

City of Columbus
September 24, 2025
Payment Summary

9/24/2025



Vendor	Comment	Fund	Invoice	Inv Date	Total
Payments for Council Approval					
Bills to be approved for payment					\$34,730.97
Electronic Payments					\$22,476.40
Payroll City Staff - September 25, 2025					\$30,025.00
Payroll City Council- September 25, 2025					\$5,013.86
Total to be Approved for Payment					\$92,246.23
Vendor	Comment	Fund	Invoice	Inv Date	Total
ALL SAFE GLOBAL	ANNUAL FIRE HALL SERVICE FIRE EXTINGUISHERS	142-4230-2200	228687	9/23/2025	\$121.71
ALL SAFE GLOBAL	ANNUAL PUBLIC WORKS SERVICE FIRE EXTINGUISHERS	120-4325-2080	228688	9/23/2025	\$579.78
ALL SAFE GLOBAL	ANNUAL CITY HALL SERVICE FIRE EXTINGUISHERS	100-4194-4000	228689	9/23/2025	\$278.07
AMAZON CAPITAL SERVICES	EXHAUST EXTENSIONS	120-4320-2208	1RV3-QX6F-799M	9/15/2025	\$32.66
AMAZON CAPITAL SERVICES	BADGE HOLDERS, RETRACTABLE CORDS FOR BADGES	120-4325-2100	16KY-WCJY-6XF6	9/15/2025	\$44.93
AMAZON CAPITAL SERVICES	TABLE COVER FOR 2025 FALL FEST	100-4100-4510	1WPC-R4WK-6MMI	9/19/2025	\$39.99
ANOKA COUNTY TREASURY OFFICE	SITE 70 SEPT 2025 CAC FIBER	142-4230-3210	B250911H	9/12/2025	\$37.50
BADGER METER	SERVICE PERIOD AUGUST 2025	6014940-3170	80208508	8/29/2025	\$123.28
BOLTON & MENK INC	REVIEW PREVIOUS LRIP 2023 APPLICATION	E 100-4170-3100	373818	9/15/2025	\$55.00
BOLTON & MENK INC	BIWEEKLY PW MEETING	E 100-4170-3100	373818	9/15/2025	\$165.00
BOLTON & MENK INC	NORTH HORNSBY RECONSTRUCTION TO CITY LINE (NORTH NORTH HORNSBY) 25-01	E 100-4170-3100	373818	9/15/2025	\$330.00
BOLTON & MENK INC	WC25-01 KINSELLA PROPERTY DELINEATION	G 100-22010	373816	9/15/2025	\$1,638.00
BOLTON & MENK INC	DISCUSSION WITH DEPT OF HEALTH ON DRINKING WATER REVOLVING LOAN FUND (DWRLF)	E 601-4940-3100	373818	9/15/2025	\$55.00
BOLTON & MENK INC	MN DNR WATER APPROPRIATION PERMIT PREPARATION	E 601-4940-3100	373818	9/15/2025	\$55.00
BOLTON & MENK INC	DWRLF INQUIRY TO FUNDING TEAM AND FOLLOW UP EMAIL J WINDINGSTAD	E 601-4940-3100	373818	9/15/2025	\$55.00
BOLTON & MENK INC	HOWARD LAKE DRIVE MICROSURFACING CONTRACTOR MEETING	E 402-4312-3100	373818	9/15/2025	\$55.00
BARCO PRODUCTS	(4) SQUARE COMMERCIAL 42 GALLON TRASH RECEPTACLE	E 150-4520-2200	SORCO90789	9/17/2025	\$1,070.30
ECM PUBLISHERS INC	OCT 1 PH PRE PLAT BLAKE DRILLING	E 100-4100-3510	1066274	9/18/2025	\$37.80
ECM PUBLISHERS INC	OCT 1 PH VERIZON WIRELESS IUP	E 100-4100-3510	1066275	9/18/2025	\$37.80
ECM PUBLISHERS INC	COLUMBUS FALL FEST 2025 SPONSOR THANK YOU 25FEST	E 100-4100-4510	1066563	9/21/2025	\$600.00
FOREST LAKE CABLE COMMISSION	FRAN FEE AUGUST 2025 LESS 12%	E 100-4984-3155		9/24/2025	\$1,260.49
KODIAK POWER SYSTEMS INC	CITY HALL GENERATOR	E 407-4198-5800	20407498	9/18/2025	\$14,172.80
LARKIN HOFFMAN	CITY (CODE ENFORCEMENT)	E 100-4160-3100	863489	9/18/2025	\$2,624.00
LARKIN HOFFMAN	CITY (RETAINER)	E 100-4160-3100	863488	9/18/2025	\$6,000.00
LARKIN HOFFMAN	EDA-LAND HELD FOR REALE	E 240-4650-3185	863491	9/18/2025	\$220.00
LARKIN HOFFMAN	PURCHASE OF PROPERTY IN FREEWAY QUADRANT	E 240-4650-3185	863490	9/18/2025	\$522.50
LAKESHORE RECYCLING TRUX	PORTABLE TOILETS SERVICE 08/22/25-09/18/25	E 150-4520-4450	MP282978	9/18/2025	\$400.00
MBPTA	2025 FALL EDUCATION L MOONEY	E 100-4240-300		9/24/2025	\$100.00
MBPTA	2025 FALL EDUCATION E HAHN	E 100-4100-3300		9/24/2025	\$100.00
MENARDS	SHACKLE SPA FDB 5/8, 3M AURA N95 RESP 20CT	E 120-4325-2100	65398	9/18/2025	\$40.47
MENARDS	AA BATTERIES, AAA BATTERIES, BOTTLE WATER	E 100-4100-2000	65398	9/18/2025	\$34.94
METRO SALES	CONTRACT BASE RATE CHARGE FOR 07/27/25 - 10/26/25	E 120-4310-4135	INV2846411	7/28/2025	\$41.00
METRO SALES	CONTRACT USAGE CHARGE FOR 04/27/25 - 07/26/25	E 120-4310-4135	INV2846411	7/28/2025	\$31.23
METRO SALES	CITY HALL CONTRACT BASE RATE FOR 5/10/25-8/9/25	E 100-4100-4135	INV2858733	8/11/2025	\$138.00
METRO SALES	CITY HALL CONTRACT USAGE 08/10/25-11/9/25	E 100-4100-4135	INV2858733	8/11/2025	\$1,092.85
PRECISE MRM LLC	TRUCK TRACK	E 120-4320-2241	IN200-2007885	9/17/2025	\$40.00
QUALITY FLOW SYSTEMS INC	LIFT 1 REPAIRS	E 602-4947-3170	49625	9/10/2025	\$340.80
US BANK CC	GFOA ANNUAL TRAINING, GAAFR AND CAPITAL ASSETS TRAINING BOOK CJENKINS	E 100-4100-3300	3116586	8/13/2025	\$427.35
US BANK CC	INDEED MONTHLY STANDARD SUBSCRIPTION 08/18/25-09/17/25	E 100-4100-3400	110437462	8/18/2025	\$120.00
WEX BANK	FUEL	E 120-4325-2120	107299934	9/7/2025	\$509.80
WEX BANK	FUEL	E 100-4295-2120	107299934	9/7/2025	\$58.11
WEX BANK	FUEL	E 150-4520-2120	107299934	9/7/2025	\$135.47
XCEL ENERGY	WELL #1 GAS UTILITY 08.07.25-09.08.25	E 601-4940-3830	943472914	9/7/2025	\$20.00
XCEL ENERGY	WELL #2 GAS UTILITY 08.07.25-09.08.25	E 601-4940-3830	943477646	9/7/2025	\$20.00
XCEL ENERGY	LIFT STATION #3 GENERATOR 08.06.25-09.04.25	E 601-4940-3830	943104981	9/7/2025	\$23.32
XCEL ENERGY	LIFT STATION #4 GENERATOR 08.07.25-09.08.25	E 601-4940-3830	943605810	9/7/2025	\$21.54
XCEL ENERGY	LIFT STATION #5 GENERATOR 08.07.25-09.09.25	E 601-4940-3830	943785808	9/7/2025	\$21.54
ZIEGLER INC	GENERATOR BATTERY WELL 2/3	E 601-4940-2200	IN002047607	9/3/2025	\$802.94
Bills to be approved for payment					\$34,730.97



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

City of Columbus Council Meeting

September 24, 2025

Agenda Item Number: C.2

Agenda Item: 2026 Capital Improvement Plan

Agenda Item Summary:

The City's Capital Improvement Plan (CIP) is a multi-year plan that identifies, prioritizes, and budgets for major infrastructure projects and equipment replacement for the coming year and for each of the subsequent years of their individual fund schedules. This plan is to be approved by City Council and is used in the preparation of the 2026 budget.

The proposed 2026 City of Columbus CIP was reviewed by Council at their September 15, 2025 Special Budget Meeting and is exhibited as Attachment 1.

The CIP outlines:

- An equipment replacement schedule for the period covering 2026 - 2033;
- Proposed budgets for road re-surfacing through 2033;
- Park Capital and Land Accounts that list proposed park improvements for the period covering 2025 – 2034;
- Fire Equipment Replacement and Fire Hall Capital Projects through 2031; and,
- General Fund Capital Projects through 2031.

Approval of the proposed CIP only commits the City to those projects/replacements scheduled in calendar year 2026. Projects

proposed for 2027 and beyond are for planning and budgeting purposes and are evaluated annually for funding and prioritization as part of the upcoming year(s) needs assessment process.

The 2026 Plan includes proposed general fund transfers of:

- \$159,603 to Fund 401(PW Equipment & Vehicle Capital), an increase of \$14,510 over the 2025 transfer;
- \$663,588 to Fund 402 (PW Road Maintenance Fund), an increase of \$45,588 over the 2025 transfer;
- \$34,200 to Fund 403 (Park Capital Fund,) an increase of \$31,500 over the 2025 transfer* ;
- \$106,500 to Fund 406 (Fire Equipment & Vehicle Fund), an increase of \$5,500 over the 2025 transfer;
- \$16,873 to Fund 402 (Fire Hall Capital), an increase of \$649 over the 2025 transfer; and,
- \$80,00 to Fund 407 (General Fund Capital), a \$40,000 increase over the 2025 transfer amount**.

*This increase is offset by a \$31,500 reduction in the 150 PW Parks Fund.

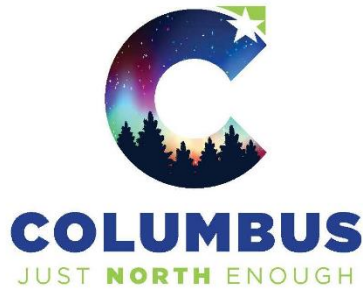
** This increase is to partially restore Fund 407 to the 2024 levy amount of \$115,000 by 2027.

Total transfers to the 2026 CIP are proposed to be \$1,060,764, an increase of \$139,754 over the final 2025 transfer amount of \$921,010. The preliminary transfer amount for 2025 prior to the transfer reductions was \$1,015,500.

These transfers are for annual appropriations to ensure that monies are available to fund scheduled replacement and improvement needs for the City over a 7-10 year forecast period. Staff requests that City Council consider approval of the 2026 Capital Improvement Plan as exhibited in Attachment 1.

Attachment (s):

Attachment 1 – Proposed 2026 CIP



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City of Columbus Regular Council Meeting

September 24, 2025

Agenda Item Number: C.3

Agenda Item: 2026 Budget Discussion

Agenda Item Summary:

The 2026 City of Columbus Preliminary Budget will be presented to City Council at the September 24, 2025 Regular Meeting. The 2026 Preliminary Budget must be approved and submitted to the Anoka County Property Records and Taxation Department by September 30, 2025 and the Final City 2026 Budget and certification forms must be submitted to the County by December 29, 2025.

The City Council began their discussion of the 2026 Preliminary Budget on July 1, 2025 and concluded their review on September 15, 2025. The 2026 Preliminary Budget was a topic at 5 Council, 3 Workshop and 2 Special meetings during this period and the proposed levy was reduced from 8.5% to 3.4% over the course of these discussions.

The preparation of the 2026 Preliminary Budget faced a number of challenges that included:

- Budgets for 2024 and 2025 included no general levy increases and inflationary costs over the last two years have added additional expenses that had to be addressed in this year's budget.
- The 2026 Preliminary Budget was burdened by cost increases in General Obligation Bond payments of \$61,000 and fire and law enforcement contracts of \$61,000. The City is obligated to

the bond repayment schedules and by the agreements with Anoka County and the City of Forest Lake for costs of outsourcing public safety services,

- Decreased transfers to Capital Fund Accounts in the amount of \$81,000 were used to balance the 2025 budget. \$46,000 has been allocated to the 2026 Preliminary Budget to begin the process of making these funds whole by 2027.

