

Vendor	Comment	Fund	Invoice	Inv Date	Total
Payments for Council Approval					
Bills to be approved for payment	Invoices for 2025				\$35,972.51
Electronic Payments					\$22,142.96
Payroll City Staff - August 28, 2025					\$29,762.44
Total to be Approved for Payment					\$87,877.91
Vendor	Comment	Fund	Invoice	Inv Date	Total
AFLAC	EMPLOYEE CONTRIBUTION AUGUST 2025	G 100-21706	172018	8/26/2025	\$613.16
AFLAC	EMPLOYEE PASS THRU CONTRIBUTION AUGUST 2025	G 100-21710	172018	8/26/2025	\$295.88
AMAZON	MOWER BLADES	E 150-4520-2200	1MRG-ND69-9QN3	8/11/2025	\$95.40
AMAZON	T SAWATZKY SHIRTS	E 120-4310-1330	1MRG-ND69-9QN3	8/11/2025	\$55.60
AMAZON	FIMCO PISTOL GRIP HANDGUN ALUMINUM WAND	E 120-4325-2100	1MRG-ND69-9QN3	8/11/2025	\$28.97
AMAZON	FALL FEST 2025 WALKIE TALKIES, DUCT TAPE 25FEST	E 100-4100-4510	1CCF-P3HT-9HVF	8/18/2025	\$97.96
ANOKA COUNTY TREASURY OFFICE	SITE 70 AUGUST 2025 CAC FIBER	E 142-4230-3210	B250811H	8/12/2025	\$37.50
ASHLEY'S SPARKLING CLEAN	AUGUST 2025 CLEANING SERVICE	E 100-4195-3170	CITY-OF-0023	8/21/2025	\$140.00
BAKER TILLY WEALTH MANAGEMENT	2ND QTR 2025 INVESTMENT SERVICE FEE	E 100-4150-3100	BTWM17459	7/30/2025	\$498.71
BOLTON & MENK INC	BI-WEEKLY PW MEETING	E 100-4170-3100	367825	7/15/2025	\$110.00
BOLTON & MENK INC	HORNSBY/EUREKA OPEN HOUSE NOTICE COMMUNICATIONS	E 100-4170-3100	367825	7/15/2025	\$55.00
BOLTON & MENK INC	RCWD 10-22-32 MEETING	E 100-4170-3100	367825	7/15/2025	\$220.00
BOLTON & MENK INC	MN DNR WATER APPROPRIATION PERMIT PREPARATION	E 601-4940-3100	367825	7/15/2025	\$55.00
BOLTON & MENK INC	TENNIS COURTS RESURFACING PROJECT 25-02	E 403-4521-5300	368308	7/15/2025	\$450.00
BOLTON & MENK INC	LGU SERVICES FOR SRWD AND WCA	E 250-4285-3100	367826	7/15/2025	\$182.00
CONSTRUCTION TECHNOLOGY INC	GARAGE SOLUTIONS CUP AMENDMENT ESCROW RECON PC24-12	G 100-22010		8/27/2025	\$379.00
COUNTRYVIEW ELECTRIC INC	TROUBLESHOOT POWER ISSUE TO AC FOR CITY HALL (MICE CHEWED UP WIRING)	E 100-4194-4000	22-540	8/21/2025	\$145.00
ECM PUBLISHERS INC	AUGUST 13TH PH CRITICAL WATER SUPPLY/SPRINKLING	E 100-4100-3510	1060745	8/7/2025	\$63.00
EQUIPMENTSHARE.COM	EQUIPMENT SHARE PUD CUP ESCROW RECONCILIATION PC 25-02	G 100-22010		8/27/2025	\$2,010.00
FERGUSON WATERWORKS	HYDRANT REPAIR CP0725	G 601-11500	551517	7/25/2025	\$353.00
FOREST LAKE ACE HARDWARE	4 KEYS FOR WELL HOUSE	E 601-4940-2200	662703	7/31/2025	\$15.96
FOREST LAKE CABLE COMMISSION	FRAN FEE JULY 2025 LESS 12%	E 100-4984-3155		8/18/2025	\$1,279.14
HAWKINS INC	HYDROFLUOSILICIC ACID, LCP-5, CHLORINE	E 601-4940-2160	7169649	8/5/2025	\$1,640.88
HAWKINS INC	CHLORINE CYLINDERS	E 601-4940-2160	716845	8/15/2025	\$20.00
INNOVATIVE OFFICE SOLUTIONS LLC~	COPY PAPER, POST IT NOTES, INK STAMP, CALENDAR, PLANNER, JUMBO CLIPS, SMALL AND MED BINDERS	E 100-4100-2000	IN4899447	8/4/2025	\$176.08
LAKESHORE RECYCLING TRUX	PORTABLE TOILETS	E 150-4520-4450	MP280632	8/21/2025	\$400.00
LARKIN HOFFMAN	CITY (CODE ENFORCEMENT)	E 100-4160-3100	861636	8/8/2025	\$220.00
LARKIN HOFFMAN	CITY (RETAINER)	E 100-4160-3100	861634	8/8/2025	\$6,000.00
LARKIN HOFFMAN	EDA-LAND HELD FOR RESALE	E 240-4650-3185	861635	8/8/2025	\$230.00
LARKIN HOFFMAN	HIDDEN PARK COMPREHENSIVE PLAN AMENDMENT 25-09	E 240-4650-3185	861637	8/8/2025	\$280.00
LARKIN HOFFMAN	PURCHASE OF PROPERTY IN FREEWAY QUADRANT	E 240-4650-3185	861638	8/8/2025	\$805.00
TRAVIS MCDONALD	DAVEY'S TREE EXPERT CUP ESCROW RECONCILIATION PC25-01	G 100-22010		8/28/2025	\$1,300.00
MENARDS	BOTTLE WATER, DAWN DISH SOAP, PAPER TOWELS	E 100-4194-2050	62971	8/6/2025	\$22.17
MENARDS	BRAKE CLEANER, CARB CLEANER, LOCITTE, SUPERWELD, LIGHT PEN	E 120-4325-2100	62971	8/6/2025	\$36.79
MENARDS	935 MOWER TUBE	E 150-450-2200	63223	8/11/2025	\$9.99
MENARDS	LIGHT BULBS FOR BATHROOM	E 100-4194-4000	63320	8/12/2025	\$9.99
MENARDS	RM43 VEG CONC 2.5 GAL WEED KILLER	E 150-4520-3176	63370	8/13/2025	\$159.98
MENARDS	30 AMP FUSE FOR AC UNIT CITY HALL	E 100-4194-4000	63758	8/19/2025	\$19.99
MINNESOTA DEPARTMENT OF HEALTH	COMMUNITY WATER SUPPLY SERVICE CONNECTION 07/01/25-09/30/25	G 601-20811		8/15/2025	\$184.68
MN DEED	DEED CDAP-18-0075-H-FY19 PMNT #72 AUGUST 2025	E 210-4700-6000		8/14/2025	\$11,482.14
NINJA ANYWHERE	BALANCE DUE FOR UNFORGETTABLE NINJA FITNESS EVENT - FALL FEST 2025 25FEST	E 100-4100-4510	2734-2	8/20/2025	\$2,310.00
PITNEY BOWES BANK RESERVE	ADDING POSTAGE TO THE METER	E 100-4100-3220		8/28/2025	\$300.00
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER RENTAL	E 10-4100-3220	3107343237	8/12/2025	\$139.98
PRECISE MRM LLC	TRUCK MONITOR	E 120-4320-2241	IN200-2007358	8/22/2025	\$40.00
QUALITY FLOW SYSTEMS INC	SERVICE CHECK OF 6 LIFT STATIONS	E 602-4947-3170	49531	8/22/2025	\$900.00
RAPID PRESS	FALL FEST 2025 FLYER 25FEST	E 100-4100-4510	82197	8/18/2025	\$267.07
TRENCHERS PLUS INC	WOOD CHIPPER SWITCH	E 120-4320-2208	IT12480	7/31/2025	\$112.92
WAGE WORKS INC	VISA CARD PAYMENTS/PMB HCFSA 2025	G 100-21711	INV8127444	8/11/2025	\$77.79
WAGE WORKS INC	AUGUST 2025 HCFSA ADMIN FEE AND MONTHLY MINIMUM FEE	E 100-4130-1350	INV8174288	8/25/2025	\$43.75
WAGE WORKS INC	AUGUST 2025 HCFSA ADMIN FEE AND MONTHLY MINIMUM FEE	E 100-4240-1350	INV8174288	8/25/2025	\$6.25
WAGE WORKS INC	AUGUST 2025 HCFSA ADMIN FEE AND MONTHLY MINIMUM FEE	E 120-4310-1350	INV8174288	8/25/2025	\$25.00
WAGE WORKS INC	VISA CARD PAYMENTS/PMB HCFSA 2025	G 100-21711	INV8158873	8/25/2025	\$376.46
WEX BANK	FUEL	E 120-4325-2120	106654035	8/7/2025	\$752.94
WEX BANK	FUEL	E 100-4295-2120	106654035	8/7/2025	\$50.35
WEX BANK	FUEL	E 150-4520-2120	106654035	8/7/2025	\$283.21
XCEL ENERGY	WELL #1 GAS UTILITY 07.09.25-08.07.25	E 601-4940-3830	939239174	8/7/2025	\$20.00
XCEL ENERGY	WELL #2 GAS UTILITY 07.09.25-08.07.25	E 601-4940-3830	939252521	8/7/2025	\$20.78
XCEL ENERGY	LIFT STATION #3 GENERATOR 07.07.25-08.06.25	E 601-4940-3830	939057856	8/7/2025	\$23.31
XCEL ENERGY	LIFT STATION #4 GENERATOR 07.09.25-08.07.25	E 601-4940-3830	939326510	8/7/2025	\$23.16
XCEL ENERGY	LIFT STATION #5 GENERATOR 07.09.25-08.07.25	E 601-4940-3830	939331573	8/7/2025	\$21.57

1 CITY OF COLUMBUS
2 CITY COUNCEL MEETING
3 INTERACTIVE TECHNOLOGY MEETING FORMAT
4 STATUTE SECTION 13D.021
5 June 11,2025 – 6:00 PM
6

7 The June 11, 2025 City Council Meeting was called to order by Mayor Ron Hanegraaf at the City Hall at
8 6:00 PM. Present were City Councilmembers Janet Hegland, Rob Busch, Jennifer Lattin, and Scott
9 Wendell.

10 Also present were City Administrator Jack Davis, Assistant City Administrator Aaron Berg, City Attorney
11 Bill Griffith, Lynn Carver-Quinn, Kim Snell, Ed Schenk, Julie Kirkeide, Genia Sjerven, and Brenda Miller.

