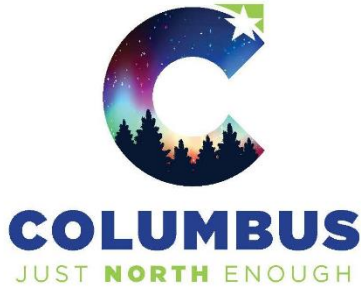


City of Columbus
 October 8, 2025
 Payment Summary

10/8/2025

| Payments for Council Approval | | | | | |
|---|--|-----------------|----------------|-----------|--------------|
| Vendor | Comment | Fund | Invoice | Inv Date | Total |
| Bills to be approved for payment | Invoices for 2025 | | | | \$301,028.05 |
| Electronic Payments | | | | | \$18,179.69 |
| Payroll City Staff - October 9, 2025 | | | | | \$24,808.69 |
| Total to be Approved for Payment | | | | | \$344,016.43 |
| AARON BERG | Q3 2025 CELL PHONE REIMBURSEMENT | E 100-4194-3210 | | 9/30/2025 | \$162.27 |
| ACE SOLID WASTE INC | CITY HALL 1/3 SERVICE OCTOBER 2025 | E 100-4194-3840 | 12159679T067 | 8/1/2025 | \$97.34 |
| ACE SOLID WASTE INC | PW 1/3 SERVICE OCTOBER 2025 | E 120-4325-3840 | 12159679T067 | 8/1/2025 | \$97.34 |
| ACE SOLID WASTE INC | PARKS 1/3 SERVICE OCTOBER 2025 | E 150-4520-3840 | 12159679T067 | 8/1/2025 | \$97.34 |
| ACE SOLID WASTE INC | 2-96 GI ORGANICS OCTOBER 2025 | E 100-4280-4500 | 12159679T067 | 8/1/2025 | \$199.46 |
| ACE SOLID WASTE INC | 1-3 YARD COMMINGLE OCTOBER 2025 | E 100-4280-4500 | 12159679T067 | 8/1/2025 | \$178.05 |
| AFLAC | EMPLOYEE CONTRIBUTION SEPTEMBER 2025 | G 100-21706 | 497198 | 9/26/2025 | \$613.16 |
| AFLAC | EMPLOYEE PASS THRU CONTRIBUTION SEPTEMBER 2025 | G 100-21710 | 497198 | 9/26/2025 | \$295.88 |
| AMAZON CAPITAL SERVICES | TOOLANT MAX GRIP METRIC & SAE COMB WRENCH SET, HEAVY DUTY J HOOKS FOR TOWING | E 601-4940-2400 | 1NGH-6CN4-C16M | 9/25/2025 | \$80.99 |
| AMAZON CAPITAL SERVICES | TOOLANT MAX GRIP METRIC & SAE COMB WRENCH SET, HEAVY DUTY J HOOKS FOR TOWING | E 602-49472400 | 1NGH-6CN4-C16M | 9/25/2025 | \$80.99 |
| ANOKA COUNTY SHERIFF OFFICE | FALL FEST 2025 DEPUTY 25FEST | E 100-4100-4510 | | 9/23/2025 | \$636.88 |
| ANOKA COUNTY TREASURY OFFICE | 4TH QTR 2025 L/E CONTRACT | E 142-4210-3112 | S250930C | 10/1/2025 | \$110,765.75 |
| ASHLEYS SPARKLING CLEAN | SEPTEMBER 2025 CLEANING SERVICE | E 100-4195-3170 | CITYOF0024 | 9/25/2025 | \$140.00 |
| AT&T MOBILITY | CC PHONE 08.26.2025 - 09.25.2025 | E 100-4110-3210 | 10032025 | 9/25/2025 | \$49.93 |
| AT&T MOBILITY | CODE ENFORCEMENT HOTSPOT/PHONE 08.26.2025 - 09.25.2025 | E 100-4295-3210 | 10032025 | 9/25/2025 | \$83.12 |
| AT&T MOBILITY | ADMIN PHONE/CRADLE POINT BACK UP 08.26.2025 - 09.25.2025 | E 100-4194-3210 | 10032025 | 9/25/2025 | \$121.35 |
| AT&T MOBILITY | PW HOTSPOT/PHONE 08.26.2025 - 09.25.2025 | E 120-4325-3210 | 10032025 | 9/25/2025 | \$92.27 |
| BOLTON & MENK INC | TENNIS COURT RESURFACING | E 403-4521-5300 | 374742 | 9/25/2025 | \$162.00 |
| BRADY BAKER | Q3 2025 CELL PHONE REIMBURSEMENT | E 120-4325-3210 | | 9/30/2025 | \$162.27 |
| CARSON CLELLAND & SCHREDER | SEPTEMBER 2025 FLAT FEE | E 100-4160-3040 | 8391 | 9/30/2025 | \$1,565.42 |
| CHERYL JENKINS | Q3 2025 CELL PHONE REIMBURSEMENT | E 100-4194-3210 | | 9/30/2025 | \$162.27 |
| COMPANION ANIMAL CONTROL LLC | CONTROL RETAINER SEPTEMBER 2025 | E 100-4270-3100 | SEPTEMBER 2025 | 9/30/2025 | \$150.00 |
| COMPANION ANIMAL CONTROL LLC | CARE RETAINER SEPTEMBER 2025 | E 100-4270-3100 | SEPTEMBER 2025 | 9/30/2025 | \$200.00 |
| COMPANION ANIMAL CONTROL LLC | CALL FEE - IMPOUNDED, EUTHANIZED | E 100-4270-3100 | SEPTEMBER 2025 | 9/30/2025 | \$100.00 |
| COMPANION ANIMAL CONTROL LLC | MILEAGE - IMPOUNDED, EUTHANIZED | E 100-4270-3100 | SEPTEMBER 2025 | 9/30/2025 | \$11.90 |
| COMPANION ANIMAL CONTROL LLC | BOARDING - IMPOUNDED, EUTHANIZED | E 100-4270-3100 | SEPTEMBER 2025 | 9/30/2025 | \$200.00 |
| COMPANION ANIMAL CONTROL LLC | CALL FEE - IMPOUNDED, UNCLAIMED/RESCUE | E 100-4270-3100 | SEPTEMBER 2025 | 9/30/2025 | \$165.00 |
| COMPANION ANIMAL CONTROL LLC | MILEAGE - IMPOUNDED, UNCLAIMED/RESCUE | E 100-4270-3100 | SEPTEMBER 2025 | 9/30/2025 | \$59.50 |
| COMPANION ANIMAL CONTROL LLC | BOARDING - IMPOUNDED, UNCLAIMED/RESCUE | E 100-4270-3100 | SEPTEMBER 2025 | 9/30/2025 | \$400.00 |
| CONNEXUS ENERGY | ELECTRIC - CITY HALL 08.26.25 - 09.24.25 | E 100-4194-3810 | | 8/28/2025 | \$260.26 |
| CONNEXUS ENERGY | ELECTRIC - SENIOR CENTER 08.26.25 - 09.24.25 | E 100-4195-3810 | | 8/28/2025 | \$99.58 |
| CONNEXUS ENERGY | ELECTRIC - CITY HALL 4 LITES 08.26.25 - 09.24.25 | E 100-4194-3810 | | 8/28/2025 | \$44.36 |
| CONNEXUS ENERGY | ELECTRIC - PARK LIGHTS 08.26.25 - 09.24.25 | E 150-4520-3810 | | 8/28/2025 | \$52.38 |
| CONNEXUS ENERGY | ELECTRIC - FIRE HALL 08.26.25 - 09.24.25 | E 142-4230-3810 | | 8/28/2025 | \$216.34 |
| CONNEXUS ENERGY | ELECTRIC - LIFT STATION #1 08.26.25 - 09.24.25 | E 602-4947-3810 | | 8/28/2025 | \$241.45 |
| CONNEXUS ENERGY | ELECTRIC - LIFT STATION #2 08.26.25 - 09.24.25 | E 602-4947-3810 | | 8/28/2025 | \$73.14 |
| CONNEXUS ENERGY | ELECTRIC - WELL #1 08.26.25 - 09.24.25 | E 601-4940-3810 | | 8/28/2025 | \$120.52 |
| CONNEXUS ENERGY | ELECTRIC - WELL #3 ZIEGLER 08.26.25 - 09.24.25 | E 601-4940-3810 | | 8/28/2025 | \$512.53 |
| CONNEXUS ENERGY | ELECTRIC - LIFT STATION #4 08.26.25 - 09.24.25 | E 602-4947-3810 | | 8/28/2025 | \$97.74 |
| CONNEXUS ENERGY | ELECTRIC - LIFT STATION #5 08.26.25 - 09.24.25 | E 602-4947-3810 | | 8/28/2025 | \$56.49 |
| CONNEXUS ENERGY | ELECTRIC - PW BUILDING 08.26.25 - 09.24.25 | E 120-4325-3810 | | 8/28/2025 | \$513.87 |
| CONNEXUS ENERGY | ELECTRIC - WELL #2 08.26.25 - 09.24.25 | E 601-4940-3810 | | 8/28/2025 | \$968.10 |
| CONNEXUS ENERGY | ELECTRIC - LIFT STATION #3 08.26.25 - 09.24.25 | E 602-4947-3810 | | 8/28/2025 | \$87.22 |
| CONNEXUS ENERGY | ELECTRIC - CITY HALL SIGN 08.26.25 - 09.24.25 | E 100-4194-3810 | | 8/28/2025 | \$47.63 |
| CONNEXUS ENERGY | ELECTRIC - ROUNDAABOUT KRB 08.26.25 - 09.24.25 | E 120-4190-3810 | | 8/28/2025 | \$108.43 |
| CONNEXUS ENERGY | ELECTRIC - LAKE DRIVE ROUNDAABOUT 08.26.25 - 09.24.25 | E 120-4190-3810 | | 8/28/2025 | \$147.52 |
| CONNEXUS ENERGY | ELECTRIC - BROADWAY/LEXINGTON 08.26.25 - 09.24.25 | E 120-4190-3810 | | 8/28/2025 | \$51.11 |
| CONNEXUS ENERGY | ELECTRIC - LIFT STATION #6 08.26.25 - 09.24.25 | E 602-4947-3810 | | 8/28/2025 | \$37.00 |
| CONNEXUS ENERGY | ELECTRIC - 97/HORNSBY SIGNAL 08.26.25 - 09.24.25 | E 120-4190-3810 | | 8/28/2025 | \$58.22 |
| CONNEXUS ENERGY | ELECTRIC - 97/HORNSBY LT CABIN 08.26.25 - 09.24.25 | E 120-4190-3810 | | 8/28/2025 | \$48.97 |
| CONNEXUS ENERGY | ELECTRIC - PARK SHELTER POWER 08.26.25 - 09.24.25 | E 150-4520-3810 | | 8/28/2025 | \$15.63 |
| DAVCO TECHNOLOGIES INC | IP PHONE OCTOBER 2025 | E 100-4194-3210 | 3039249 | 10/1/2025 | \$263.25 |
| DAVCO TECHNOLOGIES INC | IP PHONE OCTOBER 2025 | E 100-4240-3210 | 3039249 | 10/1/2025 | \$87.75 |
| EARL F ANDERSEN | NEW COLUMBUS LOGO VEHICLE DECALS | E 120-4320-2208 | 0140868-IN | 9/24/2025 | \$155.00 |
| FOREST LAKE PRINTING | SEPTIC BOOKS (100 BOOKS OF 10) | E 100-4240-2000 | 23267 | 10/3/2025 | \$751.25 |



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

City of Columbus City Council Meeting

October 8, 2025

Agenda Item Number: C.2

Agenda Item: Anoka County Sheriff's Office (ACSO) Quarterly Report and 2026 ACSO Law Enforcement Contract

Agenda Item Summary:

Lt. Jessica Slavik, ACSO Liaison to the City of Columbus, will present the 2025 Third Quarter ACSO Report of Activities.

At the conclusion of her report and following any questions from the Council, the 2025 ACSO Law Enforcement Contract will be presented to Council for approval.

The following 2026 contract details were provided by Lt. Jessica Slavik:

- *5% wage increase (The deputy union contract was settled for a 3-year term. Each year is a 5% increase 25/26/27)*
- *Squad cost went from 50,000 to 55,000.*
- *Overtime per month went from 7hrs/month to 10hrs/month.*
 - *This increase was due to the increase in state mandated training.*
 - *Union contract allows deputies 3 hours show up time for court appearances.*
- *Equipment replacement was increased from 1,000-1,500*
- *Health and Dental increase of 5%.*

- ****this isn't settled yet. If it turns out lower, the billing will reflect the lower cost. If it is higher, it will be Anoka County's responsibility.*
- *PSDS costs slightly increased for each community in Anoka County.*
- *Squad maintenance cost increase .70 per miles per IRS reimbursement figures.*
 - *This was not increased in 24 even as the IRS did increase the figure.*

The overall increase from 2025 is 7.3%.

Line item contract costs for 2026 are exhibited in Attachment 2 and those for 2025 are included in Attachment 3.

Attachment(s):

Attachment 1 – 2026 Law Enforcement Contract

Attachment 2 - 2026 Line Item Contract Costs

Attachment 3 – 2025 Line Item Contract Costs

LAW ENFORCEMENT CONTRACT

THIS CONTRACT is made and entered into this _____ day of _____, 2025, by and between the County of Anoka, a political subdivision of the State of Minnesota, and the Anoka County Sheriff, hereinafter referred to as the "County," and the City of Columbus, Minnesota, 16319 Kettle River Boulevard Northeast, Forest Lake, Minnesota 55025, hereinafter referred to as the "Municipality", for the period of January 1, 2026, through December 31, 2026, hereinafter referred to as the "Contract Term".

