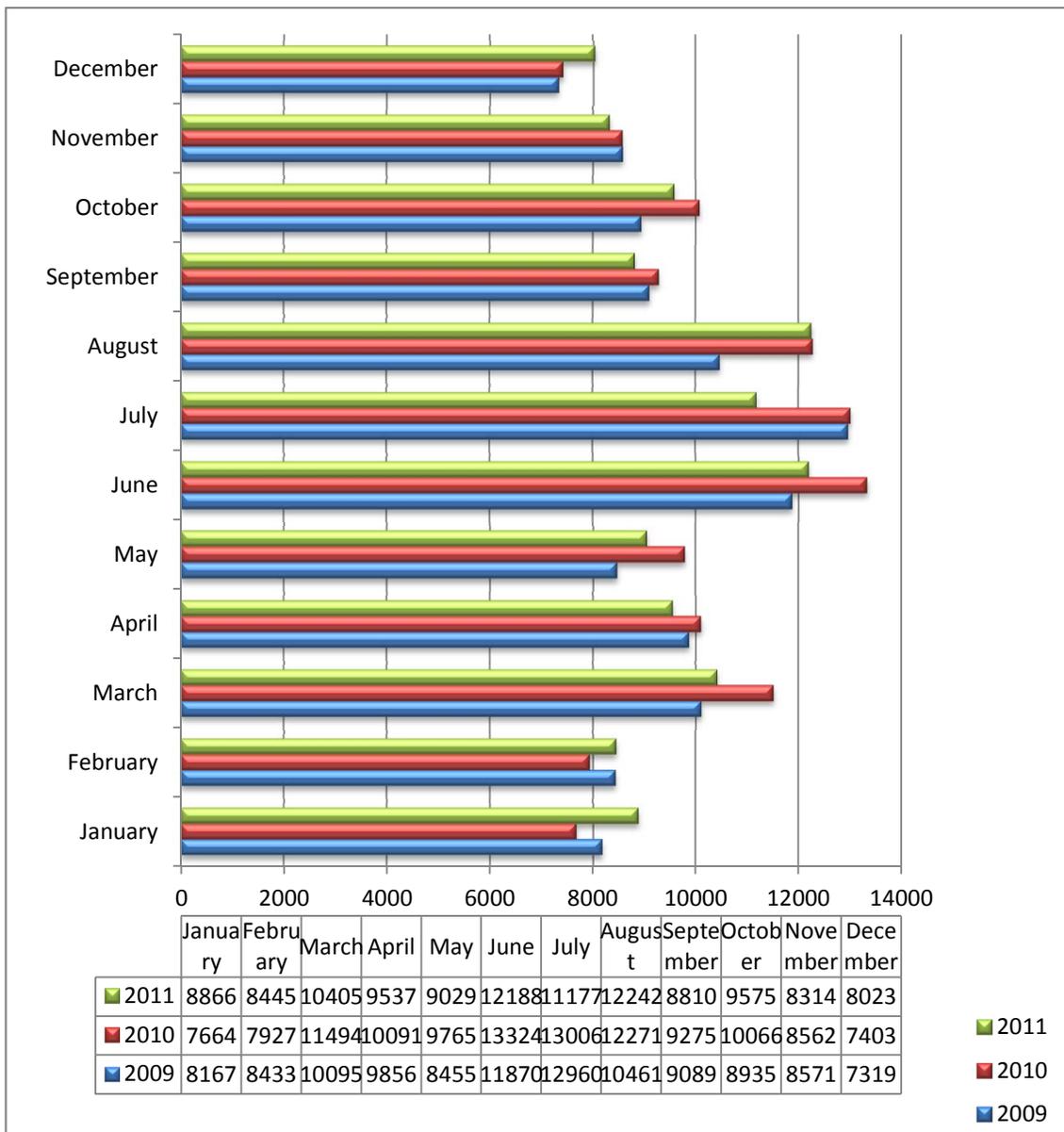


	January	February	March	April	May	June	July	August	September	October	November	December
2011	9879	9240	11941	9948	9153	12363	12067	12508	9713	9731	9493	9015
2010	9587	9175	12250	10499	9472	13991	13224	12271	10620	10812	10069	8809
2009	9165	9362	10692	10166	8807	12055	12733	10461	9577	9700	9367	8580

■ 2011
■ 2010
■ 2009

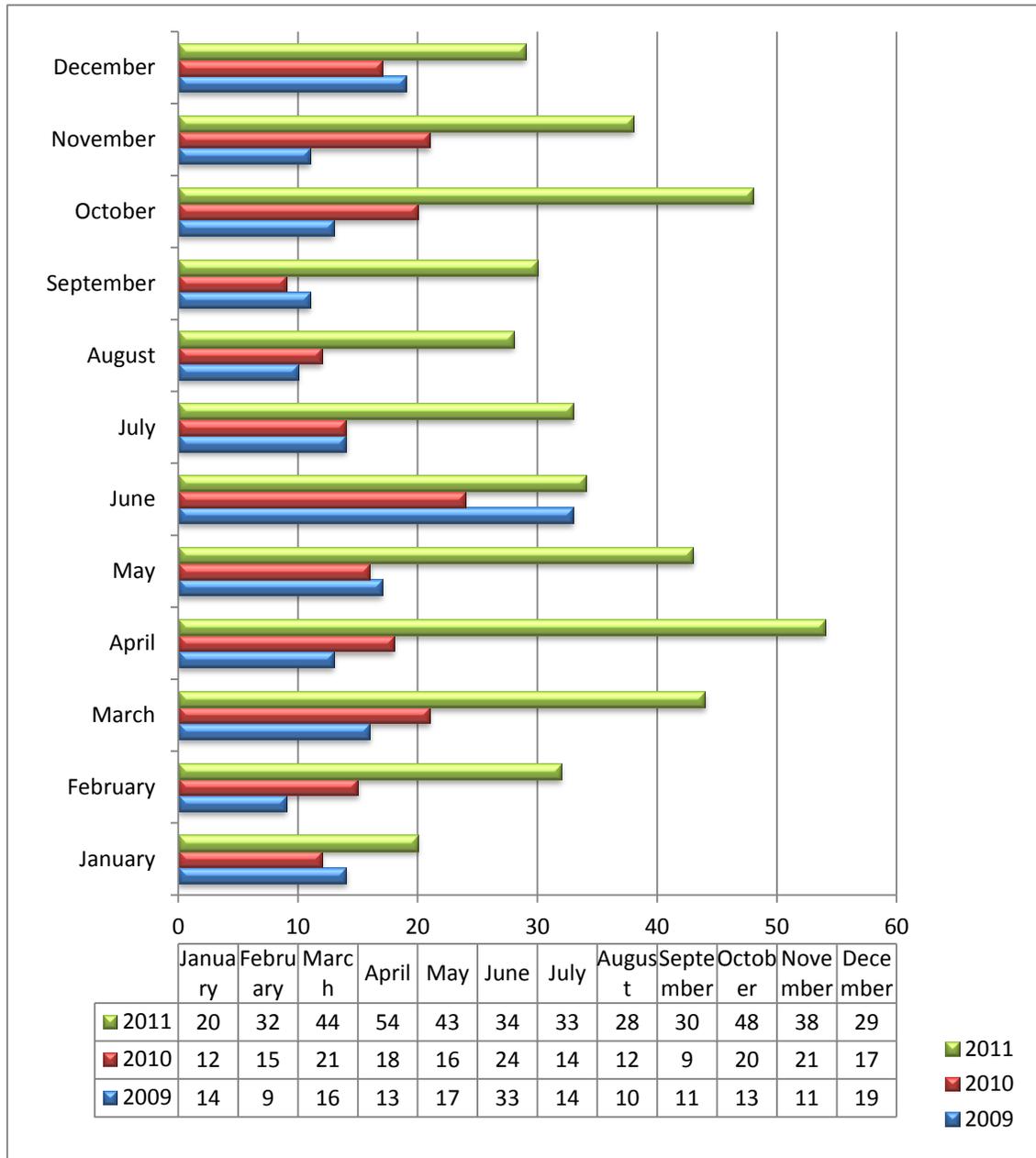
Gatecount Statistics Comparison between 2009 and 2010

