



SPECIAL CITY COUNCIL MEETING
City Hall—Council Chambers, 590 40th Ave NE
Wednesday, April 14, 2021
5:30 PM

Mayor
Amada Márquez Simula
Councilmembers
John Murzyn, Jr.
Connie Buesgens
Nick Novitsky
Kt Jacobs
City Manager
Kelli Bourgeois

MINUTES

The following are the minutes for the Special Meeting of the City Council held at 5:30 pm on Wednesday, April 14, 2021 in the City Council Chambers, City Hall, 590 40th Avenue NE, Columbia Heights, Minnesota. Due to the COVID-19 pandemic, this hybrid meeting was held both virtually and in-person.

CALL TO ORDER/ROLL CALL

Mayor Márquez Simula called the meeting to order at 5:30 pm.

Present: Mayor Márquez Simula; Councilmember Buesgens; Councilmember Jacobs; Councilmember Murzyn, Jr.; Councilmember Novitsky

Also Present: Kelli Bourgeois, City Manager; Lamar Hamilton; Jim Hoeft, City Attorney; Joe Kloiber, Finance Director; Nicole Tingley, City Clerk

PLEDGE OF ALLEGIANCE

MISSION STATEMENT

Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively addresses changing citizen and community needs in a fiscally-responsible and customer-friendly manner.

APPROVAL OF AGENDA

Manager Bourgeois requested the addition of Lamar Hamilton to the agenda to address the City Council. Councilmember Jacobs requested an agenda addition for a City Council discussion regarding people who wish to address the group. Manager Bourgeois responded that a discussion about the guest and open forum is scheduled for the May City Council Work Session, after which Councilmember Jacobs withdrew her request.

Motion by Councilmember Buesgens, seconded by Councilmember Murzyn, Jr., to approve the agenda as amended. A roll call vote was taken. All Ayes, Motion Carried 5-0.

Lamar Hamilton reported on a continuing problem for riders at the bus stop station at 40th and Central and requested that doors be reinstalled to offer more protection from the cold weather. He then commented, he said as an African American, on the recent Daunte Wright shooting in Brooklyn Center. He said he felt emotional about that as well as all the recent racial unrest occurring but, knowing her for 19 years, did not believe Officer Kim Potter intentionally shot the young man because “she is just not the way they are portraying her now.” He then asked, if City Council has any pull in the situation, that she not be fired.

Mayor Márquez Simula responded that Columbia Heights has no jurisdiction over Brooklyn Center procedures but said she would speak with City staff regarding his request for reinstallation of the bus stop station doors.

Councilmember Buesgens added that she did speak with Kevin Hansen, City Public Works Director, but they have not yet heard from Metro about the bus stop station doors. Regarding Officer Potter, she recommended to Mr. Hamilton that he share his input with the Brooklyn Center City Council, which he said he would do.

The City Council thanked Mr. Hamilton for sharing his concerns.

CONSENT AGENDA

Motion by Councilmember Buesgens, seconded by Councilmember Murzyn, Jr., to approve the Consent Agenda as presented. A roll call vote was taken. All Ayes, Motion Carried 5-0.

1. **Approve March 22, 2021 City Council Meeting Minutes**
MOTION: Move to approve the March 22, 2021 City Council Meeting minutes
2. **Approve April 5, 2021 Special Executive Session Minutes**
MOTION: Move to approve the April 5, 2021 Special Executive Session minutes
3. **Accept October 20, 2020 Park & Recreation Commission Minutes**
MOTION: Move to accept the October 20, 2020 Park & Recreation Commission meeting minutes
4. **Accept February 2, 2021 Planning Commission Minutes**
MOTION: Move to accept February 2, 2021 Planning Commission meeting minutes
5. **Accept February 3, 2021 Library Board Minutes**
MOTION: Move to accept the February 3, 2021 Library Board meeting minutes
6. **Accept March 3, 2021 Library Board Minutes**
MOTION: Move to accept the March 3, 2021 Library Board meeting minutes
7. **Approve Proposal for a Classification and Compensation Study**
MOTION: Move to enter into a contract for services with Keystone Compensation Group LLC in the amount of \$19,500.00 for completion of a Classification and Compensation Study as proposed and authorize the Mayor and City Manager to execute said agreement.
8. **Public Works Seasonal and Intern Wage Scale**
MOTION: Move to wave the reading of Resolution No. 2021-40, there being ample copies available to the public.
MOTION: Move to adopt Resolution No. 2021-40, approving 2021 pay scale for Seasonal Public Works positions.

