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**COLUMBIA PREPARES ADVISORY COMMITTEE MEETING AGENDA  
WEDNESDAY, AUGUST 20, 2025**

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The Columbia Prepares Advisory Committee will conduct a meeting on Wednesday, August 20, 2025 at 3:00 p.m. using Video Conferencing Technology, Please contact the Community Development Department at (803) 545-3373 if you have questions regarding the meeting.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

1. August 14, 2024 and January 22, 2025 Columbia Prepares Advisory Committee Meeting Minutes

**COMMITTEE DISCUSSION**

2. Community Development Block Grant Mitigation Funds
3. Project Activities Update
4. Budget Summary, Project Timeline, and Activities Update

**QUESTIONS**

**ADJOURNMENT**



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**MEETING DATE:** August 20, 2025

**DEPARTMENT:** City Clerk

**FROM:** *Erika Hammond, City Clerk*

**SUBJECT:** Approval of August 14, 2024 and January 22, 2025  
Columbia Prepares Advisory Committee Meeting  
Minutes

**FUNDING SOURCE &  
ORIGINAL BUDGET:**

**ATTACHMENTS:**

- CPAC\_MN\_081424 (DOCX)
- CPAC\_MN\_012225 (DOCX)



## COLUMBIA PREPARES ADVISORY COMMITTEE MEETING MINUTES WEDNESDAY, AUGUST 14, 2024

### **CALL TO ORDER**

The Columbia Prepares Advisory Committee conducted a meeting on Wednesday, August 14, 2024 using videoconferencing technology. Mr. Ralph McCarthy, Chair called the meeting to order at 3:00 p.m. and the following members were present:

Attendee Name	Title	Status	Arrived
Amy Husmann		Present	
J. Scott Jaillette		Present	
Ralph McCarthy		Present	
William Baker		Present	
Claudia McMillan		Present	

1. Welcome and Call to Order - Ms. Felicia Kilgore, Director

Ms. Felicia Kilgore, Community Development Director welcomed everyone to the meeting.

### **COMMITTEE DISCUSSION**

2. Approval of Agenda

Upon a motion made by Amy Husmann and seconded by Ralph McCarthy, committee members voted unanimously to approve the agenda.

3. Approval of March 6, 2024 Columbia Prepares Advisory Committee Meeting Minutes - Deferred
4. Introduction of City Staff Members

There were introductions from City staff.

5. Introduction of Advisory Committee Members

There were introductions from committee members.



## **COLUMBIA PREPARES ADVISORY COMMITTEE MEETING MINUTES WEDNESDAY, AUGUST 14, 2024**

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### 6. Status Update Community Development Block Grant – Mitigation Program

The City of Columbia Community Development Department received \$18 Million from HUD to rectify issues that occurred during the 2015 flood. These dollars will be allocated for the City of Columbia Canal Head Gates, Fleet Services generator, and constructing a fire station in Olympia. There have been adjustments to the budget for each project since the last meeting. These budget changes require an amendment to the action plan. The City was awarded the funds in 2020. We must expend 50% of the funds within six years and 100% within 12 years.

### 7. Program Activities Update

We are currently working on the design of the Olympia Fire Station with the engineers. Construction should be complete at the end of 2026. We are hoping to have an initiation of procurement for the head gates by November 2024. This project is still in the environmental assessment phase. The generator for the Fleet Services Division will be a permanent fixture and will provide power during a disaster. The generator will be delivered by March 2025.

### 8. Budget Set-Asides Update

The budgets for the Olympia Fire Station and Fleet Services generator have been increased. The budget for the Canal Head Gates and Lock Repair has been decreased. With the budget changes, 92% of the budget is remaining.

### 9. Questions

There was discussion about the decreased budget for the Head Gates project; penalties for not expending funds within the required time period; operational and maintenance funds for the projects; and installation of the generator.

## **ADJOURNMENT**

The meeting was adjourned at 3:35 p.m.

Respectfully submitted:

Scott Hirt  
Administrative Coordinator / Community Development Department



**COLUMBIA PREPARES ADVISORY COMMITTEE MEETING MINUTES  
WEDNESDAY, JANUARY 22, 2025**

**CALL TO ORDER**

The Columbia Prepares Advisory Committee conducted a meeting on Wednesday, January 22, 2025 using videoconferencing technology. Mr. Ralph McCarthy, Chair called the meeting to order at 3:00 p.m. and the following members were present:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Ralph McCarthy	Chair	Absent	
Amy Husmann	Vice Chair	Present	
William Baker		Absent	
J. Scott Jaillette		Present	
Claudia McMillan		Present	

1. Welcome and Call to Order - Ms. Felicia Kilgore, Director

Ms. Felicia Kilgore, Community Development Director welcomed everyone to the meeting.

**COMMITTEE DISCUSSION**

2. Approval of Agenda

Upon a motion made by Amy Husmann and seconded by \_\_\_\_\_, committee members voted unanimously to approve the agenda.

3. Approval of March 6, 2024 Columbia Prepares Advisory Committee Meeting Minutes - Deferred
4. Introduction of City Staff Members

There were introductions from City staff.

5. Introduction of Advisory Committee Members

There were introductions from committee members.

Attachment: CPAC\_MN\_012225 (10350 : Approval of January 22 Columbia Prepares Advisory Committee Meeting Minutes)



## **COLUMBIA PREPARES ADVISORY COMMITTEE MEETING MINUTES WEDNESDAY, JANUARY 22, 2025**

### 6. Status Update Community Development Block Grant – Mitigation Program

The program deadline to disperse the \$18 million provided by HUD is June 20, 2032. The mission of the grant is to increase resilience to disasters and reduce or eliminate long-term risks to loss of life and damage to property. The last allocation adjustment was made in July 2024.

### 7. Program Activities Update

The architecture design for the Olympia Fire Station has been completed and we are ready to receive construction bids. Overall completion is expected by the end of 2026. The Canal Head Gates project was awarded to Ruby-Collins Inc. and the pre-construction meeting was scheduled for January 2025. The Army Corp. of Engineers permit for construction is about two months out. The generator for Fleet Services has already been installed and it is expected to be running in the next few weeks. We are ahead of schedule.

### 8. Budget Set-Asides Update

- \$151,000 was added to the budget for the completion of the generator
- \$2,594,456 was reduced from the Canal Head Gates project
- \$2,443,456 was added for the Olympia Fire Station

It was noted that additional funds could be used for the Canal Head Gates, but not the Olympia Fire Station.

### 9. Questions

The Columbia Prepares Advisory Committee is required to meet every six months. The committee receives monthly updates from the Community Development Department. The next meeting will be held in July or August.

## **ADJOURNMENT**

The meeting was adjourned at 3:25 p.m.

Respectfully submitted:

Scott Hirt  
Administrative Coordinator / Community Development Department



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**MEETING DATE:** August 20, 2025

**DEPARTMENT:** City Clerk

**FROM:** *Erika Hammond, City Clerk*

**SUBJECT:** What are Community Development Block Grant Mitigation Funds?

**FUNDING SOURCE & ORIGINAL BUDGET:**



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**MEETING DATE:** August 20, 2025

**DEPARTMENT:** City Clerk

**FROM:** *Erika Hammond, City Clerk*

**SUBJECT:** Project Activities Status Update

**FUNDING SOURCE &  
ORIGINAL BUDGET:**



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**MEETING DATE:** August 20, 2025

**DEPARTMENT:** City Clerk

**FROM:** *Erika Hammond, City Clerk*

**SUBJECT:** Budget Summary, Project Timeline, and Activities Update

**FUNDING SOURCE & ORIGINAL BUDGET:**