Month	Year	2009	2010	2011	Avg. by Year (# per month)	
January		8167	7664	8866	2009	9518
February		8433	7927	8445	2010	10071
March		10095	11494	10405	2011	9718
April		9856	10091	9537		
May		8455	9765	9029		
June		11870	13324	12188		
July		12960	13006	11177		
August		10461	12271	12242		
September		9089	9275	8810		
October		8935	10066	9575		
November		8571	8562	8314		
December		7319	7403	8023		



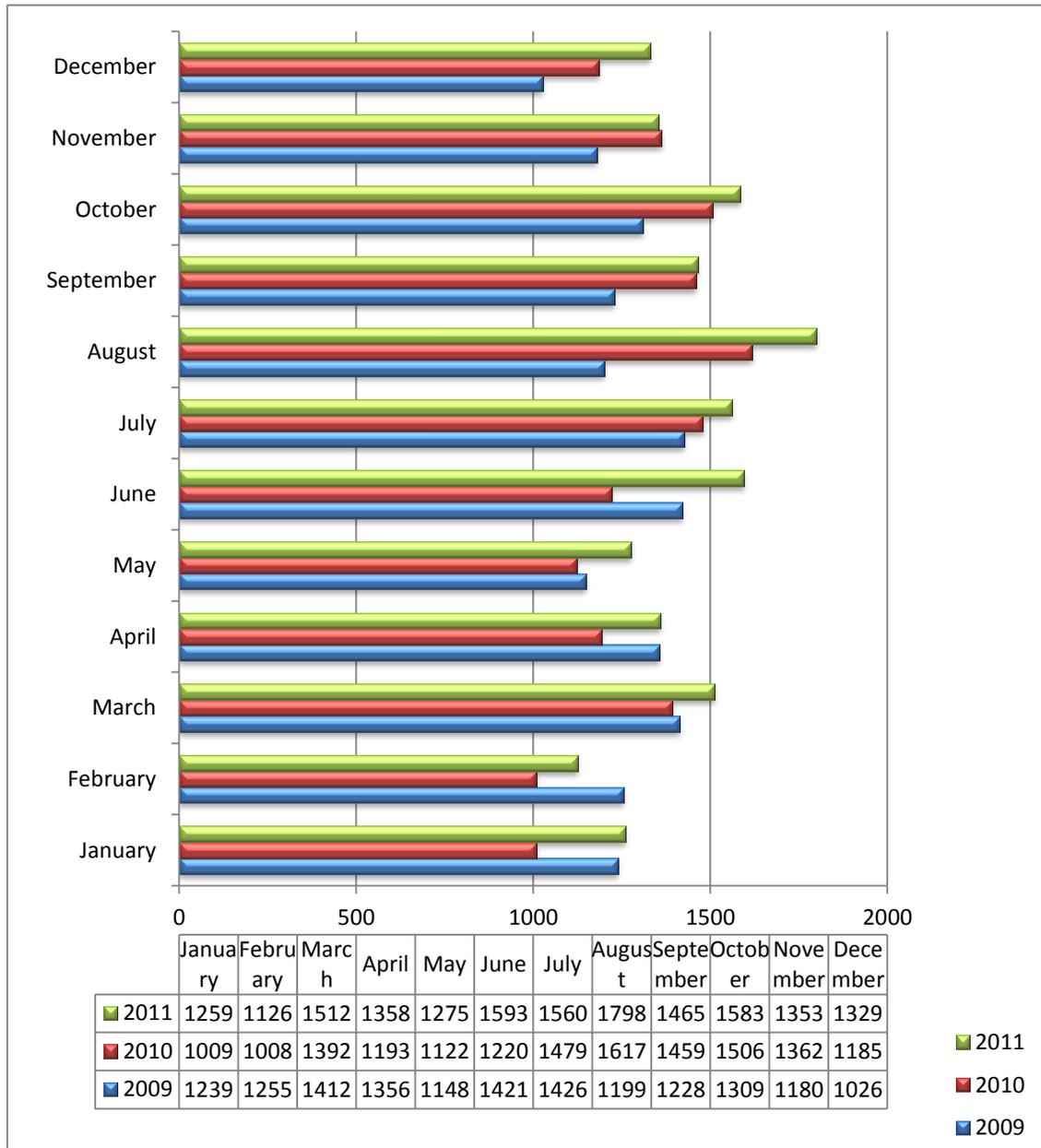
Program Counts Comparison between 2009 and 2010

Month	Year	2009	2010	2011	Avg. by Year (# per month)	
January		14	12	20		
February		9	15	32	2009	15
March		16	21	44	2010	17
April		13	18	54	2011	36
May		17	16	43		
June		33	24	34		
July		14	14	33		
August		10	12	28		
September		11	9	30		
October		13	20	48		
November		11	21	38		
December		19	17	29		



