



CITY COUNCIL AGENDA

Tuesday, April 17, 2012

7:00 p.m.

**Coon Rapids City Center
Council Chambers**

Open Mic/Public Comment

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Consent Agenda

1. Cons. Resolution 12-54 Approving an Amendment to the Minnesota Investment Fund Grant Agreement for Biovest International, Inc.
2. Approve Class A Off-Sale Liquor License for TL Coon Rapids, Inc. d/b/a Team Liquor Wine & Spirits, 1921 Coon Rapids Boulevard

Reports on Previous Open Mic

3. Open Mic Report, Scott Nellis, 10320 Grouse Street NW
4. Open Mic Report, Joseph Michnowski, 11514 Eidelweiss Street NW, re: Condition of Streets

Bid Openings and Contract Awards

5. Cons. Accepting Bid and Awarding Contract for Street Repairs, Large Bituminous Patching and Mill/Overlay, Project 12-13
6. Cons. Resolution Accepting Bid and Awarding Contract for Construction of Vehicle Storage Facility at City Hall, Project 11-28

New Business

7. Street Reconstruction, Collector Streets, Project 12-2:
 - a. Cons. Resolution Approving Plans and Ordering Ad for Bids
 - b. Cons. Resolution 12-55 Relating to Parking Restrictions on 124th Avenue NW
 - c. Cons. Resolution 12-56 Relating to Parking Restrictions on Northdale Boulevard
8. Street Reconstruction, Collector Streets, Project 12-3:
 - a. Cons. Resolution Approving Plans and Ordering Ad for Bids
 - b. Cons. Resolution 12-57 Relating to Parking Restrictions on 99th Avenue NW
 - c. Cons. Resolution 12-58 Relating to Parking Restrictions on Hanson Boulevard

9. Cons. Resolution 12-60 Establishing Water Rates
10. Cons. Resolution 12-59 Establishing Sewer Rates
11. Cons. Resolution 12-53 Authorizing Transfer of Funds
12. Cons. Resolution 12-52 Reallocating the 2011 General Fund Budget and Amending the 2011 and 2012 Budgets

Other Business

Adjourn



City Council Regular

Meeting Date: 04/17/2012

SUBJECT: Approval of Minutes from Previous Meetings

Attachments

4-3-12 Council Minutes

4-10-12 LBAE Minutes

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF APRIL 3, 2012

OPEN MIC/PUBLIC COMMENT

Scott Nellis, 10320 Grouse Street NW, submitted multiple questions with regard to the July 20, 2010, Code change for Section 6-500, Non-Domestic Animals.

Jerry Pierce, 12236 Partridge Street NW, requested the City Attorney cite one lawsuit that has resulted over Open Mic. He said he was not satisfied with the last Open Mic response re: ADA doors and Clubhouse. He said his request for a debate challenge was not responded to and requested plans for the police garage. Mr. Pierce referred to Amcon's demolition equipment and requested the Building Official cite what type of building the Clubhouse was that would not require ADA doors. He also referred to the need to redo concrete at one of the fire stations.

Joseph Michnowski, 11514 Eidelweiss Street NW, shared his concerns about the need for the streets in his neighborhood to be reconstructed as the current schedule of three to five years is not acceptable.

CALL TO ORDER

The first regular meeting of the Coon Rapids City Council for the month of April was called to order by Mayor Tim Howe at 7:00 p.m. on Tuesday, April 3, 2012, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Howe led the Council in the Pledge of Allegiance.

ROLL CALL

Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Melissa Larson, Paul Johnson, Jerry Koch, Bruce Sanders and Scott Schulte

Members Absent: None

ADOPT AGENDA

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT THE AGENDA AMENDING ITEM 22. THE MOTION PASSED UNANIMOUSLY.

PROCLAMATIONS/PRESENTATIONS

1. **COMMUNITY SCHOLARSHIP MONTH**

Mayor Howe indicated the Council is asked to proclaim April as Community Scholarship Month for the Coon Rapids Community Scholarship Association. He read the proclamation in full for the record.

The Coon Rapids Community Scholarship Association (CRCSA) is a 501c3 association that provides scholarships for students graduating from Coon Rapids High School. Nick Braschayko, Coon Rapids Community Scholarship Association, was present to share information on the CRCSA and to accept the Proclamation. He stated over \$2.5 million has been given out to local students over the past 40 years.

2. **ALLINA MEDICAL TRANSPORTATION PRESENTATION**

Fire Chief Piper recognized several members of the Fire Department for their life saving actions on February 17, 2012. He explained that Mary Rosemark was given a second chance at life after experiencing a seizure at her home. The Police and Fire Department were dispatched to the Rosemark home, along with Allina Medial Transportation. CPR was started by Dan Rosemark, Mary's husband, and continued by emergency personnel upon arrival. The patient received CPR and a defibrillation shock before being transported to Mercy Medical Center and later to Abbott Northwestern Hospital. After twelve days, Mary was fully alert and responsive. Due to the severity of Ms. Rosemark's pulmonary embolism, she had a 1% chance of survival. He thanked all involved in this case for administering the proper, timely and necessary care, which allowed Ms. Rosemark's life to be spared.