As of September 15, 2026, the proposed preliminary General Fund expenditures for 2026 would be \$4,979,747 (includes the EDA levy of \$87,650) or an increase of \$131,743 over the 2025 expenses of \$4,848,004. When non-levy revenues for 2026 in the amount of \$606,000 are removed from the total 2026 General Fund costs, the levy increase for 2026 stands at **3.4%**

Wages and benefit amounts for the Preliminary Budget are based on the 2025 pay plan. This is a placeholder number in the budget until the final wage and compensation plan is approved at the October 8, 2025 Council Meeting.

The County and City have HRA programs, both with separate levies and essentially the same responsibilities. Neither of these are part of the General Fund Budget but are included as special levies on the preliminary and final tax statements issued by the County in November 2025 and March 2026. As the City is a part of the County HRA program, it is recommended that the City reduce its 2026 HRA budget from \$120,000 in 2025 to \$5,000 for 2026. While this decrease is not part of the General Fund Levy, application of the HRA reduction would be the equivalent of an increase in the levy amount of \$27,242 in 2026 over 2025 expenditures. This combination would result in a 0.0063% levy increase over 2025 costs.

Water and Sewer Enterprise Accounts are not part of the General Fund Levy and are paid by user fees. Their budgets are set independent of any city levies.

Staff is requesting that City Council consider approval of the 2026 Preliminary Budget and submittal to the Anoka County Property Records and Taxation Department by September 30, 2025.

Attachments:

Attachment 1 – 2026 Proposed Preliminary Budget

Attachment 2 – 2026 Non-Levy Revenues

Projected Non- Levy City Revenues

	<u>2025</u>	<u>2026</u>
Building Permits and Plan Reviews	\$280,000	\$200,000
Contributions and Donations	88,000	88,000
Septic Permits	15,000	15,000
Heating and Plumbing Permits	25,000	30,000
Septic Pumping Permits	3,000	4,000
County Fines and Liquor Licenses	22,000	30,000
Cable Franchise Fees	17,000	17,000
Score Grant	31,000	31,000
Interest Earnings	38,000	67,000
DNR PILOT	43,000	43,000
Site Lease	21,000	21,000
Delinquent Years Tax	1,000	2,000
Licenses and Penalties	2,000	2,000
CUP's	1,000	1,000
Rents and Royalties	9,000	9,000
Market Value Ag Credit	5,000	5,000
FLFD Utility Reimbursement	2,500	3,500
R.O.W. Permits	2,000	7,000
Subdivision Fees		3,000
Aluminum Can Recycle Fund	1,000	500
Sediment/Erosion Control Inspection	6,000	6,000
Lodging Tax	3,000	19,000
Miscellaneous Revenue	<u>1,000</u>	<u>2,000</u>
	\$616,500	\$606,000



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City of Columbus Council Meeting

September 24, 2025

Agenda Item Number: C.4

Agenda Item: Career Enhancement, Inc Contract Renewal

Agenda Item Summary:

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

The City Council is requested to consider a new professional services agreement with CEO to continue HR consulting services and support.

\$9,900 for human resource consultant services has been included in the 2026 Preliminary Budget to fund this cost in 2026. Continued service through 2025 will require a fund transfer to cover over budgeted costs incurred between June through August of this year.

City Council is requested to consider approval of the Professional Services Agreement Contract 2 with Career Enhancement Opportunities, Inc. for the term, conditions, scope of work and deliverables as exhibited in Attachment 1.

Attachment(s):

Attachment 1 – Proposed Professional Services Agreement
Contract 2

PROFESSIONAL SERVICES AGREEMENT

CAREER ENHANCEMENT OPTIONS, INC.

THIS AGREEMENT is made this ____ day of _____, 20 ____ (“Effective Date”) by and between **CAREER ENHANCEMENT OPTIONS, INC.**, a Minnesota Corporation located at 9419 Maggie Lane, Savage, MN 55378 (“Consultant”), and the **CITY OF COLUMBUS**, a Minnesota municipal corporation located at 16319 Kettle River Blvd. NE, Columbus, MN 55025 (“City”):

RECITALS

- A. Consultant is engaged in the business of providing professional human resource policy recommendations and leadership development services.
- B. The City desires to contract for human resources and organizational development consulting as identified in the City’s Scope of Services as hereinafter defined.
- C. Consultant represents that it has the professional expertise and capabilities to provide the City with the requested professional services.
- D. City desires to engage Consultant to provide the services described in this Agreement and Consultant is willing to provide such services on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the City and Consultant agree as follows:

AGREEMENT

1. **Services to be Provided.** Consultant agrees to provide City with professional human resource policy recommendations and leadership development services as described in Consultant’s Scope of Services attached to this Agreement as Exhibit A or any supplemental letter agreements, or both, entered into between the City and Consultant (the “Services”). The Services referenced in the attached Exhibit A or any supplemental letter agreements shall be incorporated into this Agreement by reference. All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.
2. **Time for Completion.** This Agreement shall remain in force and effect commencing from Effective Date and continuing until the earlier **August 31, 2026** or completion of the project unless terminated by the City or amended pursuant to the Agreement.
3. **Consideration.** The consideration, which City shall pay to Consultant and shall not exceed \$9,900, for both the Services performed by Consultant and the expenses incurred by Consultant in performing the Services, shall be as set forth in Exhibit A and incorporated into this Agreement. City shall make payments, based on invoices from Consultant at the

receipt of defined deliverables identified in Exhibit A. City's payment shall be made within 30 days after Consultant's statement. Consultant's statement shall contain a detailed list of work completed 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.

4. **Expense Reimbursement.** The Consultant will not be compensated separately for necessary incidental expenses. All expenses of the Consultant shall be built into the Consultant's fixed compensation rates, unless reimbursement is provided for an expense that received the prior written approval of the City, which approval may be provided via electronic mail.
5. **Approvals.** The Consultant will secure the City's written approval before making any expenditures, purchases, or commitments on the City's behalf beyond those listed in the Services. The City's approval may be provided via electronic mail.
6. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:
 - a. The parties, by mutual written agreement, may terminate this Agreement at any time;
 - b. Consultant may terminate this Agreement in the event of a breach of the Agreement by the City upon providing thirty (30) days' written notice to the City;
 - c. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
 - d. City may terminate this Agreement immediately upon Consultant's failure to have in force any insurance required by this Agreement.In the event of a termination, City shall pay Consultant for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.
7. **Amendments.** No amendments may be made to this Agreement except in writing signed by both parties.
8. **Remedies.** In the event of a termination of this Agreement by City because of a breach by Consultant, City may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. The foregoing remedies provided to the City for breach of this Agreement by Consultant shall not be exclusive. City shall be entitled to exercise any one or more other legal or equitable remedies available because of Consultant's breach.
9. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, Subd. 5, the Consultant agrees that the books, records, documents, and accounting procedures and practices of the Consultant, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. The Consultant shall maintain such records for a minimum of six years after final payment. The parties agree that this obligation will survive the completion or termination of this Agreement.

10. **Indemnification.** To the fullest extent permitted by law, the Consultant, and the Consultant's successors or assigns, agree to protect, defend, indemnify, save, and hold harmless the City, its officers, officials, agents, volunteers, and employees from any and all claims; lawsuits; causes of actions of any kind, nature, or character; damages; losses; or the costs, disbursements, and expenses of defending the same, including but not limited to attorneys' fees, professional services, and other technical, administrative or professional assistance resulting from or arising out of Consultant's (or its subcontractors, agents, volunteers, members, invitees, representatives, or employees) performance of the duties required by or arising from this Agreement, or caused in whole or in part by any negligent act or omission or willful misconduct, or arising out of the failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled. The parties agree that these indemnification obligations will survive the completion or termination of this Agreement.

11. **Insurance.** Consultant shall maintain reasonable insurance coverage throughout this Agreement. Consultant agrees that before any work related to the approved Project can be performed, Consultant shall maintain at a minimum: Worker's Compensation Insurance as required by Minnesota Statutes, Section 176.181; Professional Liability in an amount not less than \$1,000,000.00 per occurrence; and Commercial General Liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage. To meet the Commercial General Liability, the Consultant may use a combination of Excess and Umbrella coverage. The Consultant shall provide the City with a current certificate of insurance including the following language: "The City of Columbus is named as an additional insured with respect to the commercial general liability, business automobile liability and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages." Such certificate of liability insurance shall list the City as an additional insured and contain a statement that such policies of insurance shall not be canceled or amended unless thirty (30) days' written notice is provided to the City, or ten (10) days' written notice in the case of non-payment. From time-to-time Consultant shall be required to use their personal vehicle to attend meetings and interviews. Consultant shall be responsible for driving safely. Consultant shall bear all legal liability arising out of use of her personal vehicle, including any vehicle damage or personal casualties. Consultant shall defend, hold harmless and indemnify City from all liabilities, costs, and expenses (including, without limitation, reasonable attorney's fees) that the City may be subject to as a result of any accident or incident related to Consultant's use of her personal vehicle.

12. **Subcontracting.** Neither the City nor the Consultant shall assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the Consultant from employing such independent

consultants, associates, and subcontractors, as it may deem appropriate to assist it in the performance of services required by this Agreement. Any instrument in violation of this provision is null and void.

13. **Assignment.** Neither City nor Consultant shall assign this Agreement or any rights under or interest in this Agreement, in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision is null and void.
14. **Independent Contractor.** Consultant shall be deemed an independent contractor. Consultant's duties will be performed with the understanding that Consultant has special expertise as to the services which Consultant is to perform and is customarily engaged in the independent performance of the same or similar services for others. All required equipment and personnel shall be provided or contracted for by Consultant. The manner in which the services are performed shall be controlled by Consultant; however, the nature of the services and the results to be achieved shall be specified by City. The parties agree that this is not a joint venture and the parties are not co-partners. Consultant is not to be deemed an employee or agent of City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided in this Agreement. All services provided by the Consultant pursuant to this Agreement shall be provided by the Consultant as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.
15. **Compliance with Laws.** Consultant shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Consultant agrees to provide the applicable services detailed in Exhibit A or any supplemental letter agreement. Consultant's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the City's policies, as well as all other reasonable work rules, safety rules, or policies regulating the conduct of persons on City property, at all times while performing duties pursuant to this Agreement. Consultant agrees and understands that a violation of any of these policies or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the City.
16. **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Consultant, and supersedes any other written or oral agreements between the City and the Consultant. This Agreement can only be modified in writing signed by the City and the Consultant. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.
17. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

18. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Anoka County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
19. **Conflict of Interest.** The Consultant shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict of interest, Consultant shall advise the City and either secure a waiver of the conflict or advise the City that it will be unable to provide the requested services.
20. **Work Products and Ownership of Documents.** All records, information, materials and other work products, including, but not limited to the completed reports, drawings, plans, and specifications prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City, but reproductions of such records, information, materials and other work products in whole or in part may be retained by the Consultant. Regardless of when such information was provided, the Consultant agrees that it will not disclose for any purpose any information the Consultant has obtained arising out of or related to this Agreement, except as authorized by the City or as required by law. These obligations survive the termination of this Agreement.
21. **Agreement Not Exclusive.** The City retains the right to hire other professional human resource policy recommendations and leadership development services service providers for other matters, in the City's sole discretion.
22. **Data Practices Act Compliance.** Any and all data provided to the Consultant, received from the Consultant, created, collected, received, stored, used, maintained, or disseminated by the Consultant pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Consultant agrees to notify the City within three (3) business days if it receives a data request from a third party. This paragraph does not create a duty on the part of the Consultant to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations survive the termination of this Agreement.
23. **No Discrimination.** Consultant agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Consultant agrees to comply with Americans with Disabilities Act as amended ("ADA"), Section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Consultant agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of these laws by the Consultant or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors. Upon request, the Consultant shall provide accommodation to allow

individuals with disabilities to participate in all services under this Agreement. Consultant agrees to utilize their own auxiliary aid or service in order to comply with ADA requirements for effective communication with people with disabilities.

24. **Authorized Agents.** The City's authorized agent for purposes of administration of this contract is Elizabeth Mursko, City Administrator or designee. The Consultant's authorized agent for purposes of administration of this contract is Ellen Hinrichs, who shall perform or supervise the performance of all Services.

25. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Consultant: Ellen Hinrichs, 9419 Maggie Lane Savage, MN 55378; Attn: Ellen Hinrichs; Ellen.Hinrichs@icloud.com

City: City of Columbus, 16319 Kettle River Blvd. NE, Columbus, MN 55025, Attn: Jack Davis; cityadministrator@ci.columbus.mn.us;

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

26. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.

27. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.

28. **Mediation.** Both parties agree to submit all claims, disputes and other matters in question between the parties arising out of or relating to this Agreement to mediation at the Conflict Resolution Center, 2101 Hennepin Avenue, Suite 100, Minneapolis, Minnesota 55405. In the event mediation is unsuccessful, either party may exercise its legal or equitable rights.

29. **Publicity.** City and Consultant shall develop language to use when discussing the Services. Consultant agrees that any publicity regarding the Services or the subject matter of this Agreement must not be released unless it complies with the approved language. Consultant must not use the City's logo or state that the City endorses its services without the City's advanced written approval.

30. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

31. **Signatory.** Each person executing this Agreement (“Signatory”) represents and warrants that he or she is duly authorized. In the event the Consultant did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of the Consultant, described in this Agreement, personally.
32. **Counterparts and Electronic Communication.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format (“pdf”) and signatures appearing on electronic mail instruments shall be treated as original signatures.
33. **Recitals.** City and the Consultant agree that the Recitals are true and correct and are fully incorporated into this Agreement.

[The balance of this page left blank intentionally.]

IN WITNESS WHEREOF, the City and the Consultant have caused this Professional Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

CITY OF COLUMBUS, MINNESOTA

DATED: _____ BY: _____
Ron Hanegraaf
Its: Mayor

DATED: _____ BY: _____
Jack Davis
Its: Administrator

CONSULTANT

**CAREER ENHANCEMENT OPTIONS,
INC.,**

DATED: _____ BY: _____
Ellen Hinrichs
Its: _____

EXHIBIT A TO AGREEMENT WITH
CAREER ENHANCEMENT OPTIONS, INC.

Purpose and Background

The City of Columbus, Minnesota is committed to fostering a high-performing, compliant, and supportive workplace for its employees. As the City continues to grow and adapt to evolving service demands, the need for structured training, consistent personnel management practices, and modernized human resources systems has increased.

To meet these goals, the City is engaging a Consultant to provide professional organizational development, personnel management, and human resources services. The Consultant will support the Mayor, City Council, City Administrator, and City staff by enhancing leadership development, ensuring compliance with personnel records, improving employee engagement, and strengthening performance management processes. These services will align with the City's long-term priorities of organizational efficiency, workforce retention, and effective governance.

Scope of Services:

The selected consultant will perform the following work to assist the City of Columbus with organizational development, personnel management, and human resources services during the contract term.

1. Training and Development (\$1,500.00)

- Facilitate a City of Columbus leadership training session(s) and provide training materials for Columbus leadership staff.
- Identify and recommend training topics tailored to the needs of Columbus supervisors, department heads, and city staff.
- Co-create a sustainable process for training meetings that aligns with City Council and department operations.
- Participate in up to four (4) leadership discussions with the Mayor, City Council members, and department leadership to support ongoing professional development.

2. Personnel Records Management (\$1,000.00)

- Conduct a review of the City of Columbus personnel records and deliver a summary report of compliance needs to ensure adherence to legal and regulatory requirements and reduce risks.
- Deliver a compliance summary report highlighting areas that require updates to meet state and federal legal requirements, League of Minnesota Cities (LMC) best practices, and record retention policies.

- Provide recommendations to reduce organizational risk and improve records management consistency across Columbus departments.

3. Employee Relations/Engagement (\$750.00)

- Provide quarterly individual notifications with Columbus staff via email, ensuring employees have a consistent and confidential channel for engagement and feedback.
- Summarize themes and provide high-level, anonymized observations to the City Administrator to support proactive management practices.

4. Total Compensation Review (\$1,500.00)

- Review and annually update the City of Columbus Total Compensation Form, ensuring accuracy of salaries, stipends, benefits, and allowances.
- Analyze existing employee benefits and examine the feasibility of suggested adjustments, referencing comparable Minnesota cities to maintain competitive standing in recruitment and retention.

5. Performance Management (\$2,750.00)

- Evaluate current processes to ensure equitable execution and timeliness of performance reviews for all Columbus staff.
- Facilitate the annual review process for the Columbus City Administrator, coordinating with the Mayor and City Council as needed.

(Total Compensation for Services: \$7,500.00)

Elective / As-Approved Services

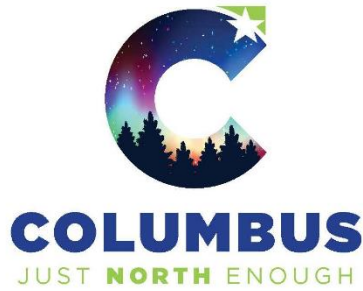
The Consultant may also provide additional services as approved by the City, including but not limited to:

- Conducting employee exit interviews for departing Columbus staff.
- Facilitating conflict resolution discussions between employees or departments.
- Providing other organizational development or HR services as requested by the City Administrator or City Council.

(These additional services shall not exceed \$2,400.00, billed at an hourly rate of \$165.00.)

Deliverables:

- Leadership training sessions and quarterly discussions with Columbus leadership.
- Compliance audit summary report for City of Columbus personnel records.
- Quarterly employee engagement check-ins for Columbus staff.
- Updated Total Compensation Form and benefit review tailored to Columbus.
- Revised performance review and PIP forms for City of Columbus use.
- Facilitated annual performance review of the Columbus City Administrator.



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

City of Columbus Council Meeting

September 24, 2025

Agenda Item Number: C.5

Agenda Item: SCADA Update

Agenda Item Summary:

The Supervisory Control and Data Acquisition (SCADA) communication system integrates the monitoring and remote command to and between our well sites (Well House 1 and Well House 2-3) and the end of line sewer lift station (Lift Station 6).

The Ziegler Pump House is the location of the SCADA controls and is the only site with a DSL internet connection. All four sites communicate via radio, however, the bandwidth provided by the radio system is insufficient to manage the volume of data necessary for effective and reliable system coordinated communication.

In addition to bandwidth limitations, the DSL line serving these sites has experienced the following ongoing reliability issues:

- It is frequently cut or damaged, resulting in significant downtime and reliability issues.
- During remote access attempts, the connection is often either unavailable due to physical damage or too slow to accommodate real-time system changes and monitoring.

Upgrading the current system with the equipment proposed by In Control would provide:

- Faster and more reliable data transfer rates
- Elimination of reliance on vulnerable buried cabling as our means of linking these sites.
- More secure and improved remote access with minimal disruption.

The purpose of this system upgrade is to address connectivity problems with the existing DSL internet connection in the main SCADA hub at the Ziegler Pump station and to improve connection reliability with the remote sites at Wellhouse 1, Wellhouse 2&3and Lift Station 6.

To address these problems, staff proposes transitioning the SCADA system from DSL and radio connections to a cellular-based interface. This upgrade would ensure better system integrity, reduce downtime and enable enhanced coordination of the operation of our separate well and pump sites.

Costs to operate our current system are \$260.00 per month. In comparison, the proposed cellular option which offers a more reliable alternative, is \$120.00 per month plus any applicable taxes.

Staff recommends approval of the In Control proposal in the amount of \$25,262.00 as exhibited in Attachment 1. Funds are available for this system upgrade from our Water and Sewer Enterprise Fund Accounts.

Attachment(s):

Attachment 1 – In Control SCADA Upgrade Proposal



In Control, Inc.
5301 E River Rd, Suite 108
Fridley, MN 55421

PROPOSAL # QS25090201-01

To: City of Columbus
16319 Kettle River Blvd. NE
Columbus, MN 55025

Attn: Jim Windingstad

Re: Cellular Radios

Date: September 2, 2025
From: Bob Dietrich
Valid: 30 days
Page: 1 of 3

In Control, Inc. is pleased to provide our proposal for materials and services as part of the project referenced above. This proposal is based upon discussions with Jim Windingstad with the City of Columbus and Isaac Kosel with In Control. The purpose of this project is to address connectivity problems with the existing DSL internet connection in the main SCADA hub at the Ziegler Pump station and to improve connection reliability with the remote sites at Wellhouse 1, Wellhouse 2&3, and Lift Station 6.

It is our understanding that the City currently has a contract with First Net and may wish to acquire the necessary hardware under that contract. A deduct is given in the Proposal Summary for the hardware. Note that if the City procures the cellular modems from First Net, they must be compatible with the Watchguard BOVPN configuration.

The City must provide SIM cards with an active First Net subscription for each radio to In Control for installation during startup.

Proposed Materials and Services

Item 1 - Cellular Radios

In Control will configure and install the following equipment. Programming will be updated as required to allow for communication by cellular modem. As-started drawings by In Control will be updated to show the new equipment (Wellhouse 1, Wellhouse 2&3, Ziegler Pump Station); drawings for Lift Station 6 will be red-lined. The existing ethernet radios will be removed and furnished to the City. The existing serial radios will be left in place to act as a backup to the cellular radios.

- A. (4) AirLink RV55 PRO LTE cellular gateway, FirstNet Compatible
- B. (4) DIN Rail Mounting Kit
- C. (4) Antenna with SMA Cable



Proposal Summary

The price for all items above is \$ 25,262.00 USD net total excluding sales and use taxes (the “Net Total Pricing”). Freight is included to project location, FOB shipping point. Any taxes, where applicable, will be reimbursed and paid to In Control as they are incurred.

A deduct of \$ 3,899.00 is offered if the City provides the cellular radios, antennas, and mounting hardware.

TERMS: 30% upon design submittal, 70% upon equipment shipment and substantial completion.

EXCLUSIONS:

Our proposal does not include the following:

- Bonding, Permits, Licenses, or Fees of any kind
- Removal, demolition, or disposal of existing equipment
- Field installation of equipment, enclosures, instrumentation, or other products furnished
- Fasteners or mounts, wire, raceway, or fittings required for field installed products
- Termination of any field wiring such as line power, control signals, instrumentation, etc.
- Normal and customary items furnished or provided by a general or electrical contractor
- Electrical Studies, Tests, or Inspections that are not detailed in this proposal
- Network Media or Testing that are not defined in the scope of work detailed in this proposal
- Any equipment or services that are not defined in the scope of work detailed in this proposal
- Shipping costs to locations other than the primary project site

Thank you in advance for the consideration of our offer and for the opportunity to work together. Should you have any questions regarding this proposal, please contact me directly at your convenience. I look forward to hearing from you soon to secure and coordinate this project. This proposal is valid for thirty (30) days.

Best Regards,

Bob Dietrich

Technical Sales Engineer

Mobile: 715.690.3338

Office: 763.783.9500 x2004

E-Mail: bob.dietrich@incontrol.net

ACCEPTANCE: To accept this proposal please return a signed copy with purchase order. Thank you!