WITNESSETH:

WHEREAS, the Municipality is desirous of entering into a contract with the County, through the Office of the Anoka County Sheriff (hereinafter Sheriff), for the performance of the law enforcement functions hereinafter described within the corporate limits of said Municipality; and

WHEREAS, the County is agreeable to rendering such services and law enforcement functions on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by Minn. Stat. §§ 471.59 and 436.05.

NOW, THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants expressed herein, it is agreed as follows:

I. PURPOSE

The County, through its Sheriff, agrees to provide police protection within the corporate limits of the Municipality to the extent and in the manner as hereinafter set forth.

II. SERVICES TO BE PROVIDED BY THE COUNTY

A. Except as otherwise hereinafter specifically set forth, such services shall encompass the duties and functions of the type normally coming within the jurisdiction of the Sheriff pursuant to Minnesota Law, and, in addition, the Sheriff and his duly assigned deputies

shall, within the Municipality's corporate limits, exercise all the police powers and duties of city police officers as provided by Minn. Stat. § 436.05.

B. The rendition of services, the standard of performance, the discipline of the deputies, and other matters incident to the performance of such services and the control of personnel so employed, shall remain in and under the sole control of the Sheriff.

C. Such services shall include the enforcement of Minnesota State Statutes and the municipal ordinances of the Municipality.

D. Except as otherwise noted, the Sheriff's Office maintains control, and autonomy with respect to the methods, times, means and personnel to be used in furnishing services to the Municipality under this Contract.

E. The County shall furnish and supply all necessary labor, supervision, equipment, and communication facilities for dispatching, jail detention (including the cost of such detention), and daily patrol service as specified in Paragraph II.F. and Attachment A of this Contract, and shall be responsible for the direct payment of any salaries, wages, or other compensation to any County personnel performing services pursuant to this Contract. All County property and equipment used in rendering services under this agreement is, and shall remain, County property.

F. The County agrees to provide law enforcement protection as follows: During the Contract Term, the Sheriff will provide 12 hours per day of daily patrol service. The costs associated with the patrol service are set forth in Attachment A and section IV of the Agreement. Patrol service shall be exercised through the employment of assigned patrol cars supplied, equipped, and maintained by the County, and staffed by the Sheriff's deputies. The Sheriff shall determine the time of day and how patrol service shall be provided and may periodically change the patrol schedule in order to maximize the effectiveness of the coverage. Daily patrol service will provide and fulfill those services and duties ordinarily provided and fulfilled by city police officers as provided by state law and municipal ordinances. Notwithstanding the number of hours of patrol services listed in this agreement, the County agrees to provide additional law enforcement services and emergency assistance, as the demand arises and resources allow, at no additional cost to the Municipality.

G. The County patrol cars used for providing the services pursuant to this Contract shall be stored on premises owned by the Municipality. In the event that a suitable and secure storage location is not provided, in the determination of the Sheriff, the patrol cars will be returned to the Sheriff's Office at the end of each shift.

H. The patrol duties shall be conducted out of office space to be located at a suitable location in the Municipality which is sufficient to provide for the clerical needs of the assigned deputies. In the event that a suitable location is not provided, the deputies shall work out of the Sheriff's Office.

III. DUTIES OF MUNICIPALITY

A. It is agreed that the Sheriff shall have all reasonable and necessary cooperation and assistance from the Municipality, its officers, agents, and employees, so as to facilitate the performance of this Contract.

B. This Contract shall not alter the responsibility for prosecution of offenses occurring within the Municipality as is currently provided by law. Likewise, collection and distribution of fine monies and any proceeds from forfeited property resulting from violations occurring in the Municipality shall be controlled in the manner provided by law.

IV. COMPENSATION/TERM

The Municipality hereby agrees to pay to the County the sum of Four Hundred Eight-Two Thousand Four Hundred Twenty-Six Dollars and 00/100s (\$547,973.00) for the contract term for law enforcement protection consisting of 12 hours of coverage per day of patrol services as outlined in Attachment A, and twenty-four (24) hour call and general services during the term of this Contract. The contract sum is payable in four (4) equal quarterly installments due on March 31, June 30, September 30, and December 31 of the Contract Term.

The County agrees that the Municipality will receive a credit against its contract price obligation as a result of anticipated Police State Aide. The amount of the credit will be determined by the amount of money received per sworn officer from the State of Minnesota times the number of sworn officers charged for to service this Contract.

V. RENEWAL

This Contract may be renewed for a successive period of one (1) year. Said renewal shall be accomplished in the following manner:

A. Not later than one hundred fifty (150) days prior to the expiration of the current Contract, the County, through its Sheriff, shall notify the Municipality in writing of its intention to renew. Said notification shall include notice of any increase in total contract cost.

B. Not later than ninety (90) days prior to the expiration of the current Contract, the Municipality shall notify the Sheriff in writing of its intention to renew and its acceptance of any increased costs. If the Municipality does not notify the Sheriff in writing that it intends to renew the contract, the contract shall expire at the end of the Contract Term.

VI. COLLABORATION

The County, through its Sheriff or his designee(s), agrees to meet as needed with the governing council of the Municipality. The purpose of said meetings shall be for the Municipality to provide feedback to the County and for the parties to confer and discuss potential improvements in the implementation of services under this Contract. The Sheriff shall make reasonable efforts to consider the Municipality's concerns or requests. The time and place of these meetings shall be determined by the Municipality with reasonable notice to the Sheriff.

VII. DISBURSEMENT OF FUNDS

All funds disbursed by the County or the Municipality pursuant to this Contract shall be disbursed by each entity pursuant to the method provided by law.

VIII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds, and reports of all receipts and disbursements shall be made upon request by either party.

IX. AFFIRMATIVE ACTION

In accordance with Anoka County's Affirmative Action Policy and the County Commissioners' policies against discrimination, no person shall illegally be excluded from full-time employment rights in, be denied the benefits of, or be otherwise subjected to discrimination in the program which is the subject of this Contract on the basis of race, creed, color, sex, sexual orientation, marital status, public assistance status, age, disability, or national origin.

X. INDEMNIFICATION

The Municipality and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses, or damages, injuries or sickness resulting from the acts or omissions of the respective offices, agents, or employees, relating to the activities conducted by either party under this Contract.

XI. TERMINATION

This Contract may be terminated by the mutual agreement of the parties. This Contract may be unilaterally terminated by either party at any time with or without cause upon not less than one hundred eighty (180) days written notice delivered by mail or in person to the other party. Notices delivered by mail shall be deemed to be received two (2) days after mailing. Such termination shall not be effective with respect to services rendered prior to such notice of termination.

XII. NOTICE

For purposes of delivering any notices hereunder, notice shall be effective if delivered to the Anoka County Sheriff, 13301 Hanson Blvd NW, Andover, Minnesota 55304, on behalf of the County; and the City Administrator of the City of Columbus, 16319 Kettle River Boulevard Northeast, Forest Lake, Minnesota 55025, on behalf of the Municipality.

XIII. ENTIRE AGREEMENT/REQUIREMENT OF A WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Contract supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous contract presently in effect between the parties relating to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Contract shall be valid only when they have been reduced to writing and duly signed by the parties herein.

IN WITNESS WHEREOF, the Municipality, by resolution duly adopted by its governing body, has caused this Contract to be signed by its Mayor and attested by its Clerk, and the County, by resolution of the County Board of Commissioners, has caused this Contract to be signed by the Chairman of the County Board of Commissioners, attested by the County Administrator, and signed by the County Sheriff, all on the day and year first above written.

COUNTY OF ANOKA

CITY OF COLUMBUS

By: _____
Mike Gamache, Chair
County Board of Commissioners

By: _____
Its: Mayor

Dated: _____

Dated:

ATTEST

By: _____
Jim Dickinson
County Administrator

By: _____
Its: City Administrator

Dated: _____

Dated:

By: _____
Brad Wise
Sheriff

Dated: _____

APPROVED AS TO FORM

By: _____
Bryan Frantz
Assistant County Attorney

Dated: _____

I. PERSONNEL

| | | |
|--|--|---------|
| A. Sworn Deputy Sheriff | | |
| 1.) 2.52 Deputies at \$9,733 /month | | 294,316 |
| 2.) 10 Overtime (Average hours/month per Deputy) | | 25,470 |
| B. Non-Sworn CSO | | 0 |

****C. Benefits for Sworn and Non-Sworn Personnel**

| | | |
|--------------------------------|--------|---------|
| P.E.R.A. (Sworn) | 56,602 | |
| P.E.R.A. (Non-Sworn) | 0 | |
| Medicare | 4,637 | |
| FICA | 0 | |
| Severance Allowance | 7,947 | |
| Unemployment Compensation | 480 | |
| Life Insurance | 106 | |
| Health Insurance | 39,161 | |
| Dental Insurance | 1,396 | |
| Long Term Disability Insurance | 448 | |
| Worker's Compensation | 5,795 | |
| Uniforms | 3,024 | |
| <i>Total Benefits</i> | | 119,594 |

TOTAL PERSONNEL COSTS **\$439,380**

II. VEHICLE

| | | | |
|--|-------------|--------------------|--------|
| A. Police Equipped Vehicles | 0.33 Squads | (pro-rated squad) | 18,150 |
| B. C.S.O Vehicle | | | 0 |
| C. Maintenance Costs | | | |
| 1.) Vehicle | | | 17,500 |
| 2.) Emergency & Communications Equip. & replc. fee | | | 13,794 |
| 3.) Emergency Vehicle Equipment replc. Fee | | | 1,500 |
| 4.) Insurance | | | 3,769 |
| 5.) Cellular Telephone | | | 1,510 |
| <i>Total Maintenance Costs</i> | | | 38,073 |

TOTAL VEHICLE COSTS **\$56,223**

III. Administrative Costs

| | |
|--|-----------------|
| A. PSDS Maintenance Costs & AP Maintenance | 8,433 |
| B. Administrative, Clerical, Etc.+ Substation Computer line if any, Etc | 43,938 |
| <i>Total Administrative Costs</i> | \$52,370 |

IV. TOTAL COST TO CONTRACTING MUNICIPALITY **\$547,973**

*Less Amount Received From State for Police State Aid \$16,884

NET COST TO CONTRACTING MUNICIPALITY **\$531,089**

*This figure is determined by the State and is subject to fluctuation.

** These figures subject to change for 2026.

The latest figure available is \$6,700 per Deputy. Revenue received is for previous years Deputy hours.

I. PERSONNEL

| | | |
|--|---|---------|
| A. Sworn Deputy Sheriff | | |
| 1.) | 2.52 Deputies at \$9,267 /month | 280,247 |
| 2.) | 7 Overtime (Average hours/month per Deputy) | 16,977 |
| B. Non-Sworn CSO | | 0 |
| | | |
| C. Benefits for Sworn and Non-Sworn Personnel | | |
| | P.E.R.A. (Sworn) | 52,609 |
| | P.E.R.A. (Non-Sworn) | 0 |
| | Medicare | 4,310 |
| | FICA | 0 |
| | Severance Allowance | 7,567 |
| | Unemployment Compensation | 446 |
| | Life Insurance | 106 |
| | Health Insurance | 37,296 |
| | Dental Insurance | 1,331 |
| | Long Term Disability Insurance | 416 |
| | Worker's Compensation | 5,386 |
| | Uniforms | 3,024 |
| | <i>Total Benefits</i> | 112,489 |

TOTAL PERSONNEL COSTS **\$409,713**

II. VEHICLE

| | | | |
|------------------------------------|--|-------------------|--------|
| A. Police Equipped Vehicles | 0.33 Squads | (pro-rated squad) | 16,500 |
| B. C.S.O Vehicle | | | 0 |
| C. Maintenance Costs | | | |
| 1.) | Vehicle | | 16,250 |
| 2.) | Emergency & Communications Equip. & replc. fee | | 13,728 |
| 3.) | Emergency Vehicle Equipment replc. Fee | | 1,000 |
| 4.) | Insurance | | 3,848 |
| 5.) | Cellular Telephone | | 1,361 |
| | <i>Total Maintenance Costs</i> | | 36,187 |

TOTAL VEHICLE COSTS **\$52,687**

III. Administrative Costs

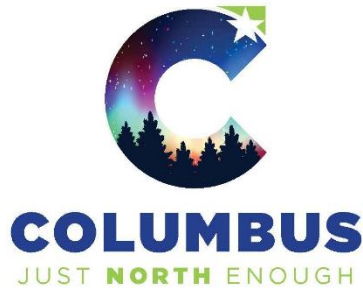
| | |
|--|-----------------|
| A. PSDS Maintenance Costs & AP Maintenance | 7,227 |
| B. Administrative, Clerical, Etc.+ Substation Computer line if any, Etc | 40,971 |
| <i>Total Administrative Costs</i> | \$48,198 |

IV. TOTAL COST TO CONTRACTING MUNICIPALITY **\$510,599**

*Less Amount Received From State for Police State Aid **\$16,632**

NET COST TO CONTRACTING MUNICIPALITY **\$493,967**

*This figure is determined by the State and is subject to fluctuation.
The latest figure available is \$6,600 per Deputy. Revenue received is for previous years Deputy hours.