Dr. Charles Lick, Allina Heart Safe, indicated sudden cardiac arrest was a growing concern in America. He stated the survival rate of these events was roughly 5%. He explained the Take Heart America Program has been assisting with patient care and resuscitation. He stated that Mary Rosemark was here today because of the early care taken by her husband Dan through CPR and for calling 911 for emergency responders. The dispatch center offered proper CPR techniques which was also an important piece to the puzzle. Dr. Lick was pleased to see the dispatchers, emergency responders and hospital workers come together in a positive manner for this case. Dr. Lick invited Dan and Mary Rosemark to the podium.

Dan Rosemark stated he did not know how to properly thank all those involved in saving his wife's life. He stated the expertise of the emergency responders in this community should not be taken for granted.

Mary Rosemark stated she too was so thankful for all of the efforts taken on her behalf.

Katie Kuenzi, Heart Safe Communities Supervisor, indicated the Heart Safe program would like to honor those involved in this case.

Ms. Rosemark presented Paramedics Christina Everson and Patricia Montoya-Neslon; Allina Dispatchers Kelly Ryan and Drew Boxrud; Police Officers Jason Luis and Pat Morris; Firefighters Greg Leciejewski, Chuck Fleury, and Jake Schulte; Anoka Central Communications staff members Jackie Thomson, Kari Morrissy, and Kyle Blum with a Life Saver Certificate and pin. A round of applause was offered by all present.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

3. MARCH 20, 2012, WORK SESSION
 MARCH 20, 2012, REGULAR MEETING
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MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER SANDERS, FOR APPROVAL OF THE MINUTES OF THE MARCH 20, 2012, WORK SESSION MEETING. THE MOTION PASSED 5-0-2, COUNCILMEMBERS KLINT AND LARSON ABSTAINED.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER SCHULTE, FOR APPROVAL OF THE MINUTES OF THE MARCH 20, 2012, COUNCIL MEETING. THE MOTION PASSED 5-0-2, COUNCILMEMBERS KLINT AND LARSON ABSTAINED.

CONSENT AGENDA/INFORMATIONAL BUSINESS

4. CONSIDER RESOLUTION ADOPTING AN ASSESSMENT FOR SANITARY SEWER SERVICE REPAIR AT 3044-109TH LANE NW
5. AUTHORIZE FINAL PAYMENT FOR PROJECT 11-12, TURF REPAIR – CITYWIDE
6. APPROVE CONTRACT WITH SPRINGSTED, INC. FOR THE COMPLETION OF A CLASSIFICATION AND COMPENSATION STUDY
7. CONSIDER RESOLUTION 12-48 ACCEPTING THE EDWARD BRYNE JUSTICE ASSISTANCE GRANT (JAG) GRANT FROM THE US DEPARTMENT OF JUSTICE (USDOJ)
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MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER JOHNSON, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED.

Mayor Howe requested the Council’s pay be reviewed through the pay study for the Council to discuss in the future.

THE MOTION PASSED UNANIMOUSLY.

REPORTS ON PREVIOUS OPEN MIC

8. OPEN MIC REPORT – JERRY PIERCE – 12236 PARTRIDGE STREET NW – RE: THE

HANDICAP ACCESSIBILITY AT THE BUNKER HILLS CLUBHOUSE

Mayor Howe presented a memorandum from Staff to Council stating Jerry Pierce, 12236 Partridge Street, did not receive a response to his last Open Mic appearance regarding continuing concerns about the handicap accessibility at Bunker Hills. He asked who paid for the retrofitted doors, what the cost was, and why the doors were not included in the original plan.

This topic was first brought up by Mr. Lewis Peterson at the October 18, 2011, Council meeting. The report includes a memorandum from Chief Building Official Doug Whitney outlining the reasons why ADA power operators were not required by Minnesota State Building Code at this facility. The Clubhouse was retrofitted to include ADA power operated doors, and to respond to Mr. Pierce's specific questions, the total cost was \$12,060.59 and was paid from the project fund as part of the project costs.

9. **OPEN MIC REPORT – BRUCE NELSON – 2961 121ST AVENUE NW – RE: PROPERTY HOMESTEAD STATUS**

Mayor Howe presented a memorandum from Staff to Council stating Bruce Nelson, 2961 121st Avenue NW, appeared at open mic sharing concerns about his property's homestead status.

Mr. Nelson stated that while he has purchased another home with his wife on the deed, he is living at 2961 121st Avenue. He questioned the homestead status of the properties. City staff notified Anoka County. The County will follow-up with Mr. Nelson to determine which properties should be considered homesteaded and make a final determination.