Signature: _____

Purchase Order: _____

Print Name: _____

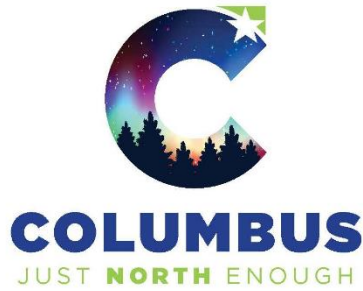
Date: _____

Title: _____

Proposal Number: QS25090201-01

Standard Terms and Conditions of Sale

- 1. ENTIRE AGREEMENT** – These Standard Terms and Conditions of Sale (“Terms”) govern the goods and attendant services (“Work”) that In Control, Inc. (“In Control”) will provide to Purchaser pursuant to In Control’s Proposal attached hereto (“Proposal”). The Proposal, along with these Terms, constitute the sole and entire agreement between the parties with respect to the Work (the “Order”). This Order supersedes all prior understandings, discussions, representations, and warranties, both written and oral, regarding the Work. If Purchaser’s internal systems require it to issue a separate purchase order to accept this Order, then any additional or conflicting terms in Purchaser’s purchaser order are expressly rejected and will not in any way amend, alter, change, or negate these Terms. No change or modification to this Order is effective unless in writing and signed by each party.
- 2. TERMINATION** – Either party may terminate this Order for cause if the other party (i) materially breaches this Order; (ii) becomes insolvent or admits its inability to pay its bills as they become due; or (iii) files for or is forced into a bankruptcy, receivership, or liquidation. The party seeking to terminate this Order for cause will give the other party fourteen (14) days’ written notice and the other party will have 14 days to cure the stated default(s). If Purchaser desires to terminate this Order for its own convenience before final completion of the Work, Purchaser may do so, provided that Purchaser pays In Control (i) for all Work provided at In Control’s published rates before the termination date, (ii) all reimbursable expenses incurred before the termination date, (iii) for all equipment ordered before the termination date, and (iv) an early termination fee equal to ten percent (10%) of the remaining Work to be performed as of the termination date.
- 3. ATTORNEYS’ FEES** - If either party files a lawsuit to enforce this Order, the prevailing party in such lawsuit will be entitled to recover from the other party its reasonable attorneys’ fees, costs, and expenses incurred in connection with such lawsuit, as well as any appeal or enforcement of any judgment arising from the lawsuit.
- 4. INDEMNIFICATION / INSURANCE** - Purchaser will defend, indemnify, and hold harmless In Control from and against all claims, actions, proceedings, costs, expenses, losses and liability, including all reasonable attorneys’ fees, costs and expenses, arising out of or relating to goods or services not provided by In Control pursuant to this Order. These obligations include, but are not limited to, all product liability, personal injury, death, or property damage claims. These obligations will survive the termination or completion of the Work. Each party is responsible for obtaining and maintaining appropriate insurance coverages and endorsements necessary to ensure the provisions of this paragraph and other insurable obligations under this Agreement while the Work is being performed and for a reasonable time thereafter.
- 5. WAIVER OF CONSEQUENTIAL DAMAGES / LIMITATION OF LIABILITY** - In no event will In Control be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, such as delay, disruption, loss of product, loss of anticipated profits or revenue, loss of use of the equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment systems or power incurred by Purchaser as a result of In Control’s Work. Unless otherwise agreed to in writing between the Purchaser and In Control, In Control will not accept liquidated damages. Furthermore, in no event will In Control’s total liability arising out of this Order exceed two (2) times the amount of the Net Total Pricing.
- 6. FORCE MAJEURE** – The parties agree that In Control will not be responsible or liable for any failure or delay in the performance of the Work arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, supply chain disruptions, accidents, acts of war or terrorism, civil or military disturbances, health crises, nuclear or natural catastrophes, acts of nature, and interruptions of utilities, communications or computer services, or other incidents shown to be outside of In Control’s control (each a “Force Majeure Event”). In Control agrees, however, to use all commercially reasonable efforts to mitigate a Force Majeure Event and resume performance of the Work as soon as practicable under the circumstances.
- 7. WARRANTY** – Unless other or more specific warranties are expressly set forth in the Proposal, In Control warrants that the Work will be of good quality, free from defects in material and workmanship, will conform to the specifications and drawings, and be suitable for their intended purpose. This standard warranty will be in force for eighteen (18) months after shipment or twelve (12) months from startup, whichever is shorter. Any remaining allotments for Purchaser or end owner/engineer-initiated changes and call-back expire with the warranty period and are not refundable. In Control reserves the right to terminate any warranty should Purchaser’s account be in arrears for more than thirty-one (31) days. Purchaser agrees that In Control’s warranties do not apply to any damages, delays, or interruptions caused by: (i) reasonable wear and tear; (ii) pre-existing conditions at site; (iii) accidental damage caused by Purchaser; (vi) intentional damage, misuse, or abuse caused by Purchaser or a third-party; or (v) any Force Majeure Event.
- 8. ESCALATION** – This Order is conditioned upon the ability of In Control to complete the Work at present prices for material and at the existing scale of wages for labor. If In Control is, at any time while the Work is being performed, unable to complete the Work at the present prices and wages, then the Net Total Pricing will be equitably adjusted by change order to compensate In Control for significant price increases. A significant price increase is defined as a change of ten percent (10%) or more for a Work item between the date of the Proposal and the date the applicable Work is performed.
- 9. PAYMENT TERMS** - The payment terms are net thirty (30) days upon invoice receipt. Any balance remaining over thirty-one (31) days beyond the invoice date will be subject to a 2.0% monthly service fee until paid. Should a payment default occur In Control reserves the right to stop all Work, including but not limited to startup of equipment, and terminate any existing warranty. All reasonable attempts will be made between both parties to resolve the disputed portions of any invoice within the payment terms. The entire Net Total Price will be invoiced in full upon shipment, unless specific terms are described in the Proposal. No retainage is allowed.
- 10. NONWAIVER** - The failure by In Control to enforce at any time, or for any period of time, any of the provisions hereof will not be a waiver of such provisions nor the right of In Control thereafter to enforce each and every such provision.
- 11. REMEDIES** - Remedies herein reserved to In Control will be cumulative and in addition to any other or further remedies provided in law or equity.
- 12. RELATIONSHIP OF PARTIES** – The relationship between the Parties is that of independent contractors. Nothing contained in this Order shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.



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

City of Columbus Regular Council Meeting

September 24, 2025

Agenda Item Number: C.6

Agenda Item: October 7, 2025 City Council Workshop Meeting

Background Information

Our Council Workshop Meeting is scheduled for Tuesday, October 7, 2025, at 5:30 PM. The following items are recommended for discussion:

1. Minnesota Association of Small Cities Presentation
2. ACHD – Potomac Street Project
3. Wage and Compensation Study

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

1
2
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5
6

**CITY OF COLUMBUS
CITY COUNCIL MEETING
INTERACTIVE TECHNOLOGY MEETING FORMAT
STATUTES SECTION 13D.021
July 9, 2025 – 6:00 PM**

7 The July 9, 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, Scott Wendell.
9 Also, present were City Administrator Jack Davis, Assistant City Administrator Aaron Berg, City Engineer
10 Brian Bachmeier, City Attorney Bill Griffith, Public Works Director Jim Windingstad.

11 Also In attendance was Anoka County Highway Department Engineer, Brandon Ulvenes, Anoka County
12 Highway Department Assistant Engineer Jerry Auge, Kim Snell, Genia Sjerven, Kris King, Paul Peskar, and
13 Betty Hanegraaf

14 The meeting was held in an interactive technology meeting format.

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 Councilmember Hegland recommended postponing the adoption of item D 4b, the DDA Classification
20 and Compensation Plan, out of respect ~~from~~ for staff input. She suggested revisiting the concerns and
21 possibly holding a meeting with Ellen Hinrichs and Mark Goldberg to address revisions and returning
22 with a revised version of the plan for unified, comprehensive approval at a future meeting.

23 **Motion by Councilmember Hegland to approve the agenda for July 9, 2025, City Council meeting**
24 **with the addition of the Supplemental Bill list and removal of item D.4b, DDA Classification**
25 **and Compensation Plan for further review and will be rescheduled for a future Council**
26 **meeting.**

27 **Seconded by Councilmember Lattin.**

28 Councilmember Wendell asked following the item's removal, would this be returned to the Personnel
29 Committee or taken back to a Council Workshop for further discussion?

30 Councilmember Hegland explained that the majority of the questions raised were for clarification. She
31 plans to review the full proposal with staff to ensure they understand the rationale and details behind it.
32 During discussions, staff offered valuable compensation suggestions such as recognizing long-term
33 employees with a retention bonus at the 10 or 15-year mark, especially considering the new 10-step
34 system that takes nine years to complete. Hegland acknowledged the idea's potential but noted it could
35 affect the overall structure and would require further discussion with Ellen ~~Hendricks-Hinrichs~~ and Mark
36 Goldberg. Any resulting changes would be brought back to the Council for review, with all updates clearly
37 outlined.

38 Councilmember Wendell asked for clarification on whether the revised plan would be returned to the
39 Personnel Committee and Hegland replied that they will discuss this at the Personnel Committee on
40 Tuesday.

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

43 **A.1 - Anoka County Highway Department (ACHD) – Potomac Street Project Update**

44 Jerry Auge, Assistant County Engineer with ACHD and Brandon Ulvenes, Engineer with ACHD were
45 present to discuss the updates of the Potomac Street project. Auge delivered a presentation that
46 reflected the handout that was provided in the Council packet.

47 The primary goals are to reconstruct the deteriorating corridor, add paved shoulders and turn lanes for
48 safety, improve ~~drainage-stormwater management~~ by ~~doing some ditching and replacing-replace~~
49 ~~culverts.~~ ~~We need to conduct a study to identify any~~ ~~and protect~~ threatened and endangered species
50 along the route ~~and protect those that are found~~. The original concept included an off-street trail, but
51 the City Council directed its removal based on public feedback.

52 **Roadway Condition and Design Rationale:**

53 The current road was built through attrition, ~~meaning they~~ piled ~~up~~ soil, ~~they put some type of -with~~
54 surface treatment ~~over it~~ ~~and the County paved over it several times. As a result, it~~ has inconsistent
55 ~~pavement and base~~ ~~section~~ thickness ~~and lacks structural integrity~~. ~~Project challenges include~~, poor soil
56 conditions, high silt content, and a high-water table. The reconstruction aims to create a structurally
57 sound and consistent roadway. Shoulders are necessary for safety, ~~speed~~ enforcement (per sheriff's
58 office input), and maintenance efficiency; especially given the steep ~~and inconsistent in~~ slopes that
59 currently hinder proper mowing and drainage.

60 **Phasing and Timeline:**

61 Due to the project's size (Broadway ~~South~~ to Lake Drive), it will be ~~split-divided into two phases~~ around
62 162nd Avenue. The southern portion is proposed for construction in 2026 to align with the planned
63 2027 roundabout ~~construction~~ at Kettle River and Lake Drive.

64 **Funding:**

65 Auge projected the estimated cost for this project is approximately \$5 to \$6 million dollars.
66 The project will use the following funds:

- 67 • **Transportation Tax Funds** (from countywide sales tax).
- 68 • **Transportation Advancement Account Funds** (a ¼-cent metro area sales tax)
69 These funds are newly available and will support right-of-way acquisition and construction of
70 shoulders.
- 71 • ~~Transportation Advancement Account Funds (a ¼-cent metro area sales tax)~~
72 ~~These funds are newly available and will support right of way acquisition and construction of~~
73 ~~shoulders.~~
- 74 • There's also a city cost-share component for paving gravel road tie-ins to reduce gravel
75 migration.

76 **Public Input & Petition:**

77 An open house October 8, 2024 drew 78 attendees. Public concerns included Some changes were made
78 to the design based on feedback gathered via this open house. Comments and changes include:

- 79 • Wider roadways and shoulders can increase speeds and noise so the lanes were reduced from
80 12' to 11'.
- 81 • The proposed trail brought fFoot traffic near homes, 60% of the residents were opposed to the
82 proposed trail. That trail is now removed from the design per the Council's direction.
- 83 • Right of way (ROW) acquisition was reduced from 60' from Centerline to variable ROW widths
84 (45' minimum from Centerline is needed for construction).
- 85 • Pedestrian safety is an agreed upon concern and there was consensus that shoulders should be
86 provided for pedestrians to walk.
- 87 • Turn lanes and tree removal and Right of way impacts and drainage Ditch grading was proposed
88 as a 1:4 slope to minimize impacts.
- 89 • Speeding is a concern and is a widespread problem throughout the County. Anoka County
90 Sheriff requested shoulders on Potomac so they could pull over speeders, which they cannot do
91 safely now.
- 92 • Residents question the need for turn lanes. They were left in the design for safety reasons.
- 93 • The Potomac and Broadway Ave. Intersection is a safety concern and residents asked if this is
94 part of this project. This may be addressed in a later phase but is not part of this project.
- 95 • Residents did not want to lose mature trees. The County will limit removal to what is necessary
96 for grading and maintaining drainage.
- 97 • Drainage: Concerns on the north end of the project can be addressed by better ditch
98 maintenance and beaver control. Otherwise, new culverts and removal of vegetation and trees
99 in the ditches will facilitate efficient drainage.

100 A recent petition signed by approximately 66% of corridor residents requested:

- 101 • Narrower shoulders (less than the proposed 6 feet)
- 102 • No turn lanes
- 103 • No trail (already removed)
- 104 • No culvert replacements (it wasn't clear if they also meant driveway culverts)
- 105 • No tree removal
- 106 • No right-of-way acquisition

107 The County appreciated hearing the concerns of the residents and came up with some options to
108 consider. In response, the county is willing to reduce shoulders from 6 feet to 4 feet but stresses that
109 anything narrower would compromise safety the goals of the project and may not justify a full
110 reconstruction of the road. The turn lanes are key to safety especially since Anoka County has one of
111 the highest incidences of road fatalities in the state; eliminating them won't reduce the ROW required.

112 **Technical Justifications:**

- 113 • Shoulders enable safe enforcement and access for maintenance.
- 114 • Turn lanes improve safety by allowing turning vehicles to exit the travel lane.
- 115 • Culvert replacements are essential for proper drainage and road longevity.
- 116 • Tree removal is limited to what's necessary for grading and drainage.
- 117 • The current road's structural integrity is compromised due to minimal and inconsistent base
118 layers, poor soil, and frost susceptibility.

119 **Options for Moving Forward:**

- 120 1. **Reconstruction with Design Adjustments (Preferred):** This allows for a strong, long-lasting
121 roadway with safety improvements.
- 122 ○ Reduce lanes from 13 to 11 feet
 - 123 ○ Shoulders reduced from 6 to 4 feet
 - 124 ○ Acquire needed right-of-way (approx. 45' from Centerline)
 - 125 ○ Regrade ditches and with 1:4 slopes and removal of trees and vegetation
 - 126 ○ Replace cross and driveway culverts and perform tree removal only as needed
 - 127 ○ Construct in 2026
 - 128 ○ ~~Allow a strong, long-lasting roadway with safety improvements~~
- 129 2. **Mill and Overlay (Not Preferred):**
- 130 ○ The County w~~Minimal on't add any structural improvement element to the roadway so~~
131 as not to raise it even higher and exacerbating the problem with the steep slope on
132 ditches
 - 133 ○ Only resurfacing, not reconstruction
 - 134 ○ Life expectancy of 5–7 years (3–4 years of good quality)
 - 135 ○ Would likely delay construction to 2027 due to full 2026 overlay schedule

136 **Critical Path and Risks:**

137 To keep the preferred reconstruction on schedule for 2026:

- 138 • The **threatened and endangered species study** must be completed soon (optimal window: July–
139 August).
- 140 • **Right-of-way acquisition** must begin soon; delays may jeopardize the timeline.
- 141 • The county recognizes the petition as valid community input but stresses that not all requests
142 can be met due to regulatory, safety, and engineering requirements.