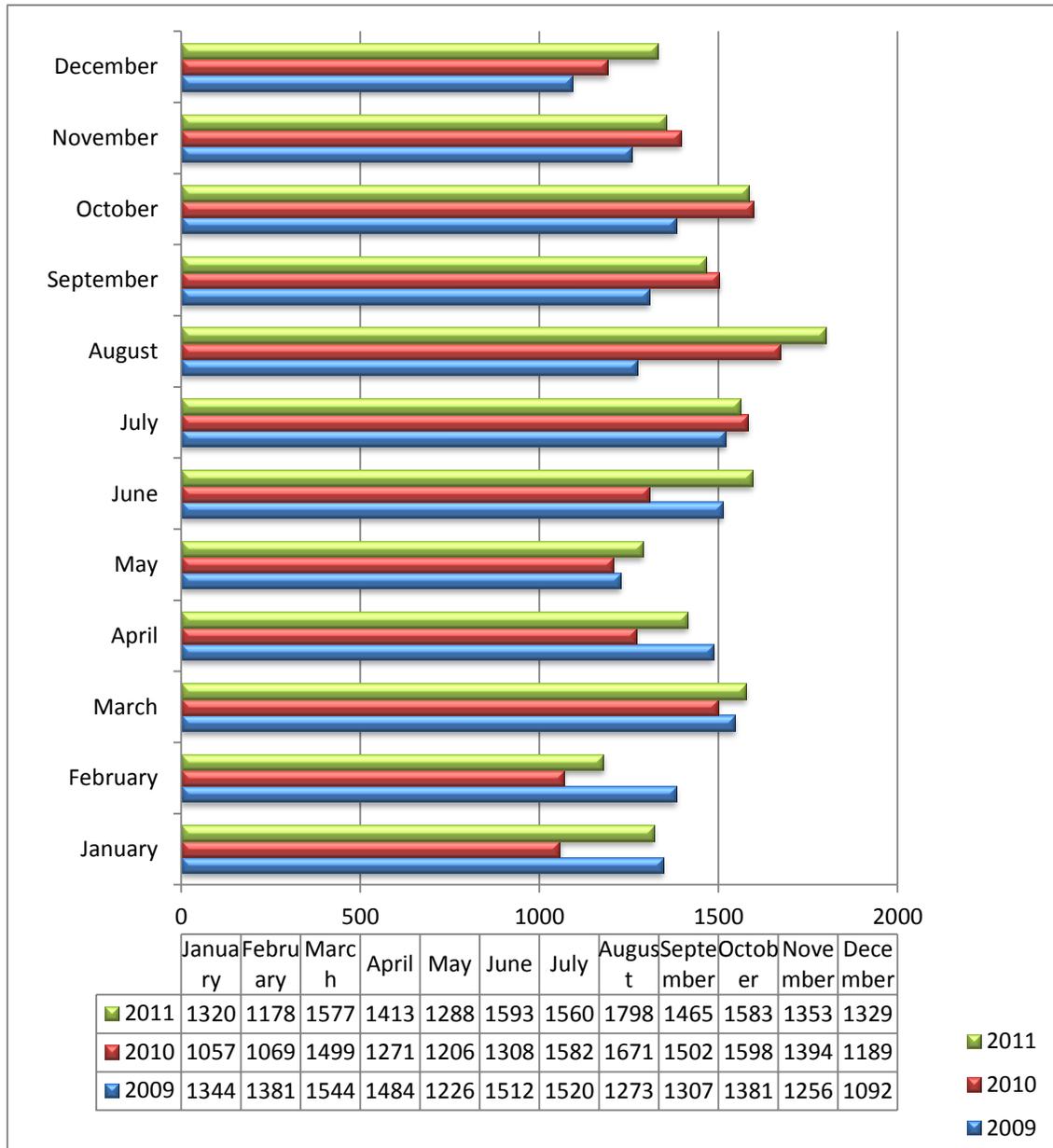
Daily Internet Patron counts Comparison between 2009 and 2010

Month	Year	2009	2010	2011	Avg. by Year (# per month)	
January		1239	1009	1259	2009	1267
February		1255	1008	1126	2010	1296
March		1412	1392	1512	2011	1434
April		1356	1193	1358		
May		1148	1122	1275		
June		1421	1220	1593		
July		1426	1479	1560		
August		1199	1617	1798		
September		1228	1459	1465		
October		1309	1506	1583		
November		1180	1362	1353		
December		1026	1185	1329		



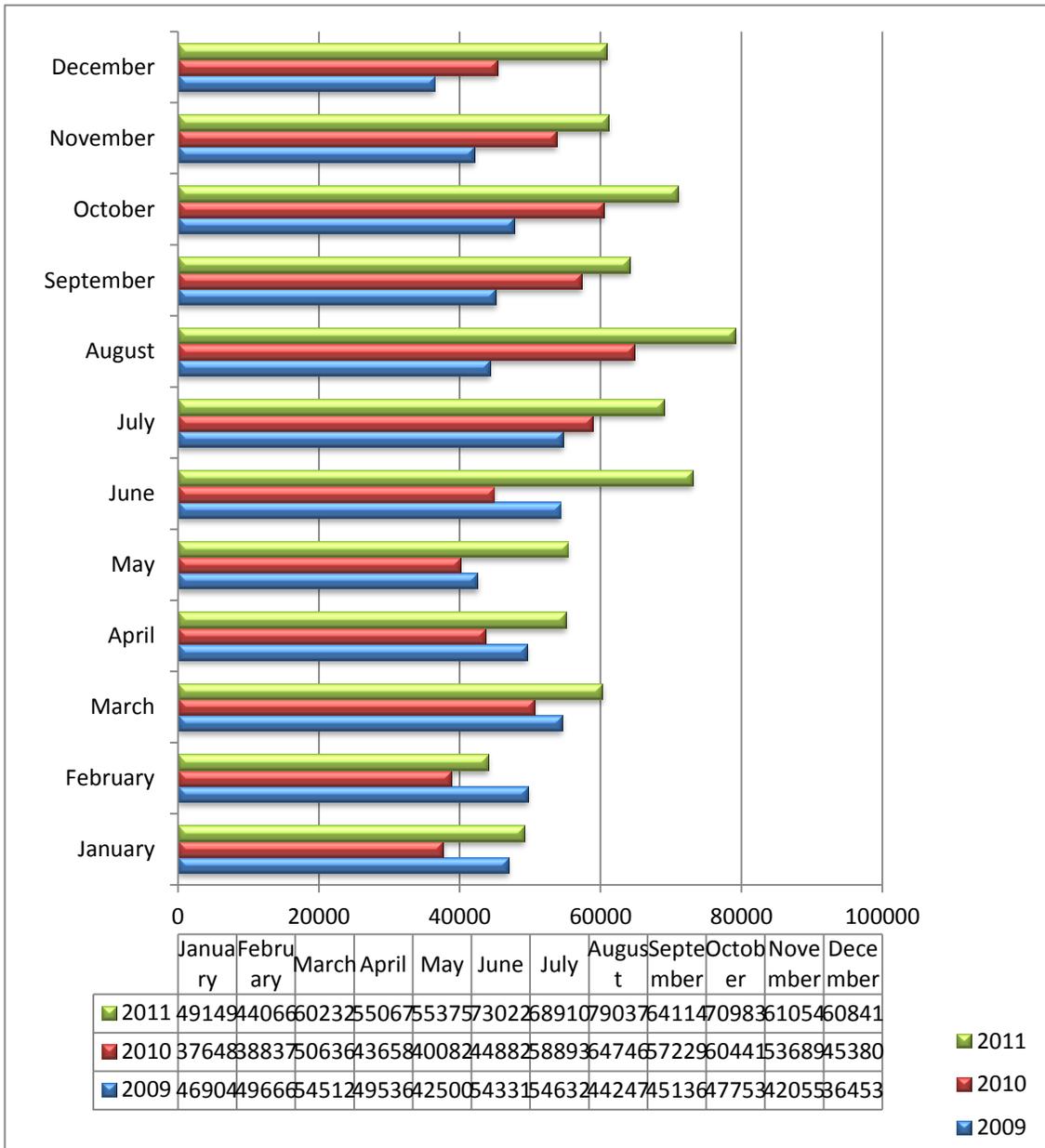
Daily Internet Computer counts Comparison between 2009 and 2010