12 In attendance via interactive technology was Grant Duchac (Sp?) with Excel Engineering representing
13 Camping World and Jesse Preiner

14 The meeting was held in a hybrid format per State Statute 13D.021

15 **A. CITY COUNCIL REGULAR MEETING**

- 16 1. Call to Order – Regular Meeting, 6:00PM
- 17 2. Pledge of Allegiance
- 18 3. Adoption of Agenda

19 **Motion by Mayor Hanegraaf to approve the Agenda for June 11, 2025 with the addition of the**
20 **Supplemental Bill list along with the Letter of Resignation of Brenda Oswald, Accounting Assistant**
21 **which were provided to the Council as a handout prior to this meeting and item F which is a closed**
22 **session. Seconded by Councilmember Hegland.**

23 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion**
24 **carries.**

25
26 **B. CONSENT AGENDA**

- 27 1. Approval of Bill Payments (Pages 1-3)
- 28 2. Approval of March 26, 2025 City Council Minutes (to be sent under separate cover)
- 29 3. Approval of April 9, 2025 City Council Minutes (Enclosure)
- 30 4. Approval of April 17, 2025 LBA&E Minutes (Enclosure)
- 31 5. Acceptance of Letter of Resignation from Accounting Assistant Brenda Oswald
- 32 6. Supplemental Bill List

33 Mayor Hanegraaf explained that the agenda had been amended earlier in the meeting to add
34 supplemental bill list and Letter of Resignation from Brenda Oswald. Councilmember Hegland
35 questioned why the resignation appeared under items A and B. City Administrator Davis clarified that

36 item A was amended to include the resignation. Councilmember Hegland noted she hadn't read all the
37 minutes due to ongoing revisions and planned to abstain from voting on them.

38 Hegland stated she couldn't find the video of the meeting to verify errors, Davis said he would send the
39 Zoom recording.

40 **Motion by Councilmember Wendell to approve the Consent Agenda items number 1,5 and 6 as**
41 **presented, the Resignation Letter of Brenda Oswald and the Supplemental Bill list, which were**
42 **distributed to Council prior to the June 11th, 2025 meeting. Seconded by Councilmember Busch.**

43 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion**
44 **carries.**

45

46 **C. PRESENTATION(S) and ITEMS FOR COUNCIL ACTION**

47 **1. Public Forum**

48 Mayor Hanegraaf opened the Public Open Forum stating that the Columbus City Council welcomes
49 residents and property owners to the public forum and that the purpose of the forum is to provide
50 an opportunity to respectfully present issues of concerns to the Council. The Council will listen to
51 the issues but will not engage in a dialogue with the presenter. Questions from the Council will be
52 for clarification only. The public forum will not be used as a time for problem solving or reacting to
53 the comments made, but rather for hearing citizens for informational purposes only. If a majority of
54 the Council would like to address the issue in more detail, it can be added to the agenda or can be
55 addressed during the regular agenda of a future meeting or referred to staff for further review and
56 response.

57

58 Gina Sjerven (Hugo resident) and Julie Kirkeide (Columbus resident), representing the Columbus
59 Lions, presented two ideas:

- 60 1. Hosting a *Night to Unite* community gathering at the park on Tuesday, August 5th (6-8 PM) with
61 games, snacks, and socializing—they have registered through Anoka County. They requested to
62 have this event listed on the city calendar.
63 2. Reviving a joint *Arbor Day/Earth Day* event with the city for 2026, including activities like tree
64 giveaways and DNR involvement.

65 City Administrator Davis supported the *Night to Unite* idea and confirmed they would handle the permit
66 process. Sjerven stated that she will stop by the city on Monday for the permit and payment. Kirkeide
67 clarified the permit was for reserving the pavilion.

68 Regarding Arbor Day, they asked if the city would be interested in partnering again for this event. Mayor
69 Hanegraaf suggested setting another meeting for further discussion, with Davis recommending staff
70 coordinate with the Lions. Councilmember Wendell suggested possibly involving Davey Tree Service as a
71 resource.

72 Mayor Hanegraaf clarified that while the Council typically does not engage in conversation during the
73 public forum, this matter was different and had been brought up out of sequence with the agenda.

74

75 **2. Camping World IUP and Development Agreement Amendment (Pages 4-21)**

76 City Attorney Griffith addressed the Camping World Interim Use Permit (IUP) and Development
77 Agreement. The change clarifies that the IUP for outdoor storage would only terminate if the business
78 ceased, not if the property is sold. This amendment was requested by Camping World's attorney to
79 prevent disruption in operations if ownership changes. The situation involves multiple parcels: the
80 former Coats RV site (leased by Camping World) and an adjacent open storage lot, owned by a different
81 entity (Gate Avenue Properties, LLC). The intent is to legally tie the two parcels together for business
82 purposes.

83 Councilmember Hegland raised concerns about the lack of a fixed end date, the risks of ownership
84 changes, and potential new uses incompatible with Camping World.

85 City Attorney Griffith explained that the IUP "runs with the land," meaning the agreement remains in
86 place even if ownership changes, unless the business itself stops operating. Also stating that while this
87 IUP structure is unusual for the city, staff recommended approval to bring the storage into legal
88 compliance after years of nonconformance.

89 Councilmember Hegland questioned the hardship of simply giving the IUP a five-year end date, requiring
90 renewal later. City Attorney Griffith responded that city code doesn't require a specific term for this type
91 of permit, but the council could impose one if desired.

92 Councilmember Hegland explained her discomfort with issuing an open-ended IUP, especially given the
93 property's history of noncompliance. While not opposing the agreement, she emphasized her
94 preference for including a renewal period to maintain oversight and ensure continued compliance.

95 Mayor Hanegraaf sought clarification about the property's CUP (Conditional Use Permit), asking if it
96 originally belonged to Coats and whether it would remain valid if the property was sold or unused. City
97 Attorney Griffith confirmed that the CUP runs with the property, regardless of ownership. However, if
98 the use ceases for over a year, the CUP could potentially expire, requiring a new application if
99 operations resume

100 City Attorney Griffith noted that while the IUP could have a set term like other permits (e.g., 5 or 20
101 years), this case was unusual due to its long history and the effort to legalize prior noncompliant storage
102 use. The amendment was presented primarily to address Camping World's legal concerns, with the city's
103 intent to bring it back to council for a decision.

104 Councilmember Lattin asked if there were any outstanding code compliance issues for the property. City
105 Attorney Griffith explained that the main issue is unauthorized outdoor storage and is being addressed
106 through this development agreement, which finalizes compliance. Landscaping was also mentioned, and
107 Grant Duchac (sp?) (representing Camping World) confirmed it has already been completed per the
108 approved plan.

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109 Councilmember Wendell noted that the landscaping was completed ahead of the October 1st deadline
110 and appreciated the early compliance. Wendell also pointed out minor clerical errors in the documents,
111 including an incorrect year (2023 instead of 2024) and a missing "IUP" acronym in the interim use permit
112 draft.

113 Councilmember Hegland pointed out that the agreement places responsibility for stormwater pond
114 maintenance on the property owners and questioned how that obligation would transfer if ownership
115 changed and the IUP expired. City Attorney Griffith explained that since the agreement is tied to zoning,
116 it runs with the land for as long as the IUP is in effect. If the council imposed a fixed term on the IUP, a
117 new development agreement might be required upon renewal, depending on future ownership.

118 Councilmember Hegland expressed that she didn't view requiring a new agreement as a drawback.
119 Given the property's history of noncompliance, she felt that having a defined term such as 5 or 10 years
120 would provide a needed safeguard, ensure accountability and give the city leverage to enforce
121 compliance before granting extensions.

122 Mayor Hanegraaf sought clarification on which property was under discussion, confused by references
123 to multiple sites. City Attorney Griffith clarified that while the two properties have separate owners and
124 permits, they are both operated by the same business entity, though branded differently. Issues at the
125 northern Camping World store are unrelated to this current IUP amendment.

126 Councilmember Hegland emphasized that despite the confusing mix of business names, it's the same
127 operator leasing both properties and using them for inventory storage. City Attorney Griffith confirmed
128 this and reiterated that although the city was frustrated by years of noncompliance, this amendment
129 process originated from the property owners' efforts to resolve it. The city's initial recommendation was
130 for them to buy and combine the properties, but due to complications with multiple parties, the zoning
131 lot and development agreement approach was offered as a practical solution. It is now up to the council
132 to decide whether to make any changes.

133 Councilmember Hegland asked Grant Duchac (sp?) whether adding a 5- or 10-year expiration to the IUP
134 would cause hardship for Camping World. Duchac explained that it would, primarily because Camping
135 World has long-term leases on both parcels involved, and a shorter IUP term would create uncertainty
136 for their operations. Duchac emphasized that Camping World has invested significant resources to bring
137 the site into compliance, including landscaping and consulting fees, and they are committed to
138 maintaining compliance. The hardship stems from the possibility that a short-term IUP could expire
139 while their leases are still active, leaving them without guaranteed use of the adjacent storage lot, even
140 if the main business continues operating under its separate CUP. Duchac clarified that Camping World
141 doesn't control the ownership of either parcel and that either property could be sold, with leases
142 transferring to new owners. For that reason, they prefer the IUP to remain in place as long as the
143 business operates, regardless of ownership changes, to ensure stability for their operations. The IUP
144 would automatically terminate if Camping World ceased doing business.

145 Councilmember Hegland suggested that the IUP's expiration could be tied to the lease terms for the two
146 parcels, ensuring alignment between the IUP and the business's operational commitment. Duchac
147 confirmed he didn't have the lease details on hand but acknowledged that approach could potentially
148 address concerns.

149 Councilmember Hegland noted that syncing the IUP with the lease would provide both Camping World
150 and the city with predictability since renewing the lease would naturally require revisiting the IUP. City
151 Attorney Griffith agreed this approach is similar to how billboard IUPs were structured, though further
152 investigation into the lease details would be necessary before making a final decision. Duchac added
153 that if Camping World doesn't renew the leases, the business would cease, causing the IUP to terminate
154 automatically.

155 City Attorney Griffith outlined the council's options are to approve the amendment as presented, reject
156 it, or hold it over to gather information on the lease terms. Councilmember Lattin mentioned that the
157 city now has a compliance officer actively involved in this matter, which helps address compliance
158 concerns.

159 Councilmember Hegland agreed that compliance oversight helps but emphasized that her primary
160 concern is maintaining consistency. She pointed out that, to her knowledge, the city has always attached
161 fixed terms to IUPs, making an open-ended IUP inconsistent with city practice. City Attorney Griffith
162 confirmed her understanding, noting that all prior IUPs issued by the city have included defined terms.

163 **Councilmember Hegland made a motion to hold the item over, suggesting that while aligning the IUP**
164 **term with the lease might not ultimately work, she would feel more comfortable if the council first**
165 **investigated that possibility. Holding it over would give them time to gather the necessary lease**
166 **information before making a final decision.**

167 **Seconded by Mayor Hanegraaf however sought clarification, confirming that the intent of the motion**
168 **was to hold the item over to clarify the IUP.**

169 Councilmember Hegland clarified that her motion was to delay action until staff, or the city attorney
170 could provide details on the lease terms. With that information, the council could then decide whether
171 syncing the IUP to the lease made sense or whether to impose a separate end date or none at all.

172 Mayor Hanegraaf, after initially seconding the motion, would like to first hear where the rest of the
173 council stood on having an IUP with or without an end date, noting that most hadn't shared their views
174 yet.

175 Councilmember Busch supported Hegland's concerns, emphasizing that the city typically assigns specific
176 durations to IUPs (5, 10, or 20 years) and that an open-ended IUP could potentially last indefinitely. City
177 Attorney Griffith clarified that the IUP, as written, would only remain active as long as the business
178 operates on the main parcel. If the business ceases, the IUP and the associated storage lot would also
179 terminate.

180 Councilmember Hegland emphasized her concern that if the southern lot were sold, Camping World
181 could still operate on the former Coats lot and potentially overload it again, repeating past issues. She
182 also stressed the importance of consistency in city policy, warning that allowing an open-ended IUP
183 could set a precedent for future applicants to expect the same.