PUBLIC HEARING

10. **RESIDENTIAL STREET RECONSTRUCTION, VARIOUS RESIDENTIAL STREETS, PROJECT 12-1:**
- A. **PUBLIC HEARING/ASSESSMENT HEARING, 7:00 P.M.**
 - B. **CONSIDER RESOLUTION ORDERING THE PROJECT**
 - C. **CONSIDER RESOLUTION APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS**
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A memorandum was presented from City Engineer Vierzba stating staff requests the City Council authorize reconstruction of several residential streets within the City as listed below. Council accepted the feasibility report and ordered a public hearing on February 21, 2012. Council is requested to hold the public hearing/assessment hearing, order the project, approve plans, and order advertisement for bids on April 3rd.

The City is proposing to reconstruct several streets and to assess a portion of the cost to adjacent property owners as part of the 2012 Street Reconstruction Program in accordance with the City's policy approved by Council in 1997. Council ordered preparation of a feasibility report on January 17, 2012. Council received the feasibility report on February 21, 2012. These streets were chosen for reconstruction in 2012 by the City Engineering Division based on their condition rating. The City Engineering Division completed a condition rating of all streets within the City in 2009 to allow for a planned program over the next 5 years. The 5 year plan may be modified as streets are reviewed for the following year's program. It is the intent to always have a 5 year plan available for review into the future. The City has 181 miles of residential streets to maintain. The City should continue to reconstruct five to seven miles per year to keep the street system in reasonable condition into the future. Last year the City reconstructed 6.3 miles of residential streets. This year, another 5 miles are proposed for reconstruction.

The project consists of replacement of old street signs, replacement of existing concrete curb and gutter in need of repair, and paving a new surface on streets in the following areas—

1. South Robinson Drive Area located either side of Robinson Drive and north of Egret Boulevard
2. South Egret Boulevard Area located south of Coon Rapids Boulevard near the Coon Rapids Dam Regional Park
3. Tralee Terrace Area located at Redwood Street and 98th Avenue
4. Springbrook Cove Area located south of 85th Avenue and east of East River Road

This project will affect 387 single-family lots, 38 duplex units, 37 townhome units, 130 condo units, and 10 apartment buildings. All residents were first notified by letter of this proposed project in December, 2011.

A neighborhood meeting was held at City Hall on March 21st. There were 8 residents at the meeting. There were no objections to the project. Prior to the neighborhood meeting there was one objection. One resident in the condos in the Tralee Terrace area has indicated he has a disagreement on how the assessment rates were calculated for his area. Townhome and condo assessment rates “per unit” can vary depending on the average width or front footage of the parcel. Footages are multiplied by the residential rate per foot (\$19.69) to determine a total and then divided by the number of units to determine the rate “per unit” for each association. In this case, the resident felt that the width of frontage on the cul-de-sac should be used rather than the average width of the parcel. Cul-de-sac frontages are very small compared to the width of the parcel. Using frontages on cul-de-sacs would result in an unfair assessment compared to “normal” shaped parcels. Staff's method of determining assessments for this 54-unit condo site will result in an assessment of \$280.76 per unit, which would be assessed over a 3-year period at 2.0% interest rate. Assessment rate for a normal single-family home is \$1,575 that would be assessed over a 10-year period at 3.1%.

It is proposed to get bids on this project as soon as possible so that work can begin by late-May and hopefully be completed by mid-September. Council is requested to approve plans and order ad for bids at this time.

Councilmember Koch questioned if cracked pavement deteriorated quickly. City Engineer Vierzba stated this was the case as the cracks allowed water to seep through and leads to potholes and further degradation of the roadway.

Councilmember Sanders clarified staff selected areas of the City for reconstruction based on the overall condition of the neighborhood. He stated it is too costly to move from street to street for reconstruction.

Mayor Howe noted the City charged an even amount for all residential properties and commercial properties were charged on a per foot basis for street frontage. He said he was pleased with the manner in which the City completed its street reconstruction projects in comparison to the City of Edina or the City of Anoka.

Councilmember Johnson stated five miles of streets would be completed in the City this year. He explained these five miles would cost approximately \$2 million. He indicated five to seven miles or roadways were completed each year.

Mayor Howe opened the public hearing at 7:41 p.m.

Robert Brimmer, 810 98th Street NW, #101, prepared a written statement and provided it to City staff. He disputed his assessment and stated he would take his dispute to district court if necessary. Mr. Brimmer said did not feel 98th Street NW was in need of reconstruction. He reviewed a new rate for assessing properties.

Mayor Howe closed the public hearing at 7:46 p.m.

MOTION BY COUNCILMEMBER LARSON, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT RESOLUTION NO. 12-1(6A) ORDERING THE PROJECT; AND ADOPT RESOLUTION NO. 12-1(8) APPROVING PLANS AND ORDERING AD FOR BIDS. THE MOTION PASSED UNANIMOUSLY.