143 **Conclusion:**

144 The County intends to move forward with a modified reconstruction plan that balances community
145 concerns with infrastructure standards and safety needs. Option 1 remains the County's preferred path,
146 pending timely completion of environmental studies and property acquisition.

147 Mayor Hanegraaf asked if the county needed to prioritize completing the endangered species study and
148 right-of-way acquisition. Auge confirmed that both are essential to keep the project on track for 2026,
149 emphasizing that right-of-way acquisition is costly and represents a critical decision point.

150 Ulvenes clarified that while the endangered species survey itself isn't the most expensive part, any
151 mitigation required based on the findings could be significant. Mayor Hanegraaf then asked if the
152 endangered species study was necessary regardless of how the road is improved. Auge explained that
153 the study is only required for a full reconstruction, not an overlay, since reconstruction impacts ditches
154 and slopes—areas where endangered plants might be present.

155 Councilmember Lattin confirmed with Auge that certain portions of Potomac Street currently have up to
156 93 feet of right-of-way. Jerry clarified that while those areas may not require additional right-of-way,
157 they wouldn't be giving any back either. He explained that such wide sections are rare and unevenly
158 distributed, existing on one side of the road, but not the other, making it impractical to shift road

159 alignment to fully utilize existing widths. Lattin expressed concern about delaying the project, noting the
160 road's poor condition and confirming that postponement would amount to applying a temporary fix to
161 an inadequately built road.

162 Regarding turn lanes, Councilmember Lattin acknowledged residents' concerns, especially since
163 Potomac is not a high-volume road like Broadway. Lattin asked whether removing some turn lanes
164 would shift the County toward a different project option. Auge stated removing lanes could be
165 considered, but emphasized the importance of addressing all improvements now, ~~including shoulders,~~
166 ~~safety, and environmental considerations~~ to avoid future costs and disruptions. He also noted that
167 picking which turn lanes to eliminate could lead to dissatisfaction, making a complete solution more
168 practical and efficient long-term.

169 Councilmember Wendell reflected that Potomac Avenue has faced long-standing issues, with the County
170 relying on overlays for decades instead of full reconstruction. He recalled serving on the road paving
171 subcommittee 20 years ago, when Potomac was used as an example of how *not* to build a road,
172 especially during discussions about paving Howard Lake Drive. Even then, it was clear that a major
173 reconstruction would eventually be necessary, as repeated overlays every 3–5 years were not cost-
174 effective. He emphasized the need to stop delays and move forward with construction.

175 Wendell also asked whether reducing shoulder widths from 6 to 4 feet could jeopardize funding due to
176 State Aid requirements. Auge clarified that Potomac Street is currently not a State Aid route ~~and State~~
177 ~~Aid funding is not being utilized~~, so 4-foot shoulders are permissible. However, if it were ever designated
178 as such in the future, the County may need to widen the shoulders to 6 feet to meet State Aid
179 standards, unless a variance is granted. While not ideal, Auge said this compromise helps keep the
180 project moving while still improving safety.

181 Councilmember Hegland asked if reducing the shoulder width from 6 feet to 4 feet would still allow the
182 Anoka County Sheriff's Office to safely pull vehicles over and use radar enforcement. Auge responded
183 that while 4 feet would be tight, it would still be an improvement over current conditions and ~~could~~
184 ~~would~~ allow for enforcement. He confirmed the Sheriff's Office has not stated that the shoulder must be
185 6 feet.

186 Councilmember Hegland suggested hosting another neighborhood meeting or open house to help
187 residents better understand the project, particularly around right-of-way acquisition, which can be
188 confusing. She noted that while previous open houses were well attended, follow-up communication
189 may not have clearly conveyed all details to residents. She emphasized that clarifying how right-of-way
190 works, such as when land already exists under public ownership and doesn't require purchase, might
191 ease concerns. She also questioned public opposition to turn lanes, given that some residents previously
192 cited safety concerns. Auge responded that another open house could be held to present the updated
193 design and address concerns, including the removal of the trail. However, he noted it would need to
194 happen quickly and might lack finalized drawings if the consultant hasn't completed revisions.

195 Councilmember Hegland then proposed a smaller-scale neighborhood meeting, possibly targeting those
196 who signed the petition, as a more manageable and effective way to share information and reduce
197 opposition by directly addressing concerns and clarifying property-specific impacts.

198 Councilmember Busch thanked Anoka County for considering the residents’ petition, acknowledging the
199 effort involved in gathering signatures. He asked whether reducing shoulder width from 6 to 4 feet
200 would eliminate the need to replace driveway culverts. Auge explained that culverts would still be
201 replaced, including those under driveways—due to regrading and ditching work needed with
202 reconstruction. This is also an opportunity to ensure proper drainage and structural integrity beneath
203 the new roadway.

204 Busch then asked if driveway surfaces would be restored in kind. Auge confirmed they would: [the](#)
205 [impacted areas of](#) paved driveways (concrete or bituminous) would be replaced with the same material,
206 and gravel driveways would mostly remain gravel, though a small bituminous apron might be added.

207 On the topic of land acquisition and right-of-way, Busch questioned whether residents could deny
208 access or if eminent domain would be used. Auge acknowledged the concern and noted that while
209 eminent domain is an option, Anoka County prioritizes negotiation. He emphasized their strong track
210 record of successful voluntary agreements, citing nearly complete negotiated acquisitions along
211 Highway 10 in Ramsey.

212 Finally, Busch shared that although he would like to meet the residents’ requests, the road, especially its
213 northern portion, is structurally failing due to its swampy base, and a full reconstruction is necessary.

214 Mayor Hanegraaf asked if the funding estimated at \$8 million was already secured. Ulvenes estimated
215 the project cost to be around \$5–6 million but wasn’t certain [of the exact estimate](#). Hanegraaf then
216 inquired how long the money would remain guaranteed and whether it would be lost if the project were
217 delayed. Auge explained that the funding is part of the County’s annual budget and could be reallocated
218 to other projects if Columbus delays this one. Although some funding might remain for temporary
219 resurfacing, the larger reconstruction funds could shift elsewhere. If delayed, Columbus would likely fall
220 to the back of the 5-year Capital Improvement Plan queue, meaning it could take 6 years or more before
221 the project resurfaces. He emphasized that now is a strong opportunity to address the deteriorating
222 road. Once improvements are made, Auge believes residents will appreciate the results.

223 Mayor Hanegraaf asked about the timeline for making a recommendation. Auge replied he was looking
224 for general support from the City Council whether to continue with a reconstruction (potentially with
225 design modifications) or switch to a resurfacing plan. The County needs this direction to evaluate the
226 risks, especially regarding right-of-way acquisition.

227 Mayor Hanegraaf inquired if surveying properties has started. Ulvenes confirmed that the entire
228 corridor has been surveyed, and stakes were placed based on the previous 6-foot shoulder design.
229 Mayor Hanegraaf noted some residents had pointed out stakes and expressed concern about property
230 impacts, unsure whether those markers were official. Ulvenes confirmed that the right-of-way team has
231 contacted all affected property owners under the initial design.

232 Councilmember Hegland asked if switching to the modified design would affect funding. Auge confirmed
233 the funds would still be available but warned that delays typically lead to higher costs.

234 Mayor Hanegraaf asked if a formal consensus was needed [or if the County got what it needed to](#)
235 [proceed](#). Auge replied that based on the discussion, it sounded like the ~~council~~ Council supported

236 moving forward with a reconstruction and a public meeting [to address the petitioners concerns](#), which
237 gave the County enough direction to proceed.

238 Mayor Hanegraaf asked if the council is in agreement on proceeding. Councilmember Wendell
239 supported reconstruction over resurfacing, noting resurfacing would just bring the same issues back in a
240 few years and while remaining open to design adjustments that don't compromise safety.

241 Councilmember Hegland emphasized that resurfacing wouldn't fix the road's structural or safety
242 problems, particularly the lack of shoulders, and hoped better information would ease resident
243 concerns. Hegland wants to better understand resident opposition to the turn lanes, suggesting some
244 might misunderstand that turn lanes require more right-of-way. She believes turn lanes are essential for
245 safety and efficiency, allowing traffic to flow better than it currently does.

246 Councilmember Busch favored a 4-foot shoulder instead of 6 feet, appreciating that the plan removed
247 the bike path and would include patrols to address speeding and heavy truck traffic complaints. He
248 asked for clarity on whether turn lanes were required for funding.

249 Councilmember Lattin suggested that residents may feel more personally impacted by turn lanes
250 because grassy ditches feel like part of their property, while paved turn lanes clearly do not. She
251 acknowledged the importance of turning lanes for safety.

252 Councilmember Wendell asked whether turn lanes help prevent unsafe passing on the shoulder, which
253 poses a danger to pedestrians and cyclists. Jerry confirmed that turn lanes improve safety by removing
254 turning vehicles from the through lane, reducing the likelihood of drivers illegally passing on shoulders
255 or veering into oncoming lanes. Wendell added that passing on the shoulder is not legal and should be
256 part of the safety discussion.

257 Councilmember Busch asked if the County would replace trees removed for the road project, especially
258 those that provide screening and reduce noise. Auge responded that any trees within the acquired right-
259 of-way would be removed and compensated for as part of the property acquisition, but replacement
260 would be the property owner's responsibility and would need to occur outside the right-of-way. Busch
261 clarified whether this would be at the property owner's cost, and Auge confirmed it would be handled
262 through the property settlement.

263 City Attorney Griffith added that tree removal and compensation should be addressed during individual
264 right-of-way acquisition discussions.

265 City Administrator Davis requested Auge to inform him when the County is ready to schedule the open
266 house so the city can accommodate it.

267 Councilmember Hegland also asked Auge to provide a copy of their presentation to the City
268 Administrator Davis.

269

270 **B. CONSENT AGENDA**

271 1. Approval of Bill Payments (to be submitted on Monday, July 9, 2025)

272 2. Approval of Supplemental Bill Payments (to be submitted on July 9, 2025)

273 3. Approval of March 26, 2025, City Council Minutes (Enclosure)

- 274 4. Approval of April 9, 2025, City Council Minutes (Enclosure)
- 275 5. Approval of April 17, 2025, LBA&E Minutes (Enclosure)
- 276 ~~6. Approval of April 23, 2025, City Council Minutes (Enclosure)~~
- 277 ~~7. Approval of June 25, 2025, City Council Minutes (Enclosure)~~
- 278 8. Columbus Lions Gambling Permit, Resolution 25-07
- 279 9. Forest Lake Lions Gambling Permit, Resolution 25-08
- 280

Commented [JH1]: I don't think these were removed until much later so they shouldn't be crossed out. They weren't removed on the agenda we received with the motions

281 Mayor Hanegraaf stated they will discuss agenda items 3, 4, 5, 6, and 7 later, prior to section D. Motion
 282 by Mayor Hanegraaf to approve items 1,2,8, and 9 on the consent agenda.

283 **Seconded by Councilmember Hegland.**

284 Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion
 285 carries.

286
 287 ~~Motion by Councilmember Hegland to approve March 26, 2025, City Council minutes as presented~~
 288 ~~with the minor edits made during the meeting.~~

289 ~~Seconded by Councilmember Busch.~~

290 ~~Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion~~
 291 ~~carries.~~

292 ~~Motion by Councilmember Hegland to approve April 9, 2025, City Council minutes as presented in our~~
 293 ~~packets with the edits made during the meeting.~~

294 ~~Seconded by Councilmember Wendell.~~

295 ~~Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion~~
 296 ~~carries.~~

297
 298 ~~Motion by Councilmember Hegland to approve April 17, 2025, City Council minutes as presented in~~
 299 ~~our meeting packet with the edits made during the meeting.~~

300 ~~Seconded by Councilmember Lattin.~~

301 ~~Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion~~
 302 ~~carries.~~

Commented [JH2]: As per the motion, these items were discussed after item D and the discussion should therefore follow the agenda

303
 304 **C. PRESENTATION(S) and ITEMS FOR COUNCIL ACTION**

305 **1. Public Forum**

306 No public comments were made in person or via Zoom. The forum was closed.

307

308 **2. EDA Board Restructure Proposal: Public Hearing - Amendment to EDA Resolution No. 10-13,**
 309 **Section 5 and Resolution No.12-01**

310 Assistant City Administrator, Aaron Berg, reported that at its June 12, 2025, meeting, the Columbus
311 Economic Development Authority (EDA) recommended amending its enabling Resolution No. 10-13 to
312 change the board structure. The proposed change would reduce the board from seven to five members,
313 consisting of two City Council members and three public at-large members appointed by the Mayor and
314 approved by the City Council. This change aims to enhance the EDA's effectiveness in promoting
315 economic growth while maintaining Columbus's rural character. A Public Hearing is scheduled tonight
316 for community input, and the Council must consider the recommendation within 30 days. Staff
317 recommends holding the hearing and to consider modifying section 5 of Resolution No. 10-13,
318 restructuring the Columbus EDA from a 7 seven member board comprised entirely of City Council
319 members and two at large appointees to a five member board comprised of two Council member and
320 three at large appointees by approving the proposed changes through Resolution 25-06.