184 Councilmember Hegland reaffirmed her position that every IUP the city has issued has had an end date,
185 and she wasn't convinced that a suitable term couldn't be found that would avoid hardship for the
186 applicant.

187 After discussion, Mayor Hanegraaf asked if Hegland wanted to restate her motion, but she confirmed
188 her original motion to hold the item over still stood. **Mayor Hanegraaf then re-seconded the motion.**

189 Councilmember Wendell added a final comment before the vote, reminding the council that Camping
190 World had shown good faith by completing their required screening early and connecting to city utilities.
191 He emphasized that these actions demonstrated their active effort to comply with city requirements, as
192 noted during Planning Commission discussions.

193 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion**
194 **carries**

195

196 City Attorney Griffith stated this should be brought back to Council in a couple of weeks.

197

198 **3. NW Quad Preliminary and Final Plat Approval (Pages 22-40)**

199 City Administrator Davis explained that the City of Columbus is applying for preliminary and final plat
200 approval to split two existing lots (totaling 32.85 acres) into three new lots and five outlots. The
201 property is located at the northwest corner of Lake Drive and West Freeway Drive. One of the existing
202 lots is currently owned by the city and the other is currently owned by Steve and Patricia Saunders, who
203 have agreed to participate in the platting process. Block 2, Lot 1 would be a separation of approximately
204 six developable acres from a larger 27-acre area that is wetland.

205

206 The Planning Commission held a Public Hearing on May 21, 2025, with no public comments, and
207 unanimously recommended approval on June 4, 2025, contingent on the recommendations outlined in
208 the staff report provided in the packet. Approval of the NW Quad I-35 Preliminary and Final Plat will
209 allow the city to move forward with rezoning Block 2, Lot 1, from General Commercial to Mixed Use-
210 High Density, supporting future development goals for the I-35/Lake Drive interchange area.

211 Councilmember Busch inquired whether the platting was connected to an immediate development
212 proposal or intended to make the property more marketable. City Administrator Davis explained that
213 there is no specific project yet; the goal is to create a shovel-ready lot to improve marketability and
214 flexibility for future development. The remainder, primarily wetlands, would be retained by the city for
215 potential future use, possibly involving discussions with the DNR. The intent is to rezone the six-acre
216 parcel to Mixed Use-High Density to accommodate uses like apartments or senior housing. While the
217 property fronts the interstate, it's not easily accessible, making it unsuitable for retail or professional
218 services. Additionally, this plat is necessary to properly incorporate the Saunders' property into the
219 larger development plan, especially as the city prepares to sell the adjacent land.

220 City Attorney Bill Griffith added historical context, noting that nearly two years ago, the city applied for a
221 grant to help cover the costs of this plat. The purpose was to make the property "shovel ready," making it
222 easier to market and sell the parcels outlined by the City Administrator Davis.

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223 **Motion by Councilmember Hegland to approve the Northwest Quad Preliminary and a Final Plat, as**
224 **exhibited in the staff report attachment materials for this item.**

225 **Seconded by Councilmember Busch.**

226 **Roll Call Vote: Busch – Aye, Hegland – Aye, Wendell – Aye, Lattin – Aye, Hanegraaf – Aye. Motion**
227 **carries**

228

229 **4. A-I Use Policy (Pages 41-44)**

230 Assistant City Administrator Berg stated at the May 6th, 2025 City Council workshop, staff presented an
231 overview of the exploratory use of generative artificial intelligence and city operations, with an initial
232 focus on preparation for City Council meeting minutes at the May 28th, 2025, City Council meeting. At
233 that time staff presented an update and asked for direction on the adoption of its expanded use. Berg
234 indicated that staff were directed to bring back a draft city policy for discussion at the June 6th, 2025,
235 City Council Workshop meeting. Staff presented a draft policy for review and recommendation at the
236 conclusion of the workshop meeting which was edited based on feedback.

237 Councilmember Hegland commented there are two edits she would like to be considered; include in the
238 Policy that staff must not use AI tools for decision making that impacts individual right benefit or
239 obligations without human review and requiring sign-off by responsible staff on AI generated
240 documents, particularly meeting minutes. Berg commented that staff are required to participate in the
241 required Cybersecurity training annually provided by the League of Minnesota Cities. Additionally, he
242 added that staff would be required to sign off annually stating they have reviewed the City policy on the
243 use of AI.

244

245 Councilmember Hegland reiterated that she is concerned with accuracy and responsibility for reviewing
246 the information written into the minutes using generated AI process. She requested language be added
247 into the minutes noting whom reviewed and found the AI information to be accurate.

248 Berg added that currently a disclaimer is placed at the end of the minutes noting that “These minutes
249 were generated with the assistance of AI with human oversight and review”.

250 Councilmember Wendell inquired as to what constitutes “human review” from Councilmember
251 Hegland’s edit request, questioning if it meant that a staff member has reviewed the AI version and
252 signs off on it.

253

254 There was discussion on defining “human review” and addressed whether detailed procedures should
255 be addressed in separate operational procedures rather than addressed in the presented Policy.

256

257 **Motion by Councilmember Hegland to approve the AI Use Policy as presented in our packet**
258 **attachment materials for this item with contingent that a separate procedure for drafting and**
259 **reviewing minutes be drafted.**

260 **Seconded by Councilmember Wendell.**

261 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion**
262 **carries.**

263

264 **D. CONSULTANT, LIAISON and STAFF REPORTS**

265 1. City Engineer - Not present, no report.

266 2. City Attorney - Griffith provided a legislative update from the recent session stating that a
267 bonding bill was presented late in the process but did not include local specific allocations, he added
268 that in place of local allocations, the transportation appropriation includes \$47 million of new local road
269 improvement program funds (LRIP) that the city can apply towards the section of the Hornsby-North
270 Hornsby project. There is an emphasis on shovel ready projects, and this project is essentially there with
271 the wetland credits in place. Griffith stated that he would like to have Margaret Vessel work with
272 the staff of Senator Kruen and Senator West to see what can be done to advance our project so that it's
273 well scoped and ready to go when it goes in for application.

274 Councilmember Hegland inquired about the deadline to submit the application and Griffith replied that
275 the date has not been set yet, but he will keep the Council informed of any updates.

276 3. Mayor & City Council Report

277 Councilmember Lattin - Reported that she attended the Coon Creek Watershed Meeting this week
278 and asked Councilmember Hegland if there were any mini-grants available from Rice Creek Watershed
279 District for rain or pollinator gardens for residents. Councilmember Hegland replied that she understood
280 that all the watershed districts offer this opportunity. She noted that there is a potential of a new
281 residential development of 107 homes located at Lexington and Bunker. She also reported that the
282 planning for the Fall Fest is well underway and to remind Councilmembers to keep September 19th and
283 20th on their calendars.

284

285 Councilmember Wendell – Reported that the next Forest Lake Cable Commission meeting will be
286 June 24th and he added that City Administrator Davis and the Code Compliance officer responded to a
287 blight complaint from a neighborhood, and it was in the process of being resolved. He commented on
288 their immediate response.

289

290 Councilmember Hegland – Reported that she attended a recent Sunrise River Water Management
291 Organization (SRWMO) and they discussed the rain garden located at the East Front Blvd on Coon Lake.
292 The plantings are going in and noted that local business Dunaway Construction was the contractor on
293 this project. Additionally, she reported that construction bids were being prepared for the Shoreline
294 Stabilization Project funded by a Bowser grant. This project will provide opportunities over several years
295 for property owners along Martin and Linwood Lakes to apply for shoreline stabilization assistance. She
296 clarified that Coon Lake is not part of this project.

297 Councilmember Hegland gave an update regarding the Midco High Speed Expansion project. This
298 project started in the city 6 years ago and there are approximately 117-120 properties that will be
299 updated through this final stage. Midco is expecting to start this final phase mid-July and be completed
300 by the end of the year, which is a year ahead of schedule. Staff will coordinate with Midco to ensure
301 clear communication to neighborhoods about timing, impact and enrollment for this new service. She
302 concluded by stating that when this project is complete, Columbus will achieve 100% citywide
303 broadband coverage.

304
305 Councilmember Busch – Reported he had no report

306
307 Mayor Hanegraaf – Commented that the light at Crossways Lake Drive and Lake Drive is installed
308 and in operation. He inquired about the status of ditch mowing and Davis replied that there is a
309 restriction in ditch mowing in April and May due to Pheasant breeding but mowing is now in progress.

310
311 4. Personnel Committee Report

312 a. Planning Commission Appointments (Pending Interview Completion)

313 Councilmember Hegland informed the Council that there were three Planning Commission applicants,
314 however, one applicant withdrew their application. The Personnel Committee interviewed two
315 applicants, Michael Ostwald and Ashley Seuss for the vacancies on the Planning Commission.

316
317 **Motion by Councilmember Hegland to approve the appointment of Michael Ostwald to the City of**
318 **Columbus Planning Commission to fill the remaining term of Bethany Jackson, which expires on**
319 **December 21, 2026.**

320 **Seconded by Mayor Hanegraaf.**

321 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion**
322 **carries.**

323
324 **Motion by Councilmember Hegland to approve the appointment of Ashley Seuss to the City of**
325 **Columbus Planning Commission to fill the remaining term of Lynn Carver-Quinn, which expires on**
326 **December 21, 2025.**

327 **Seconded by Mayor Hanegraaf.**

328 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion**
329 **carries.**

330 b. Compensation Report Philosophy–Resolution 2025-06 (Pages 45 & 46)

331 Councilmember Hegland shifted the discussion to the draft compensation report policy and resolution
332 that was included in the Council packet for review and explained that the philosophy provides a
333 framework to guide future Council actions related to compensation. The Resolution outlines the City’s
334 Compensation Report Philosophy, intended to guide how employee wages and benefits are structured

335 and adjusted over time. Hegland reported that all of the job descriptions have been reviewed and
336 updated and Mark Goldberg from DA has scored and matched them up to other cities that we compare
337 to. Hegland noted the salary data that Goldberg used is approximately a year to two years old, therefore
338 she inquired if they need to consider a 2 or 3% increase to account for the age of data.

339 Councilmember Lattin asked for clarification if the philosophy would interact with annual performance
340 evaluations and whether adjustments would be market-driven or performance driven. Councilmember
341 stated that this information would be part of the continued discussion at the July City Council workshop
342 meeting.

343 Councilmember added that there are some positions where presently there is not a person, but would
344 expect to hire that position in the future and there is already a job description that has been scored and
345 has a salary range associated with it.

346 **Motion by Councilmember Hegland to approve the Resolution 2056-06, A Resolution Philosophy for**
347 **the City of Columbus that was provided in the City Council packet.**

348 **Seconded by Councilmember Mayor Hanegraaf.**

349 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion**
350 **carries**

351 c. City Administrator Performance Review Policy – Councilmember Hegland informed the
352 Council that the City administrator was hired June 1, 2024, and is due for his annual evaluation. She
353 realized in the last possible 15 years, no review or evaluation was given for the last City Administrator
354 position, therefore there was no previous template to follow for a review, which prompted the
355 personnel committee to discuss the drafting of a City Administrator Annual Review Policy.