Month	Year	2009	2010	2011	Avg. by Year (# per month)	
January	2009	1344	1057	1320	2009	1360
February	2009	1381	1069	1178	2010	1362
March	2009	1544	1499	1577	2011	1455
April	2009	1484	1271	1413		
May	2009	1226	1206	1288		
June	2009	1512	1308	1593		
July	2009	1520	1582	1560		
August	2009	1273	1671	1798		
September	2009	1307	1502	1465		
October	2009	1381	1598	1583		
November	2009	1256	1394	1353		
December	2009	1092	1189	1329		



Daily Internet Minutes used Comparison between 2009 and 2010

Month	Year	2009	2010	2011	Avg. by Year (# per month)	
January	2009	46904	37648	49149	2009	47310
February	2009	49666	38837	44066	2010	49677
March	2009	54512	50636	60232	2011	61821
April	2009	49536	43658	55067		
May	2009	42500	40082	55375		
June	2009	54331	44882	73022		
July	2009	54632	58893	68910		
August	2009	44247	64746	79037		
September	2009	45136	57229	64114		
October	2009	47753	60441	70983		
November	2009	42055	53689	61054		
December	2009	36453	45380	60841		



2011 ANNUAL REPORT
 CITY OF COLUMBIA HEIGHTS
 COLUMBIA HEIGHTS PUBLIC LIBRARY
2011 COLUMBIA HEIGHTS PUBLIC LIBRARY STAFF

	<u>Start Date</u>	<u>End Date</u>
Library Director.. ..M. Rebecca Loader	07-31-78 (08-15-74)	
Adult Services Librarian... ..Renee Dougherty	04-12-10	
Children's Librarian	Marsha A. Tubbs..... 01-10-94 (04-11-84)	
Interim Children's Librarian.....	Mai Kao Xiong .. 9-13-11	
Clerk-Typist II.....	Kelly Jane Olson..... 06-01-92 Stacey R. Hendren09-04-07 (09-25-06)	
<u>PART-TIME</u>		
Library Supervisors	John Brosnahan .. 09-28-99 Elaine Dietz-Mamaril.....11-15-93 Nancy Soldatow . 02-29-00 Albert Mamaril... 10-08-07	
Clerk	Ramon Gomez..... 03-26-07 (02-28-02)	
Aide	Cristy Tombarge04-08-02	09-29-11
Aide	Vacant	
Pages.....	Alicia Cermak.... 02-22-01 Lauren Gutkaes.....05-01-08 Regina Jesse..... 06-30-09 (11-15-01) Dan Kleinfehn.... 11-15-01 Carrie Magnuson11-14-11 Alison Marzolf .. 08-01-07 Aaron Mattson ... 08-01-07 Rachel Meyers ... 05-01-08 Nicholas Olberding04-17-01 Teresa Olberding.....01-06-05 Renee Rewitzer .. 05-01-08 Tracy Shaffer09-25-06 Rukia Sheikh-Mohamed...06-24-09 Michelle Wermerskirchen..06-23-10	10-14-11 11-29-11 (sub only) 04-20-11

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

2011 ANNUAL REPORT

CITY OF COLUMBIA HEIGHTS

DEPARTMENT OF RECREATION



January 2012

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: 2011 Annual Report

**2011 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

2011 RECREATION DEPARTMENT STAFF

Recreation Director	Keith Windschitl	8/97
Senior Citizen Coordinator.....	Karen Moeller	9/86
Program Coordinator	Liz Bray	5/05
Recreation Clerk/Typist II.....	Deanna Saefke	7/05
Recreation Clerk (1/2 time).....	Paula Haynus	9/00

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 Hansen, Director of Public Works/City Engineer
 Keith Windschitl, Recreation Director

**2011 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 plus tax for Columbia Heights residents and \$50 plus tax for non-residents. A \$100 key deposit is required to improve security of park buildings. The \$100 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-foot 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 plus tax is charge 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 and \$15.00 for seniors. However, the 2012 rate will be \$20.00 for everyone. The garden plots are maintained by the Recreation Department and tilled by the Parks Department.

Park Rental	97
Community Event Wagon.....	23
Community Garden Plots	46

**2011 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued...

Heights Idol.....	18
Holiday Theater Class.....	7
Crochet (Teens & Adults).....	53
Holiday Special Events	4,355
Fireworks/Jamboree	(4,250)
Halloween Spookfest	(28)
Custard, Sprinkles, & Performance	(44)
Spring Egg Hunt	(33)
Gymnastics (Recreation Department).....	75
Spring 2011	
3-6 year olds	(24)
Level 1 & 2	(6)
Fall 2011	
3-6 year olds	(20)
Level 1 & 2	(9)
Winter 2011	
3-6 year olds	(12)
Level 1	(4)
Dance (Recreation Department).....	46
Fall Dance 2011	
Preschool/Kind	(10)
Grades 1-5	(14)
Winter Dance 2011	
Preschool/Kind	(12)
Grades 1-5	(10)
Puppet Wagon Puppeteers (Grant Program).....	33
Puppet Wagon Spectators	(1,739)
Martial Arts.....	166
Winter 2011	
Little Tigers ages 3-6	(14)
Tae Kwon Do Levels 1 & 2	(20)
Spring 2011	
Little Tigers	(22)
Tae Kwon Do Levels 1 & 2	(40)
Summer 2011	
Little Tigers ages 3-6	(17)
Tae Kwon Do Levels 1 & 2	(16)
Fall 2011	
Little Tigers ages 3-6	(10)
Tae Kwon Do Levels 1 & 2	(27)