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

City of Columbus City Council Meeting

October 8, 2025

Agenda Item Number: C.3

Agenda Item: Christmas Eve

Agenda Item Summary:

As listed in the City's current Employee Handbook, Christmas Eve is included as a ½ day holiday. The past practice of staff has been to request that Council close City Hall for that date and in return employees are required to take a half day of their leave time balance to compensate for the closure.

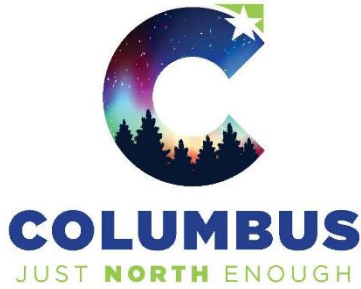
Christmas Eve is not a federal holiday and the decision to observe this date is made by individual cities and counties. Local municipalities of St. Francis, Forest Lake, East Bethel, Isanti, Cambridge, Chisago County, Linwood Township, Nowthen, Stacy and Scandia grant Christmas Eve as a full day off for their employees.

Note: The City of Ham Lake is open ½ day on Christmas Eve but is closed the day after Christmas. Wyoming is open ½ day Christmas Eve but is open only ½ day on New Year's Eve

Staff recommends that the City holiday schedule be amended to include Christmas Eve as an entire day off based on the following:

- This change would be consistent with the vast majority of our neighboring municipalities that recognize Christmas Eve as a full holiday

- This change would eliminate the annual need to go through the process of closing City Hall on December 24th for the half day that is not designated as a holiday.
- Public demand for services on Christmas Eve is very low and emergencies would still be addressed by on-call staff
- Half-day holidays are very inefficient in regard to staff efficiency.
- Providing a full day off shows appreciation for employee contributions throughout the year.
- Christmas Eve is an important day for many families as it is often the time for travel, family traditions and spiritual significance.



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

City of Columbus City Council Meeting

October 8, 2025

Agenda Item Number: C.4

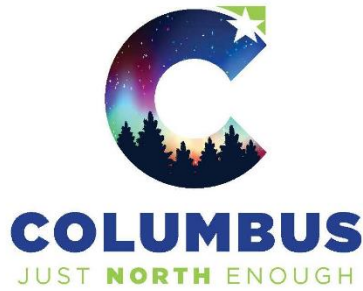
Agenda Item: Legislative Priority Workshop Meeting

Mayor Ron Hanegraaf will be requested to call a Special City Council Meeting to discuss the priorities and strategies for the 2025-2026 legislative session for those items relative to the City of Columbus with City Attorney Bill Griffith and Margaret Vesel (Larkin Hoffman's Managing Director for Public Affairs) and State Senator Michael Kreun. This discussion will focus on the City's continuing efforts to seek relief from the current inequities of the Fiscal Disparities Program and to consider a request by the City to be placed in 2026 Bonding Bill for the Hornsby Street Project.

The 2026 Minnesota Legislative Session will convene on February 17, 2026.

Recommendation:

Mayor Ron Hanegraaf will be requested to call a Special City Council Meeting on October 20, 2025 at 5:30 PM to discuss the priorities and strategies for the 2025-2026 legislative session for those items relative to the City of Columbus.



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

City of Columbus Council Meeting

October 8, 2025

Agenda Item Number: C.5

Agenda Item: Hidden Park Comprehensive Plan Amendment and Rezoning Adoption

Agenda Item Summary:

The City Council approved the Hidden Park Comprehensive Plan Amendment on August 27, 2025, following a Public Hearing before the Planning Commission on July 16, 2025. The approval was contingent upon review by the Metropolitan Council.

The associated Rezoning Ordinance 25-02 also received a Public Hearing before the Planning Commission on July 16, 2025. Approval of the Ordinance was contingent upon the Metropolitan Council's review of the Comprehensive Plan Amendment.

On September 23, 2025, the City received a letter from the Metropolitan Council confirming that the Comprehensive Plan Amendment is consistent with regional growth plans and may be adopted by the City Council.

City Staff Recommends the following:

- 1) Approval of Resolution 25-14, adopting the Hidden Park Comprehensive Plan and Publication Summary.
- 2) Approval of Ordinance 25-02, amending Chapter 7A of the Columbus City Code.

Attachment(s):

Attachment 1 – Metropolitan Council Review

Attachment 2 – Resolution 25-14 adopting an amendment to the City's Comprehensive Plan to change the land use designation of 'Hidden Park' from Park to Rural Residential

Attachment 3 – Hidden Park Comprehensive Plan Amendment Publication Summary

Attachment 4 – Ordinance 25-02



September 23, 2025

Eleanor Hahn, Assistant City Planner
City of Columbus
16319 Kettle River Boulevard
Columbus, MN 55025

RE: City of Columbus – Hidden Park Comprehensive Plan Amendment – Administrative Review
Metropolitan Council Review File No. 22174-2
Metropolitan Council District 11

Dear Eleanor Hahn:

We received the City's Hidden Park comprehensive plan amendment on September 2, 2025. The amendment re-guides a 1.93-acre parcel located on 162nd Avenue North. The City proposes to re-guide the land from Park to Rural Residential, in order to liquidate the underutilized parkland and utilize the proceeds from the sale to improve the primary City Park.

Based on existing development surrounding this site and the historic platting pattern, the Met Council finds that this amendment is overall consistent with the policies in Thrive 2040 and the amendment meets the Comprehensive Plan Amendment Administrative Review Guidelines revised by the Council on November 30, 2022. The proposed amendment does not affect official forecasts or the City's ability to accommodate its share of the region's affordable housing need. Therefore, the Council will waive further review and action; and the City may place this amendment into effect.

The amendment, explanatory materials, and the information submission form will be appended to the City's Plan in the Council's files. If you have any questions regarding the review please contact Emma Dvorak, Principal Reviewer, at 651-602-1399 or via email at emma.dvorak@metc.state.mn.us.

Sincerely,

A handwritten signature in blue ink that reads "Angela R. Torres".

Angela R. Torres, AICP, Senior Manager
Local Planning Assistance

CC: Tod Sherman, Development Reviews Coordinator, MnDOT Metro Division
Gail Cederberg, Metropolitan Council District 11
Emma Dvorak, Sector Representative/Principal Reviewer
Reviews Coordinator

N:\CommDev\LPA\Communities\Columbus\Letters\Columbus 2025 Hidden Park CPA Admin Review No Comments 22174-2.docx

**RESOLUTION 25-14
COUNTY OF ANOKA
STATE OF MINNESOTA**

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

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

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

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

WHEREAS, the Metropolitan Council found the Comprehensive Plan Amendment consistent with regional growth plans on September 23, 2025;

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

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

BE IT FURTHER RESOLVED that the City Council approves the Summary for Publication for the Comprehensive Plan Amendment and authorizes its publication in the Official Newspaper.

Passed and adopted by the City Council of the City of Columbus, Minnesota, this 8th day of October, 2025.

By: _____
Ron Hanegraaf
Its: Mayor

ATTEST:

Jack Davis, City Administrator



**PUBLICATION NOTICE
COMPREHENSIVE
PLAN AMENDMENT
SUMMARY**

OFFICIAL SUMMARY OF THE ‘HIDDEN PARK’ COMPREHENSIVE PLAN AMENDMENT

The City Council of the City of Columbus adopted the City of Columbus *Hidden Park Comprehensive Plan Amendment* on October 8, 2025 and approved this summary for publication. The *Hidden Park Comprehensive Plan Amendment* is an update of the *2040 Comprehensive Plan*, adopted in 2019, which amends the Land Use Map to redesignate ‘Hidden Park’ from park to rural residential for the for the property described as:

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

The Comprehensive Plan Amendment is effective upon this publication. A printed copy of City of Columbus Hidden Park Comprehensive Plan Amendment is available for inspection by any person during regular office hours at the office of the City Clerk and will be posted on the City’s Official website at: www.ci.columbus.mn.us. This title and summary of City of Columbus Comprehensive Plan Amendment is published in accordance with Minn. Stat. § 331A.01.

Submitted to the Forest Lake Time on October 9, 2025
Published October 16, 2025
Posted on October 9, 2025

**CITY OF COLUMBUS
ORDINANCE NO. 25-02**

**AN ORDINANCE AMENDING CHAPTER 7A-ZONING REGULATIONS
IN THE COLUMBUS CITY CODE**

The City Council of the City of Columbus ordains the following amendment to Chapter 7A of the Columbus City Code:

SECTION I. Article VI Section 7A-600 "Official Zoning Map" of the Columbus Code is amended by rezoning the following described property from Park to Rural Residential (RR):

UNPLATTED COLUMBUS TWP ALL TH PT OF SW1/4 OF NW1/4 OF SEC 15 32 22 DESC AS FOL COM AT NW COR OF NW1/4 OF SD SEC 15, TH S 0 DEG 28 MIN W ALONG W LINE OF SD NW1/4 2301.08 FT, TH S 89 DEG 48 MIN 38 SEC E PRL WITH S LINE OF SD NW1/4 1125 FT TO PT OF BEG, TH CONT S 89 DEG 48 MIN 38 SEC E PRL WITH SD S LINE 190.28 FT TO E LINE OF SW1/4 OF NW 1/4 OF SD SEC 15, TH N 0 DEG 14 MIN 01 SEC E ALONG SD E LI NE 484.96 FT TO A PT ON S LINE OF A PUBLIC RD WHICH PT IS ON A CURVE IN S LINE OF SD PUBLIC RD WITH A RADIUS OF 513.33 FT & WHOSE TANGENT AT THIS PT BEARS S 73 DEG 20 MIN 09 SEC W, TH SWLYAL ONG SD CURVE IN S LINE OF PUBLIC ROAD DEFLECTING FROM TANGENT TO LEFT AN ARC LENGTH OF 98.37 FT CENTRAL ANGLE OF 10 DEG 58 MIN 46 SEC TO PT OF TANGENCY, TH S 62 DEG 21 MIN 23 SEC W ALONG SD S LINE OF PUBLIC RD 110.7 FT, TH S 0 DEG 28 MIN W 395.94 FT TO PT OF BEG CONT 1.9 ACRES MO RE OR LESS. SEC 15 32 22 N, ANOKA COUNTY, MN (PID: 15-32-22-23-0008)

SECTION II. Effective Date. This Ordinance was adopted by the Columbus City Council on this _____ day of _____, 2025 and shall become effective after its publication.

Ron Hanegraaf, Mayor

ATTEST:

Jack Davis, City Administrator

1 CITY OF COLUMBUS
2 CITY COUNCIL MEETING
3 INTERACTIVE TECHNOLOGY MEETING FORMAT
4 STATUTE SECTION 13D.021
5 6/25/2025

6 The 6/25/2025 City Council Meeting was called to order by Mayor Hanegraaf at City Hall at 6:04
7 p.m. Present were City Councilmembers Janet Hegland, Scott Wendell, and Jenny Lattin. Also
8 present were City Administrator Jack Davis, City Attorney Megan Rogers, City Engineer Brian
9 Bachmeier, and Public Works Director Jim Windingstad. Also in Attendance: Kim Snell, Dave &
10 Noreen Rybak, Curt Strandlund, and Ellen Hinrichs.

11 Not in Attendance: Councilmember Rob Busch

12 Grant ~~Ducatch-Duchac~~ (Excel Engineering/Camping World), Michael Bedell and Michael
13 Vandever (Camping World) and Joseph O'Leary were in attendance via Zoom.

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

15 **A. CITY COUNCIL REGULAR MEETING**

- 16 1. Call to Order – Regular Meeting, 6:04PM
- 17 2. Pledge of Allegiance
- 18 3. Adoption of Agenda

19
20 **Motion by Hegland to adopt the June 25, 2025 City Council Agenda with the following**
21 **change: Move the Planning Commission Report under D.5 ~~to up to under~~ Item C.1, in**
22 **between C.1 and C.2 and that would be so that there was a report on the two items that**
23 **follow that which was discussed a fair amount in the Planning Commission. Seconded by**
24 **Wendell. Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Hanegraaf – Aye. Motion**
25 **carries.**

26 **B. CONSENT AGENDA**

- 27 1. Approval of Bill Payments
- 28 2. ~~Approval of March 26, 2025 City Council Minutes~~
- 29 3. ~~Approval of April 9, 2025 City Council Minutes~~
- 30 4. ~~Approval of April 17, 2025 LBA&E Minutes~~
- 31 5. ~~Approval of April 25, 2025 City Council Minutes~~
- 32 6. Approval of May 14, 2025 City Council Minutes
- 33 7. Approval of the Supplemental Bill List

34 **Motion by Hegland to approve the Consent Agenda Items B.1, B.6 and B.7, and table B.2, B.3,**
35 **B.4, & B.5 for a later meeting so hopefully the council can discuss a proposed solution.**
36 **Seconded by Wendell. Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Hanegraaf –**
37 **Aye. Motion carries.**

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

39 **1. Public Forum**

40 Nothing at this time.

41 **(D.5 Planning Commission Report)**

42 Councilmember Hegland reported that the Planning Commission met on June 19th, 2025, and
43 there were three items she wanted to bring to the council's attention. The first item was a new
44 Planning Commissioner Mike Ostwald who made it ~~thought-through~~ his first meeting and did a
45 good job, so the commission is pleased to have him join them. Hegland reminded the council
46 that at the last council meeting she had reported that both vacant planning commissioners'
47 spots had been filled however unfortunately, after the events of a few weeks ago with the
48 political assassination, ~~the second appointee she has~~ reconsidered the appointment leaving an
49 open spot on the planning commission again.