356 Councilmember Hegland introduced the draft policy that was included in the Council packet. The
357 purpose of the policy is to establish a formal structured process for the annual performance review of
358 the City Administrator, adding that the purpose is to ensure fairness, transparency, and accountability
359 while aligning the City Administrators’ performance goals with Council priorities. Councilmember
360 Hegland informed the Council that Attorney Griffith confirmed that performance evaluations must be
361 conducted in compliance with Minnesota open meeting law, which permits closed sessions for
362 employee evaluations, but requires summary findings to be shared publicly afterward. However, any
363 discussion on compensation cannot be discussed in the closed session. Information will be gathered
364 from the HR Consultant, Ellen Hendricks, from Council members, other board members, residents,
365 business owners, as well as staff members and she will generate a report from the information
366 collected, providing the Council with an executive summary. This information will be discussed among
367 the Council in the closed session. It was determined that the evaluation outcome will conclude with
368 exceeds, meets, or does not meet expectations.

369 Councilmember Hegland inquired how best to determine the merit compensation side of the
370 Performance Review. Attorney Griffith commented on the section that is in the existing Employment
371 Contract that reflects this matter, “merit based increases reflective of performance metrics drafted by

372 the Council". Hegland added that the City Administrator will be evaluated on his decision making,
373 leadership skill, and the goals that the Council defines for him to aspire to in the following year.

374

375 Councilmember Hegland inquired if the Attorney or Hendricks could send out the feedback email as to
376 not violate the open meeting law.

377

378 **Motion by Councilmember Hegland to approve the City Administrator Performance Review Policy with**
379 **the one addition that we will work with our HR consultant or our City Attorney to send out some**
380 **suggested options for determining a merit increase.**

381 **Seconded by Councilmember Lattin.**

382 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion**
383 **carries.**

384 5. Planning Commission Report -Councilmember Hegland reported that Assistant Planner Eleanor
385 Hahn provided the Planning Commission on recent projects; MTW Truck Wash has received their
386 SAC (Sewer Availability Charge) determination, Rice Creek Watershed issues have been resolved
387 along with the city permits are all in place so they will be starting construction very soon. She added
388 that the Go-Kart concept plan fell through so that project will not advance. Additionally,
389 Councilmember Hegland stated that Hahn updated the Planning Commission on Equipment Shares'
390 CUP and suggested that they listen to the recording to get a sense of the conditions that can be
391 placed on an application to help mitigate concerns with adjoining properties. Hahn also mentioned
392 to the members the status of Hidden Park and the possibility of it being able to be sold and how that
393 may affect the Planning Commission.

394

395 6. Public Works Report – Not present, no report.

396 7. City Administrator Report - Reported he had no report.

397

398 **E. ANNOUNCEMENTS & REMINDERS**

399 ► **EDA, June 12, 2025 5:30PM**

400 ► **Planning Commission Meeting, June 18, 2025, 6:00 PM**

401 ► **City Hall Closed, June 19, 2025 - Juneteenth Holiday**

402 ► **City Council Meeting, June 25, 2025, 6:00 PM**

403

404 **F. CLOSED SESSION**

405 The City Council meeting was closed pursuant to the attorney-client privilege under Minnesota
406 Statutes Section 13D.05, Subdivision 3(c)(3), to consider the sale of city-owned real property
407 identified as PID 24-32-22-11-00011.

408

409 **G. ADJORNMENT**

410 **Motion by Councilmember Busch to adjourn. Seconded by Councilmember Wendell.**

411 **Roll Call Vote: Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf –**
412 **Aye. Motion carries.**

413

414 **Meeting adjourned at approximately 9:00 P.M.**

415

416

417

418

419

420

421

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423

DRAFT

1
2
3 **CITY OF COLUMBUS**
4 **CITY COUNCIL MEETING**
5 **INTERACTIVE TECHNOLOGY MEETING FORMAT**
6 **STATUTES SECTION 13D.021**
7 **August 13, 2025 – 6:00 PM**

8 The August 13, 2025, City Council Meeting was called to order by Mayor Ron Hanegraaf at 6:00
9 PM at Columbus City Hall. Present in person were Councilmembers Janet Hegland, Rob Busch,
10 Jennifer Lattin, Scott Wendell, and Mayor Ron Hanegraaf.

11 Also present: City Administrator Jack Davis, Assistant City Administrator Aaron Berg, Public
12 Works Director Jim Windingstad, Finance Director Cheryl Jenkins, City Engineer Brian
13 Bachmeier, and City Attorney Bill Griffith

14
15 Brad Norling, Steve Ray, Kim Snell, Gary Lee, Myron & Cindy Angel

16 In attendance via interactive technology: Joseph O’Leary

17 This meeting was held in a hybrid format per State Statute 13D.021.

18 **A. CITY COUNCIL REGULAR MEETING**

- 19 1. Call to Order – Regular Meeting, 6:00 PM
20 2. Pledge of Allegiance
21 3. Adoption of Agenda
22

23 **Mayor Ron Hanegraaf made a motion to approve the Agenda for the August 13, 2025, City**
24 **Council Meeting moving Item B to after Item C/ before Item D with the addition of the**
25 **Supplemental Bill List which was distributed to Council prior to the June 25, 2025 meeting.**
26 **Seconded by Janet Hegland.**

27 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye.**
28 **Motion carries unanimously.**

29 **A.1. Senator Michael Kreun – Legislative Update**

30 Senator Michael Kreun provided an update on the action of the MN Legislature to the City
31 Council and community. He noted that the 2025 session was a budget year, with the primary
32 objective of setting a two-year biennial budget. The session began with a tie in the Senate due
33 to a vacancy, resulting in a temporary power-sharing agreement with equal committees and co-
34 chairs until the special election was completed. The House also experienced delays due to
35 election contest litigation. Despite these challenges, a budget was passed in a special session,
36 avoiding a government shutdown.

37 Senator Kreun reported that the state budget decreased from \$72 billion to \$66.4 billion,
38 primarily due to the expiration of one-time surplus funding. He stated that a structural budget
39 imbalance remains, with projected spending exceeding revenue, and the next biennium faces a
40 \$2.2 billion deficit. Major cuts impacted disability services, nursing homes, and transportation,
41 while state agencies largely avoided reductions. About \$4.2 billion in revenue enhancements
42 were enacted, including new fees on nursing homes, which he opposed.

43 He highlighted legislation he authored or supported, including the establishment of an Office of
44 Inspector General to address fraud across state agencies. The bill passed the Senate with strong
45 support but stalled in the House. He also opposed the closure of Stillwater Prison. Additional
46 bills enacted included childcare safety measures, renewal of the Agricultural Best Management
47 Practices Loan Program, updates to the Business Corporations Act, and modernization of the
48 Real Property Partition Bill.

49 Senator Kreun discussed concerns with Metropolitan Council spending, particularly costly light
50 rail projects such as the Blue Line extension, while critical projects like Hornsby Street struggle
51 to secure funding. He noted that the Hornsby Street project received a hearing, keeping it
52 active for future bonding consideration. He also expressed opposition to using trunk highway
53 funds for non-highway purposes and reiterated his opposition to the NLX train to Duluth.

54 Taxation changes were also discussed. The cannabis tax increased from 10 percent to 15
55 percent, while local government cannabis aid was eliminated. A \$700 million bonding bill
56 focused on infrastructure was passed, which will benefit the state but included few local
57 projects. Hornsby Street was excluded, but he pledged to continue advocating for Columbus'
58 priorities in future bonding cycles.

59 On housing issues, he noted proposed legislation mandating local zoning changes to address
60 affordability. He stated that while he recognizes housing challenges, he does not support
61 measures that undermine local control.

62 Senator Kreun also addressed federal legislation impacts on state and county budgets, including
63 SNAP changes that may require states to cover additional costs, Medicaid work requirements,
64 and eligibility reassessments that could increase county administrative burdens. He stressed the
65 importance of avoiding property tax increases from unfunded mandates.

66 In closing, Senator Kreun reaffirmed his commitment to assisting Columbus with state-related
67 issues and highlighted his responsiveness to residents, citing recent work with the Lackner
68 family on DNR permitting challenges. The Council thanked Senator Kreun for his update and
69 ongoing support, particularly with the Hornsby Street project.

70 **B. ~~CONSENT AGENDA~~** (Moved to later in agenda)

71 **~~1. Approval of Bill Payments~~**

- 72 ~~2. Approval of Supplemental Bill Payments~~
- 73 ~~3. Approval of April 23, 2025 City Council Minutes (Enclosure)~~
- 74 ~~4. Approval of May 28, 2025 City Council Minutes (Enclosure)~~

75

76 **C. PRESENTATION(S) and ITEMS FOR COUNCIL ACTION**

77

78 1. Public Forum

79

80 Nothing at this time.

81

82 2. Public Hearing, Ordinance 14-320, Restricted Hours for Sprinkling.

83

84 City Administrator Jack Davis reported that as part of the City’s most recent Water Supply Plan
85 submitted to and approved by the Minnesota Department of Natural Resources (DNR), we are
86 required to update our Critical Water Deficiency Ordinance.

87

88 Specifically, Chapter 14-320 – Restricted Hours for Sprinkling is required for approval to
89 increase our DNR Water Appropriation Permit 2009-0641 from 30 million gallons per year to 50
90 million gallons per year. This increase is necessary to accommodate a potential increase in 16
91 million gallons per year in pumping demand our current withdrawal rate is 24 million gallons
92 per year.

93

94 Mayor Hanegraaf opened the Public Hearing on Ordinance 14-320 regarding critical water
95 deficiency measures at 6:45 PM. The mayor invited testimony from the public both in person
96 and online. No one responded to the call for comment and the Public Hearing was closed at
97 6:45 PM.

98

99 City Attorney Bill Griffith provided several non-substantive cleanup recommendations to the
100 ordinance, including:

- 101 1. Capitalizing “City” consistently throughout the Code.
 - 102 2. Removing the word “locally” where redundant.
 - 103 3. Using numbers (1, 2, 3, 4, 5) rather than letters after Section B for consistency.
 - 104 4. Correcting punctuation and spacing issues.
- 105

106 Councilmember Rob Busch inquired whether the ordinance applies to private wells. City
107 Administrator Davis clarified that the ordinance applies only to municipal utilities and does not
108 affect private wells. Councilmember Janet Hegland requested that the ordinance wording be
109 revised to make this distinction clear, as the current language could be confusing.

110

111 Councilmember Hegland recommended reorganizing sections of the ordinance to better
112 separate state-level declarations from local City authority. She also suggested that notification
113 requirements be strengthened, proposing the use of formal notice procedures (consistent with
114 public hearings) rather than the current vague language of “reasonably practical.”

115 Councilmember Hegland raised a question regarding whether dust suppression requirements
116 for businesses would be considered a prohibited non-critical use. City Administrator Davis and
117 City Attorney Griffith confirmed such use would be considered essential and therefore
118 permitted.

119

120 Councilmembers Busch and Wendell asked if prohibitions included commercial car washes and
121 truck washes. City Administrator Davis confirmed they would be restricted unless necessary for
122 public health and safety (e.g., visibility or preventing mud on roads). City Attorney Griffith
123 agreed that the current state model language is adequate and should not be altered.

124

125 Councilmember Jennifer Lattin recommended adding the words “Municipal Water” to the
126 ordinance title (e.g., “Restricted Hours for Sprinkling Using Municipal Water”) to avoid
127 confusion among residents with private wells. The Council agreed this clarification should be
128 made.

129

130 City Administrator Davis explained that the ordinance update is tied to the City’s DNR water
131 appropriation permit. The ordinance update was missed in 2019 but is now required for
132 compliance. The DNR review period for the permit concludes shortly, but the city can notify the
133 DNR that the ordinance is under consideration and will be finalized at the next Council meeting.