11. PUBLIC HEARING FOR STORM WATER POLLUTION PREVENTION PROGRAM

City Engineer Vierzba presented a memorandum to Council stating according to the requirements of the National Pollution Discharge Elimination System (NPDES) Phase II permit, the City is required to implement a Storm Water Pollution Prevention Plan. The plan establishes annual goals and objectives for the City to meet the requirements of the permit. One requirement is to have an annual public hearing to review the progress made on permit activities during the past year. The last annual public hearing was held on April 5, 2011 based on a deadline of June 30, 2011. This public hearing requirement has a deadline of June 30, 2012. Council is requested to hold a public hearing on April 3rd.

In August, 2009, the PCA conducted an audit of the City's Storm Water program. Coon Rapids was the first large City to be audited by PCA. The audit went well and recommendations from the PCA regarding ordinance modifications and procedures have been implemented.

As part of the City's approved NPDES – Phase II Storm Water Pollution Prevention Plan (SWPPP), an annual public hearing on the plan is required. The SWPPP includes Best Management Practices which detail the actions the City will take to meet the requirements of the permit. One item was recently added to the City's SWPPP in regard to the City's Non-degradation plan. The SWPPP now includes a provision for continued monitoring of existing pond areas for infiltration rates and water quality as well as requiring infiltration of storm water for new and redevelopment sites that disturb over one acre of land. We are also required to file an annual report to aid in the review of our annual compliance. The following is a summary of requirements of the SWPPP which the City has been addressing. These include a brief description of each required activity and comments on the City's progress in meeting each objective.

1. Provide public education on the City's Storm Water Pollution Prevention Plan in the City newsletter: In 2011, three articles were included in the City's newsletter providing homeowners with information on storm water quality and how homeowners can help improve water quality. There was also an article in the Community Resource Guide regarding what homeowners can do to improve water quality. The City web site also includes an article.
2. Training for City employees on erosion control and storm water treatment: Two Public Works people attended training on road salt application in 2011.
3. Set up a separate page in the City's website providing public information on the SWPPP: The website was set up in 2004 and contains information regarding the SWPPP. In 2006, the entire SWPPP was included on the City's website.
4. Hold a public meeting on the City's Storm Water Pollution Prevention Program: The annual public hearing is scheduled for April 3rd.
5. Adopt Storm Water Management Plan and Wetland Management Plan: In 2004, the City successfully completed the adoption of both the City's Storm Water Management Plan and the Wetland Management Plan. Both documents were approved by the Board of Water and Soils Resources. The plan identifies Best Management Practices for the City's storm water system.
6. Develop illicit discharge ordinance: City Code, Chapter 13-1400, refers to illicit discharges. In 2010, City Council adopted this new ordinance regarding illicit discharges as requested by the PCA in their audit report in 2009.
7. Provide information on recycling option: In the City's Community Resources Guide, articles appeared in 2011 describing various recycling programs available to City residents. The City

also mailed out a “Recycling Review” newsletter and placed articles in the Coon Rapids Herald and in Coon Rapids High School programs.

8. Update map identifying all ponds, lakes, streams, storm sewer pipes, and conveyance systems and outfalls leaving the City: The maps have been updated in 2011 as required as part of the City’s Storm Water Management Plan.
9. Review and update the City’s erosion control ordinance as necessary: The ordinance was reviewed as part of the Storm Water Management Plan in 2004. In 2010, the City Council adopted an ordinance with modifications to the original ordinance as requested by the PCA.
10. Provide staff training on soil erosion and review components of Storm Water Pollution Prevention Plan with staff: Four Public Works employees attended storm water maintenance training in 2011. Two public works employees attended a workshop in Chanhassan on road salt application. Four public works employees attended a workshop on snow and ice control-material application.
11. Review current construction site inspection and enforcement programs and revise as necessary to reduce pollutant discharge: The City has used WSB & Associates, Inc. to inspect construction sites for erosion control and keep the contractor informed of compliance/non-compliance with requirements. The PCA was pleased with this process which was reviewed as part of the 2009 audit. Contractors are required to obtain a permit from the PCA prior to construction that disturbs over one acre.
12. The City will inspect 20% of the storm water outfalls and sediment basins and ponds each year: City inspected approximately 20% of our outfalls and ponds in 2011 as required. This included 70 outfalls.
13. The City will train staff in Best Management Practices in handling equipment and hazardous materials: The City’s Safety Coordinator conducted training on handling hazardous material in 2011 for all Public Works personnel.
14. The City will review and if necessary revise its current practices in use of fertilizer and herbicide application, mowing discharge and grass clipping collection, mulching and compost: This activity was completed by Parks Supervisor, Gregg Engle in 2004 and continued in 2011.
15. The City will review its salt application policies and practices, calibrate equipment, and inspect vehicles as necessary to minimize pollution: In 2011, staff installed a scale on the loader for monitoring deicing salt use and calibrated all the sanders on the plow trucks.