50 The second item was the Rybak Site Plan. Hegland stated that Mr. Rybak has ~~have-had~~ a CUP for
51 the property since 2002. There have been two amendments to the CUP, one in 2007 and one in
52 2009. In the 2007 amendment there was an addition to an existing building proposed and
53 approved by the council and Mr. Rybak would like to move forward with building that addition.
54 ~~Before the~~ Planning Commission ~~conducted was~~ a site plan review and not a reopening of the
55 CUP, because none of the activities ~~or of the~~ Rybeck companies are going to change so there is
56 no reason to reopen the CUP. The addition is 90 ft by 120 ft with space to store equipment and
57 office space instead of the existing situation where employees are utilizing warehouse space
58 and cubicles. The Planning Commission did not have any significant concerns with the site plan
59 and unanimously recommended approval of it for the council. Additionally, there were building
60 elevations Assistant City Planner Eleanor Hahn got from Rybeck because that was not in the
61 original approved application. Rice Creek Watershed is requiring additional stormwater ponding
62 by driveway which means four of the mature trees will need to be removed to accommodate
63 the pond, however the Planning Commission ~~if is~~ fine with the number of trees ~~remaining that~~
64 ~~are being required~~.

65 **2. Site Plan Review – Rybak Co., 13915 Lake Drive**

66 ~~Mayor Hanegraaf discussed the Site Plan Review conversation from the Planning Commission~~
67 ~~meeting.~~ Hanegraaf addressed Mr. Rybak, who was in attendance and said he thought the
68 request was pretty black and white and didn't see any issues.

69 Councilmember Wendell noted there were building elevations previously submitted with a
70 contingency that was never done.

71 Hegland clarified that the addition to the building was included in the 2007 CUP Amendment
72 however the building was never ~~doneconstructed~~. The elevations were not part of the
73 amendment which is why Hahn got that clarified and the information was included in the
74 packet.

75 Councilmember Lattin sated she had the opportunity to walk the land with Mr. Rybak and her
76 only disappointment was the removal of the trees because they are beautiful trees. Lattin went
77 on to note that Mr. Rybak had a question about a different septic system. Mr. Rybak offered
78 that the septic system was inspected and is going to get upgraded and repaired if need be. He
79 knows it was originally designed to accommodate the additional building however he is willing
80 to enlarge it and has a designer lined up to create the new design. Lattin stated that she had
81 checked and there were no complaints in the last 5 years and praised Mr. Ryback as a resident
82 and business owner in the community. Hanegraaf asked Mr. Rybeck if he was still crushing on
83 the property to which Mr. Rybak confirmed they were. Hanegraaf stated he didn't believe the
84 city has ever had a complaint. Mr. Rybak stated he has been doing it for 23 years and he is not
85 aware of any complaints and that they only crush 3 – 5 days a year twice or three times a year.
86 Hanegraaf confirmed that Mr. Rybak does notify the City Administrator when the crushing
87 activity is going to take place. Lattin advised that when she was on her site visit, she did visit
88 the area of the property where the crushing happens, and the Mr. Rybak is using new style
89 equipment. Mr. Rybak confirmed and discussed the different types of equipment styles and
90 their impact on lessening vibration and noise.

91 **Motion by Hanegraaf to approve the Rybak Site Plan Review for an addition to the existing**
92 **building at 13915 Lake Drive as presented, agenda item C.2 of the June 25th city council**
93 **packet. Seconded by Lattin.**

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

95 **3. Camping World IUP and Development Agreement Amendment**

96 Councilmember Hegland stated that the Planning Commission did not talk about the Camping
97 World IUP.

98 City Attorney Megan Rogers provided a report that Camping World had applied for an IUP for
99 exterior storage on a secondary parcel which is intended to bring the use into compliance with
100 outdoor storage regulations rather than authorizing a new project. As this is a compliance IUP it
101 is contingent upon the execution of a development agreement that links to two parcels for
102 zoning purposes. The Development agreement will be signed by the City, Camping World and
103 both property owners linking both the primary and secondary parcel. In the process of
104 negotiating the development agreement Camping World requested a revision which was
105 removing a cause terminating the IUP upon the sale of the property as a change in ownership
106 would not typically affect the lease or disrupt business operations. Rogers recommended that
107 the termination of the IUP should terminate upon the succession of the underlying business
108 and its adjacent exterior storage. Rogers went on to remind the council that an IUP process is
109 appropriate when a use conforms to the zoning regulations, it has a date or event which will
110 terminate the use with certainty and permission of the use will not impose additional costs on
111 the public if it's necessary for the public to take the property in the future.

112 Councilmember Hegland asked for clarification on a statement in the Development agreement.
113 *Whereas the Interim Use Permit will allow developer to use a secondary parcel for the same*

114 *purpose as the primary parcel is being used which is the sales service and outdoor display.*
115 Hegland went on to describe that the southerly parcel does not have any facilities on it so there
116 is no way it can be used for sales and service. Rogers elaborated on the intent of the
117 amendment but said that we can be more nuanced in that language and that the council can
118 direct some wordsmithing to would require any expanded use on the secondary site to be
119 brought back to the council for approval and to ensure it meets regulatory conditions. Hegland
120 stated that she read somewhere in her materials she noted that there were approximately 200
121 units being stored but did not see anywhere in the Development Agreement where there is a
122 not include-a not to exceed value or-of units, which-when-that has been a pinch point of non-
123 compliance. Camping World has squashed in as many units as they can, and it's created
124 problems in terms of emergency vehicle access and things like that. Hegland asked if 200 units
125 can be inserted as a not to exceed amount in the Development Agreement. Rogers suggested
126 that since the size of units can change that council consider general condition that the site
127 needs to be accessible to fire rescue and that could result in a revocation of the IUP in the event
128 that the fire lanes are not large enough. Hegland also pointed out that in addition to that
129 concern was also the problem of the appearance from the freeway. She indicated that she's
130 aware there is screening proposed but she's-not sure on the timeline given to achieve the
131 screening. She wanted to be sure that the city's and businesses expectations and the business
132 set of expectations-are clear and aligned. She reiterated that she would like to see a number or
133 range of allowable units that is agreeable to both parties.

134 Rogers asked Camping World representatives if they could speak to the number of units
135 proposed and address the fire safety access. Additionally, if they were amenable to a certain
136 unit cap and details on the landscaping plan. Grant Ducatch-Duchac (Excel Engineering)
137 representing Camping World stated that he has been working over the past year to bring the
138 site into compliance. Ducatch-Duchac explained that they typically do not like to cap the
139 number of units at a certain number. There are different sizes of units, and some are half the
140 size of others, depending on inventory that can fluctuate. There are also changes in inventory
141 seasonally so they would be willing to put in language regarding maintaining fire and
142 emergency access along with a site plan update identifying where those lanes are located. In
143 regard to landscaping, they have worked with city staff and submitted a landscaping plan that
144 meets the minimum requirement of the city along with a financial surety and all landscaping
145 has been completed. Hegland confirmed with the City Administrator that the proposed
146 landscaping plan was adequate to screen the units, so than she was okay with it if there is
147 language included about the fire lanes she is satisfied. Rogers requested Ducatch-Duchac
148 provide the city with an updated site plan identifying the fire lanes.

149 Hegland followed up with an additional question regarding an expiration date for the IUP. She
150 was hoping for an expiration date that matched the end of the lease and as Camping World
151 went through a lease update, they could simply renew their IUP however a month-to-month
152 lease as they have with one of the parcels is problematic. Hegland asked if Camping World ever
153 allowed there-their month to month lease to lapse. Michael Bedell (Camping World) stated that
154 with a continuous operation they do not ever let a lease lapse. Hegland asked the rest of the
155 council how they felt about a 5-year renewal since all the previous IUP in the city have had an

156 identified time as opposed to the cease of operations. She was not comfortable setting a
157 precedent without a time renewal designation since it gives the city less control. Lattin agreed
158 that she was comfortable adding a 5- or 10-year renewal date. Wendell said that he had no
159 comment. Hanegraaf agreed to a 10-year renewal.

160 **Motion by Hegland to approve the Camping World IUP Development Agreement termination**
161 **to occur after 10 years with the option to renew at that point also with the additional**
162 **wordsmithing that was discussed in the development agreement related to the use of the**
163 **secondary parcel including and the additional indication on the site plan to include fire lanes**
164 **and emergency access. Seconded by Lattin.**

165 Council Member Wendell asked if the cessation of the business on the property was included in
166 the motion or not. Hegland stated that she did not include that in the motion as it is obvious if
167 the business ends, the permits ends. This is as it true for any IUP or CUP. Hegland referred to
168 Rogers for confirmation. Rogers confirmed this as true.

169 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hanegraaf – Aye, Hegland – Aye. Motion carries.**

170 Mayor Hanegraaf asked representatives of Camping World if they had any questions. Ducatch
171 Duchac stated they were hoping of-for a 20-year renewal date as they intend on exercising all
172 their lease renewal options to keep operating until then matching the parent lease renewal
173 with the IUP renewal date. Hanegraaf asked Rogers if she had any comments on the 20
174 renewals. Rogers advised that the final decision is up to the city council however the longest
175 term the city has is 20 years for billboard IUP's. Rogers went on to inform the council that they
176 have the discretion to consider the testimony of the applicants however the secession of the
177 business clause is an existing backstop. Hegland went on to clarify that the reason for the
178 change to the billboard IUP renewal dates from 10 years to 20 years was due to the city's
179 requirement of substantial improvements to the structure and aesthetic upgrades that were
180 going to cost a lot of money and for the owner to amortize that out and get the ir return on
181 investment, back the time frame had to be extended to 20 years. She sees that situation as
182 which is different than the Camping World request. Rogers identified that in the City of
183 Columbus there are a number of occasions that can be cited to such as the residential kennel
184 use where those are for a term of 10-year period in which the owners come in and seek
185 reapproval. Rogers went on to say that the underlying rights that have led the council to
186 recommend this approval and putting these two sites together and the IUP is really for the
187 exterior storage as compared to the primary use of the primary site. Lattin asked Camping
188 World representatives if a 10-year renewal creates a burden beyond their preference. Michael
189 Bedell (Camping World) stated that they are not certain what the renewal process is so if going
190 through the renewal process in 10 years in not a lengthy process they would have no objection.
191 Matching their lease just seems to be more preferential. Wendell asked the council if he was
192 recalling correctly that they had previously discussed a cessation of the business and a 20-year
193 term. Hegland said she recalled the discussion as a cessation of the business and a time period,
194 and that staff was directed to request lease information. Hegland stated that she kind of takes
195 issue with the 20-year aske because the existing lease expires in 4 years and 3 five-year options

196 to renew so it's not a 20-year lease, it's a 5-year lease that is going to expire in 4 years and then
197 you have the option to renew it for 5 years, not for 20 years. Hegland reiterated that the 10-
198 year renewal makes it more consistent with what the city does with other IUP's. Davis
199 highlighted that the renewal process is much simpler than the initial application. Hanegraaf
200 attested to witnessing the speed at which a renewal is processed.

201 Hanegraaf asked the council if they wanted to reconsider, and each council member confirmed
202 that they were comfortable with the 10-year renewal decision.

203 (D.5 Planning Commission Report Continued)

204 Councilmember Hegland continued the Planning Commission recommendations for the
205 Backyard Wedding Venue Concept Review. The applicants Julie and Chris Harper who live on
206 180th Ave NE brought the concept forward. They wish to host small wedding ceremonies in
207 their backyard as they have done in the past for family, and they want to expand it beyond
208 family. They are requesting to ~~do host weddings~~ this in May, June, September and October. All
209 activities would be outdoors and they anticipate doing this for 3 to 5 years. The discussion at
210 the ~~planning-Planning commission-Commission~~ centered upon whether or not this was a use
211 that could be considered, and they felt that it was. The question was -an whether an event
212 permit or an ~~IUP~~ would be the preferable permitting tool. Event Licenses have typically been
213 used only in commercial event situations with the exception of one residential use on Broadway
214 for the Whippet Dog Races. An IUP would require a public hearing, but it could be granted for a
215 year first then to multiple years afterwards. There is a \$200 fee for the IUP and there is a \$200
216 annual fee for the event license. The requirement of an escrow was discussed along with a
217 possible reduction due to the lack of engineering or significant legal review. The resident
218 applicants preferred the IUP route and after discussion the ~~planning-Planning commission~~
219 Commission unanimously recommended using an IUP as well, with the first one being a 1-year
220 term with the option to renew for an extended period ~~do of~~ time if there were no issues. They
221 recommended to -and forward it on to council for consideration.

222 4. Backyard Weddings Concept Review – 7553 180th Avenue

223 Hanegraaf asked for clarification on which method was used for the Whippet Dog Race.
224 Hegland stated that they had an event license which was a modification of a commercial event
225 license to fit a residential use. Hanegraaf recalled a public hearing or an open forum. Hegland
226 said she thought there wasn't a public hearing and that some neighbors weighed in on
227 whether they were for or against it. Hanegraaf wanted to ensure there was a public hearing.
228 Wendell clarified a sentence in the staff report regarding the requirements of a public hearing
229 before issuance of the IUP. Hegland clarified the ~~intent of a~~ Concept Review is not binding and
230 how a council recommendation for an IUP vs Event License directs the application process.
231 Wendell asked questions on conditions as required by an Event Permit versus and IUP. Lattin
232 clarified that with an Event License there is a requirement to notify the city as opposed to an
233 IUP where there in no notification required. Wendell brought up concerns over parking, traffic,
234 and emergency response. He also like the Public Hearing opportunity to be able to hear from
235 the neighbors. Hegland said the applicants intend to have all parking off the driveway.