134

135 The Council agreed to hold Ordinance 14-320 over until the next Council meeting to allow for
136 language revisions and clarifications, including:

- 137 1. Limiting applicability to municipal water only.
- 138 2. Updating the ordinance title.
- 139 3. Reorganizing sections for clarity.
- 140 4. Strengthening and standardizing notification requirements.
- 141 5. Incorporating the City Attorney’s formatting and cleanup recommendations.

142

143 3. Tennis Court Project Bids.

144

145 City Administrator Davis reported that as part of the City's ongoing efforts to maintain its
146 recreational infrastructure and enhance the City Park amenities, the reconstruction/resurfacing
147 of the tennis courts at the City Park was included in the Fiscal Year 2025 Capital Improvement
148 Plan (CIP)/Parks Capital Fund.

149

150 The Columbus City Council approved the tennis court resurfacing and reconstruction as a CIP
151 project but withheld commitment for funding until bid alternatives and their costs could be
152 evaluated. The estimated cost of the project was \$130,000 but CIP funds available for the work
153 are approximately \$ 79,316, creating a deficit of \$47,184 for the project funding.

154

155 At the April 23, 2025 City Council Meeting, Bolton & Menk was given approval to move forward
156 for bid advertisement for the Tennis Court Project in accordance with all applicable state and
157 municipal bidding laws and procurement procedures.

158
159 The base bid for the project was only for the repaving and resurfacing of the existing facility and
160 included 2 tennis courts with pickle ball court overlays on each and the low quote was received
161 from Goodmanson Construction in the amount of \$124,600 for the base bid.

162
163 The Park Board heard public discussion on the Tennis Court Project and discussed those
164 comments along with the bid options at their July 15, 2025 meeting. The Park Board was
165 informed that there was a survey in progress to gauge the interest in the use of the facility and
166 the overlay options for tennis and pickleball use. The Park Board delayed a project and option
167 recommendation until those survey results were available for their review.

168
169 The Park Board discussed the survey results at a Special Meeting on August 4, 2025 and voted
170 4-1 to recommend that City Council approve Layout Plan with one Tennis Court parallel to two
171 end-to-end pickleball courts, identified as Alternative of Layout Plan Alternate 2, Alternate Bid -
172 1 as presented in the Bolton & Menk Base Bid and Alternates Plan along with the \$126,500 bid
173 from Goodmanson Construction with the source of the funds required to cover the deficit gap
174 between the project bid and the current Park Capital Funds available for this work.

175
176 Mayor Hanegraaf brought up that a fence to separate the two pickleball court was also
177 requested by the Park Board. City Administrator Davis asked that based on the bid extension
178 he would recommend moving forward and add the net as a change order and figure out the
179 funding change later.

180
181 Mayor Hanegraaf asked about color choice and if there were alternatives. Park Board Members
182 Brad Norling and Steve Ray present discussed no color preference and address the lack of
183 adding the net into the recommendation would add to the cost and wanted to avoid that,
184 stated that they would not want to delay the project over color.

185
186 City Administrator Davis recommended covering the gap through an interfund loan from the
187 City's General Fund, to be reimbursed by either the sale of city-owned property or park
188 dedication fees.

189
190 **Mayor Hanegraaf made a motion to approve the Tennis Court Improvement Project for**
191 **Alternate Bid 1 in the amount of \$126,500 and an interfund loan in the amount of \$48,000 to**
192 **cover the funding gap between the bid cost and the funds available in the Park Capital Fund**
193 **for this project. Furthermore, the interfund loan will be reimbursed from the sale proceeds of**
194 **the Hidden Park property or park dedication fees generated from the sale of city parcel 24-32-**
195 **22-11-0011. Second by Councilmember Jennifer Lattin.**

196
197 Councilmember Lattin asked if the color needed to be defined. Council discussed color options
198 and directed the Park Board to finalize a selection at no additional cost.

199

200 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye.**
201 **Motion carries unanimously.**

202
203 4. Planning Commission Report and Approval Requests

204
205 Councilmember Busch reported that two minor Comprehensive Plan Amendments, each
206 proposing a land use designation change for City owned property, require City Council approval
207 before being submitted to the Metropolitan Council for review.

208
209 The first of the amendments is the Hidden Park Comprehensive Plan Amendment and Rezoning
210 Application which proposes re-designating a small city park to Rural Residential to allow for the
211 sale of the property.

212
213 A public hearing was held before the Planning Commission on July 16, 2025. The Commission
214 recommended approval on August 6, 2025.

215
216 **Councilmember Busch motioned to submit the Hidden Park Comprehensive Plan Rezoning**
217 **Amendment to the Metropolitan Council to change the rezoning of parcel 15-32-22-23-0008**
218 **from Park to Rural Residential. Seconded by Councilmember Hegland.**

219 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye.**
220 **Motion carries unanimously.**

221 The second of the amendment discussed was the approval of the Zoning Ordinance
222 Amendment 25-03, contingent on Metropolitan Council Approval of the Comprehensive Plan
223 Amendment for the Hidden Park Property. This also had a public hearing held before the
224 Planning Commission on July 16, 2025 and the Commission recommended approval on August
225 6, 2025.

226 **Councilmember Busch made a motion to submit the NW Quad Comprehensive Plan Rezoning**
227 **Amendment to the Metropolitan Council to change of the zoning of Block 2 – Lot 1 from**
228 **General Commercial to Mixed Use – High Density. Seconded by Councilmember Hegland.**

229 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye.**
230 **Motion carries unanimously.**

231 Councilmember Busch reported that Commissioners also briefly discussed resident requests for
232 taller fences, potentially at the level of sound walls, along higher-traffic and arterial roads. No
233 action was taken, and the matter was referred for further consideration in the future.

234 5. Personnel Committee Report and Approval Requests.

235 Councilmember Hegland reported that the annual performance review for City Administrator
236 was conducted in closed session during the June 25, 2025, Council meeting as is allowed per

237 Minn. Stat. sec. 13D.05, subd. 3(a). In the Council Regular Meeting, prior to the closed session,
238 the Council approved a methodology for granting a merit increase, a Council option per Mr.
239 Davis's employment contract.

240 MN. Stat. Sec. 13D.05, subd. 3(a) requires that the Council summarize the Council's conclusions
241 regarding the performance evaluation and any resulting salary change at the next open Council
242 meeting. This was done at the 7.9.25 Council Meeting.

243 The Policy also states that each year, the performance review process will be reviewed shortly
244 after the evaluation is completed. Hegland distributed a memo identifying revisions to the City
245 Administrator Performance Review Policy and Merit Pay Plan.

246 In addition, Hegland's memo provided a list of Annual City Administrator Goals for 2026.

247
248 Councilmember Scott Wendell reiterated concerns from the prior workshop, stating the process
249 was overly burdensome, costly, and unnecessary for a city the size of Columbus. He suggested
250 performance expectations should be handled internally without consultant involvement.

251 Councilmember Hegland defended the process and the whole process may not be necessary
252 the following year. Hegland asked Wendell what he was suggesting and Wendell suggested
253 trimming the process. Hegland asked for examples and stated he didn't like spending \$6,500.
254 Hegland stated that it wouldn't cost \$6,500 next year and that all Ellen would do is collect
255 interviews that City Council can't. Wendell was concerned and stated that, "he wouldn't event
256 pay a consult a dollar and its unnecessary."

257 Mayor Hanegraaf reiterated that it won't be as involved next year and noted that third-party
258 involvement (consultant or attorney) is required for confidentiality and compliance with open
259 meeting law.

260 Councilmember Wendell pointed out that both Hegland and Hanegraaf have stated they don't
261 know that cost for the consultant. Hegland highlighted how the open meeting law violation
262 could be problematic if they collectively shared data and recapped the need for the evaluation.

263 Councilmember Lattin asked about the depth of Ellen Hinrichs involvement in the future and
264 asked about the cost. Hegland stated that Hinrichs cost included all the work on the policy and
265 the evaluation interviews. Hegland stated that she believes that it is a big mistake to not
266 evaluate the city administrator and asked the city attorney for his opinion. City Attorney Bill
267 Griffith advised that a written policy is legally important, though the level of detail is at the
268 Council's discretion.

269 Councilmember Wendell again pushed back on the process and believes that it's not necessary.
270 Hegland stated she believed that all city administrators have more than enough to do and all
271 she did was take the requests of all the players and made them into SMART Goals. Wendell
272 believes that this is more than the city of Columbus needs to do. Hanegraaf asked Wendell if he
273 thought that an annual review needed to be done. Wendell agreed that an annual review was
274 necessary, and he doesn't believe that the consultant was necessary. Jennifer Lattin asked

275 Wendell if he had any suggestions on how to create a process. Wendell did not have any
276 suggestions.

277 Councilmember Hegland went on to state that the process really just defines how the
278 evaluation process is done and a timeline and there is not that much to it. Councilmember
279 Lattin agreed that she believes that the city could do paper surveys and not use a consultant.
280 Hegland said the council could set a dollar amount. She also believes that the staff would rather
281 verbally give their feedback as opposed to completing a paper response.

282 Councilmember Lattin clarified \$6,500 was the total cost and the actual interview was only a
283 fraction of the cost. Hegland stated that Ellen was instrumental in gathering data, searching
284 other cities processes, researching LMC, and being present at CC meetings.

285 It was clarified that the council was only voting on the policy that was created and in future
286 years it would not need to be replicated and that they can set a dollar value for data collection.

287 Councilmember Hegland asked if there were any specific changes to the policy that was
288 presented. Without any suggestions Hegland made a motion to approve the policy.

289 **Councilmember Janet Hegland made a motion to approve the Performance Review Policy and**
290 **Procedure and Merit Pay Plan and to approve the City Administrator 2025. Lattin seconded**
291 **the motion.**

292 **Roll Call Vote: Lattin – Aye, Wendell – Nay, Hegland – Aye, Busch – Nay, Hanegraaf – Aye.**
293 **Motion carries 3 - 2.**

294 Councilmember Hegland discussed that the goals were brought in from other people and
295 paired down to SMART Goals and put down on paper. Hegland reminded that the goals were
296 presented at a workshop and Jack Davis agreed to them.

297 Councilmember Lattin thought the City Administrator is held to a higher level and it important
298 that the City Administrator oversees the City Goals and that Merit Pay is based on City Goals.
299 She raised a concern about terminology in the documents, noting that references to “City
300 Administrator’s Goals” might be misinterpreted by future councils as personal goals of the
301 Administrator. She requested that language be clarified to indicate that the goals are city goals
302 overseen by the Administrator, not personal objectives. She wanted it amended to be clear that
303 the goals are the City and not the City Administrator. Lattin asked Hegland to amend her
304 motion to ensure any reference be to City Goals. She wanted it to be clear that the City
305 Administrator is overseeing the goals of the city and not that the goals are Jacks goals.

306 Councilmember Hegland clarified that the goals are both Jacks and the cities and the decision
307 was made not to use personal goals but that the Administrator is accountable for ensuring the
308 goals are achieved, they are indeed aligned with city priorities, not personal matters. Personal
309 goals (such as professional development) were intentionally excluded.