- 16. We will sweep streets twice annually: Streets were swept three times in 2011. Material picked up included 1,200 cubic yards in the spring, 320 cubic yards in the summer, and 6,230 cubic yards in the fall.
- 17. The City will evaluate its Public Works Maintenance Facility and apply for a general industrial activity permit under the NPDES requirements: This activity was completed in 2004 and reviewed in 2011 for compliance. No modifications are needed.
- 18. The City will inspect and repair components of the storm water system needing maintenance including manholes, catch basins, ditches and sewer mains: During 2011, the City inspected 13 sump structures and repaired 24 catch basins, cleaned 4,740 feet of storm drain pipe, and removed 5 cubic yards of dirt/debris. A length of 1,540 feet of open ditch was cleaned and 1,500 cubic yards of debris was removed.
- 19. The City will prepare and implement a capital improvement program for the storm water system: In 2011, several projects were completed including adding new pipe and rebuilding catch basins in street reconstruction areas to provide better drainage. Several catch basin inlets were replaced, providing increased capacity to better drain the streets.

It is recommended that City Council conduct the annual public hearing, taking citizen input on the Storm Water Pollution Prevention Program.

Mayor Howe opened and closed the public hearing at 7:49 p.m. since no one appeared to address the Council.

BID OPENINGS AND CONTRACT AWARDS

12. **CONSIDER RESOLUTION AWARDING CONTRACT FOR THE RECONSTRUCTION OF SANITARY SEWER LIFT STATION NO. 1, PROJECT 12-7**

Public Services Director Gatlin presented a memorandum to the Council stating bids for reconstruction of Sanitary Sewer Lift Station No. 1 were received on March 16, 2012. Council is requested to award a contract at this time.

As part of our ongoing capital improvement program, Sanitary Sewer Lift Station No. 1 is planned for replacement in 2012. Our consulting engineer, SEH, prepared plans for this project. Council approved plans and ordered advertisement for bids on February 21, 2012. Bids received on March 16, 2012 are as follows:

Northdale Construction	\$383,992.39
Geislinger and Sons	\$387,640.50
Lametti and Sons	\$393,900.00

Penn Contracting, Inc.	\$394,205.00
Minger Construction, Inc.	\$420,497.90
Magney Construction, Inc.	\$575,406.00
Engineer's Estimate	\$393,874.00

The low bidder, Northdale Construction, has completed contracts with the City in the past and has done a good job. A letter of recommendation for award of a contract from SEH, Inc. has been submitted to the City. After review by City staff and our consultant, it is recommended that the contract for replacement of Lift Station No. 1 be awarded to Northdale Construction. If Council awards a contract at their April 3, 2012 meeting, work could begin late April and be completed in October of 2012.

Councilmember Sanders said he was pleased the low bid came in \$10,000 under the engineers estimate.

Councilmember Klint stated the budget impact statement shows a \$150,000 difference between the amount budgeted for 2012 and the amount that would be spent. She questioned what would be done with these funds. Public Services Director Gatlin indicated staff selected a different Lift Station to complete than was originally budgeted for. The remaining \$150,000 would remain in the Sanitary Sewer Fund for future expenses.

MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT RESOLUTION NO. 12-7(9) AWARDED A CONTRACT TO NORTHDAL CONSTRUCTION IN THE AMOUNT OF \$383,992.39 FOR RECONSTRUCTION OF SANITARY SEWER LIFT STATION NO. 1. THE MOTION PASSED UNANIMOUSLY.

- 13. 2012 STREET MAINTENANCE PROGRAM, PROJECT 12-5:
 - A. CONSIDER RESOLUTION AWARDED CONTRACT FOR BITUMINOUS SEALCOATING
 - B. CONSIDER RESOLUTION AWARDED CONTRACT FOR TRAFFIC MARKINGS
 - C. CONSIDER RESOLUTION AWARDED CONTRACT FOR SEASONAL STREET SWEEPING
 - D. CONSIDER RESOLUTION AWARDED CONTRACT FOR CRACK SEALING
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Public Services Director Gatlin presented a memorandum to Council stating on March 2, 2012, bids were received for various materials and services to be provided under the Regional Street Maintenance Joint Powers Agreement. Items included in this bid were sealcoating, traffic markings, street sweeping, and crack sealing. Cities participating in the Regional Joint Powers Agreement project include Andover, Brooklyn Center, Columbia Heights, Coon Rapids, East Bethel, Fridley, Ham Lake, and Mahtomedi. Consideration for award of bids is appropriate by the City Council at this time.

In accordance with Council direction, bids were received for various street maintenance materials and services on March 2, 2012. It is necessary at this time for Council to consider award of bids for these services. We received three bids for sealcoating, three bids for traffic markings, two bids for street sweeping, and three bids for crack sealing.

The Joint Powers Agreement stipulates that each city must provide written concurrence with the award of bids 20 days after notice of receipt of bids. We have received concurrence from all participating cities as required. The following is an analysis regarding each of the items separately.