9. Approve Gambling Permit, Immaculate Conception Church

MOTION: Move to direct the City Manager to forward a letter to the State Charitable Gambling Control Board indicating that the City of Columbia Heights has no objection to a gambling permit for Immaculate Conception Church to conduct bingo, pull-tabs, a raffle from August 5-8, 2021 (raffle drawing to be held on August 8, 2021) at 4030 Jackson Street NE, Columbia Heights; and furthermore, that the City of Columbia Heights hereby waives the remainder of the thirty-day notice to the local governing body.

10. Establish a Public Hearing Date to Consider Alley Lighting

MOTION: Move to establish May 10, 2021 at 7:00 pm as a Public Hearing for consideration of assessing for the alley lighting behind 4226 and 4228 Madison Street.

11. Final Payment for 2019 Sanitary Sewer Lining Project, Project No. 1904

MOTION: Move to accept the work for the 2019 Sanitary Sewer Lining project, City Project No. 1904, and authorize final payment of \$10,132.37 to Hydro-Klean, LLC of Des Moines, Iowa.

12. Rental Occupancy Licenses for Approval

MOTION: Move to approve the items listed for rental housing license applications for April 14, 2021 in that they have met the requirements of the Property Maintenance Code.

13. License Agenda

MOTION: Move to approve the items as listed on the business license agenda for April 14, 2021 as presented.

14. Review of Bills

MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list of claims paid by check and by electronic funds transfer in the amount of \$992,743.17.

ITEMS FOR CONSIDERATION

Ordinances and Resolutions

15. Resolution No. 2021-39 Award Purchase of ERP System and Amend 2021 Budget

Director Kloiber's report stated that, after review of seven different systems with the assistance of an independent external consultant, City staff selected a comprehensive software package to recommend as a replacement for the primary finance and human resources software, referred to as an Enterprise Resource Planning (ERP) system. It typically includes modules for budgeting, vendor payments, capital assets, cashiering, utility billing including customer web portal, payroll and human resources including an employee web portal.

Paired with the proposed award of the purchase would be a resolution to establish a project budget in Capital Equipment Fund 431 for \$300,000 for the initial acquisition and implementation. Annual system software support costs would be \$23,000, paid from the

finance and administration operating budgets, which are comparable to the annual costs of the existing system.

Staff recommends that the City Council award the purchase of this system to BS&A, a Michigan company, with planning and implementation scheduled to begin approximately May 1 and go-live on October 1.

Director Kloiber reported that 14 other cities in the State are using this new system and those city staffs were asked for input about their experiences; substantial favorable responses were received from Robbinsdale, Prior Lake, Shoreview, New Brighton, Wyoming and Dayton; no outstate cities were contacted.

He added, in response to Councilmember Buesgens' prior concern about how to pull data out of the current system, that BS&A is currently migrating another city in Missouri that uses the same system and has been unable. So, City staff has determined that current information may only be pulled with the assistance of the City's current vendor, which had been expected; the City will likely incur some charge for that help, which has been worked into the budget.

Councilmember Jacobs inquired as to whether the current vendor will be amiable in the transition. Director Kloiber responded that they know they are an old system, are not trying to make significant updates to their system, and Columbia Heights is one of their last clients.

Mayor Márquez Simula asked for the top three improvements the new system would offer the City and how much better things will function. Director Kloiber responded that the biggest impact residents will see is a vastly improved ability to look up and pay their utility bills online; employees will have a similar portal to submit timesheets, which will speed up the payroll process; and the City Council will experience a significantly different budget reporting and review process because the new system has an integrated budget module.

Motion by Councilmember Jacobs, seconded by Councilmember Murzyn, Jr., to waive the reading of Resolution No. 2021-39, there being ample copies available to the public. A roll call vote was taken. All Ayes, Motion Carried 5-0.

Motion by Councilmember Jacobs, seconded by Councilmember Murzyn, Jr., to adopt Resolution No. 2021-39, being a resolution amending the 2021 budget to appropriate \$300,000 of fund balance in Governmental Equipment Fund 431 for the purchase and implementation of an ERP software system and related expenditures and to authorize the City Manager to enter into the related agreement with BS&A software company. A roll call vote was taken. All Ayes, Motion Carried 5-0.

CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council

Councilmember Buesgens reported that the Adoptive Storm Drain Challenge is ongoing until October 31, 2021, competing with Fridley, Andover and Blaine. She quoted there being 2,063 storm drains in the City, of which only 148 have been adopted to date. Those interested in adoption should go to the Columbia Heights website and those who have adopted should be sure to register (adopt-a-drain.org). Councilmember Jacobs added, for City residents' information regarding Adopt-a-Drain, that it takes about 15 minutes twice a month to monitor adopted drains, is fun and not time consuming, and helps improve the City.

Councilmember Buesgens attended the Columbia Heights School Board meeting via Zoom, the Park and Recreation Commission meeting, Sergeant Ted Fischer's retirement party, and Town Hall Meeting via Zoom with House Representative Sandra Feist and Senate Representative Mary Kunesch-Podein.