310 City Attorney Griffith suggested adding a bullet to be clear the City Administrators goal is to
311 implement the city’s goals and proposed language to resolve the concern, suggesting an
312 additional clarifying statement: *“The purpose of establishing annual goals for the City*
313 *Administrator is to ensure the timely and effective implementation of city goals.”*

314 **Councilmember Janet Hegland made a motion to approve the May 31, 2026 Goals**
315 **Recommendations as presented in the August 8, 2025 City Council Packet, as further**
316 **amended by the council clarifying that the goals are city goals overseen by the City**
317 **Administrator and intended to ensure the timely and effective implementation of city**
318 **priorities and the report. Lattin seconded the motion.**

319 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Nay, Hanegraaf – Aye.**
320 **Motion carries 4 - 1.**

321 6. EDA Council Member Appointment

322 City Administrator Davis reported that at the July 9th meeting At the July 9, 2025 City Council
323 meeting, Resolution No. 25-09, Modification of Resolution 10-13 – Enabling Resolution
324 Establishing an Economic Development Authority (EDA) Under Minnesota Statutes, Sections
325 469.909 to 469.1081 was approved. That resolution allows the change from the current 7-
326 member Authority, which consisted of the entire City Council (5 members) and 2 citizen
327 members to a 5 member Authority composed of 2 City Council and 3 citizen members.

328 Per the existing by-laws, the Mayor is a designated member of the Authority. As a result of the
329 restructuring of the Authority Board, one more council member will need to be recommended
330 for appointment by the Mayor subject to the approval of the City Council. That appointment
331 will be offered at the August 13, 2025 City Council Meeting. The appointment is annual and the
332 term will expire on December 31, 2025.

333 **Mayor Hanegraaf made a motion to approve the appointment of Jennie Lattin to the City of**
334 **Columbus Economic Development Authority for a term to expire December 31, 2025.**
335 **Councilmember Hegland made a second.**

336 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye.**
337 **Motion carries unanimously.**

338 **B. CONSENT AGENDA** (Moved from earlier in the agenda)

- 339 1. Approval of Bill Payments
- 340 2. Approval of Supplemental Bill Payments
- 341 3. Approval of April 23, 2025 City Council Minutes (Enclosure)
- 342 4. Approval of May 28, 2025 City Council Minutes (Enclosure)

343
344 **Councilmember Hegland made a motion to approve Consent Agenda Items 1 & 2. Second by**
345 **Councilmember Busch.**

346 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye.**
347 **Motion carries unanimously.**

348 Councilmember Hegland suggested the minutes for the meeting be formatted to match the
349 agenda for the meeting and pulling out her two reports as agenda items not in her council
350 report.

351 **Councilmember Hegland made a motion to approve Consent Agenda Items 3 with format**
352 **edits. Second by Councilmember Busch.**

353 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye.**
354 **Motion carries unanimously.**

355 Councilmember Hegland suggested the several edits to the minutes by line item.
356 Councilmember Lattin asked that 6:00 pm be added to the headed. Councilmember Wendell
357 asked questions about the necessity of quotes. Councilmember Busch had minor edit
358 suggestions.

359 **Councilmember Hegland made a motion to approve Consent Agenda Items 4 with numerous**
360 **edits suggested by all members during the discussion. Second by Councilmember Wendell.**

361 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye.**
362 **Motion carries unanimously.**

363 **D. CONSULTANT, LIAISON & STAFF REPORTS**

- 364 1. City Engineer Brian Bachmeier reported he attended a MN DOT webinar on 2025 Road
365 Improvement Process.
- 366 2. City Attorney Bill Griffith report that he had no report.
- 367 3. Mayor & City Council Report: Councilmember Lattin reported Coon Creek Monday noting
368 to report. Tomorrow night Fall Fest Volunteer meeting. Councilmember Wendell
369 provided that he had no report. Councilmember Hegland had no report but asked City
370 Attorney Griffith if the Cannabis changes will require city ordinance change.
371 Councilmember Busch shared his thanks to residents for the National Nite Out Events.
372 Mayor Hanegraaf had nothing to report.
- 373 4. Parks Board Report: Mayor Hanegraaf recapped the Tennis Court Discussion. Fire Board
374 – Ladder 1 replacement delayed to 2038. The 2026 Rescue 1 replacement with a 1 ton to
375 cut cost. Fulltime Deputy Chief Position being considered. Public Safety monies of
376 \$30,000 will be needed for seat modification on Engine 1 and 2.
- 377 5. Public Works Report: Jim Windingstad reported that Anoka County is requesting the
378 City’s feedback on using Camp 3 Road (from Potomac to County Road 23) as the
379 designated detour during the County Road 23/Kettle River Roundabout project.
380 Windingstad noted that closing the stretch of County Road 23 for construction would
381 allow the project to be completed more quickly. Traffic is expected to divert regardless,
382 following a “third, third, third” pattern: one-third avoid, one-third use posted detours,
383 one-third find their own quickest route. Councilmembers raised concerns about
384 increased commercial traffic and higher volumes on Camp 3, which may create safety

385 issues, particularly at the Camp 3/Kettle River intersection. The impact on residents with
386 driveways along Camp 3, whose homes are close to the roadway. Enforcement
387 challenges for trucks despite “no truck traffic” signage, similar to recent detours on
388 Howard Lake Drive and Lake Drive were another concern as there are potential speeding
389 issues on Camp 3 due to higher traffic volumes. Councilmembers discussed alternatives,
390 including requiring use of larger county roads (Broadway) as the official detour and
391 considering “local traffic only” signage or temporary closures of sections of Camp 3. A
392 consensus leaned toward not supporting Camp 3 as the official detour, citing public
393 safety and resident concerns, though acknowledgment was made that drivers will likely
394 use it informally. Council requested more information from the County regarding traffic
395 control measures at the Camp 3/Kettle River intersection before making a final decision.
396

397 Windingstad indicated that after the project, he would likely return to Council with a
398 request to designate Camp 3 as a no-truck route and council noted that any such
399 restriction would require coordination with the Sheriff’s Department for enforcement.
400 Windingstad also discussed attempts to reach Davey Tree about their offer to donate a
401 tree in coordination with Fall Fest and the damaged tree in the park.
402

403 6. City Administrator Report: a) 2026 Budget Discussion

404 City Administrator Davis presented the first review of the General Fund budget, noting
405 corrections made to several categories which included the Capital Improvements Plan
406 (CIP) which is being developed to guide transfers for equipment and capital needs.
407 Future IT services costs are being refined with an initial estimate of \$100,000 revised
408 down to \$57,000. Additional \$14,000 in equipment costs are anticipated (primarily new
409 telephones). City staff are coordinating with multiple vendors on future services and a
410 final service provider will be determined through RFPs, but a placeholder number will be
411 in place for the preliminary budget.
412

413 The Administrative Services portion of the budget has changes expected in Workers’
414 Compensation. The City notified of a significant rate reduction for 2025, lowering costs
415 across multiple accounts. Additionally, the Planning Consultant Services Budget is
416 anticipated to be reduced from \$16,000 to \$12,000.
417

418 The Public Works & Parks (Fund 150) has changes as proposal to move mowing and
419 seasonal staffing fully under Public Works instead of Parks Board oversight. The budget
420 line includes \$21,000 for seasonal employees to assist with mowing. Contract lawn care
421 accounts (\$31.70 and \$31.75) will be partially redirected to equipment replacement and
422 public works mowing costs. There is an additional \$900 porta potty expense added for
423 winter use by park walkers (per Parks Board request).
424

425 The Park Capital Fund 403 includes a current City transfer of only \$2,700. Additional Park
426 funding sources of \$21,700 from cell tower revenue (split between capital categories)
427 and \$8,000 in permit fees. Current sources are deemed insufficient to sustain parks long-

428 term and staff suggested future larger transfers and leveraging the upcoming Park
429 Master Plan to strengthen grant competitiveness. Any grants will require 50% matching
430 funds, necessitating additional revenue sources.

431
432 The Water & Sewer Funds budget includes allocation of wages for billing support and
433 potential transfers of Public Works personnel costs. Staff are evaluating feasibility of
434 covering 50% of personnel costs from water/sewer funds. Currently, water/sewer
435 revenues cover operating costs and partial depreciation. Additional allocations remain
436 challenging however final recommendations will be presented at the next meeting.
437 The Economic Development Authority (EDA) & Housing Redevelopment Authority (HRA)
438 budget includes a proposal to allocate \$19,000 of staff salaries to EDA, utilizing Tourism
439 Board tax revenues. A Tourism Board and associated policies must be established before
440 2026. The County HRA Levy levied approximately \$180,000 in 2025, with 15% retained by
441 the County for administration while the City HRA Levy was approximately \$120,000 in
442 2025. Staff are recommending discussions on whether the City should continue to levy
443 both County and City HRA funds, or consolidate. The County funds carry stricter usage
444 restrictions while the City funds allow broader use for housing and redevelopment.
445 Current balances in the County HRA are \$688,000 (includes 2025 levy and the City HRA
446 has \$240,000 (exclusive of 2026 levy). Staff noted possibility of using County HRA funds
447 for Hornsby Street improvements if state grant applications are unsuccessful. Further
448 clarification to be sought at the upcoming EDA meeting with Tonja West-Hafner, Anoka
449 County HRA Executive Director.

450
451 The Fire Board & Capital Planning budget includes a Fire Board adjusted timeline for
452 ladder truck purchase originally planned for 2031 at \$3.2 million with a Columbus share
453 of \$600,000 now rescheduled for 2038, lowering near-term capital funding requirements.

454
455 Staff recommend considering planning for the 2050 Comprehensive Plan Preparation as
456 the City will need to begin work on the 2050 Comprehensive Plan in 2028, with an
457 estimated cost of \$50,000–\$60,000. Past practice has included setting aside funds
458 annually over a 10-year period to spread costs with a current estimated carry-forward
459 balance of \$47,000. Accounting system limitations prevent precise carry-forward
460 reporting, though staff provided best estimates beginning in 2021. Council members
461 discussed whether to continue annual set-asides and engaging consultants versus
462 internal staff for the update (consultants likely required for at least half of the work).

463
464 Staff will present a more detailed budget draft at the next Council meeting and Council
465 acknowledged a need for more time and detail for review with a proposed dedicated
466 budget workshop (5:30–6:00 p.m. start) prior to the September 30th deadline for county
467 submission. Special meetings may be added if necessary to ensure thorough discussion.

468
469 **ANNOUNCEMENTS & REMINDERS**

- 470 ► Anoka County Sheriff’s Office Scam Prevention Workshop - “Safeguard

471 Your Savings”; East Bethel Our Savior’s Lutheran Church at 19001 Jackson St NE.
472 Thursday, August 14,2025 @10am and Wednesday, August 20, 2025 @5 PM. No
473 registration is required.