Sealcoating

Sealcoating was bid on a volume basis for oil and on area basis for rock with the base bid being regular asphalt emulsion sealcoat oil and trap rock cover aggregate. As an alternate, a bid was required from the contractors to provide granite. The bid proposal was structured such that the contract would be awarded for all trap rock or all granite aggregate. The low bid was received from Allied Blacktop Company. Bids received are as follows:

Contractor	Base Bid	Alternate
Allied Blacktop Company	\$1,439,133.92	\$1,304,392.88
Pearson Bros.	\$1,440,093.10	\$1,372,722.58
Astech Corp.	\$1,517,634.04	\$1,392,517.36

For comparison purposes, last year's low bid for sealcoating included the low bid price from Allied Blacktop of \$2.00/gallon for sealcoat oil and \$0.58/SY for FA-2 granite aggregate. This year's bid from Allied Blacktop is \$2.25/gallon for oil and \$0.68/SY for FA-2 granite aggregate. This year's bid price is 12% higher than last year's price for oil and 17% higher for aggregate. When the price for oil and rock are considered together, the overall price for seal coat application will be about 15% higher than last year.

The engineer's estimate for the sealcoat portion of the contract was \$1,200,000 for the base bid of trap rock aggregate. The low bid from Allied Blacktop Company was approximately 6% over the engineer's estimate. The higher bid prices are due to higher costs for bituminous material and much higher costs for fuel this year. The City has contracted with Allied Blacktop for sealcoating in previous years and has performed well.

Again this year staff will be using a polymer additive to sealcoat oil and different cover aggregate in high traffic areas including cul-de-sacs and higher volume collector streets. We have seen through our experience that this application has minimized scuffing and bleeding of sealcoat material. The use of these materials has also increased the cost of the total program slightly.

Traffic Markings

The low bid was submitted by AAA Striping Service in the amount of \$168,086.72. Our estimate for this portion of the work was \$150,000. The low bid of \$168,086.72 is 7% below our estimate. AAA Striping Service has done work for the City in the past and has done a good job. Bids received are as follows:

Contractor	Bid
AAA Striping Service	\$168,086.72
Traffic Marking Service	\$185,346.16
Highway Technologies	\$216,208.72

Street Sweeping

Street sweeping was bid on an hourly rental basis. The bid proposal was broken down into separate spring and fall sweeping because of the different nature of materials picked up in the spring and fall. The bids are as follows:

Contractor	Spring Sweeping	Fall Sweeping	Total
Pearson Bros.	\$22,500.00	\$27,740.00	\$50,240.00
Allied Blacktop company	\$22,950.00	\$29,070.00	\$52,020.00

The low bid for seasonal sweeping was submitted by Pearson Bros. The hourly rate for spring sweeping is \$75.00/hour and fall sweeping is \$73.00/hour. Last year's prices were \$74.00/hour for both spring and fall sweeping. Pearson Bros. was awarded the sweeping contract in previous years and did a good job.

Crack Sealing

Crack sealing was bid on a lineal foot basis. The bids are as follows:

Contractor	Bid
American Pavement Solutions	\$124,768.56
Allied Blacktop Company	\$142,592.64
Astech Corp.	\$182,696.82

The low bid for crack sealing was submitted by American Pavement Solutions. The engineer's estimate for this portion of the work was \$120,000. The bid submitted by American Pavement Solutions in the amount of \$124,768.56 is approximately 4% above the engineer's estimate. They completed crack sealing in 2011 and performed well.

Mayor Howe questioned if the seasonal assistance for street sweeping was necessary. Public Services Director Gatlin explained seasonal assistance was necessary in the spring and fall to complete street sweeping in the City.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER SCHULTE, TO ADOPT RESOLUTION NO. 12-5(9A) AWARDED A CONTRACT TO ALLIED BLACKTOP COMPANY FOR BITUMINOUS SEALCOATING IN THE AMOUNT OF \$1,439,133.92; ADOPT RESOLUTION NO. 12-5(9B) AWARDED A CONTRACT TO AAA STRIPING SERVICES FOR TRAFFIC MARKINGS IN THE AMOUNT OF \$168,086.72; ADOPT RESOLUTION NO. 12-5(9C) AWARDED A CONTRACT TO PEARSON BROS. FOR SEASONAL STREET SWEEPING IN THE AMOUNT OF \$50,240.00; AND, ADOPT RESOLUTION NO. 12-5(9D) AWARDED A CONTRACT TO AMERICAN PAVEMENT SOLUTIONS FOR CRACK SEALING IN THE AMOUNT OF \$124,768.56.

Councilmember Schulte noticed the expenses were approximately 15% higher than in years past. He questioned if this was budgeted for 2012. City Manager Fulton stated increased fuel expenses were anticipated for this year. He stated the budget could be adjusted if necessary.

THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

14. CONSIDER RESOLUTION ORDERING PROJECT, COLLECTOR STREET RECONSTRUCTION, PROJECT 12-2

City Engineer Vierzba presented a memorandum to Council stating the City is proposing street reconstruction on three collector streets in 2012 under this project. Council held the public hearing/assessment hearing on March 20th. Council is requested to adopt a resolution ordering the project.