**2011 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Program Summary, Continued...

Non School Day Trips and Activities (CHASE Program).....	334
Skiing / Snowboarding Afton Alps	(47)
3-D Movie / Brunswick Zone	(28)
Nickelodeon Universe	(54)
Grand Slam Sports	(28)
Waterpark of America	(33)
River Valley Ranch	(42)
Snow Tubing / Echo Bachen	(32)
Science Museum	(30)
Skiing at Wild Mountain	(40)

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	89
T-Ball	(46)
Squirts	(43)
 Traveling Programs	 75
3 & 4 th grade	(27)
5 & 6 th grade	(26)
7 th grade	(10)
8 & 9 th grade	(12)

BASKETBALL

In-House Programs	72
Boys 3-6 th Grade League	(44)
Girls 3-6 th Grade League	(28)

**2011 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

Youth Athletics Summary, Continued...

<u>FOOTBALL</u>		
In-House Programs		97
2 nd & 3 rd Grade Tackle	(17)	
4 th Grade Tackle	(17)	
5 th Grade Tackle	(21)	
1 st - 2 nd Grade Flag Football	(17)	
Football Camp, 1 st - 8 th grade	(25)	
<u>SOFTBALL</u>		
In-House Programs		16
3-4 Grade Slow Pitch	(16)	
Fast Pitch Traveling		49
12 and Under	(16)	
14 and Under	(13)	
18 and Under	(20)	
<u>SOCCER</u>		
In-House Programs		88
1-2 Grade Co-Ed Fall League	(19)	
3-4 Grade Co-Ed Fall League	(24)	
5-6 Grade Co-Ed Fall League	(19)	
Hites Kickers	(26)	
<u>VOLLEYBALL</u>		
In-House Programs		10
3-5 Grade Spring Clinic	(10)	
<u>WRESTLING</u>		
In-House Programs		27
1-5 th Grade Wrestling	(21)	
6-8 th Grade Wrestling	(6)	
<u>TENNIS</u>		
Tennis Camp (Spring).....		9
<u>ICE SKATING</u>		
2nd - 8th Grade Camp.....		15
<u>YOUTH BOWLING</u>		
Winter, Spring.....		20

**2011 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

ADULT ATHLETICS

Adult activities are divided between softball leagues and tournaments. Also, we offered an adult and teen Yoga class.

Slow Pitch Softball - Summer	(16 teams/240 participants)
Slow Pitch Softball - Fall	(13 teams/195 participants)
Jamboree Tournament	(16 teams/240 participants)
Yoga	10 Total

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 Sundays noon to 3:00 pm. For 2011, we sold 101 monthly memberships and 2,946 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 year 2011 was a milestone year for the Columbia Heights Senior Center, celebrating its 25th Anniversary. A senior committee, along with the Senior Coordinator, planned three special events that were very successful. The first was a “bingo night” with over 200 seniors present; the second was an “ice cream social” for seniors and their families; and the final event was a catered dinner with special entertainment. The senior program continues to provide a wide variety of programs for people 55 and older. While programs are the mainstay of the center, one cannot diminish the importance of the relationships that have been formed through the program. The value of this is immeasurable. The success of our senior program comes from the seniors themselves, the City and the community at large.

Volunteer Services	# of Times Offered	Average Attendance
Senior Newsletter	12	12
Senior Trip Flyer	3	15
Red Cross Blood Drive	5	6
Fill Easter Eggs	1	32

Projects:

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

**2011 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
Partner Bridge	12	36
Bingo	52	90
Senior Aerobics	94	16
Games	50	10
Midday Matinee	23	18
Walking Group	50	13
Bocce Ball	24	10
Adult Aerobics	94	15
Shuffleboard (gym)	10	10
Wii Wednesday	42	12

Special Programs/Classes	# of Times Offered	Average Attendance
Golden Age Club	11	32
Income Tax Assistance	20	30
Make Your Own Sundae Party	1	95
Pot Luck Luncheons	3	40
Volunteer Recognition	1	30
Mayor's Prayer Breakfast	1	8
Take Me Out to the Ballgame Party	1	74
Pizza & Caroling	1	78
Picnic & Seed Spitting	1	67
Defensive Driving	11	24
Health Insurance Counseling	12	5
Blood Pressure	11	15
New Year's Games & Snacks	1	57
Halloween Party	1	102
Lighthouse Pancake Breakfast	1	140
Happy Feet Foot Care	12	12
Golden Age Christmas Lunch	1	55
White Elephant Sale	1	36
Healthy Eating Clases	6	15
Home Safety Seminar	1	9
Financial Seminar	1	18
Root Beer Floats	1	79
Chasing Away the Blues Seminar	1	26
Walking Club Picnic/BLTs	2	15
Senior Resources Seminar	1	17
Diabetic Foot Care Seminar	1	9
25 th Anniversary Bingo Night	1	224
25 th Anniversary Ice Cream Social	1	170
25 th Anniversary Dinner	1	174

**2011 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

**Senior Center Summary, Continued...
SENIOR TRIPS AND OUTINGS**

The senior trip program continues to be a successful program with both motor coach and mini bus outings. We are still able to do these trips on our own, when many communities now have to pair up to fill a bus. It is to our advantage to have the mini bus as we can do smaller outings to such places as the Science Museum, History Center, Senior Expos, and various other outings. The mini bus is also used for our walking group and our Mystery Lunch program. This past year we started selecting a “tripster of the day” on our motor coach trips. It has proved to be a very fun addition and seniors are trying their best to earn that honor! Listed below are the trips and outings for 2011.