- 474 ▶ Planning Commission Meeting, August 20, 2025, 6:00 PM
- 475 ▶ EDA Meeting, August 21, 2025, 5:30 PM
- 476 ▶ City Council Meeting, August 27, 2025, 6:00 PM

477

478 **Mayor Ron Hanegraaf made a motion to adjourn the meeting. Seconded by Wendell.**

479

480 **Adjourned at 9:29 PM.**

481

482 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye.**

483 **Motion carries unanimously.**

484

485 Respectfully submitted,

486

487 Assistant City Administrator Aaron Berg

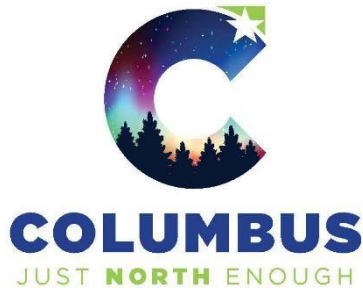
488

489 **Disclaimer:**

490

491 **Portions of these meeting minutes were generated using artificial intelligence (AI) technology**
492 **to assist with drafting. All content has been thoroughly reviewed and verified by a human for**
493 **accuracy and completeness. In accordance with Minnesota Statutes Chapter 13, Section 13.03**
494 **– Data Practices, a full, unedited written transcript, video, and audio recordings are**
495 **considered public data and can be made available to the public upon request.**

496



Administration Dept.
16319 Kettle River Blvd
Columbus, MN 55025
Telephone: (651) 464-3120

City of Columbus City Council Meeting

August 27, 2025

Agenda Item Number: C.2

Agenda Item: Resolutions for Comprehensive Plan Amendments

Agenda Item Summary:

At the August 13, 2025 meeting, the Council reviewed and approved two minor Comprehensive Plan Amendments following public hearings and Planning Commission recommendations. Staff anticipated that the Metropolitan Council would accept approved minutes of said approvals, however, we were informed that they would require official resolutions. To satisfy Metropolitan Council requirements, formal resolutions are needed to accompany the submissions.

The following resolutions are requested for approval:

1. Resolution 25 -10, Approving Submission of the Hidden Park Comprehensive Plan Amendment to the Metropolitan Council.
2. Resolution 25 -11, Approving Submission of the NW Quad Comprehensive Plan Amendment to the Metropolitan Council.

Approval of these resolutions will allow the applications to proceed with Metropolitan Council review, after which they will return to the City Council for final action.:

Attachments(s)

1. Resolution 25 -10, Approving Submission of the Hidden Park Comprehensive Plan Amendment to the Metropolitan Council
2. Resolution 25 – 11, Approving Submission of the NW Quad Comprehensive Plan Amendment to the Metropolitan Council.

**RESOLUTION 25-10
COUNTY OF ANOKA
STATE OF MINNESOTA**

**RESOLUTION APPROVING AN AMENDMENT TO THE CITY'S
COMPREHENSIVE PLAN TO CHANGE THE LAND USE DESIGNATION OF
'HIDDEN PARK' FROM PARK TO RURAL RESIDENTIAL**

WHEREAS, on October 23, 2019, the City Council passed Resolution 19-30, adopting its comprehensive plan, *2040 Comprehensive Plan*; and,

WHEREAS, on July 16, 2025, the Planning Commission conducted a public hearing on the comprehensive plan amendment to change the land use designation in *2040 Comprehensive Plan* of 'Hidden Park' from Park to Rural Residential; and

WHEREAS, on August 6, 2025, the Planning Commission recommended approval of the Comprehensive Plan Amendment to the City Council; and

WHEREAS, the Comprehensive Plan Amendment is subject to review and approval by the Metropolitan Council;

NOW, THEREFORE, be it resolved by the City of Columbus that the land use map in *2040 Comprehensive Plan*, the comprehensive plan, is hereby amended to redesignate 'Hidden Park' from park to rural residential, for the property described as:

UNPLATTED COLUMBUS TWP ALL TH PT OF SW1/4 OF NW1/4 OF SEC 15 32 22 DESC AS FOL COM AT NW COR OF NW1/4 OF SD SEC 15, TH S 0 DEG 28 MIN W ALONG W LINE OF SD NW1/4 2301.08 FT, TH S 89 DEG 48 MIN 38 SEC E PRL L WITH S LINE OF SD NW1/4 1125 FT TO PT OF BEG, TH CONT S 89 DEG 48 MIN 38 SEC E PRL L WITH SD S LINE 190.28 FT TO E LINE OF SW1/4 OF NW 1/4 OF SD SEC 15, TH N 0 DEG 14 MIN 01 SEC E ALONG SD E LI NE 484.96 FT TO A PT ON S LINE OF A PUBLIC RD WHICH PT IS ON A CURVE IN S LINE OF SD PUBLIC RD WITH A RADIUS OF 513.33 FT & WHOSE TANGENT AT THIS PT BEARS S 73 DEG 20 MIN 09 SEC W, TH SWLYAL ONG SD CURVE IN S LINE OF PUBLIC ROAD DEFLECTING FROM TANGENT TO LEFT AN ARC LENGTH OF 98.37 FT CENTRAL ANGLE OF 10 DEG 58 MIN 46 SEC TO PT OF TANGENCY, TH S 62 DEG 21 MIN 23 SEC W ALONG SD S LINE OF PUBLIC RD 110.7 FT, TH S 0 DEG 28 MIN W 395.94 FT TO PT OF BEG CONT 1.9 ACRES MO RE OR LESS. SEC 15 32 22, ANOKA COUNTY, MINNESOTA

BE IT FURTHER RESOLVED that City Staff is directed to submit the amendment to the Metropolitan Council for review and approval.

Passed and adopted by the City Council of the City of Columbus, Minnesota, this 27th day of August, 2025.

By: _____
Ron Hanegraaf
Its: Mayor

ATTEST:

Jack Davis, City Administrator

**RESOLUTION 25-11
COUNTY OF ANOKA
STATE OF MINNESOTA**

**RESOLUTION APPROVING AN AMENDMENT TO THE CITY'S
COMPREHENSIVE PLAN TO CHANGE THE LAND USE DESIGNATION OF
'NW QUAD BLOCK 2, LOT 1' FROM COMMERCIAL TO MIXED USE - HIGH**

WHEREAS, on October 23, 2019, the City Council passed Resolution 19-30, adopting its comprehensive plan, *2040 Comprehensive Plan*; and,

WHEREAS, on July 16, 2025, the Planning Commission conducted a public hearing on the comprehensive plan amendment to change the land use designation in *2040 comprehensive plan* of 'NW Quad Block 2, Lot 1' from Commercial to Mixed Use - High; and

WHEREAS, on August 6, 2025, the Planning Commission recommended approval of the Comprehensive Plan Amendment to the City Council; and

WHEREAS, the Comprehensive Plan Amendment is subject to review and approval by the Metropolitan Council;

NOW, THEREFORE, be it resolved by the City of Columbus that the land use map in *2040 Comprehensive Plan*, the comprehensive plan, is hereby amended to redesignate 'NW Quad Block 2, Lot 1' from commercial to mixed used - high, for the property described as:

NW QUAD BLOCK 2, LOT 1, ANOKA COUNTY, MINNESOTA

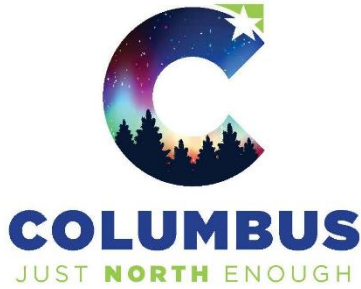
BE IT FURTHER RESOLVED that City Staff is directed to submit the amendment to the Metropolitan Council for review and approval.

Passed and adopted by the City Council of the City of Columbus, Minnesota, this 27th day of August, 2025.

By: _____
Ron Hanegraaf
Its: Mayor

ATTEST:

Jack Davis, City Administrator



Administration Dept.
16319 Kettle River Blvd
Columbus, MN 55025
Telephone: (651) 464-3120

City of Columbus Regular Council Meeting

August 27, 2025

Agenda Item Number: C.3

Agenda Item: Ordinance 14-320, Restricted Hours for Sprinkling –
Municipal Water System

Background Information:

On August 13, 2025, the Columbus City Council conducted a Public Hearing to amend City Ordinance 14-320. This amendment is required to comply with state critical water deficiency declarations and is a requirement for the City's request for an increase in our DNR Water Appropriation Permit 2009-0641 to 50 million gallons per year. Our current allocation is 30 million gallons per year.

The additional appropriation request is necessary to accommodate a potential increase in 16 million gallons per year in pumping demand to address the needs of pending and future development. Our current withdrawal rate is 24 million gallons per year (See Attachment 2).

As a result of the discussion regarding the proposed amendment, Council requested format and order revisions to the draft ordinance. The attached redlined version of the ordinance (Attachment 1) reflects the changes requested by Council to bring our ordinance into compliance with DNR requirements for an increase to our groundwater withdrawal needs.

Recommendation:

Staff recommends that City Council consider approval of the amendment of Ordinance 14 – 320 as presented in Attachment 1 of this report.

Attachments:

Attachment 1 – Ordinance 14- 320 Redline Amendment

Attachment 2– Appropriation Permit Summary

SECTION 14-320. RESTRICTED HOURS FOR SPRINKLING – MUNICIPAL WATER SYSTEM.

- A. RESTRICTIONS ON WATER USAGE. Whenever it is determined by either the Mayor or the City Council that a shortage **in the municipal** water supply may be imminent, either may act in accordance with the procedures hereinafter described to limit the uses of **municipal** water and the time and hours during which water from the **municipal** water supply may be used.
- B. CITY COUNCIL ACTION. The City Council may act by resolution to limit **municipal** water usage. The resolution shall state in detail the restrictions imposed on **municipal** water usage and the charge for instances of noncompliance. The restrictions shall become effective 24 hours after passage of the resolution. The City Council shall **utilize the City Website, City social media platforms, posted notices at City Hall, electronic notifications as available, mailed notices to municipal water customers and any** other means of information dissemination as is reasonably practicable to inform the general public of the imposition of the restrictions on **municipal** water usage and of the charges and other penalties which could be imposed for violation of such restrictions. ~~and post notice of water restrictions in public places where other City notices are posted.~~
- C. ACTION BY THE MAYOR. The Mayor may act by filing with the City Clerk a written certification that there is an imminent shortage **in the municipal** water supply. The certification shall specify in detail the restrictions on **municipal** water usage and the charge for instances of noncompliance and shall become effective 24 hours after being filed. The City Clerk shall endorse on each filing the time and date of filing. The Mayor shall take such actions as to inform the general public of the imposition of restrictions on **municipal** water usage and of the charges and other penalties for violation of such restrictions. **The Mayor**

shall ensure the posting of notices of the municipal water restrictions in public places where other City notices are posted and all other means of disseminating information as described in 14 – 320 B. Restrictions imposed by the Mayor may be revoked by written directive from the Mayor to the City Clerk, who shall endorse on such directive the date and time of receipt, or by action of the City Council.

D. STATE DECLARATION OF CRITICAL WATER DEFICIENCIES. In the event that the Governor declares a critical water deficiency, the city is required to take immediate action by publicly posting a formal notice of the emergency declaration. This notice shall be displayed at City Hall and published on the city's official website and other City media outlets to ensure residents are promptly informed of the situation and any associated municipal water usage restrictions or guidelines.

Upon the Governor's declaration of a critical water deficiency and public notification, the City shall enforce the following mandatory restrictions on nonessential municipal water use to conserve resources:

1. Prohibit irrigation of non-agricultural lands, such as lawns and ornamental landscapes.
2. Ban washing or spraying of paved surfaces, except when necessary for public health and safety.
3. Restrict the outdoor use of water-based recreational equipment, including sprinklers and water toys.
4. Prohibit the filling of swimming pools, fountains, or other decorative water features.
5. Forbid washing of vehicles or mobile equipment, except for those requiring frequent cleaning to ensure public health, safety, or welfare, such as emergency or service vehicles.

These measures aim to prioritize essential water use and protect the City's municipal water supply during the emergency.