There are 2.2 miles of streets proposed for reconstruction under this project as follows.

1. 119th Avenue --Blackfoot Street to Jonquil Street
2. Northdale Boulevard --west of Crooked Lake Boulevard to 124th Avenue
3. 124th Avenue --west of Northdale Boulevard, a 600-foot length

Council held the public hearing/assessment hearing on March 20th. No one spoke at the public hearing. A super majority vote (6) is needed to order this project because it is a non-petitioned project. Only five members of Council were present on March 20th so Council postponed action on the resolution ordering the project until April 3rd.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 12-2(6A) ORDERING THE PROJECT. THE MOTION PASSED UNANIMOUSLY.

15. CONSIDER RESOLUTION ORDERING PROJECT, COLLECTOR STREET RECONSTRUCTION, PROJECT 12-3

City Engineer Vierzba presented a memorandum to Council stating the City is proposing street reconstruction on five collector streets in 2012 under this project. Council held the public hearing/assessment hearing on March 20th. Council is requested to adopt the resolution ordering the project.

There are 2.0 miles of streets proposed for reconstruction under this project as follows.

1. Hanson Boulevard –south of Mississippi Boulevard to 99th Avenue
2. 99th Avenue --east of Hanson Boulevard to Egret Boulevard
3. Egret Boulevard –north of 99th Avenue to frontage road
4. 99th Avenue --west of Foley Boulevard to Coon Rapids Boulevard Extension
5. Springbrook Drive –south of Holly Street, (a length of 0.21 mile)

Council held the public hearing/assessment hearing on March 20, 2012. One person spoke at the hearing regarding traffic/parking on Egret Boulevard. No one objected to the project. A super majority vote (6) is needed to order this project because it is a non-petitioned project. Only five members of Council were present on March 20th so Council postponed action on the resolution ordering the project until April 3rd.

MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER LARSON, TO ADOPT RESOLUTION NO. 12-3(6A) ORDERING THE PROJECT. THE MOTION PASSED UNANIMOUSLY.

16. CONSIDER RESOLUTION ORDERING PROJECT, COLLECTOR STREET RECONSTRUCTION, PROJECT 12-4

City Engineer Vierzba presented a memorandum to the Council stating the City is proposing to work with the City of Andover on street reconstruction on 133rd Avenue, a collector street, in 2012. This one mile long street is a border street with the City of Andover. Council held the public hearing/assessment hearing on March 20, 2012. Council is requested to adopt a resolution ordering the project.

The City of Andover and the City of Coon Rapids are proposing to reconstruct 133rd Avenue from Coon Creek Boulevard to Hanson Boulevard. Andover will handle the construction contract with each City paying half of the cost. Council held the public hearing/assessment hearing on March 20,

2012. No one objected to the project. A super majority vote (6) is needed to order this project because it is a non-petitioned project. Only 5 members of Council were present on March 20th so Council postponed action until April 3rd.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 12-4(6A) ORDERING THE PROJECT. THE MOTION PASSED UNANIMOUSLY.

17. CONSIDER ADOPTION OF AN ORDINANCE RESTRICTING PARKING ON BOTH SIDES OF QUINCE STREET AND 105TH AVENUE BETWEEN 104TH LANE AND PALM STREET NW

Public Services Director Gatlin presented a memorandum to the Council stating the City received a request for parking restrictions on Quince Street and 105th Avenue between 104th Lane and Palm Street. Council introduced an ordinance restricting parking in this location on March 20, 2012. Council is now requested to adopt the ordinance to implement the parking restrictions.

A resident contacted the City regarding vehicles parked along Quince Street and 105th Avenue. His concern was because of the many driveways in the area, vehicles cannot park safely especially in the 90 degree turn on this section of roadway. The Traffic Review Committee viewed the area and initially felt that formal parking restrictions were not needed. City Code currently prohibits parking in front of mailboxes and across from driveway openings. The Committee felt that current City Code provided enough parking prohibition instead of taking additional action to restrict parking that was not needed in the area.

The resident requested that we view the situation with him in the field. At that time we observed several vehicles parked across from driveway openings. These cars were not technically parked directly across from driveways, but close enough to driveway openings to cause access difficulty. Also, cars were parked adjacent to mailboxes but not directly in front of the mailboxes. Where these vehicles were parked would make it difficult for mail to be delivered.

After reviewing the situation again in the field, staff believes that parking restrictions should be imposed so that there is no confusion as to where parking is allowed. It is recommended that parking be restricted at all times on both sides of the street for the entire block on Quince Street and 105th Avenue between 104th Lane and Palm Street.

MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT THE ORDINANCE RESTRICTING PARKING ON BOTH SIDES OF QUINCE STREET AND 105TH AVENUE BETWEEN 104TH LANE AND PALM STREET.