236 Hanegraaf agreed that he thinks it might be difficult to get that many cars on the property
237 however that is something for the Planning Commission to discuss.

238 **Motion by Hegland to approve the Backyard Weddings Concept Review for backyard**
239 **weddings for an Interim Use Permit with conditions as listed in the staff report and other**
240 **amendments as necessary. Seconded by Lattin.**

241 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Hanegraaf – Aye. Motion carries.**

242 5. City Park Tennis Court Bids

243 City Administrator Jack Davis provided a report regarding the City Park Tennis Court Bids. Davis
244 stated at the April 23, 2025, City Council Meeting, Bolton & Menk was given approval to move
245 forward for bid advertisement for the Tennis Court Project in accordance with all applicable
246 state and municipal bidding laws and procurement procedures. Bids were advertised for the
247 project, received and publicly opened on June 17, 2025, at the Columbus City Hall in the
248 presence of Jay Pomeroy, Bolton and Menk Project Coordinator, Jack Davis and Jim
249 Windingstad.

250 The base bid for the project was only for the repaving and resurfacing of the existing facility and
251 included 2 tennis courts with pickle ball court overlays on each. This would duplicate the layout
252 of the existing facility courts. In addition to the base bid, two alternate bids were requested, and
253 they are as follows:

- 254 • One dedicated tennis court and two separate pickle ball courts on the same footprint as
255 the existing court.
- 256 • Two tennis courts with one of the courts striped with an overly for two pickle ball court
257 use.

258 The low quote was received from Goodmanson Construction in the amount of \$124,600 for the
259 base bid. Goodmanson's bid also included \$1,900 for Alternate 1 and no additional charge for
260 Alternate 2.

261 Bidding this project is required to award a contract and provides the means to evaluate if the
262 proposal can be done with available funds or if there is a deficit between available funds and
263 the bid costs. As the cost of the project is in excess of the funds available, the question
264 becomes, is this an amount that the City would consider covering from the City General Fund or
265 other sources to move this project forward.

266 As stated above, the Park Capital Fund has \$79,316 remaining in this account. However, the
267 cost for the project, while under the City Engineer's estimate, is \$124,600 for the base bid and
268 \$126,500 if Alternate 1 is selected. That leaves a maximum deficit of \$47,184 for the project
269 funding.

270 Should Council consider approving this project, \$47,184 could be transferred from City General
271 Fund to cover this difference. As has been previously discussed, the City could use the proceeds

272 from the proposed sale of a publicly owned property that has a potential value exceeding this
273 amount to reimburse the General Fund for the transfer.

274 Should the sale of this property not occur or fall short of the amount needed for the transfer
275 reimbursement, the City could also consider:

- 276 • The use of park dedication fees that could be generated from the sale of city property
277 adjacent to and north of Caribou Coffee for a market rate apartment project for
278 reimbursement of the use of a General Funds transfer for the Tennis Court Project; or
- 279 • Use of a \$47,184 transfer from the General Fund to the Parks Capital Fund could be
280 considered as an investment in Park infrastructure with no obligation for repayment.

281 In the cases presented above, the use of City General Funds, either temporarily or permanent,
282 will be required to provide the gap funding for this project. Other funding sources to
283 supplement a General Fund transfer could include the \$30,000 of unspent monies allocated in
284 the 2025 budget for the City Hall generator purchase or any savings realized from the
285 DocuWare Document Management System proposed contract.

286 The city has 45 days to award or reject the bids for this proposal. Should the construction
287 contract be approved for Goodmanson Construction, the project would be substantially
288 completed by October 2025.

289 Staff recommends that the City Council consider approval of a means to provide the gap
290 funding for this project, select the project option and award a contract to the low bidder,
291 Goodmanson Construction for the construction of the project.

292 Hanegraaf stated the council has received increased public interest through phone calls and
293 emails about converting aging tennis courts to include pickleball overlays. Hanegraaf asked
294 about the cost of potential expansion and the logic behind considering replacement and
295 expansion at the same time. Hanegraaf asked other councilmembers for their thoughts. Lattin
296 said she has received a lot of feedback that was pro pickleball and recent emails she received
297 were pro tennis. She agreed that if the city has the time and budget, it would be the time to
298 consider expansion. Davis reviewed an exhibit in the packet pointing out areas where an
299 additional tennis court could be located. Public Works Director Jim Windingstad provided
300 information regarding the exploration of adding two pickleball courts as another option
301 discussed at the Park Board however the direction was to look at only replacement of existing
302 courts. Hanegraaf asked about the cost estimate to add an additional court. Davis estimated
303 based on the bids received that an additional court could cost between \$60,000 - \$80,000.
304 Wendell said the feedback he's getting is regarding adding amenities such as basketball, field
305 upgrades and dugouts. He feels that sending the decision back to the Park Board for
306 reconsidering-reconsideration of all of the feedback. Hegland stated she believes that the Park
307 Board should survey the residents considering the recent interest. Additionally, Hegland
308 pointed out that the walking trail is scheduled for replacement and as additional amenities are
309 discussed the \$180,000 trail replacement can't be forgotten about and sources of funding such
310 as parkland dedication could be looked at also. Hegland, Windingstad and Davis went on to

311 recall the discussion with City Attorney Bill Griffith on the designation of new versus
312 replacement of projects and the use of these funds.

313 **Motion by Hegland to table the award of the bid from Goodmanson Construction and direct**
314 **the Park Board to discuss further research into the wants and the needs of the residents and**
315 **to look at the bigger picture to create a more comprehensive plan. Seconded by Lattin.**

316 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Hanegraaf – Aye. Motion carries.**

317 **6. DocuWare Document Management Proposal**

318 City Administrator Davis presented a staff report proposal for cloud-based record storage. Davis
319 stated that the city has been exploring a digital records management solution to streamline
320 administrative processes, reduce paper usage, improve efficiency, and better maintain public
321 records.

322 On October 1, 2024, Metro Sales, Inc. presented, DocuWare, a cloud-based document
323 management system at a Council Workshop Meeting.

324 The DocuWare Cloud solution offers a secure, centralized platform for storing, searching, and
325 retrieving documents. It includes built-in automation, email integration, mobile access,
326 customizable filing structures, and retention policies. The proposed solution would be tailored
327 to meet the needs of Columbus and is scalable for future use and expansion to all departments.

328 Subsequently, multiple test environments were set up and city staff explored the use and
329 features of the program. The feedback staff provided was that DocuWare is user friendly and
330 viable solution for the needs of the city.

331 Since the initiation of this project the Finance Department has scanned most of their
332 department documents which can be added by city staff into DocuWare at later date.
333 Therefore, initially focus on digitizing Property Records using customized file cabinets with
334 document types, parcel IDs, permits, and retention settings.

335 The city budgeted \$40,000 in the 2025 budget to cover the anticipated cost of this project.

336 Metro Sales, Inc. (MSI) has provided a comprehensive proposal for DocuWare implementation,
337 including modules such as Workflow Manager, Intelligent Indexing, Connect to Mail/Outlook,
338 DocuWare Forms, Mobile, and more.

- 339 • Professional Services Package (One-Time Cost): \$2,940.00 for implementation,
340 discovery, training, and project management.
- 341 • DocuWare Cloud 4 Annual Subscription: \$5,569.40/year for 4 named users and 20 GB
342 of secure cloud storage, hosted on Microsoft Azure.
- 343 • Optional Storage Expansion: Additional 10 GB increments available at \$243.60
344 annually.

345 It is not possible to determine the exact amount of time required to scan the City's bulk files.
346 However, Metro Sales, Inc. has previously scanned and implemented DocuWare systems for
347 other municipalities has provided a high-end estimate based on a visual inspection of the
348 current file volume. They estimate up to 30 banker's boxes may need to be scanned, at a cost of
349 \$185.00 per box. On average it takes Metro Sales, Inc. approximately 2 hours per box but 3
350 hours per box would be a be a safer assumption. The final quantity and cost may be lower once
351 the files are received and reviewed more thoroughly.

352 Metro Sales, Inc. currently is offering a promotional offer of 10 free hours of scanning services
353 with purchase. In addition, if the city signs a contract before June 27, 2025, Metro Sales, Inc. is
354 offering an additional 10 hours of scanning services for a total of 20 hours.

355 The full implementation for the city would be scheduled for July 2025, pending Council
356 approval.

357 Staff recommends the City Council;

- 358 1. Approve the purchase of the DocuWare Cloud system from Metro Sales, Inc. in the
359 amount of \$8,509.40.
- 360 2. Approve the scanning services contract. Estimated at \$185.00/ box X 30 boxes =
361 \$5,550.00.
- 362 3. Authorize the City Administrator to execute all related agreements necessary to
363 complete the implementation.

364 Additional storage costs were requested of DocuWare and they offered an additional 30 Gigs at
365 \$403 and if they could provide the city with other cities utilizing their program. Davis reported
366 that the Cities of Blaine and Waverly were contacted. Representatives of the City of Blaine did
367 not return a call however the City of Waverly stated they had a few initial issues with file
368 labeling however after DocuWare provided some training things are working fine now. Davis
369 reminded the council that the city explored Oracle and Laserfiche however the feedback
370 received was not what the city had hoped for.

371 Councilmember Hegland said she believes that the storage expansion of 20 gig and even adding
372 an additional 30 gigs will not even be close to what the city will needs. Additionally, she knows
373 that an essential part of any document management system is the naming conventions and that
374 all other-of the files that the Finance Department scanned will need to be amendedrenamed to
375 match the naming convention. Hegland asked who's going to do the renaming or is that
376 something Metro Sales is going to do. Davis stated that initial focus was to get the Property
377 Files done immediately and staff would work on the renaming. Hegland added that this process
378 is something that had-has needed to have-be been done for a long time and that all the files
379 need to be done, not just the property files. She asked if there has been any effort to estimate
380 the total cost and-because its better not to piecemeal this project. Hegland went on to say she
381 was concerned about approving this bid and would rather go back to Metro Sales and request a
382 phased process and lock in a cost for the whole project.

383 Hanegraaf asked how the city knows that this is the right outfit and Hegland advised that when
384 one company is started with it's best to stick with that company and not go off to another.
385 Hanegraaf stated he thought doing part of it was a good approach. Hegland provided examples
386 of how the city has benefited from examining a total project as opposed to completing portions
387 at a time. Wendell agreed that 20 gigs of storage is nothing and asked who only offers only 10
388 gigs of expansion at a time. Hegland said she believes that the city will need terabytes of
389 storage. Wendell said he believes that this is a "smoke screen" and it makes it look like it's not
390 as expensive as it is. He went on to say he would prefer that company provide a bid with the
391 real cost. Windingstad added that his experience in working with the cities current IT provider
392 that the city is looking at terabytes which is currently housed on the server. He went on to say
393 his own iPhone has 30 gigabytes on it and by looking at all the cabinets he estimates that the
394 city will be will into terabytes to get anywhere near where the city needs to be. Hegland said
395 she believes that buying more storage up front will afford the city a better price then adding
396 needed storage in the future. Hanegraaf stated he thought it was odd that Metro Sales, who is
397 in this business would throw something like this at the city. Lattin asked what kind of
398 documents Metro Sales will be creating. Hegland said she believed that it will be some sort of
399 proprietary file backed up into the cloud, but they will be indexed and searchable in multiple
400 ways. Lattin thought AI might be used to create the index titles and she is aware that PDF files
401 take up less storage space which might explain why there might be less storage space needed.
402 Lattin thought it would be a gamble if Metro Sales would still give the city the free hours if
403 there wasn't approval however it is important to get the whole picture. Davis suggested that
404 the city ask Metro Sales when they generate a bid for the whole project if they will honor the
405 free hours of scanning. ~~Hegland stated she thought the darn well should.~~ Lattin asked for
406 clarification in the bid request for multiple phases and document type. Hegland again stated
407 she believed it will probably be a document type that isn't recognized that is proprietary to
408 their storage system. Hegland suggested having a conversation with former Councilwomen Sue
409 Wagamon who has worked with Metro Sales. Hegland thought Wagamon could possibly
410 provide the city a best way to move forward or get the project bid on. Wendell asked about the
411 subscription cost and would that need to be expanded in the future. Davis explained how this
412 could be expanded in the future. Hegland clarified that Metro Sales had agreed to allow one of
413 the 4 identified licenses that the ability to be shared and that the other three would be
414 assigned to key people using they system the most, however that should be clarified in the new
415 bid. Hanegraaf asked if an anticipated cost could be determined if this was the cost for
416 property files and that was estimated to be 50 percent of the files the city has. Hegland
417 provided that there are likely numerous paper documents that the city no long needs to keep
418 records of due to records retention rules and that determining what records must be
419 maintained vs those that don't ~~it~~ was a step that needs to be done. Hegland stated that the city
420 should offer documents that the city no longer needs to retain ~~be offered~~ back to the property
421 owners.

422 **City Administrator was directed to reconnect with Metro Sales, Inc. to answer questions and**
423 **calculate a complete phased project bid.**

424 **7. Set Agenda for July 1, 2025 Work Meeting**

425 Council agreed to include future discussion items on Lakes Area TV Podcast Presentation and
426 Update, DDA Wage and Compensation Study Report, City Council and Planning Commission
427 Packet discussion and 2026 Preliminary Budget discussion and Financial Report.