321 Mayor Hanegraaf opened the Public Hearing opened and asked for comments from the in person and
322 online public. No testimony was offered in either public group (in person and online) thing from the
323 public or online. Mayor Hanegraaf closed the Public Hearing closed.

324 **Motion by Councilmember Wendell to approve Resolution 25-06, a Modification of Resolution 10-13**
325 **and 12-01 for the Restructuring of the City of Columbus Economic Development Authority from a**
326 **Seven Member to a Five-member Board.**

327 **Seconded by Councilmember Busch.**

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

330
331 **3. Waiver of Second Planning Commission Public Hearing for the Back Yard Wedding IUP – 7553**
332 **180th Ave Public Forum**

333 City Administrator Davis explained that a proposed wedding venue in the Rural Residential district was
334 discussed at the Planning Commission meeting on June 18, 2025, and at the June 25, 2025, City Council
335 meeting. A public hearing is scheduled for July 16, 2025. ~~Generally, the~~The Planning Commission is
336 required to wait two weeks after the hearing to make a recommendation, per Policy 24-01. However,
337 staff recommends the City Council waive this waiting period to allow the applicant time to advertise and
338 operate for the fall season. The Planning Commission can still use the full review period if new
339 information emerges during the hearing.

340 Councilmember Lattin shared that a resident had concerns about the proposed wedding venue,
341 referencing a past potential land sale for a commercial wedding venue facility. She clarified that this
342 proposal is different and confirmed that Assistant Planner Hahn will follow up with the resident to
343 explain. Additionally, she expressed support in moving forward, noting that a public hearing will take
344 place where the resident can provide their input.

345 **Motion by Mayor Hanegraaf to approve the waiver of the required two-week waiting period after the**
346 **Planning Commission's public hearing for the Harper Backyard Wedding IUP and Text Amendment for**
347 **City Council presentation.**

348 **Seconded by Councilmember Lattin.**

349 Councilmember Hegland requested that the motion clarify that the Planning Commission still has the
350 option to proceed with the waiting period if significant new information arises during the public hearing.
351 Her concern is to ensure the Commission feels comfortable acting based on what may come up.

352 **Updated motion by Mayor Hanegraaf to include the Planning Commission will still retain the option to**
353 **proceed with the waiting period if new information arises during the public hearing.**

354 **Updated motion seconded by Councilmember Lattin.**

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

357 Consent Agenda items 3-7

358 Council member Hegland reminded the Council of the agreed upon process to make edits to draft
359 minutes included in the meeting packet. With that process affirmed by the City Attorney, she read her
360 proposed edits on the March 26, 2025, draft minutes for the council’s consideration.

361 Motion by Councilmember Hegland to approve March 26, 2025, City Council minutes as presented
362 with the minor edits made during the meeting.

363 Seconded by Councilmember Busch.

364 Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion
365 carries.

366
367 Councilmember Hegland read her proposed edits on the April 9, 2025, draft minutes for the Council’s
368 consideration.

369 Motion by Councilmember Hegland to approve April 9, 2025, City Council minutes as presented in our
370 packets with the edits made during the meeting.

371 Seconded by Councilmember Wendell.

372 Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion
373 carries.

374
375 Councilmember Hegland read her proposed edits on the April 17, 2025, draft Local Board of Appeal and
376 Equalization meeting minutes for the Council’s consideration.

377
378 Motion by Councilmember Hegland to approve April 17, 2025, Local Board of Appeal and Equalization
379 minutes as presented in our meeting packet with the edits made during the meeting.

380 Seconded by Councilmember Lattin.

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

Commented [JH3]: I'll let you figure out the numbering and formatting of this section. We need to label it to align with the agenda

383 Councilmember Hegland asked for Council input on whether the content represented in the remaining
384 two sets of draft City Council Meeting minutes (April 23, 2025, and June 25, 2025) was adequate. These
385 minutes represented a new format, generated by AI, which were substantively different than prior
386 minutes. Her concern was that the bullet points summarizing the discussion didn't explain or connect to
387 the motion and although the new format made for more succinct minutes, the context supporting the
388 motion appears to have been sacrificed. Discussion centered around the importance of having that
389 context represented, how to determine the right amount of detail to include in the minutes, the use of
390 AI to generate minutes (there was overall support of continuing to try AI to support drafting minutes)
391 and the City Attorney's opinion on the optimal mix of discussion to provide context for the motions.
392 There was general consensus that these last two sets of minutes needed more substantial work before
393 they can be reviewed.

394 After considerable discussion regarding the April 23, 2025, and June 25, 2025, City Council minutes,
395 the consensus was to table these minutes for approval and have them revised with more detail and
396 be presented at a future meeting.

397
398 Motion by Councilmember Hegland to table April 23, 2025, and June 25, 2025, City Council minutes as
399 presented in the meeting packet and requested they be revised with more detail and presented at a
400 future meeting for approval.

401 Seconded by Mayor Hanegraaf.

402 Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf – Aye. Motion
403 carries.

404

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

- 406 1. City Engineer – Brian Bachmeier reported that the DNR is actively reviewing the City's water
407 appropriation amendment request after collecting additional information and the fee for the permit.
408 2. City Attorney – ~~Not present~~ no report.
409 3. Mayor & City Council Report
410 Councilmember Lattin - Reported that she had no report.

411
412 Councilmember Wendell – Reported that the Forest Lake Cable Commission met and the audit
413 was the focus of the meeting. It was noted that there were a few items that the auditor needed
414 more information and the commissioners will prepare a response for the auditor.

415
416 Councilmember Hegland – Reported that she attended a recent Sunrise River Water
417 Management Organization (SRWMO) and their audit was clean and approved.
418 Councilmember Busch – Reported he had met with City Administrator Davis and Public Works
419 Director Jim Windingstad to view the structure of the building (City Hall, Community Center, and
420 City office). He commented on what they observed with that the roof structure and degradation

Commented [JH4]: Lorie, I know we tabled these last two sets of minutes but when I reviewed the LATV video it ended before it got to this point. So I can't be sure if we made a motion or it just got tabled by consensus.

Commented [JH5]: Bill was at the meeting

421 of the columns ~~have substantial damage~~. He confirmed that this discussion will be on the City
422 Council Workshop agenda next month for further discussion.

423
424 Mayor Hanegraaf – Reported that he had no report.

425
426 4. Personnel Committee Report

427 a. City Administrator Performance Review Policy- Councilmember Hegland reported that
428 she included a short report in the packet which meets the state statute in summarizing the
429 results of the performance review for the City Administrator and the merit increase. ~~She~~
430 ~~directed the Council Members to look at these results.~~

431
432 ~~b. — DDA Classification and Compensation Plan (Enclosure)~~

433
434 5. Planning Commission – Councilmember Hegland reported there was no Planning Commission
435 meeting scheduled for July 2, 2025.

436
437 6. Public Works Report – Director Windingstad provided an update on the condition of Notre Dame
438 Street. He reported that the road was paved in late 2014 and received a chip seal in 2019. Since
439 that time the chip seal has been peeling away, particularly in the southbound lane near the
440 shoulder. In 2024, Flex Patch treatment was applied but by early 2025 it had failed, peeling out
441 and leaving expanding holes. Recently, a mastic repair project was attempted, but the process
442 revealed poor adhesion as the problem appears to be delamination issue between the asphalt
443 and the chip seal layer and that public works staff could peel away sections by hand.
444 Windingstad stated that staff recommends a mill and overlay to remove 1.5 inches of asphalt and
445 repave. He noted that timing could force the project into 2026 depending on contractor
446 availability.

447 Mayor Hanegraaf inquired if the milled asphalt would be reused and Windingstad replied that it
448 would be hauled away and replaced with new pavement.

449
450 Councilmember Busch asked Windingstad if there were warranties that go along with these
451 projects. Windingstad commented that typical warranties are for one year, however longer
452 terms can be negotiated at a higher cost.

453
454 Councilmember Hegland expressed concern that the road only lasted 11 years instead of a
455 typical 20–30-year life span, and asked whether the problem could be structural, possibly with
456 the roadbed as was the case in the Potomac Street issues. She suggested doing soil borings and
457 traffic data collection, noting heavier southbound traffic from school buses may be a factor. ~~As~~
458 ~~s~~She is worried about spending \$300,000 on a mill and overlay if underlying roadbed issues
459 exist that will cause early failure again.

461 Engineer Bachmeier commented that the surface review did not show signs of major structural
462 movement but agreed additional information would help and borings could confirm pavement
463 section and base structure.

464
465 Windingstad acknowledged that if full reconstruction were necessary, the cost could be \$2 – 2.5
466 million as seen on Hornsby Street. He maintained that staff recommends mill and overlay.
467 Councilmember Hegland suggested delaying until next year to gather traffic counts (once school
468 resumes), consider soil borings, and review asphalt integrity from other 2014-2015
469 projects. She added that she ~~would feel-felt~~ more confident in a final decision with more
470 information gathered.

471
472 Councilmember Wendell recommended preparing two options; mill and overlay cost estimate
473 and investigation option with borings and asphalt testing.

474
475 Council directed staff to prepare a proposal for soil borings and related investigations of Notre
476 Dame Street conditions, including estimated costs, to review at a future meeting.

477
478 7. City Administrator Report –

479 a. Hornsby/Eureka Street Project – City Administrator Davis provided information on the
480 The City of Columbus and Forest Lake have agreed in principle to partner on the 1.35-mile
481 Hornsby/Eureka Street Reconstruction Project pending the approval of a 2025 State Bonding Bill. The
482 Columbus portion of the project is approximately 0.25 miles and the estimated cost is \$762,000
483 (Approval from both City Council’s would be required to enable a joint contract to be executed).The City
484 of Forest Lake is preparing to bid the project and they need to know by July 24, 2025 if the City of
485 Columbus still intends to do this as a joint project.

486 The proposed financing concept for this project was based on the approval of \$762,000 from a bonding
487 bill to pay for the City of Columbus share of the project. That bonding bill was not approved, and the City
488 is left with the following options (These options are assuming the City receives Local Road Improvement
489 Program {LRIP} funds):

- 490 • Option 1 - Notify the City of Forest Lake that the City of Columbus intends to request our portion
491 of the project be bid as alternate. This would allow time to potentially work out back-end
492 payment schedules on the project. This option would only be available if we received approval
493 from MNDOT for flexibility in the use of the LRIP grant.
- 494 • Option 2 - Notify the City of Forest Lake that the City of Columbus intends to participate in a
495 joint contract for the project and use local funds for our share of the costs, or;
- 496 • Option 3 - Notify the City of Forest Lake that the City of Columbus will not participate as a
497 partner in the project but bid our section as separate work due to LRIP restrictions on use of
498 their funds for a joint project and to avoid potential coordination, timing and scheduling issues
499 with the Forest Lake work. Based on the following concerns, this option appears to be the most
500 practical at this time.

- 501 ○ The City of Columbus may be required to have an LRIP grant agreement executed prior
502 to the award of any contract. As Forest Lake may be able to award a contract as early as
503 September 2025 and the LRIP grant award would not be made until March 2026, the
504 City of Columbus would not be able to partner with Forest Lake unless exceptions and
505 exemptions from MNDOT requirements could be approved for this particular situation.
506 In all likelihood, this means we would have to bid and construct our section of the
507 project separately. Assuming Forest Lakes plans and specifications match our standards,
508 the City of Columbus would request release of those documents for our bidding
509 purposes.
- 510 ○ The timeline for the LRIP funds is:
- 511 a. Requesting applications – September 2025
- 512 b. Application submissions – December 2025
- 513 c. Grant awards – March 2026.
- 514
- 515 b. 2026 Budget Discussion –Davis reported that they are still in the process of collecting
516 and assembling all the cost information for 2026. He mentioned that with the added cost
517 share for the Potomac Street project there is an 8% increase in the budget, however, this is
518 just a starting point, and they will be working down from that number. Davis stated more
519 information and details will be provided at the next meeting.
- 520

Commented [JH6]: I thought we directed Jack to proceed with Option 3 but the video ended before this point and I don't have any notes on this topic. Can you check the zoom recording?