One Day Trips.....733

Tea – St. Paul Hotel	48
King Tut Exhibit	21
Old Log Theater	43
St. Croix Casino	45
Hutchinson	40
Plymouth Playhouse	50
Guthrie Theater	29
Simply Amazing Amish	33
Chanhassen	39
New Prague	30
Gammelgarden	34
Barn Quilts	29
St. Croix Casino	47
Jail Bailers	47
Geritol Frolics	46
Old Log Theater	51
Plymouth Playhouse	53
Hallelujah Christmas	48

Mini Bus Outings.....644

Ronald McDonald House	14
Stillwater Ice Cream (6)	84
State Fair	28
Mall of America	14
Pine Tree Apple Orchard (4)	56
Como Park (2)	28
Senior Expo (4)	56
Abdallah Candy (3)	42
Mystery Lunch Outings (23)	322

**2011 ANNUAL REPORT
CITY OF COLUMBIA HEIGHTS
DEPARTMENT OF RECREATION**

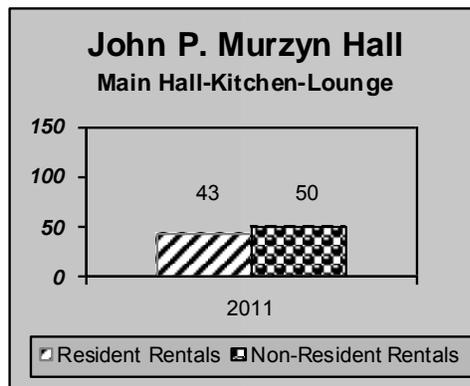
JOHN P. MURZYN HALL

Similar to years past, the hall was booked for most weekends throughout 2011. Nearly all local civic and community groups used the hall in one capacity or another in 2011. 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 list consists of various community users that receive a reduced or waived rental fee.

AARP
Abbott Northwestern Hospital
American Red Cross
Anoka County Historical Society
Anoka County – Housing /ACCAP
Beautification Committee
Boy Scouts Pack #251 – 5 Troops
Catholic Coalition
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
Edison High School Administration
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
Independent School District #13 Pre-School
Lee Carlson Center
MN Deaf Senior Citizens
MYAS
Pals
Park & Recreation Commission
Parkview Townhomes
Punsch Klubben
SACA
Safety Committee
Senior All Night Party
Sister Cities
Sullivan Shores Townhomes
Toastmasters
Train Collectors
Twin Cities Wedding Professionals
University Heights
University of Minnesota – OLLI – 2 groups
USPS
VFW Post 230 Junior Auxiliary
Women of Today

<u>Paid Rentals</u>	
Funerals	3
Birthday Parties	9
Classes/Seminars/Meetings	86
Parties/Banquets	14
Holiday Parties	5
Wedding Receptions	53
Family/Class Reunions	4
Fundraisers	3
Total	177



COMMUNITY DEVELOPMENT



INTRODUCTION

Mayor and City Council Members, please accept this 2011 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 2011. 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 current and future residents, businesses and other stakeholders.

It is critical to emphasize that 2011 remained a difficult development year although the City saw a number of highlights including: the construction of an Aldi's grocery store, O'Reilly Auto Store closing on the 37th and Central property with an anticipated Spring of 2012 start, a memorandum of understanding with Aeon Housing to begin negotiations for the sale of Parkview Villa, greatly decreasing foreclosure rates and a partnership forged with the County and State to allow environmental investigation work to commence on the Root property at 39th and University.

The Department's work centered on the Economic Developments Authority's 2010 work plan goals. As such, the focus for the Department in 2011, and through 2012, is 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 a 2010 goal setting session. At the end of 2011, staff prepared an internal work plan that looks out to 2012 and 2013 which was distributed to the EDA at their first meeting 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. 2011 members include: Gary L. Peterson – President, Marlaine Szurek– Vice President, Tamera Diehm Secretary/Treasurer, Donna Schmitt, Bruce Nawrocki, Bobby Williams, and Gerry Herringer. 2011 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

- 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. What is not known at this time is how the State's revamped tax system, which reduces assessed value for homestead exemptions, will affect the future tax increment amount and if a problem does arise, whether the State legislature will address this technical issue for similar types of districts. The commercial brokerage firm of Cassidy/Turley has been hired by BNC to market the property and discussions ensue with Ryland Homes, who elected not to purchase and finish the last 51 unit townhouse phase.

- Grand Central Lofts

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 cost of the project, the City benefited by retaining at least \$300,000 in the tax increment account that was used for Sheffield redevelopment purposes instead of developer payments.

The second major piece of this development was the commercial development located at the northeast corner of 47th and Central. Historically, beginning in 2007, this project was to receive a \$974,000 grant from the Metropolitan Council’s Livable Communities Account Program (LCDA) to build structured parking to serve between 40,000 and 50,000 square feet of new commercial space. The EDA also approved a redevelopment agreement in September of 2008 for a 50,000 square foot facility and in 2009 the developer amended this to 35,000 square feet due to the weak economic market. Due to the size reduction, the Met Council in early 2009, reduced the grant to \$760,000 and also approved a second extension that ended on March 30, 2010. Since the developer could not prove that he had financial or lease commitments for the project by the March 30th date, the grant was lost and all interest in the project by the private market disappeared.

In 2011, activity and interest for the commercial and housing portion was zero. The City did force various site plan improvements that was 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.

- 39th and Central

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. In 2010, the EDA attempted negotiations with the limited partnership who owns the Mady’s property and these discussions continued into 2011. In 2011, a private sale commenced within the partnership and the City no longer has any offers out to the property. A number of concepts have been presented to our Department for reuse of the property (Mady’s Bowling vacated the site in mid-2011) and a key issue is the need to sprinkle the building and the cost of Sewer Availability Charges, for a number of these businesses.

- 40th and Central Area

A number of new activities occurred in the city’s downtown area including the closing of the Star Bar (reopening under new ownership in 2012 as the Columbia Grill), leasing of space for the Royal Orchid restaurant which will open in 2012, the City parking ramp at the Northeast Business Center had \$20,000 in lighting improvements and expansion of space at Global Academy.

- 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.). It is anticipated that the new facility will start construction in April or May of 2012 and be completed by late summer or early fall.

- **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 RAP plan 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 has hired Baywest to perform the environmental investigation which should be completed by fall of 2012.

- **Northeast Business Center**

The City was able to develop a conduit debt structure that allowed the owners of the subject center to fully replace the lighting fixtures at the City's parking ramp. The estimated \$24,000 in work is estimated to be repaid over a four year period of energy savings. There was no cost to the City for the work.

- **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.

- **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.

- **Residential Foreclosure**

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. The other major community housing news is the declining house values. The report shows that for all known properties sold from 2009 through 2011 the average sales price was \$117,000. Non-foreclosed properties had an average sale price of \$143,000 and foreclosed properties averaged \$94,700.

- **Property Acquisition**

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. In addition to the Heritage Heights acquisitions, the city began purchasing properties throughout the city using Scattered Site funds. In 2010, staff worked with Anoka County to extend the boundaries of the demolition area for the CDBG money and was able to use CDBG for demolition of five scattered site properties.

