



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	JULY 13, 2026

ITEM:	Approval of Workstation Expansion and Related Proposals		
Presenting Item: Aaron Chirpich, City Manager			
DEPARTMENT: Community Development		BY/DATE: Mitchell Forney / July 7, 2026	
CORE CITY STRATEGIES:			

BACKGROUND

During the design of the Columbia Heights City Hall, the office layout included four workstations for the Engineering Department and four workstations for the Community Development Department. During final design, it was determined that the Community Development Department did not require all four workstations at that time. As a result, additional open space was incorporated into the department while Engineering retained all four workstations.

Since the renovation, the Community Development Department has expanded to include additional staff positions, including a Code Enforcement Inspector, Minnesota GreenCorps Member, and recurring intern positions. To accommodate this growth, the department has temporarily utilized Engineering workstations that were not occupied. With the Engineering Department now nearing full staffing, those workstations will no longer be available.

To address this need, staff are proposing to expand the Community Development Department by installing two additional workstations adjacent to the existing cubicles. The project includes relocation of the current seating and storage areas, installation of electrical and data connections, and the purchase of office furniture, including chairs, necessary to make the workstations operational. Computer equipment has either already been budgeted separately or will be included in future departmental budgets.

Staff are proposing to fund the project through Fund 411 – Building Fund, which is designated for facility improvements and capital building projects. The total cost of the project, including workstation installation, furniture, electrical, and data infrastructure, is \$31,951.06.

STAFF RECOMMENDATION

Staff recommend approval of the proposal to expand the Community Development Department workspace by installing two additional workstations and authorizing the use of Fund 411 – Building Fund for the project in the amount of \$31,951.06.

RECOMMENDED MOTION(S):

MOTION: Move to approve the proposals from Fluid in the amount of \$26,688.52, Collins Electrical and Technology in the amount of \$3,280, and Continua in the amount of \$1,982.54 for the installation of two additional workstations, associated furniture, and electrical and data infrastructure for the Community Development Department and to authorize the City Manager to execute all agreements necessary to complete the project.

ATTACHMENT(S)

1. Project Plans
2. Fluid Proforma and Contract
3. Collins Electrical and Technology Proposal
4. Continua Proposal