428 **Motion by Hanegraaf to approve the July 1, 2025 Workshop Meeting agenda. Seconded by**
429 **Wendell.**

430 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Hanegraaf – Aye. Motion carries.**

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

432

433 **1. City Engineer Report** – City Engineer Brian Bachmeier had no formal report however did
434 provide a verbal confirmation that the city had submitted a DNR Water Appropriations
435 Increase Request on June 6, 2025. The DNR has confirmed receiving the submission
436 however has not followed up with questions or sent a formal approval.

437

438 **2. City Attorney Report** – City Attorney Megan Rogers provided clarification on what
439 funding programs were approved by the legislature in regard to the Hornsby Street Project.

440

441 **3. Mayor and Council Reports** – Councilmember Lattin reported that Coon Creek held a
442 meeting on 6/23/25 and presented on Community and Council Engagement. Fall Fest
443 Meeting 6/26/25 and confirmed The Rocking Hollywood's and residents are requesting new
444 city logoed apparel. Councilmember Wendell had no report. Councilmember Hegland
445 suggested a solution on the topic on Meeting Minutes. She suggested a process that would
446 give staff three business days to turn around a set of draft minutes. Council would be
447 emailed the draft minutes and have two business days to resubmit revisions. Revised
448 minutes, with revision marks, would then be distributed in the following Friday packet to be
449 approved at the council meeting. If proposed revisions are disputed the council would sort
450 them out formally and approve collectively so the approved minutes can be finalized within
451 two weeks. Council agreed to the plan. Mayor Hanegraaf reported that the light was
452 installed today at Howard Lake Dr. and Kettle River Blvd.

453

454 At the suggestion of City Attorney Rogers, the council should make a formal motion to amend
455 the meeting agenda to move the Public Works report ~~ant~~ and City Administrator report ahead
456 of the Personnel Committee report as the Personnel Committee report will lead into a closed
457 session on the City Administrators Annual Review.

458

459 **Motion by Hegland to amend the agenda to move the Public Works Report and City**
460 **Administrator Report before the Personnel Committee Report. Seconded by Hanegraaf.**

461

462 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye, Hanegraaf – Aye. Motion carries.**

463

464 **4. Personnel Committee Report**

465

466 **(4.) Public Works Report**

467 Public Works Director Jim Windingstad had no report.

468

469 **(5). City Administrator Report**

470 Davis stated that Anoka County Sheriff's Office Laura Landes had provided instructions on
471 how to register a Neighborhood Party for Night to Unit on Aug 5th, 2025. The city website
472 and social media accounts have shared the information.

473

474 **(6) Personnel Committee Report**

475 Council reviewed a proposed merit-based pay system for the City Administrator. Council
476 collectively agreed to consider granting the City Administrator a merit increase. Discussion
477 focused on decimal-based scoring and simplifying merit increase percentages.

478

479 Ellen Hinriches, HR Consultant, answered questions on how the Personnel Committee
480 concluded on how the scoring recommendation was decided upon.

481

482 City Attorney Megan Rogers provided an overview of the general reasonings and
483 justification for creating a system to evaluate the City Administrator in this format.

484

485 Hegland suggested assigning percentage increases based on performance tiers starting at
486 3.01. Further discussion continued amongst members and council agreed to start at 3.0-~~A~~,
487 with an agreement to reexamine the process in the future.

488

489 Hegland ~~proposed~~ referenced a table, which was distributed to each council member on
490 how ~~to determine how~~ each performance score rating ~~calculates~~ relates to a percent merit
491 increase financially. Council members agreed to use a simplified version of a percentage
492 point per category ~~this table~~ with an understanding that it will be reviewed and evaluated
493 in the future.

494

495 **5. Planning Commission Report** Moved to C.2

496 **6. Public Works Report** Moved to D.4

497 **7. City Administrator Report** Moved to D.5

498

499 **E. ANNOUNCEMENTS & REMINDERS**

- 500 • City Council Work Meeting, July 1, 2025 – 5:30 PM
- 501 • Planning Commission Meeting, July 2, 2025 – CANCELLED
- 502 • City Hall Closed, July 4, 2025 – Independence Day
- 503 • City Council Meeting, July 9, 2025 – 6:00 PM

- 504 • Anoka County Highway Department Open House – July 14, 2025, 4 PM to 8 PM
505

506 **F. CLOSED SESSION**

507 Pursuant to Minn. Stat. §13D.05 Subd. 3(a), the meeting was closed to evaluate the
508 performance of the City Administrator. Mr. Davis requested the meeting remain closed. Council
509 discussed evaluation input from multiple sources and reached consensus on performance
510 scoring. [A summary of the review will be provided at the next Council Meeting.](#)

511 **G. ADJOURNMENT**

512 **Motion by Hegland to adjourn. Seconded by Wendell.**
513

514 **Roll Call Vote: Lattin – Aye, Hegland – Aye, Wendell – Aye, Hanegraaf – Aye. Motion carries.**

515 Meeting adjourned at 9:55 p.m.
516

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

518 **Disclaimer:**

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

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**CITY OF COLUMBUS
CITY COUNCIL MEETING
INTERACTIVE TECHNOLOGY MEETING FORMAT
STATUTES SECTION 13D.021
July 23, 2025 – 6:00 PM**

7 The July 23, 2025, City Council Meeting was called to order by Mayor Ron Hanegraaf at 6:00 PM
8 at Columbus City Hall. Present in person were Councilmembers Janet Hegland, Jennifer Lattin,
9 Rob Busch, and Mayor Ron Hanegraaf.

10 Also present: City Administrator Jack Davis, Assistant City Administrator Aaron Berg, Finance
11 Director Cheryl Jenkins, Public Works Director Jim Windingstad, City Attorney Megan Rogers,
12 City Engineer Brian Bachmeier, Lt. Jessica Slavik and Deputy Matthew Vertina (Anoka County
13 Sheriff's Office), Jim Eichten (LB Carlson), Genia Sjerven, Kim Snell, Myron and Cindy Angel.,

14 In attendance via interactive technology: Councilmember Scott Wendell, Chris (Unknown Last
15 Name), and Jesse Preiner attended remotely via Zoom.

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

17
18 **A. CITY COUNCIL REGULAR MEETING**

19 1. Call to Order – Regular Meeting, 6:00 PM

20 2. Pledge of Allegiance

21 3. Adoption of Agenda

22 **Motion by Councilmember Janet Hegland to adopt the agenda as presented.**
23 **Seconded by Councilmember Lattin.**

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

26 **B. CONSENT AGENDA**

27 Items included:

- 28 1. Approval of Bill and Supplemental Bill Payments
29 2. Columbus Lions Temporary Liquor License – Fall Fest
30 3. Renumbering of Resolution 25-06 to 25-09
31

32 **Motion by Councilmember Hegland to approve the Consent Agenda as presented in Item B.2**
33 **of the July 23, 2025 City Council Meeting Agenda and Packet. Seconded by Councilmember**
34 **Busch.**

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

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

38 **1. Public Forum**

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

40 **2. 2024 City Audit Report – Jim Eichten, CPA, LB Carlson CPA**
41

42 Jim Eichten presented the 2024 City Audit Report. LB Carlson issued an Unmodified Opinion on
43 the City’s basic financial statements. LB Carlson reported one deficiency in the City’s internal
44 controls for financial reporting, limited segregation of duties. While that is considered a
45 material weakness, it is a common problem for Cities with small staffs. The results of LB
46 Carlson testing disclosed no instances of noncompliance required to be reported under
47 Government Auditing Standards. LB Carlson reported no findings based on testing of the City’s
48 compliance with Minnesota Laws and regulations.
49

50 **3. Anoka County Sheriff’s Office Quarterly Report – Lt. Jessica Slavik & Deputy**
51 **Matthew Vertina**

52 Lt. Slavik and Deputy Vertina presented the Anoka County Sheriff’s Office quarterly update. Key
53 highlights included:

54 **General Updates**

- 55 • Night to Unite is coming up on Tuesday, August 5th. This event is designed to bring
56 neighbors together and strengthen police-community relationships. If you’re interested
57 in hosting a gathering, you can register your party on the Anoka County Sheriff’s Office
58 website.
- 59 • Vacation Checks: Our office offers vacation property checks for residents who request
60 them. Fill out the form on our website under the “Services” tab.
- 61 • Embedded Social Worker: Rikki Thompson, LICSW, now responds alongside deputies
62 to assist individuals in crisis and provide case management. In Columbus during the first
63 half of 2025: 16 mental health-related calls, 37 welfare checks, and 11 emergency
64 commitment holds.
- 65 • Training: All deputies receive mental health-related training including CIT, autism
66 response, implicit bias, etc.
- 67 • April 3 & 4 – Potomac St: Deputies responded to a resident attempting to harm
68 himself and later attempting to be hit by traffic. Both incidents were de-escalated safely.

- 69 • Coon Lake Shop Open House: July 31st, 2025 – Public can tour the new Highway &
- 70 Parks Shop.
- 71 • Alexandra House – HopeFest - September 27, 2025
- 72 • Scam Prevention Workshops: 2 Events in August.

73
74 **Calls for Service Overview**

75 Calls are up slightly, which is expected for spring/summer. There was a 17% increase
76 from Q1 to Q2. Call volumes are on pace with last year. 24% of calls occurred outside of
77 contract hours (2PM–2AM).

- 78 • 4 Felony Arrests
- 79 • 13 Gross Misdemeanors
- 80 • 4 Misdemeanor Arrests
- 81 • 27 Citations Issued

82 **Burglaries & Thefts**

- 83 • No burglaries (residential or commercial) this quarter.
- 84 • April 4 – Running Aces: Suspect stole a wallet and discarded it after removing
- 85 cash. Arrested on site.
- 86 • May 13 – Running Aces: Former employee misused company credit card for
- 87 \$8,777.26 in unauthorized purchases. Case active.
- 88 • June 16 – Tulane St: Marine electronics (~\$8,000) stolen from resident's boat.
- 89 Evidence collected; lab results pending.

90 **Assaults**

- 91 • June 13 – Howard Lake Dr: Woman assaulted by ex-partner. Suspect fled.
- 92 Felony warrant issued. Later arrested.

93 **Damage to Property**

- 94 • June 20 – Mailbox damage, 9300 Block of Howard Lake Dr.
- 95 • June 20 – 167th Ln NE: Suspects kicked a garage door. Damage \$300–\$400.
- 96 Security footage collected; case remains open.

97 **Traffic**

- 98 • 288 traffic stops this quarter.
- 99 • April 8 – Meth & opium found during traffic stop at Holiday Gas.
- 100 • April 14 – .20 **Blood Alcohol Conc. (BAC)** DWI after vehicle found in ditch.
- 101 • May 16 – Columbus City Park: .15 BAC DWI arrest. Dog taken into protective
- 102 custody.
- 103 • June 24 – 100+ mph pursuit, ended with PIT maneuver and felony DWI arrest.
- 104 • June 20 – Community member reported **DK** driver. .158 BAC DWI. Citizen
- 105 involvement helped prevent further danger.

106 **Public Safety Awareness**

- 107 • July 19 – Jet Ski Incident: 3 adults capsized, no life jackets. Rescued by
- 108 bystanders. Educated on water safety.

109
110 **4. City Council Workshop Meeting Date Change**

111 City Administrator requested a rescheduling of the workshop due to a conflict with Night to
112 Unite on August 5th, 2025.

Commented [JH1]: Can we define this? I don't know what DK stands for

113 **Motion by Councilmember Hegland to approve rescheduling the date of the August 5, 2025**
114 **City Council Workshop Meeting to Monday, August 4, 2025 at 5:30 PM. Seconded by**
115 **Councilmember Lattin.**

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

118 **5. Set Agenda for the August 4, 2025 City Council Workshop Meeting**

119 City Administrator Jack Davis recommended that the topics of City Hall Renovation,
120 Outstanding Escrow Claim and the 2026 Budget Discussion be items for the agenda.
121 Councilperson Hegland requested that the Review of City Administrator Annual Review Process
122 and City Administrator Goals be added to the workshop agenda.
123

124 **Motion by Councilmember Hanegraaf to approve the Agenda for the August 4, 2025 City**
125 **Council Workshop Meeting as presented in Item C.5 of the July 23, 2025 City Council Meeting**
126 **Agenda and Packet and with Hegland addition. Seconded by Councilmember Hegland.**

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

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

- 130 • **City Engineer:** City Engineer Brian Bachmeier had no report.
- 131 • **City Attorney:** City Attorney Megan Rodgers reported on Cannabis Licensing Dates and
132 State ACCELA online software processes the city will have to interact with once
133 applications are received.
- 134 • **Mayor Hanegraaf:** No Report
- 135 • **Councilmember Busch:** No Report
- 136 • **Councilmember Lattin:** Coon Creek had a meeting July 14, 2025. Fall Fest planning is
137 ongoing with website and event updates coming out soon.
- 138 • **Councilmember Wendell:** No Report
- 139 • **Councilmember Hegland:** No Report
- 140 • **Parks Board Update:** Mayor Hanegraaf reported that the Park Board Meeting discussed
141 having an additional a portable bathroom in the park during the winter months in
142 addition to 4 more garbage cans at their July 15th meeting.