To date, the City has purchased 9 properties in the Heritage Heights neighborhood and 15 scattered site properties. The table below represents the status of homes purchased:

Address	Purchase Price	Purchase date	Closing Cost	Curb Stop	Env Survey	Demo amount	Total Spent	Demo Date	Funds used
4647 Polk	\$70,000	10/23/08	\$906.90	\$1,900	\$450	\$9,320	\$82,577	1/17/09	410
4631/33 Pierce	\$130,000	11/6/08	\$1,178.82	\$1,900	\$950	\$13,985	\$148,014	1/9/09	408,410
4618/20 Polk	\$110,000	11/14/08	\$458.27	\$1,900	\$397.5	\$10,150	\$122,906	10/5/09	410, cdbg
4634/36 Polk	\$97,000	1/18/09	\$577	\$2,511.35	\$397.5	\$10,150	\$110,636	10/5/09	410, cdbg
4648 Polk	\$199,000	12/23/09	\$1,082.31	\$3,979.38	\$516	\$9,667	\$214,244.69	7/5/10	371
4606 Polk	\$109,900	12/30/09	\$412.53	\$4,114.88	\$516	\$9,667	\$124,610.41	7/5/10	371
4600 Polk	\$107,900	3/12/10	\$591	\$4,114.88	\$516	\$9,667	\$122,788.88	7/5/10	371
4641 Tyler	\$160,000	12/2/11	\$803		\$775	\$13,162.5	\$174,740.50	12/29/11	371
4647 Tyler	\$160,000	12/2/11	\$803	\$3,600	\$775	\$13,152.5	\$178,340.50	12/29/11	371
4108 7 th	\$19,900	5/22/09	\$793	\$6,896.10	\$488	\$7,970	\$36,047	8/24/09	Fund 420
4502 Washington	\$35,000	5/26/09	\$275	\$2,352.75	\$488	\$7,970	\$46,086	8/26/09	Scattered site
4448 Quincy	\$29,900	7/17/09	\$51	\$7,100	\$490	\$7,002	\$44,453	12/29/09	Fund 420
4235 Washington	\$39,000	10/7/09	\$273.60	\$8561.05	\$490	\$6,000	\$54,324.65	10/30/09	Scattered Site
4110 6 th	\$40,000	10/29/09	\$850.60	\$7,100	\$450	\$7,613	\$56,013.68	5/25/10	Scattered site
4303 Reservoir Blvd	\$52,500	12/21/09	\$874.95		\$450	\$7,613	\$61,437.95	5/25/10	Scattered Site
4147 7th	\$0	8/26/09	\$150	\$7,616.15	\$495	\$7,002	\$15,263.15	10/29/09	Scattered Site
4011 5th	\$1	10/20/08	\$1,334.52	\$1,900	\$650	\$14,790	18,676	11/24/08	Fund 420, 408
3853 3rd	\$49,900	10/29/09	\$972.52	\$7,100	\$450	\$7613	\$65,135.52	2010	Scattered site
4039 5th	\$38,000	5/25/10	\$1,257.95	\$4,150.80	\$530	\$10,137.4	\$54,076.15	12/5/10	Scattered site
4421 5th	\$39,900	8/6/10	\$787	\$6,244.90	\$530	\$10,137.4	\$57,599.30	12/5/10	Scattered site
3842 Tyler	\$39,900	7/29/10	\$807.47	\$8,343.23	\$530	\$10,137.4	\$59,718.10	12/5/10	Scattered site
3846 Tyler	\$46,299	8/6/10	\$801.38	\$8,343.23	\$530	\$10,137.4	\$66,111.01	12/5/10	Scattered site
1307/09 Circle Terr	\$89,000	8/9/10	\$396	\$6,462.85	\$530	\$10,137.4	\$106,526.25	12/5/10	Scattered site
4133 2nd	\$22,500	8/24/11	\$680	\$3,640	\$550	\$9,250	\$36,620	11/25/12	Scattered Site

In addition to the City purchasing properties, Anoka County has been using Neighborhood Stabilization Program (NSP) funds to purchase property in Columbia Heights with intentions of rehab or demolition. The table below represents the status of homes purchased by Anoka County with NSP funds:

Address	County Purchase Price	Demo	Rehab
4320 Madison	\$46,067	October 2009	
3906 Van Buren	\$67,150	December 2009	
4553 5 th Street	\$45,519	October 2009	Habitat purchased from County
4410 Jefferson	\$92,028		Habitat purchased from County
4951 Jefferson	\$93,936		Habitat purchased from County
4017 6 th Street	\$29,665	December 2009	Habitat purchased from County
4947 University	\$54,400	January 2010	
4522 5 th Street	\$45,670	January 2010	
3812 Jackson	\$44,313	December 2010	
4225 Jackson	\$82,400		2010
4522 Monroe	\$103,950		2010
4447 7th	\$74,250		2010-11

- **Housing Services**

In 2011, the EDA did not renew their \$15,000 contract with Greater Metropolitan Housing Corporation (GMHC) to administer the Rehab Loan and Rebate Program. Community Development staff now administers these programs and has received positive feedback from the users and others in the community. The EDA supported housing programs that maintain and improve the quality of housing in Columbia Heights. The table below summarizes 2011 housing activities:

Rebates	Loans
Received 30 applications	Received 10 applications
Closed 26 Rebates	Closed 4 loans
Sent 76 applications/information	Sent 46 applications/information
\$40,357 in Rebates \$343,309 in rehab work	\$38,490 in Loans \$75,034 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, and Donna Schmitt. Irene Sufka was never sworn in as the Resident Board member.

- **Parkview Villa North and South 2011 Capital and Operating Highlights include:**

- 2010 Capital Fund Grant of \$110,976
- 2011 Capital Fund Grant of \$92,000
- Major capital work was preparing for second floor modernization
- Adopted PHA Plan that directed staff to investigate potential buyers for Parkview Villa
- Adopted North and South 2011 Budgets
- Completed exterior work funded through a \$131,959 Federal stimulus grant
- Chair of the HRA and staff assisted the Residence Council in drafting new by-laws

The monumental action by the Housing and Redevelopment Authority (HRA) was entering into a memorandum of understanding in May of 2011 with a non-profit housing provider, Aeon, to begin negotiations for sale of the facility. 2011 was spent in due diligence of the physical facility, examining operational potentials and strategies on how to own and operate under the goals that the HRA established as

part of the sale. It was stated in the beginning that due to the complicated nature of the transaction, a final sale, if agreed to by all parties, will not be finalized until the end of 2012 and possibly into early 2013.

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. 2011 Members included: Marlaine Szurek– Chair, Tracey Kinney, Dave Thompson, Mike Peterson, Rob Fiorendino and Gary Peterson, Council liaison.