521 **E. ANNOUNCEMENTS & REMINDERS**

- 522 ▶ ACHD Open House – Kettle River/Lake Drive Roundabout Project; July 14, 2025; 5 – 7 PM, City
523 of Columbus Senior/Community Center
- 524 ▶ Park Board Meeting, July 15, 2025, 5:30PM
- 525 ▶ Planning Commission Meeting, July 16, 2025, 6:00 PM
- 526 ▶ City Council Meeting, July 23, 2025, 6:00 PM
- 527 ▶ Fire Board Meeting, July 31, 2025, 5 PM, City of Forest Lake Fire Hall
- 528

529 **F. ADJORNMENT**

530 Motion by Councilmember **Busch-Lattin** to adjourn. Seconded by Councilmember **WendellHegland**.

531 Roll Call Vote: Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, Hanegraaf –
532 Aye. Motion carries.

533

534 Meeting adjourned at 8:47 P.M.

535

536 Drafted and Respectfully Submitted by:

537

538

539 Danelle Peck

540

541
542
543

DRAFT

1
2
3
4
5

**CITY OF COLUMBUS
CITY COUNCIL MEETING
INTERACTIVE TECHNOLOGY MEETING FORMAT
STATUTES SECTION 13D.021
August 27, 2025 – 6:00 PM**

6 The August 27, 2025, City Council Special Meeting was called to order by Mayor Ron Hanegraaf
7 at 4:30 PM at Columbus City Hall. Present in person were Mayor Ron Hanegraaf,
8 Councilmembers Janet Hegland, Jennifer Lattin, and Scott Wendell.

9 City Staff Present: City Administrator Jack Davis, Assistant City Administrator Aaron Berg,
10 Finance Director Cheryl Jenkins, Public Works Director Jim Windingstad, City Engineer Brian
11 Bachmeier, and City Attorney Megan Rogers.

12 Members of the public present: Kim Snell

13 In attendance via interactive technology: Councilmember Rob Busch and Joseph O’Leary.

14 This meeting was held in a hybrid format per State Statute 13D.021.
15

16 **A. CITY COUNCIL REGULAR MEETING**

- 17 1. Call to Order – Regular Meeting, 6:05 PM
18 2. Pledge of Allegiance
19 3. Adoption of Agenda

20 **Motion by Councilmember Scott Wendell to adopt the approve the Consent Agenda as**
21 **presented. Seconded by Councilmember Lattin.**

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

24 **B. CONSENT AGENDA**

25 Items included:

- 26 1. Approval of Bill Payments
27 2. Approval of Supplemental Bill Payments
28 ~~3. Approval of June 11, 2025 City Council Minutes~~ (Tabled for later discussion by
29 Councilmember Hegland)
30 4. ~~Approval of August 13, 2025 City Council Minutes~~
31

32 **Motion by Councilmember Hegland to approve the Consent Agenda Items 1 & 2 of the August**
33 **27, 2025 City Council Meeting Agenda and Packet. Seconded by Councilmember Wendell.**

34 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
35 **Motion carries unanimously.**

36 **C. PRESENTATION(S) AND ITEMS FOR COUNCIL ACTION**

37 **1. Public Forum**

38 None at this time.

39 **2. METC Resolutions 25 -10 and 25 -11**

40 City Administrator Jack Davis reported that at the August 13, 2025 meeting, the Council
41 reviewed and approved two minor Comprehensive Plan Amendments following public hearings
42 and Planning Commission recommendations. Staff anticipated that the Metropolitan Council
43 would accept approved minutes of said approvals, however, we were informed that they would
44 require official resolutions. To satisfy Metropolitan Council requirements, formal resolutions
45 are needed to accompany the submissions.

46 Staff prepared Res. 25-10 and Res. 25-11 for council review and approval.

47 **Motion by Lattin to approve Resolution 25 – 10, Hidden Park Comprehensive Plan Rezoning**
48 **Amendment to the Metropolitan Council to change the rezoning of parcel 15-32-22-23-0008**
49 **from Park to Rural Residential. Seconded by Councilmember Hegland.**

50 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
51 **Motion carries unanimously.**

52 **Motion by Wendell to approve Resolution 25 – 11, NW Quad Comprehensive Plan Rezoning**
53 **Amendment to the Metropolitan Council to change of the zoning of Block 2 – Lot 1 from**
54 **General Commercial to Mixed Use – High Density. Second by Lattin.**

55 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
56 **Motion carries unanimously.**

57 **3. Ordinance 14-320, Restricted Hours for Sprinkling-Municipal Water System**

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

63 As a result of the discussion regarding the proposed amendment, Council requested format and
64 order revisions to the draft ordinance. Staff made reflected changes requested by Council to
65 bring our ordinance into compliance with DNR requirements for an increase ~~to~~ in our
66 groundwater withdrawal needs.

67 Staff recommends that City Council consider approval of the amendment of Ordinance 14 –
68 320.

69 **Motion by Hegland to approve Amended Ordinance 14 – 320, Public Health, Wells, Sewers**
70 **and Utilities as presented in the August 27, 2025, City Council Packet, Item C.2, Attachment 2.**
71 **Second by Lattin.**

72 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
73 **Motion carries unanimously.**

74 **4. Contract Renewal for Career Enhancement Options, Inc.**

75 City Administrator Davis ~~provided~~ said that he had an opportunity to communicate with Career
76 Enhancement Options, Inc. owner Ellen Hinrichs and they ~~had~~ did not had time to finalize a
77 scope of work before the meeting. It was recommended by Davis to table the item until the
78 September 10, 2025, meeting.

79 **Motion by Wendell to table Agenda Item C.4 for discussion at the September 10, 2025, City**
80 **Council Meeting. Second by Hegland.**

81 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
82 **Motion carries unanimously.**

83 **5. Constitution Week Proclamation**

84 City Administrator Davis provided that 2025 marks the two hundred thirty-eighth anniversary of
85 the drafting of the Constitution of the United States of America. Public Law 915 guarantees the
86 issuing of a proclamation each year by the President of the United States designating
87 September 17 through 23 as Constitution Week.

88 The Daughters of the American Revolution, Anoka Chapter, are requesting that City Council
89 approve, A Proclamation by the City of Columbus honoring this important date in the history of
90 our country. The proclamation is attached for review and approval.

91 **Motion by Wendell to approve Proclamation 25-01, a Proclamation by the City of Columbus**
92 **Designating the Week of September 17 – 23, 2025 as Constitution Week. Second by Lattin.**

93 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Hanegraaf – Aye. Motion carries**
94 **unanimously.**

95 **6. September 2, 2025, Workshop Meeting Agenda**

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

- 98 1. Anoka County Poll Pads Discussion
99 2. 2026 Budget Discussion

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

102 **Motion by Hanegraaf to approve the Agenda for the September 2, 2025 City Council**
103 **Workshop Meeting as presented in Item C.6 of the August 27, 2025 City Council Meeting**
104 **Agenda and Packet, also to include the Career Enhancement Options, Inc contract as**
105 **additional item. Second by Hegland.**

106 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
107 **Motion carries unanimously.**

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

109 **1. City Engineer:** City Engineer Brian Bachmeier had no formal report.

110 **2. City Attorney:** City Attorney Megan Rodgers provided an update on cannabis and
111 clarified that the 2025 legislative changes broaden local flexibility, confirmed Columbus’
112 ordinance already aligns with state/federal law, and stressed that the city can proceed
113 with licensing cannabis businesses based on either preliminary or final OCM approval.

114 Rogers explained that in 2025, the Office of Cannabis Management (OCM) requested
115 and the legislature approved several changes to cannabis law. These updates may affect
116 the city’s existing cannabis ordinance. The key legal changes involved City-operated
117 facilities and if a city operates its own cannabis business, it may also sell hemp. This
118 provision was missing in the original law. Rogers also highlighted changes to Low-
119 potency hemp and that retailers of low-potency hemp products may continue selling
120 without needing additional state licensing.

121 Rogers noted that Columbus’ ordinance already aligns with state definitions by deferring
122 to the federal Farm Bill (distinguishing THC levels), so no conflict exists.

123 In regard to local ordinance and licensing, Rogers stated that previously, OCM
124 envisioned a two-phase review process where OCM issues a preliminary license and
125 then cities can decide whether to act on it or refer back to the state. Columbus chose
126 not to adopt OCM’s recommended two-phase language in its ordinance ~~and~~ instead.
127 The city’s process starts ~~with~~ **when** the applicants apply with the state first ~~and~~ **then** the

128 city provides zoning confirmation. In this process the applicants take the risk of being
129 first in line for the limited number of local licenses.

130 The new law allows cities to act on either a valid OCM license, or a preliminary OCM
131 license approval. Rogers emphasized that the “OR” is important and Columbus can
132 accept either **one** without conflict with its ordinance. This means the city could issue a
133 Conditional Use Permit (CUP) and a local license contingent on final OCM approval.

134 Rogers advised as sites begin to open that it might be advisable to reexamine to see if
135 adjustments need to be made to performance standards. Councilmember Hegland
136 believes that it is worth reopening the ordinances to have conversations again.

137 **3. Mayor and Council Reports:** Councilmember Lattin reported that the previously
138 discussed Fall Fest Kettle River Blvd detour has changed and that there will be no
139 detour. She also reported that the Coon Creek Watershed met on Aug 25, 2025, and
140 there was only one Columbus-related issue that came from the meeting. Northern
141 Natural Gas had a permit that was due to something that happened in July on a
142 residential property, and so that is being resolved and worked through with Coon Creek.
143 Councilmember Wendell had no report, Councilmember Hegland reported that it was
144 important they had finally heard the county’s side on the ACIT matter. She also reported
145 that on August 18, she, Jack Davis, and Cheryl Jenkins attended a county-wide finance
146 meeting, which is held annually. The meeting included a detailed presentation on
147 property taxes within the county and was a “really good overview” of how revenues and
148 fiscal responsibilities flow down from the county to local governments. Hegland
149 suggested that Davis share the PowerPoint presentation from that session with all
150 Council members and noted that if Council had specific questions, they could take those
151 up in a future workshop, Councilmember Busch had no report, and Mayor Hanegraaf
152 had no report.

153 **4. EDA Report:** Councilmember Lattin reported that the EDA met Sept. 21, 2025, and
154 listened to a presentation from Anoka County regarding the County’s HRA and with the
155 restructuring the EDA is looking for a 5th member. She also notes that the EDA decided
156 to hold off on a Fall ColumBiz Event and that the EDA will be holding a Special Meeting
157 on Oct. 14th, 2025 to discuss a future event.

158 **5. Parks Board Report:** Mayor Hanegraaf reported that the contract for the Tennis/
159 Pickleball reconstruction was signed. Hanegraaf asked Public Works Director about the
160 status of the new garbage cans.

161 **6. Personnel Committee Report:** Hegland reported the Personnel Committee has
162 wrapped up the Wage Study and it will be presented at the October workshop.
163 Continuance of Handbook revisions and city organizational chart implementation.

164 **7. Public Works:** Director Jim Windingstad provided a staff report that the city has
165 received the new utility truck and Aspen was out to train staff on functions.

166 **8. City Administrator:** City Property Sales Discussion
167 City Administrator Davis provided an update on three city property items that are pending. The
168 first item was Hidden Park, PID 24-32-22-11-0011, which City Council has agreed to sell. Davis
169 requested permission to obtain an appraisal in preparation of the sale.

170 **Motion by Wendell to authorize the City Administrator to engage an appraiser to prepare an**
171 **appraisal report for the Hidden Park property. Second by Busch.**

172 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
173 **Motion carries unanimously.**

174 Davis provided an update on the progress on the potential sale of PID: 24-3222-11-0011 to an
175 interested development firm. Davis indicated that a preliminary offer has been verbally
176 discussed and he would like approval to initiate a formal written purchase agreement.

177 **Motion by Lattin to approve the submittal of a Letter of Intent to MWF (VELAIR) Properties**
178 **for the purpose of initiating the preparation of a Purchase Agreement for this property.**
179 **Second by Wendell.**

180 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
181 **Motion carries unanimously.**

182 Davis provided the council with an update on PID 24-32-22-22- 0042 (City owned property
183 located between St. Clair Lakes and Howard Lake). He advised that the Homeowners
184 Association is no longer interested in purchasing the property due to its limited benefit to all
185 the property owners.

186 **B. CONSENT AGENDA** (Tabled from earlier in meeting)

187 **3. Approval of June 11, 2025, City Council Minutes**

188
189 Councilmember Hegland, Wendell and Lattin identified a variety of minor corrections
190 throughout the draft minutes included in the packet. Staff noted and will update the minutes to
191 reflect the corrections.

192
193 **Motion by Hegland to approve June 11, 2025, Meeting minutes with identified changes.**
194 **Second by Lattin.**

195
196 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
197 **Motion carries unanimously.**

198 **4. Approval of August 13, 2025, City Council Minutes**

199 Councilmember Hegland had numerous suggested edits to the August 13, 2025, meeting
200 minutes and wanted the opportunity to discuss the level of content with other
201 councilmembers. Councilmember Lattin wanted an opportunity to review the suggested
202 changes prior to approval.