143 **Personnel Committee Report:** The Personnel Committee met on July 22nd to interview Mr.
144 Andy Heinen who had applied to join the Planning Commission. After the interview the
145 Personnel Committee unanimously endorses-endorsed Mr. Heinen's application to serve on
146 the Planning Commission. His desire to serve the community and his history of public

Commented [JH2]: Can we define this please?

147 service sets him up for success. His term would ~~finish~~complete Ms. Lynn Carver Quinn's
148 term ending December 31, 2025.

149 **Motion by Councilmember Hegland to approve the appointment of Andy Heinen to**
150 **the City of Columbus Planning Commission to fill the vacated seat of Lynn Carver**
151 **Quinn which expires on December 31, 2025. Seconded by Councilmember Busch.**

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

154 • **Planning Commission Report** – Council Member Busch reported that during a Public
155 Hearing on Hidden Park an adjoining neighbor inquired about the purchasing process to
156 acquire ~~city~~the Hidden Park property adjacent to his lot that was to be offered for sale.
157 A rezoning of the NW Quad from General Commercial to Mixed Use High Density was
158 approved. There was a Public Hearing on the Harper Family Back Yard Wedding Text
159 Amendment and Interim Use Permit (IUP) Application. Busch highlighted neighborhood
160 concerns and issues for this item. After the Public Hearing and discussion, the Planning
161 Commissioner voted to deny the IUP and the applicant filed a Notice to Withdraw their
162 application the following day.

163 • **Public Works:** Director Jim Windingstad provided a staff report that the Columbus City
164 Council adopted the 2025 Capital Improvement Plan (CIP) as part of the 2025 Budget.
165 That plan includes a proposed purchase of a single axle snowplow truck for 2026. This
166 truck will replace a 2006 Sterling single axle plow truck, which has exceeded its
167 replacement life cycle schedule and its operational reliability for future use is uncertain.

168 Since 2020, orders for larger trucks and heavy equipment can have up to 18 months or
169 longer lag time between the order and delivery of the unit. As a result, this vehicle must
170 be ordered in 2025 to have any assurance of delivery in 2026. While this truck would be
171 ordered in 2025, payment would not be made until the vehicle is delivered in 2026.

172
173 The bid for the Mack truck cab and chassis is \$137,150.82 and \$179,340 for the dump
174 body, plows and wings, electrical and lighting, other appurtenances and installation. The
175 cost for the complete unit is ~~\$316318~~,490.82 and the projected CIP cost was
176 \$275,000.00. The \$41,390.82 cost difference will be offset by the sale of 2006 Sterling
177 and the balance from the Equipment Replacement Fund.

178
179 These are state contract quotes and satisfy the requirements for competitive bids. Staff
180 is requesting authorization to order the vehicle as described in Attachments 1 and 2 for
181 a 2026 delivery and payment.

182
183 Council Member Hegland asked if budgeting projections needed to change due to the
184 estimate and quote differences and if the city would be locked into a 2025 price.
185 Windingstad said this truck was already scheduled for 2026 replacement however with

186 the anticipated delay in delivery we would not be billed until the truck is delivered.
187 Windingstad also stated that we should reconsider the escalator. Busch asked if we put
188 equipment like this out on bids or if we check local. Windingstad said that it really
189 depends on the type of equipment however this purchase would not be bid. Davis
190 stated that a previous city sold equipment similar to the 2006 Sterling for \$25,000.
191 Lattin was impressed by the 20-year life of the vehicle being replaced and asked if the
192 life expectancy of the new vehicle is similar. Windingstad stated that maintenance is key
193 in extending the life of vehicles and equipment. Lattin asked if increases of 10 – 15% is
194 common in public works equipment. Windingstad said, escalators in budgeting are
195 important for equipment as the cost is getting bigger every year. Wendell stated that
196 lead times are not going to go down from his private sector experience. He believes
197 that the bid for the new truck is right in the ballpark. He also has checked the State
198 Auction Website for going values of similar used vehicles and believes the value
199 identified in the potential sale of the existing vehicle is accurate.
200

201 **Motion by Councilmember Hanegraaf to authorize the order of the 2025 Mack Granite 42FR**
202 **SA Truck and the TOWMASTER package for the dump body, plow system and appurtenances**
203 **for the price of \$318,490.82. Seconded by Councilmember Busch.**

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

206 • **City Administrator:**

207 a. Hornsby/Eureka Street Project – City Administrator Jack Davis provided a staff
208 report regarding the project. The City of Columbus and Forest Lake had agreed in
209 principal principle to partner on the 1.35 mile Hornsby/Eureka Street
210 Reconstruction Project pending the approval of a 2025 State Bonding Bill for the
211 Columbus share of the project cost.

212 The Columbus portion of the project is approximately 0.25 miles, and the
213 estimated cost is \$762,000. The proposed financing concept for this project was
214 based on the approval of \$762,000 from a state bonding bill to pay for the City of
215 Columbus cost of the project. That bonding bill was not approved but the City is
216 eligible to apply for MNDOT Local Road Improvement Program (LRIP) funding
217 through the upcoming competitive solicitation these funds to be used for
218 construction of the Hornsby St. project.
219

220 Staff had discussions with Jerry Auge and Joe MacPherson, Anoka County
221 Highway Department and Marc Breise, MNDOT State Aid Program Engineer
222 regarding the LRIP process.
223

224 Staff is requesting council authorization to apply for LRIP funds for the
225 completion of the final quarter mile segment of Hornsby Street as an
226

227 independent project and negotiate the use of existing wetland credit funds
228 within the limits of LRIP program requirements for any offsets to potential
229 engineering costs with the City of Forest Lake.

230
231 **Motion by Councilmember Lattin to authorize staff to work through the Anoka County**
232 **Highway Department and the City Engineer to prepare a Local Roads Improvement Program**
233 **grant application for the Hornsby Street Project presented in the staff report for this item.**
234 **Seconded by Councilmember Busch.**

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

237 b. Tennis Court Bids - At the July 15, 2025, Park Board Meeting, City staff reviewed
238 the City Council's discussion from their June 25, 2025, meeting to table a
239 decision for the reconstruction of the tennis courts in the City Park. Six persons
240 spoke at the Park Board's Public Forum regarding the options for the dual court
241 use of both pickle ball and tennis use. Of those that spoke, the comments were
242 equally divided relating to the preference for the different uses and the
243 difficulties encountered with pickleball and tennis play on the same courts. At
244 the conclusion of the Park Board's conversation regarding the pros and cons of
245 the bid alternate options and the concerns of the two different users of the
246 courts, a motion to table a decision on this subject was made and approved by
247 the Park Board to allow time for further study on this topic and gather additional
248 public input on this topic.

249
250 The Park Board was advised that the project bid offer was only valid until July 31,
251 2025, and postponing the decision to award the bid could result in delaying this
252 work to 2026 or beyond.

253
254 As an attempt to keep this project moving forward, City Staff informed the Park
255 Board that they would contact the low bid contractor and request an extension
256 of the bid offer for an additional 30 days. This would give the Park Board the
257 additional time to analyze the results of a survey regarding the question of usage
258 of the courts, schedule a Special Meeting and make a recommendation to
259 Council to consider at their August 13, 2025, Meeting regarding the award of the
260 bid for the project.

261
262 The Park Board was agreeable to this timetable and staff has contacted the
263 contractor regarding an extension to a bid award date. The contractor has
264 agreed to the extension to August 29, 2025, with no increase to the base or
265 alternate project bids.

266
267 The Tennis Court Reconstruction Project will be rescheduled for discussion at the
268 August 13, 2025, City Council Meeting and include any additional information

269 collected between the Parks Board Meeting and the August 13, 2025, Council
270 Meeting.

271
272 c. 2026 Budget Discussion

273
274 City Administrator Jack Davis provided information on a Tax Increment Financing
275 (TIF) Annual Report that was published in the local newspaper and a payment
276 summary.

277
278 ~~Hegland asked Davis if he could explain the TIF Report that was published.~~ Davis
279 went on to explain some of the definitions of the columns identified in the
280 report. Finance Director Cheryl Jenkins explained additional items on the report
281 regarding the origin of the funds, property tax and how the revenues are
282 accounted for and the payments made to the property owner.

283
284 Hanegraaf asked if he was recalling correctly, ~~and~~ that the city gets paid for
285 clerical work in reporting for this TIF project. Davis highlighted that the city is
286 authorized to collect administrative costs for the management of the TIF.
287 Hegland stated that a previous council authorized ~~a previous~~ the TIF applicant to
288 retain all the administrative costs so the City was not being compensated for the
289 financial reporting it does on this TIF project.

290
291 Davis stated that the city is still waiting on budget information from the Fire
292 Department, finalization of the Wage and Compensation Study, and a bond
293 review report for inputs for the 2026 Budget. These items account for about 40%
294 of the budget so he wants to make sure the council has the whole picture to
295 evaluate before preliminary budget discussions begin. Davis also highlighted
296 several other potential long-term items that the council should consider during
297 the upcoming discussion.

298 **E. ANNOUNCEMENTS AND REMINDERS**

- 299
- 300 • Local Government Officials Meeting, July 31, 2025, at the Bunker Hills
Activity Center; 6 PM
 - 301 • Anoka County Highway Department Open House
 - 302 • Anoka County Highway Department Open House - Lexington Ave (CR 17)
303 Project, Coon Lake Beach Community Center July 31, 2025, 3-6 PM
 - 304 • City Council August Workshop Meeting -TBA
 - 305 • Night to Unite – Parties at various locations in the City and a Lions Club
306 sponsored event at the Columbus City Park, August 5, 2025
 - 307 • Planning Commission Meeting, August 6, 2025, 6:00 PM
 - 308 • City Council Meeting, August 13, 2025, 6:00 PM
- 309

310 **F. ADJOURNMENT**

311

312 **Motion by Councilmember Hegland to adjourn. Seconded by Councilmember**
313 **Wendell.**

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

316 **Meeting adjourned at 7:55 PM.**

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

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**CITY OF COLUMBUS
CITY COUNCIL MEETING
INTERACTIVE TECHNOLOGY MEETING FORMAT
STATUTE SECTION 13D.021
9/24/2025 – 6:00 PM**

The September 24, 2025, City Council Meeting was called to order by Mayor Ron Hanegraaf at City Hall at 6:00 p.m. Present were City Councilmembers Janet Hegland, Scott Wendell, Jennifer Lattin, and Mayor Ron Hanegraaf. Councilmember Rob Busch was absent.

Also present were City Administrator Jack Davis, Assistant City Administrator Aaron Berg, Finance Director Cheryl Jenkins, Public Works Director Jim Windingstad, [City Engineer Brian Bachmeier](#) and City Attorney Megan Rogers.

Also in attendance: Kim Snell, Lynn Carver-Quinn, Cindy and Myron Angel, Parker Werra, and Brianna Richards.

Eric David was in attendance via Zoom.

The meeting was held in an interactive technology meeting format.

A. CITY COUNCIL REGULAR MEETING

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

Motion by Lattin to adopt the September 24, 2025, City Council Agenda as presented/ amended. Seconded by Wendell.

Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye & Hanegraaf – Aye. Motion carries.

B. CONSENT AGENDA

1. Approval of Bill Payments
2. Approval of Supplemental Bill Payments

Motion by Wendell to approve the September 24, 2025, Consent Agenda and Bill Payments as presented. Seconded by Lattin.

Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye & Hanegraaf – Aye. Motion carries unanimously.

C. PRESENTATIONS AND ITEMS FOR COUNCIL ACTION

1. Public Forum

38 Lynn Carver-Quinn recapped the 2025 Fall Fest and thanked everyone for their support.

39 **2. 2026 Capital Improvement Plan**

40 City Administrator Davis presented the proposed 2026 Capital Improvement Plan (CIP),
41 which serves as a multi-year plan for infrastructure projects, equipment replacement,
42 and capital improvements. The plan had previously been reviewed at the September 15,
43 2025, Special Budget Meeting.

44 The CIP includes:

- 45 • Equipment replacement schedule (2026–2033)
- 46 • Road resurfacing budgets (through 2033)
- 47 • Park capital and land accounts (2025–2034)
- 48 • Fire equipment replacement and fire hall capital projects (through 2031)
- 49 • General Fund capital projects (through 2031)

50
51 Transfers to CIP funds for 2026 total \$1,060,764, reflecting a net increase of \$139,754
52 compared to 2025. Key allocations include:

- 53 • \$159,603 to Fund 401 – PW Equipment & Vehicles (+\$14,510)
- 54 • ~~\$663,588 to Fund 402 – PW Road Maintenance (+\$45,588)~~
- 55 • \$34,200 to Fund 403 – Park Capital (+\$31,500; offset by PW Parks Fund
56 reduction)
- 57 • \$106,500 to Fund 406 – Fire Equipment & Vehicles (+\$5,500)
- 58 • \$16,873 to Fund ~~402~~ 405 – Fire Hall Capital (+\$649)
- 59 • \$80,000 to Fund 407 – General Fund Capital (+\$40,000; restoring toward
60 2024 levy levels)

61
62 Approval of the CIP commits the City only to 2026 projects, while projects in 2027 and
63 beyond remain subject to annual review and prioritization.

64 Staff is requesting that Council consideration and approval of the 2026 CIP as presented
65 in the packet.

66 Councilmembers had questions regarding fund transfers, park capital allocations, and levy
67 amounts. Questions arose about discrepancies in budget numbers and fund transfers between
68 the CIP versions of the schedules and the disbursement worksheets. There were concerns
69 about pre-funding park projects (e.g., playground replacement in 2027) without a final
70 master plan. After some lengthy discussion council agreed to approve the preliminary CIP
71 with clarifications that final numbers may be adjusted before the December final levy.