2011 Planning and Zoning Highlights:

1. Processed a Site Plan application for a second freestanding monument sign for Savers, located at 4849 Central Avenue.
2. Processed a Zoning Amendment pertaining to residential driveways. The amendment established new setback and locational requirements for driveways.
3. Processed a Zoning Amendment pertaining to fences. The amendment transferred all references to fences to the Zoning Code and required a Conditional Use Permit for all barbed wire fences.
4. Completed an Interim Use Permit for the Linder’s Greenhouse located at 4300 Central Avenue (Rainbow Food’s).
5. Completed a Preliminary and Final Plat and Site Plan for the 18,000 square foot Aldi Grocery Store located at 5025 Central Avenue.
6. Processed a Zoning Amendment pertaining to LED signs. The amendment increased the height of such signs from 8 to 10 feet, allowed up to 60% of the sign to be used for LED purposes, and increased the frequency of signage display from once every 10 minutes to once every 10 seconds for commercial uses and from once every 30 minutes to once every 10 minutes in all other districts.
7. Processed a Zoning Amendment pertaining to Animal Shelters. The amendment clarified existing language in the ordinance and permitted the use of outdoor areas for the animals.
8. Proposed a Zoning Amendment pertaining to Trash Enclosures. The amendment would have required trash receptacles to be enclosed on three sides by a masonry wall and the fourth side by an opaque fence. The proposal was tabled indefinitely due to public concerns.
9. Processed a Site Plan application for a new façade for the McDonald’s Restaurant located at 4605 Central Avenue.
10. Completed an Interim Use Permit for TNT Fireworks located at 4300 Central Avenue (Rainbow Food’s).
11. Completed an Interim Use Permit for Renaissance Fireworks located at 4005 Central Avenue.
12. Processed a Conditional Use Permit for the Gentle Touch Animal Sanctuary located at 5019 University Avenue. The applicant decided not to locate her business there due to financial constraints.
13. Processed a Conditional Use Permit for the Municipal Liquor Store located at 2105 – 37th Avenue for a new LED sign at that location.
14. Processed a Conditional Use Permit and a Minor Subdivision for the property located at 5150 Central Avenue. The CUP was for an assembly/manufacturing business to be located in the General Business District.
15. Processed a Conditional Use Permit and a Variance for City Hall for a new LED sign. The Variance was for an increase percentage of LED display.
16. Processed a Zoning Amendment pertaining to Variances. The amendment adjusted language within the Ordinance to be more consistent with newly adopted State Statutes.
17. Processed a setback Variance for a shed located at 5075 Johnson Street NE.
18. Processed a setback Variance for parking for the proposed O’Reilly Auto Parts Store located at 3700 Central Avenue.

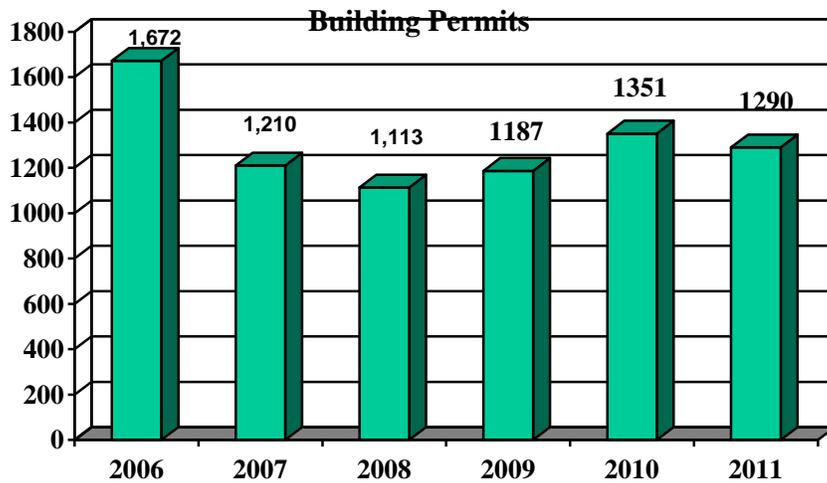
- 19. Processed 4 Conditional Use Permits.
- 20. Processed 3 Variance requests.
- 21. Processed 3 Site Plan approvals.
- 22. Processed 2 Interim Use Permits.
- 23. Processed 7 Zoning Amendments.

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.

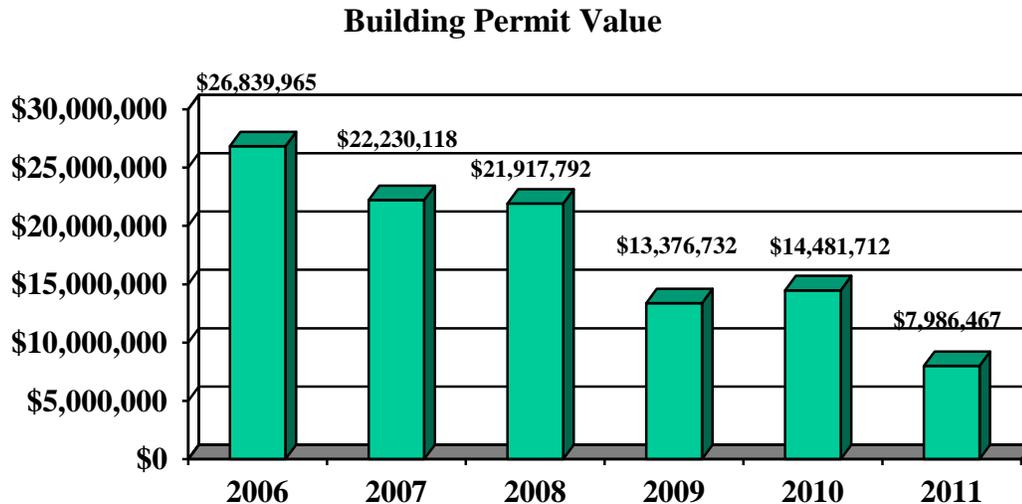
- **Building Permits**

The graph below describes building permit activity over the last six years. In 2011, the Department issued 1,290 permits. This includes all building, plumbing, and heating-ventilation-air conditioning permits.



- **Building Value**

The Building permit value was \$7,986,467. This value is attributable primarily to five new single family homes, a new Aldi's Store, and various residential and commercial remodels.



- **Building Inspection Data**

During 2011, the Building Official conducted 1,661 inspections for building permits, 140 rental inspections, and 24 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 334 business licenses issued in 2011.

- **Business Licensing 2007 – 2011**

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

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 – Present
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 Herringer	January 1, 2012

- **Housing and Redevelopment Authority**

<u>Name</u>	<u>Service Ends</u>
Tammera Diehm-Chair	January 1, 2015
Bobby Williams- Vice Chair	January 3, 2013
Irene Sufka-Appointed, but Oath of Office pending	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	4/1/2012
Dave Thompson	4/1/2012
Mike Peterson	4/1/2013
Rob Fiorendino	4/1/2014
Tracey Kinney	4/1/2015