E. PENALTIES.

1. For each instance of noncompliance with municipal water usage restrictions imposed by this section, a charge of up to \$25.00 shall be assessed against the property on which the violation occurred and added to the water bill for such premises. The amount of the charge shall be specified by the City Council in its resolution and the Mayor in his certification to the City Clerk.
2. Failure to comply with water usage restrictions after two warnings shall be cause for the discontinuance of water service.
3. Failure to comply with water usage restrictions shall be a petty misdemeanor punishable by the maximum fine allowed by law for such offenses.

Jack Davis

From: Brian Bachmeier <Brian.Bachmeier@bolton-menk.com>
Sent: Thursday, August 7, 2025 3:12 PM
To: Jack Davis
Subject: RE: LRIP - City of Columbus Proposal Letter
Attachments: 2019-01-28-Columbus_2016WSP_AprovalLetter_Plan.pdf

Jack,

We are requested the ordinance amendment because it was a condition of the water DNR's approval of city's 2016 Water Supply Plan and we don't want that to hold up our request to amend the current appropriation application.

January 28, 2019

City of Columbus
Elizabeth Mursko, City Administrator
16319 Kettle River Boulevard
Columbus, MN 55025

RE: Water Supply Plan Approval, City of Columbus, Appropriation Permit No. 2009-0641

Dear Ms. Mursko:

The Department of Natural Resources (DNR) has completed our review of the revised City of Columbus Water Supply Plan for the public water supply system that is authorized under DNR Water Appropriation Permit 2009-0641. After reviewing your thoughtful and thorough revisions, I am pleased to advise you that in accordance with Minnesota Statutes, Section 103G.291, Subdivision 3, and on behalf of the Commissioner of the DNR, I hereby **approve your Water Supply Plan**. We encourage the City to complete the attached "Certification of Adoption" form. Please upload the form to the MPARS-Water Supply Plan tab as soon as the City officially adopts the Plan.

The approval of the City of Columbus Water Supply Plan is not a pre-approval of either proposed wells or the proposed future volumes that are indicated in Table 7. Before surpassing the authorized volume of DNR Water Appropriation Permit 2009-0641, an amendment request must be submitted to the DNR for increasing the authorized volume of the permit. Before constructing a new well, a well construction preliminary assessment must be submitted to the DNR. The DNR will evaluate the well construction preliminary assessment against the most current laws and geologic information available at the time before making a decision on the requests.

Attached to this letter is a copy of a Water Supply Plan Review checklist containing remaining comments from both the DNR and the Metropolitan Council. These comments should be used to improve the City of Columbus Water Supply Plan and improve the management of the City of Columbus Water Supply System. We particularly would like to remind the City of Columbus that the MnDNR does not have the resources to actively monitor all waters of the state, so we recommend the City develops a monitoring strategy for lake level assessment as opposed to expecting notification from the DNR. **In addition, we will look forward to the receiving the City of Columbus' new Critical Water Deficiency Ordinance within six months of the approval of the City of Columbus Water Supply Plan.**

conservation goals. We will be particularly interested in the implementation of the actions that the City of Columbus listed in Appendix 11 of the approved City of Columbus Water Supply Plan. We encourage you to keep records of your successes.

Within 30 days following the adoption of the City of Columbus Water Comprehensive Plan, of which the Water Supply Plan is a part, please adopt and submit copies of the local controls identified in the Water Supply Plan to the Metropolitan Council, as required by Minnesota Statutes 473.865. If changes are made to the Water Supply Plan during the full comprehensive plan update, Columbus will need to submit the updated information to the DNR and Metropolitan Council.

Thank you for your efforts in planning for the future of the City of Columbus water supply and for conserving the water resources of the State of Minnesota. If you have any questions or need additional assistance with the City's water appropriation permit, please contact me at (651) 259 - 5877.

Request

The City of Columbus would like to request an increase in their DNR water appropriation permit 2009-0641 from its current allocation of 30 MGY to 50 MGY.

Current Pumping Demand

The city is currently pumping approximately 24 MGY. Last year they billed for 22 MGY, indicating their flushing and lose rate is less than 10%.

Future Pumping Demand

There are current and future projected developments within the community that will increase water consumption. These developments are as follows:

- Approved
 - Truck Wash Facility – 6 MGY.
- Initial Development Discussions
 - 159 Unit Apartment Building (159 unitsX2persons/unitX85 gallons/dayX365 days/year) – 9,865,950.
Round to 10MGY

Brian Bachmeier, P.E.

Senior Project Manager
Columbus Consulting City Engineer

Bolton & Menk, Inc.

3507 High Point Drive North
Oakdale, MN 55128
Mobile: (651) 755-4407

Bolton-Menk.com

From: Jack Davis <CityAdmin@ci.columbus.mn.us>
Sent: Thursday, August 7, 2025 2:16 PM
To: Brian Bachmeier <Brian.Bachmeier@bolton-menk.com>
Subject: RE: LRIP - City of Columbus Proposal Letter

***** WARNING: This email is from outside the company. Proceed with Caution*****

Thanks Brian.

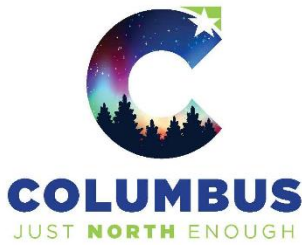
Could you send me a brief description of why we are requesting the 14-320 ordinance amendment and the amount of our current and our request for the water appropriations amount.

Thanks.

Jack

From: Brian Bachmeier <Brian.Bachmeier@bolton-menk.com>
Sent: Thursday, August 7, 2025 10:32 AM
To: Jack Davis <CityAdmin@ci.columbus.mn.us>
Subject: FW: LRIP - City of Columbus Proposal Letter

Jack,



Administration Dept.
16319 Kettle River Blvd
Columbus, MN 55025
Telephone: (651) 464-3120

City of Columbus City Council Meeting

August 27, 2025

Agenda Item Number: C.4

Agenda Item: Career Enhancement Options, Inc

Agenda Item Summary:

Career Enhancement Options, Inc. and the City of Columbus entered into a Professional Services Agreement on October 30, 2023 for Human Resource consulting assistance. A second amendment to this agreement approved an extension to December 31, 2024. A third amendment was approved on May 28, 2025, retroactive to January 1, 2025, that extended the agreement until August 31, 2025.

The City is requested to consider renewal of the Fourth Agreement to December 31, 2025. The extension would allow the completion of certain outstanding items currently in progress. The main items to be completed are the compensation and wage study, final revisions to the employee handbook, exit interviews, should these be required, and review and recommendations of City employee benefits.

The Preliminary 2026 Budget is proposing \$9,900 for Human Resource consultant services as needed or to be determined.

City Council is requested to consider approval of the Fourth Amendment to the original Professional Services Agreement, as exhibited in Attachment 1, to December 31, 2025. The Agreement could be

extended through August 31, 2026 if an agreeable scope of work can be established.

Attachment(s):

Attachment 1 - Fourth Amendment to the original Professional Agreement

FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

CAREER ENHANCEMENT OPTIONS, INC.

This fourth amendment ("Amendment") effective as of September 1, 2025 ("Amendment Effective Date"), is to that certain Professional Services Agreement dated October 30, 2023 as amended January 7, 2024, October 8, 2024 and May 28, 2025 (together the "Agreement") between the City of Columbus, MN a Minnesota municipal corporation and Career Enhancement Options Inc., a Minnesota corporation ("Consultant").

RECITALS

WHEREAS City and Consultant entered into that certain Agreement for professional human resource policy and leadership development services (the "Services"); and

WHEREAS, the City and Consultant desire to amend the Agreement in order to extend the term and modify consideration paid to Consultant for the Services.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency are hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

As of the Amendment Effective Date, the Agreement shall be deemed to be amended in the following manner:

1. Section 2 of the Agreement entitled "Time for Completion" shall be deleted in its entirety and replaced with the following language:

The term of this Agreement shall be from September 1, 2025 to _____ unless terminated earlier in accordance with Section 6 of this Agreement.

2. Section 3 of the Agreement entitled "Consideration" shall be deleted in its entirety and replaced with the following language.

The City shall pay Consultant on an hourly basis at an hourly rate of \$165.00/hour for the Services performed by the Consultant based on the scope of work authorized by the City Council. The work shall include completion of the wage and compensation study, revisions to the employee handbook, exit interviews, benefits review or other duties as approved and within any budgets set for these services. City shall make progress payments, based on invoices from Consultant. City's payment shall be made within 30 days after Consultant's statement. Consultant's statement shall contain a detailed list of project labor and hours, rates, titles, and amounts undertaken by the Consultant during that billing period. In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed

portion will be paid.

3. Except to the extent the Agreement is specifically amended or supplemented hereby, the Agreement, together with exhibits is and shall continue to be in full force and effect as originally executed, and nothing contained herein shall or shall be construed to further modify, invalidate or otherwise affect any provision of the Agreement or any right of the City arising thereunder.

In Witness whereof, the parties hereto have executed this Fourth Amendment as of the Effective Date.

CITY OF COLUMBUS, MINNESOTA

DATED: August 27, 2025

By: _____

Ron Hanegraaf, Mayor

Attested To:

Jack Davis, City Administrator

CONSULTANT

**CAREER ENHANCEMENT OPTIONS,
INC.,**

DATED: _____

By: _____



Administration Dept.
16319 Kettle River Blvd
Columbus, MN 55025
Telephone: (651) 464-3120

City of Columbus Regular Council Meeting

August 27, 2025

Agenda Item Number: C.5

Agenda Item: Constitution Week Proclamation

Background Information

2025 marks the two hundred thirty-eighth anniversary of the drafting of the Constitution of the United States of America. Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States designating September 17 through 23 as Constitution Week.

The Daughters of the American Revolution, Anoka Chapter, are requesting that City Council approve, A Proclamation by the City of Columbus honoring this important date in the history of our country (Attachment 1).

Attachment(s):

Attachment 1 – Proclamation 25-01, Proclamation by the City of Columbus Designating the Week of September 17 – 23, 2025 as Constitution Week.

A Proclamation by the Mayor

City of Columbus

No. 25-01

Constitution Week – September 17 through September 23, 2025

WHEREAS, our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States; and

WHEREAS, it is important that all citizens fully understand the provisions and principles contained in the Constitution in order to effectively support, preserve and defend against all enemies; and

WHEREAS, September 17, 2025, marks the two hundred thirty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition of this magnificent document and its memorable anniversary; and

WHEREAS, the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated during Constitution Week, September 17 through September 23, 2025, as designated by proclamation of the President of the United States of America in accordance with Public Law 915;

NOW THEREFORE, BE IT RESOLVED that I, Ron Hanegraaf, Mayor of the City of Columbus, do hereby proclaim the week of September 17 through September 23, 2025, as **CONSTITUTION WEEK**.

Adopted by the Columbus City Council on August 27th, 2025.

RON HANEGRAAF
MAYOR CITY OF COLUMBUS



Administration Dept.
16319 Kettle River Blvd
Columbus, MN 55025
Telephone: (651) 464-3120

City of Columbus Regular Council Meeting

August 27, 2025

Agenda Item Number: C.6

Agenda Item: September 2, 2025 City Council Workshop Meeting

Background Information

Our Council Workshop Meeting is scheduled for Tuesday, September 2, 2025, at 5:30 PM. The following items are recommended for discussion:

1. Anoka County Poll Pads Discussion
2. 2026 Budget Discussion

Staff recommends that the City Council set the agenda for the items presented and make additions or deletions to this list as appropriate.