72 **Motion by Hegland to approve the 2026 Capital Improvement Plan as presented in the**
73 **preliminary budget 2026 disbursement worksheets. Seconded by Lattin.**

Commented [JH1]: I thought we established this wasn't a transfer.

74 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye & Hanegraaf – Aye. Motion**
75 **carries unanimously.**

76 **3. 2026 Preliminary Budget**

77 City Administrator Davis presented the 2026 Preliminary Budget for Council
78 consideration. The budget must be approved and submitted to the Anoka County
79 Property Records and Taxation Department by September 30, 2025, with the final
80 certification due December 29, 2025.

81 Council began discussions on July 1, 2025, and concluded review on September 15,
82 2025. Over the course of 5 Council meetings, 3 Workshops, and 2 Special Meetings, the
83 proposed levy was reduced from 8.5% to 3.4%.

84 Key challenges in preparing the 2026 Preliminary Budget included:

- 85 • ~~No levy increases in 2024 and 2025, while i~~nflation added significant costs.
- 86 • General Obligation Bond payments (+\$61,000) and increased fire/law
87 enforcement contracts (+\$61,000).
- 88 • Decreased 2025 transfers to Capital Funds by \$81,000; \$46,000 allocated in 2026
89 to restore funds by 2027.
- 90 • Preliminary General Fund expenditures for 2026 are projected at \$4,979,747
91 (including the EDA levy of \$87,650), an increase of \$131,743 over 2025. After
92 accounting for \$606,000 in non-levy revenues, the levy increase is 3.4%.
- 93 • Wages and benefits in the budget are ~~placeholders~~ based on the 2025 pay plan,
94 pending the final wage and compensation plan approval on October 8, 2025.
- 95 • The City is mandated to participate in the County HRA program. There is
96 significant redundancy between the County program and the City HRA program
97 and there is a significant balance in the County HRA program account for
98 Columbus. Therefore, it is recommended the City reduce its HRA budget from
99 \$120,000 in 2025 to \$5,000 in 2026. While not part of the General Fund Levy,
100 this reduction equates to an effective levy increase of \$27,242 in 2026.
- 101 • Water and Sewer Enterprise Accounts are not part of the General Fund Levy and
102 are funded through user fees.

Commented [JH2]: This doesn't make sense to me. Should "increase" be "decrease"?

103 Staff is ~~requested~~ requesting that Council consideration ~~and~~ approval of the 2026
104 Preliminary Budget, with submittal to Anoka County by September 30, 2025.

105 After clarification of details and correction of numbers identified on the resolution a
106 Preliminary Budget number was agreed upon.

107 **Motion by Hanegraaf to approve the 2026 Preliminary Budget and Resolution 25-12, A**
108 **Resolution Approving the 2025 Tax Levy for Property Taxes Collectible in 2026 at**
109 **\$4,358,747.00. Seconded by Hegland.**

110 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye & Hanegraaf – Aye. Motion**
111 **carries unanimously.**

112 **Motion by Hanegraaf to approve Resolution 25-13, A Resolution Setting the Date for**
113 **the Final Budget and Tax Levy Hearing for December 10, 2025, at 6 PM at City Hall.**
114 **Seconded by Wendell.**

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

117 **4. Career Enhancement Opportunities Contract**

118 City Administrator Jack Davis said that Career Enhancement Opportunities, Inc. (CEO)
119 has provided human resources consulting support to the City since October 30, 2023,
120 through a series of professional services agreements and amendments. The most recent
121 extension expired on August 31, 2025. Davis explained that the Council is being asked to
122 consider approval of a new professional services agreement, referred to as Contract 2,
123 which sets forth the term, conditions, scope of work, and deliverables for continued HR
124 consulting services.

125
126 He noted that \$9,900 for HR consulting services has been included in the 2026
127 Preliminary Budget, and that continued services for the remainder of 2025 will require a
128 transfer of funds to cover over-budgeted costs incurred between June and August of
129 this year.

130 City Attorney Megan Rogers introduced an edited version of the contract with an
131 explanation regarding the suggested changes.

132 Wendell asked questions under the scope of services and if the city chooses to not use
133 the service, then we are not obligated to pay. Rogers clarified that Wendell’s
134 assumptions are correct and that if the city doesn’t engage for the services, then there is
135 no obligation to pay.

136 Hegland asked for additional language regarding to include required documentation for
137 billing of hourly rates. Rogers suggested language ~~to include~~ to ensure the contract
138 matches Hegland’s suggestions. Hegland also suggested that she would like to see more
139 descriptive deliverables and provided examples to Rogers for inclusion in a final edit of
140 the contract.

141 **Motion by Hanegraaf to approve the CEO Contract as presented in Attachment 1 to**
142 **the staff report for this item including the edits submitted by Councilmember Hegland.**
143 **Seconded by Hegland.**

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

146 **5. SCADA Control System Upgrade Proposal**

147 City Administrator Davis reported that the City’s Supervisory Control and Data

4

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148 Acquisition (SCADA) system manages communication between the well sites (Well
149 House 1 and Well House 2-3) and the end-of-line sewer lift station (Lift Station 6), with
150 the Ziegler Pump House serving as the main hub. He explained that the current DSL and
151 radio-based system has ongoing bandwidth and reliability issues, including frequent line
152 cuts and slow or unavailable connections that interrupt remote monitoring and
153 command functions.

154
155 Davis added that staff is proposing a transition from DSL and radio connections to a
156 cellular-based interface. This upgrade would improve system integrity, reduce
157 downtime, enhance coordination between well and pump sites, and lower operating
158 costs. The current system costs approximately \$260 per month to operate, while the
159 proposed cellular option would cost \$120 per month plus taxes. He stated that staff
160 recommends approval of the In Control proposal in the amount of \$25,262 (hardware
161 and software costs), with funding available through the City's Water and Sewer
162 Enterprise Fund Accounts.

163 Public Works Director Jim Windingstad answered questions from the city council
164 regarding the operation of our existing system. Additional questions were asked
165 regarding accessibility of the new program and its access remotely through cellular data.
166 Councilmember Wendell asked if there were data security concerns using cellular as
167 opposed to DSL connections. Windingstad stated that he doesn't know of additional
168 security concerns, and he is aware of other cities who use the system and have not
169 identified any concerns. Windingstad identified more concern over contractors
170 inadvertently cutting underground DSL lines which is more problematic than the cellular
171 data. Councilmember Lattin inquired about the support from the installer for the new
172 system.

173 **Motion by Wendell to approve the In Control Proposal for the SCADA system upgrade**
174 **as presented in Attachment 1 of the staff report for this item. Seconded by Lattin.**

175 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye & Hanegraaf – Aye. Motion**
176 **carries unanimously.**

177 **6. Set Agenda for the October 7, 2025, City Council Workshop Meeting**

178 City Administrator Jack Davis said that the next City Council Workshop Meeting is
179 scheduled for Tuesday, October 7, 2025, at 5:30 p.m. He explained that staff is
180 recommending three items for discussion. A Minnesota Association of Small Cities
181 Presentation, an ACHD – Potomac Street Project and the Wage and Compensation
182 Study. Davis noted that Council may add or remove topics from this list as appropriate.

183 Hegland asked to add a legislative [platform](#) work session and move the Wage and
184 Compensation Recommendation to November.

185 **Motion by Hanegraaf to approve the City Council Workshop Agenda as set by Council**
186 **with the changes [suggested by Hegland](#). Seconded by Hegland.**

187 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye & Hanegraaf – Aye. Motion**
188 **carries unanimously.**

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

190 **1. City Engineer Report**

191 City Engineer Brain Bachmeier reported he has [starting-started](#) to work on the local road
192 improvement program grant for Hornsby St. His firm has a team assembled who is
193 pulling together information in anticipation of a December submission. He provided an
194 update on the DNR water appropriation permit stating that Columbus is in the final
195 queue with two other appropriation permits ahead of it. He hopes to be able to report
196 back at the next council meeting regarding that appropriation permit. The third item
197 Bachmeier reported on was completing a site plan and plat review for a development in
198 the community with the Assistant Planner.

199

200 **2. City Attorney Report**

201 City Attorney Megan Rogers had no report.

202

203 **3. Mayor and City Council Reports**

204 Councilmember Lattin reported that the Coon Creek Watershed District met on
205 Monday, 9/24/2025, with nothing major to report beyond notice of a retirement. A Fall
206 Fest update was already provided earlier, and she reported meeting with residents who
207 presented at the Planning Commission about an issue they're having related to
208 requesting a [subdivision](#) variance for lot width. Councilmember Wendell had no report.
209 Councilmember Hegland reported that the Rice Creek Watershed District had approved
210 [their budget with](#) a 0% levy increase. Mayor Hanegraaf reported that 10 Seniors
211 attended the first day back at the Senior Center today and that MN Veterinary
212 Neurology Clinic will open Monday Sept 29, 2025. [Their ribbon cutting ceremony is](#)
213 [October 2 at 3:20 pm.](#)

214

215 **4. EDA Report**

216 No Report

217

218 **5. Parks Board Report**

219 The Parks Board met on September 16, 2025, and color recommendations for the
220 tennis/ pickleball court project [was green on the outer areas of the court and pale blue](#)

221 on the inner. A Parks Master Plan update was provided and an overview of the 2026
222 budget was discussed.

223

224 **6. Personnel Committee Report**

225 Councilmember Hegland reported that the City has ~~an opening~~ posted for the Deputy
226 City Clerk position.

227

228 **7. Planning Commission Report**

229 No Report

230

231 **8. Public Works Report**

232 Davis reported that Darwin Smith and Dave Rybeck reached out to the city and thanked
233 the council for the help provided in getting the Pine Street culvert lowered. Smith said
234 he had seen a three-foot drop-in water level around his property.

235

236 **9. City Administrator Report**

237 No Report

238 **E. CITY COUNCIL MINUTES**

239

240 **1.** The July 9, 2025, Regular Meeting Minutes with edits and corrections were
241 presented for Council consideration, discussion or approval.

242 **Motion by Hegland to approve the July 9, 2025, Regular City Council Minutes as**
243 **presented with amendments. Seconded by Lattin.**

244

245 **Roll Call Vote: Lattin – Aye, Wendell – Nay, Hegland – Aye & Hanegraaf – Aye. Motion**
246 **carries by a 3-1 vote.**

247 Councilmember Wendell did not provide a reason for his Nay vote.

248 **2.** The August 27, 2025, Regular Meeting Minutes with edits and corrections were
249 presented for Council consideration, discussion or approval.

250 **Motion by Wendell to approve the August 27, 2025, Regular City Council Meeting**
251 **Minutes as presented with amendments. Seconded by Lattin.**

252

253 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Abstain & Hanegraaf – Aye.**
254 **Motion carries by a 3 -1 vote.**

255 Councilmember Hegland said her reason for abstaining was that she had not had time to
256 review the August 27, 2025, meeting minutes.

7

City Council Meeting
9/24/2025

257 3. The August 27, 2025, Special Meeting Minutes with edits and corrections were
258 presented for Council consideration, discussion or approval.

259 **Motion by Wendell to approve the August 27, 2025, Special City Council Meeting**
260 **Minutes as presented with amendments. Seconded by Lattin.**

261 Councilmember Hegland said her reason for abstaining was that she had not had time to
262 review the August 27, 2025, Special Meeting minutes.

263

264 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Abstain & Hanegraaf – Aye.**
265 **Motion carries by a 3 – 1 vote.**

266 4. The September 10, 2025, Regular Meeting Minutes with edits and corrections
267 were presented for Council consideration, discussion or approval.

268 **Motion by Hegland to approve the September 10, 2025, Regular City Council Minutes**
269 **as amended. Seconded by Hanegraaf.**

270

271 **Roll Call Vote: Lattin – Abstain, Wendell – Nay, Hegland – Aye & Hanegraaf – Aye.**
272 **Motion carries by a 2-1-1 vote.**

273 Councilmember Lattin said her reason for abstaining was that she had not had time
274 to review the September 10, 2025, meeting minutes.

275 Councilmember Wendell stated that he has a hard time agreeing with the meeting
276 minutes as the additions go beyond correcting minor ~~smelling~~-spelling and grammar
277 errors. He added that he is concerned when a significant amount of content is added
278 that he's not confident that the minutes are reflective of what was actually said
279 during the meeting.

280 **F. ANNOUNCEMENTS & REMINDERS**

- 281 ▶ Potomac Street Reconstruction Project, September 25, 2025; 5–7 PM
- 282 ▶ Fire Board Meeting, September 25, 2025; 6 PM – Forest Lake Fire Department
- 283 ▶ Joint Council / Planning Commission Meeting, October 1, 2025; 6 PM
- 284 ▶ City Council Work Meeting, October 7, 2025; 5:30 PM
- 285 ▶ City Council Regular Meeting, October 8, 2025; 6 PM
- 286 ▶ EDA Special Meeting, October 14, 2025; 4 PM
- 287

288 **G. ADJOURNMENT**

289 **Motion by Wendel to adjourn. Seconded by Lattin.**

290

291 **Roll Call Vote: Lattin – Aye, Wendell – Aye, Hegland – Aye & Hanegraaf – Aye. Motion**
292 **carries unanimously.**

293 Meeting adjourned at 7:57 pm.

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

295 **Disclaimer:**

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

DRAFT