203 **Motion by Hegland to table the August 13, 2025 Meeting minutes and agreed to submit**
204 **changes to staff prior to redistribution in the Septer 11, 2025 meeting packet. Second by**
205 **Lattin.**

206 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
207 **Motion carries unanimously.**

208 **E. ANNOUNCEMENTS AND REMINDERS**

- 209 ► City Hall will be closed on Monday, September 1, 2025, in observance of the Labor
210 Day Holiday
- 211 ► City Council Work Meeting, September 2, 2025, at 5:30 PM
- 212 ► Planning Commission Meeting, September 3, 2025, 6:00 PM
- 213 ► City Council Meeting, September 10, 2025, 6:00 PM
- 214 ► Potomac Street Reconstruction Project, September 25, 2025, 5 -7 PM

215
216 **Motion by Councilmember Lattin to adjourn. Seconded by Mayor Hanegraaf.**

217 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, and Hanegraaf – Aye.**
218 **Motion carries unanimously.**

219 **Meeting adjourned at 7:15 PM.**

220 *Drafted by Aaron M. Berg, Assistant City Administrator*

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**CITY OF COLUMBUS
CITY COUNCIL MEETING
INTERACTIVE TECHNOLOGY MEETING FORMAT
STATUTES SECTION 13D.021
August 27, 2025 – 4:30 PM**

7 The August 27, 2025, City Council Special Meeting was called to order by Mayor Ron Hanegraaf
8 at 4:30 PM at Columbus City Hall. Present in person were Mayor Ron Hanegraaf,
9 Councilmembers Jennifer Lattin, Scott Wendell and Janet Hegland.

10 Also present: City Administrator Jack Davis, Assistant City Administrator Aaron Berg, Finance
11 Director Cheryl Jenkins, and Public Works Director Jim Windingstad.

12 In attendance via interactive technology: No one attended

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

14
15 **A. CITY COUNCIL SPECIAL MEETING**

16 1. Call to Order – Special Meeting, 4:30 PM

17 2. Adoption of Agenda

18 **Motion by Councilmember Scott Wendell to adopt the agenda as presented. Seconded by**
19 **Councilmember Lattin.**

20 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hanegraaf – Aye. Motion carries unanimously.**

21 3. 2026 Budget Discussion

22 City Administrator Jack Davis presented the initial proposal for the 2026 Preliminary Budget at
23 \$5,116,600. Budget spreadsheets in the meeting packet were color coded to highlight major
24 changes in the budget. The previous two years of final budgets were absent of general levy
25 increases and have necessitated increased costs for this year's budget. In addition, this year's
26 budget was encumbered by \$132,000 of additional costs in the G.O. Bond payments and fire
27 and law enforcement contracts that were beyond the City's control. The cost of these three
28 items constitutes 48% of the preliminary levy.

29 Costs to partially restore Capital Funds (406, 401 and 407), that were used to reduce 2025 levy
30 in the amount of \$50,000, have been included in the draft 2026 preliminary budget. The
31 restoration of the Capital Funds along with the increases in the G.O. Bond payments and Public
32 Safety total an additional \$182,000 in costs over their 2025 amounts and comprise 66% of the
33 proposed 2026 disbursements.

34 The preliminary General Fund expenditures as presented are \$5,116,600 (~~includes~~ **including** the
35 EDA levy of \$88,650) ~~or for~~ an increase of \$268,550 over the 2025 expense of \$4,848,050. The
36 HRA is a separate levy and Water and Sewer Enterprise Accounts are funded by user fees with
37 neither being a part of the General Fund Budget.

38 This draft represents a 5.5% increase in expenditures over the 2025 budget of \$4,848,000.
39 However, the levy increase (the total general fund account ~~less~~ **minus** the non-levy revenue of
40 each year / the 2024 certified levy amount) stands at 6.5% with the adjustments made in the
41 attached spreadsheets.

42 The Preliminary Budget must be submitted to the Anoka County Property Records and Taxation
43 Department by September 30, 2025.

44 Councilmembers asked a variety of questions regarding various items identified in the budget
45 and City Administrator Davis and Finance Director Cheryl Jenkins spent time answering each of
46 the questions.

47 At the conclusion of the discussion Davis advised that adjustments requested will be made and
48 it will be brought back to the council for further consideration and review prior to a Preliminary
49 Budget approval.

50 **F. ADJOURNMENT**

51

52 **Motion by Councilmember Hanegraaf to adjourn. Seconded by Wendell.**

53 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, and Hanegraaf – Aye. Motion**
54 **carries unanimously.**

55 **Meeting adjourned at 6:00 PM.**

56 *Drafted by Aaron M. Berg, Assistant City Administrator*

1 CITY OF COLUMBUS
2 CITY COUNCIL MEETING
3 INTERACTIVE TECHNOLOGY MEETING FORMAT
4 STATUTE SECTION 13D.021
5 9/10/2025 - 6:00 PM

6 The 9/10/2025 City Council Meeting was called to order by Mayor Hanegraaf at City Hall at 6:00
7 p.m. Present were City Councilmembers Janet Hegland, Scott Wendell, Rob Busch, Jennifer
8 Lattin, and Mayor Ron Hanegraaf. Also present were City Administrator Jack Davis, Assistant
9 City Administrator Aaron Berg, Finance Director Cheryl Jenkins, and City Attorney Bill Griffith.

10 Also in attendance: Kim Snell, Lynn Carver-Quinn, Cindy and Myron Angel.

11 Eric David and Joseph O’Leary were in attendance via Zoom.

12 The meeting was held in an interactive technology meeting format.

13 **A. CITY COUNCIL REGULAR MEETING**

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

17
18 **Motion by Hegland to adopt the September 10, 2025, City Council Amended Agenda, with the**
19 **additions of Item B.3 and B.4. Seconded by Wendell.**

20 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, & Hanegraaf – Aye.**
21 **Motion carries.**

22 **B. CONSENT AGENDA**

- 23 1. Approval of Bill Payments
24 2. Approval of Supplemental Bill Payments
25 3. Accept Retirement Notice of Deputy City Clerk
26 4. Declaration of Surplus Property – 2014 Ford 450

27 **Motion by Hegland to approve the September 10, 2025, Consent Agenda as presented.**
28 **Seconded by Lattin.**

29 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, & Hanegraaf – Aye.**
30 **Motion carries.**

31 **C. PRESENTATIONS AND ITEMS FOR COUNCIL ACTION**

32 **1. Public Forum**

33 Lynn Carver-Quinn provided a Fall Fest update and thanked the council as well as local business
34 for their support.

35 **2. Planning Commission/CC Joint Work Meeting**

36 City Administrator Jack Davis stated that staff is requesting that the Mayor/City Council call a
37 Joint Meeting with the Planning Commission on October 1, 2025, to align goals and priorities
38 between the Council and Planning Commission regarding potential amendments to the Large
39 Farm Animal Ordinance.

40 In addition, conduct a Non-Binding Concept Proposal regarding a proposed entertainment
41 event development through a joint review of both the Council and Planning Commission. The
42 intent of the discussion will be to gauge the support of this use prior to proceeding with an
43 investment of both the time required for and the costs of the approval process for this type of
44 activity.

45 **Motion by Mayor Ron Hanegraaf to call a joint meeting of the City Council with the Planning**
46 **Commission on Wednesday, October 1, 2025, at 6 PM to discuss the Large Animal Ordinance**
47 **and for a joint review of a non-binding concept proposal for a proposed entertainment**
48 **development project. Second by Wendell.**

49 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, & Hanegraaf – Aye.**
50 **Motion carries.**

51 **D. CONSULTANT, LIAISON AND STAFF REPORTS**

52 **1. City Engineer Report**

53 No Report

54

55 **2. City Attorney Report**

56 City Attorney Bill Griffith had no formal report however he provided a reminder that the fall
57 legislative session is right around the corner and the city should, in the near future, discuss
58 possible legislative priorities and invite state legislators and representatives into the
59 conversation.

60

61 **3. Mayor and Council Reports**

62 Councilmember Lattin provided some additional updates for Fall Fest regarding SO
63 involvement. Some additional parking has been added in the park during Fall Fest. Coon Creek
64 Watershed had a meeting on 9/8/2025 on the 2026 budget. Councilmember Wendell had no
65 report. Councilmember Hegland reported the Sunrise River Watershed Management
66 Organization met on the September 4th, 2025, and highlighted the Shoreline Stabilization Grant
67 was awarded 7 properties were awarded funds, 2 of which are on Coon Lake. These funds come
68 from the Watershed Based Implementation Funding (WBIF) funds. Hegland also highlighted
69 that an Isanti County Ditch 13 Management Study and Report was introduced. Runoff from this
70 ditch enters the Sunrise Watershed and Saint Croix so the full report will be presented at a
71 future watershed meeting. Councilmember Busch had no report. Mayor Hanegraaf reported
72 that he met with the Columbus Seniors earlier in the day and discussed their return to the

73 Senior Center on the September 24th, 2025. Coffee, Cakes, and Conversation with the Mayor on
74 Sept. 21st, 2025, during the Lions Pancake Breakfast.

75

76 **4. EDA Report**

77 No Report

78

79 **5. Parks Board Report**

80 No Report

81

82 **6. Personnel Committee Report**

83 No Report

84

85 **7. Planning Commission Report**

86 Councilmember Busch provided information on the Planning Commissions conversations on
87 high fencing discussions and there was a presentation on Large Farm Animal Ordinance in Rural
88 Residential.

89

90 **8. Public Works Report**

91 No Report

92

93 **9. City Administrator Report**

94 a.) Call for a Special Meeting on September 15, 2025, for the 2026 Budget Discussion.

95

96 **Motion by Hanegraaf to call a Special Meeting for the purpose of discussion of the 2026 City**
97 **Budget and Capital Improvement Plan for Sept 15th, 2025, at 5:30 pm. Second by Hegland.**

98

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

100 **Motion carries.**

101

102 b.) City Administrator Davis reported that the Anoka County Elections Integrity Team
103 (ACEIT) has made several presentations to the city council regarding the use of
104 electronic pole pads. ACEIT has requested the use of paper registration. As a
105 result of City Council discussion from the September 2, 2025, Workshop, staff are
106 requesting the City Council approved the continued use of electronic poll pads for
107 processing voters and election day registrations for primary and general elections
108 for the City of Columbus.

109

110 **Motion by Hanegraaf that as a result of the ACEIT presentation and the Council discussion at**
111 **the September 2, 2025, City Council Workshop Meeting, Hanegraaf made a motion approve**
112 **the continuation of the use of poll pads for processing voters and election day registrations**
113 **for primary and general elections for the City of Columbus. Second Hegland.**

114
115 **Roll Call Vote: Busch – Aye, Hegland – Aye, Wendell – Aye, Lattin – Aye, & Hanegraaf – Aye.**
116 **Motion carries.**

117
118 c.) 2026 Budget Discussion

119 City Administrator Davis stated that a third draft of the 2026 Preliminary Budget has been
120 included in the meeting packet. The proposed preliminary Budget includes the General Fund
121 expenditures for 2026 at an estimated \$4,978,384 (includes the EDA levy of \$88,650) or an
122 increase of \$130,380 over the 2025 total of \$4,848,004).

123 When the projected non-levy revenues received by the city of \$606,00 are removed from the
124 total 2026 General Fund costs, the percent levy increase for 2026 stands at 3.1%.

125 This draft includes a line-item General Fund transfer of \$132,000 from Fund 142 – Public Safety
126 and reduces the 2026 Anoka County Law Enforcement Contract city budgeted costs from
127 \$531,000 to 399,000.

128 The City 2026 Preliminary Budget must be submitted to the Anoka County Property Records
129 and Taxation Department by September 30, 2025, and the Final City 2026 Budget and
130 certification forms must be submitted to the County by December 29, 2025.

131 **E. Approval of August 13, 2025, City Council Meeting Minutes**

132 Assistant City Administrator Berg presented that the August 27, 2025, City Council Meeting
133 Agenda and Packet included draft meeting minutes from the August 13, 2025, City Council
134 Meeting for Council approval. At that meeting, the City Council tabled approval of the minutes
135 to allow council members additional time to provide edits to staff for correction and
136 redistribution. Staff received multiple edits, corrections, and suggestions.

137 Staff has attempted to incorporate all requested changes, using revision identifiers, into a final
138 set of minutes now attached for Council consideration and recommends the City Council
139 discuss the minutes, proposed corrections and provide direction or a motion regarding which
140 items should be included or removed.

141 Council discussed the additional corrections and revisions submitted to staff. Staff was giving
142 guidance on which edits to keep and remove.

143 **Motion by Hegland to approve the August 27, 2025, City Council Meeting Minutes with**
144 **corrections identified. Seconded by Lattin.**

145 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Busch – Aye, & Hanegraaf –**
146 **Aye. Motion carries.**

147 **F. ANNOUNCEMENTS & REMINDERS**

- 148
 - Park Board Meeting, September 16, 2025, 6:00 PM

- 149 • Planning Commission Meeting, September 17, 2025, at 6:00 PM
- 150 • City Council Meeting, September 24, 2025, at 6:00 PM
- 151 • Potomac Street Reconstruction Project, September 25, 2025, 5 -7 PM
- 152 • City Council Meeting, September 24, 2025, at 6:00 PM

153 **G. ADJOURNMENT**

154 **Motion by Hegland to adjourn. Seconded by Busch.**

155

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

157 **Motion carries.**

158 Meeting adjourned at 8:14 p.m.

159 *Drafted by Aaron M. Berg, Assistant City Administrator*

160 **Disclaimer:**

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