Councilmember Jacobs attended a Zoom seminar on the "Future of democracy," Park and Recreation Commission meeting, Library Board meeting, Planning Commission meeting, St. Paul Realtors' Fair Housing Seminar hosted by the Government Affairs Director; arrived late for Officer Kelvin Yang's oath due to the effects of her second COVID vaccination; attended a presentation for "Make My Bed," the Transportation Alliance's infrastructure seminar, Sensible Land Use Coalition, the North Area Salvation Army meeting, and Fridley's Home Depot 25th Anniversary along with Fridley Mayor Scott Lund and expressed kudos to the company for great customer service; continued to volunteer weekly at SACA; began her three-day Advocacy in Action and Virtual Hill Day; and facilitated four residents.

Councilmember Murzyn, Jr. attended Sergeant Ted Fischer's requirement party, wished him the best of luck and said he served the City well. He added that the new windows at the VFW have been installed and facings should soon be completed.

Councilmember Novitsky reported that the Lions' "Adopt a Highway" went well, which collected 52 bags of garbage from University as well as Keys Park, a four-yard dumpster was filled and about 2,200 pounds of paper was shredded.

Mayor Márquez Simula reported that she attended and helped plan the Pet Bed event at the Library, which resulted in 30 beds being made and donated to Midwest Animal Rescue Service (MARS); attended a Regional Council of Mayors meeting, which discussed climate crisis and how it is affecting the Twin Cities; a webinar on "HourCar Rentals," which are for affordable and mid-rate housing where Xcel Energy is looking at places to put electric cars so people can sign up for their service and use them on an hourly basis; Zoom lunch with Congresswoman Ilhan Omar and other Latin leaders in the Twin Cities; hosted a Town Hall about racism; attended Sergeant Ted Fischer's retirement party; the 25th Anniversary of Fridley's Home Depot along with Councilmember Jacobs and Mayor Scott Lund, where the managers there want to donate to charities in Columbia Heights; and adopted two City drains, which she named "Tony" and "Tina." She said it has been a difficult week for neighboring Brooklyn Center due to Duante Wright's shooting, and many students from there go to school in Columbia Heights; she expressed sympathy to his family, friends, community and Mayor Mike Elliott.

Report of the City Manager

Manager Bourgeois wished Sergeant Ted Fischer a very well-deserved retirement and said he will be missed and the transition to new Officer Kelvin Yang went well. The City will host a COVID-19 vaccine clinic at the Fire Station, a partnership between Anoka County Public Health and the City, on Thursday, April 22, from 1:00 pm to 7:00 pm and Friday, April 23, from 10:00 am to 4:00 pm. Because the goal is to keep it restricted to Columbia Heights and Hilltop residents only, there is an in-person registration required from Monday, April 19, through Wednesday, April 21, 8:00 am to 4:00 pm at the Fire Station. Identification and/or proof of insurance would be helpful for residents to supply but will not be required. Flyers for the clinics will be translated into Somali, Spanish, Hmong and Arabic and distributed beginning Thursday, April 15; and all residents are encouraged to be vaccinated, especially minority community members. For seniors and other who do not have transportation, the County and City are working together to provide such support to the vaccination clinics, and a phone number will be posted shortly on the website and all social media. The Met Council is offering assistance to the County for that, and the City will also use its recreation vehicle to use as needed. 300 vaccines will be provided for the two-day event, which will most likely be the Pfizer brand. Manager Bourgeois then acknowledged the efforts of the Fire Department and Fire Chief Charlie Thompson, who has been working with the County on this for a long time, and said nurses will be drawing the vaccines for residents but trained City firefighters will be providing the shots into arms.

Mayor Márquez Simula encouraged City residents to help spread the word about the event so all may get the vaccinations that they need.

Director Kloiber provided an update on the Store #3 construction. The primary contracts are the roofing contract, which is complete, and the general contractor is working on the interior, which is being gutted. The largest uncertainty is the supply chain for certain types of materials due to the pandemic, so choices in carpet and tile may need to be adjusted. He added that there may be a little downward price adjustment if the substitute materials are not quite as high in price as the original. Store #3 was open while the roof was being replaced but, now that work has begun on the interior, will be closed for the next four weeks.

Report of the City Attorney

Attorney Hoeft had no update to report.

ADJOURNMENT

Motion by Councilmember Jacobs, seconded by Councilmember Murzyn, Jr., to adjourn. A roll call vote was taken. All Ayes, Motion Carried 5-0.

Meeting adjourned at 6:10 p.m.

Respectfully Submitted,

Nicole Tingley, City Clerk/Council Secretary