Mayor Howe questioned why this request was brought to the City. Public Services Director Gatlin explained this request was brought before the City by several residents to address the parking

concerns along this roadway. He felt the new restrictions would address the concerns along this roadway.

THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

18. **CONSIDER RESOLUTION APPROVING LOT SPLIT, MICHAEL CASEY, 4135 COON RAPIDS BOULEVARD, PC 12-2**

Planner Harlicker presented a memorandum to the Council stating the applicant is requesting approval to adjust a common lot line between two parcels.

Project Description

The applicant is proposing to adjust a common lot line between two parcels. One parcel (Parcel B) has frontage on Coon Rapids Boulevard and the other (Parcel A) has frontage on 119th Avenue. There is a shared access from Coon Rapids Boulevard; Parcel A also has a driveway on 119th. There is an existing building on each of the parcels. The two buildings are home to Northstar Glass. The business is being moved entirely to the building on Parcel A. The applicant plans on leasing out the building on Parcel B. The common lot line between the two parcels is being adjusted to the south so that Parcel A will have an additional 4,500 square feet. The lot line is being adjusted so that Parcel A will have sufficient parking to meet the parking requirements for Northstar Glass. Both parcels meet the dimensional and lot size requirements. Parcel A will have .40 acres and Parcel B will have .59 acres.

The applicant will provide shared access agreements between the two lots, as well as with the adjacent lot to the west. No new lots are being proposed, and there are no physical changes to the site being proposed at this time. The City Engineer has reviewed the proposal and did not have any comments.

Planning Commission Meeting

At the Planning Commission meeting held on March 15th, no one spoke at the public hearing. The Commission asked for clarification regarding the access easements between the two lots and the adjacent lot to the west. The Commission also asked about the parking requirements for future users. Those requirements will be assessed when future users are identified. The Planning Commission voted 7:0 to recommend approval of the proposed lot split.

Councilmember Schulte stated this was a long time business in the City of Coon Rapids. He indicated the Casey's buildings have been well maintained and wanted to the business continue to thrive in the community.

MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION PC 12-2 (L.S.) APPROVING THE PROPOSED LOT SPLIT BASED ON THE FINDINGS THAT THE LOT DIMENSIONS AND BUILDING SETBACKS MEET CITY REQUIREMENTS, WITH THE FOLLOWING CONDITIONS:

1. SHARED ACCESS EASEMENTS BE RECORDED BETWEEN LOTS A AND B AND THE ADJACENT LOT TO THE WEST.
2. ALL ANOKA COUNTY COMMENTS MUST BE ADDRESSED.
3. COMPLIANCE WITH TITLE 11, CITY CODE OF COON RAPIDS.

THE MOTION PASSED UNANIMOUSLY.

19. CONSIDER RESOLUTION 12-49 RELATING TO SENIOR HOUSING REVENUE REFUNDING BOND FINANCING FOR EPIPHANY SENIOR CITIZENS HOUSING CORPORATION AND SCHEDULING A PUBLIC HEARING FOR MAY 1, 2012
-

Finance Director Legg presented a memorandum to Council stating Epiphany Senior Citizens Housing Corporation (the Corporation) is requesting that the City schedule a public hearing on May 1, 2012 to consider refunding outstanding Senior Housing Revenue Refunding Bonds Series 1998.

In 1998, Epiphany Senior Citizens Housing Corporation refunded bonds originally issued in 1993 to build the Epiphany Pines apartment complex. The Corporation would now like to refund the bonds again to further save interest costs. This requires a public hearing, which has been requested to be held on May 1, 2012.

The amount of the bonds has initially been set at \$5,100,000. The bonds are tax exempt and in the City's name, but the City has no obligation to repay the bonds.

Mayor Howe commented the City would be assuming no risk on these bonds but was simply acting as the bond administrator. City Manager Fulton stated this was the case.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT RESOLUTION NO. 12-49 RELATING TO A SENIOR HOUSING REVENUE REFUNDING BOND FINANCING FOR EPIPHANY SENIOR CITIZENS HOUSING CORPORATION. THE MOTION PASSED UNANIMOUSLY.

20. A. CONSIDER RESOLUTION 12-50 AMENDING THE 2012 BUDGET TO REAPPROPRIATE FUNDS
 - B. AUTHORIZE PURCHASE OF LAWN MOWER AND TRAILER
-

Finance Director Legg presented a memorandum to Council stating staff is requesting adoption of Resolution 12-50 reappropriating funds to cover the purchase of a walk-behind lawn mower and trailer.

Staff is recommending the purchase of a walk-behind Toro lawn mower with a 48 inch deck at a cost of \$3,247.93 tax included as well as a Tomahawk 82 inch x 12 inch solid side trailer with a 3,500 pound axle capacity at a cost of \$2,297.81 tax included. Staff feels it will be more economical, long term, to hire seasonal employees to mow yards with code violations/abatements instead of continuing to contract with an outside vendor. Code Enforcement has had the following number of abatements since 2007:

2007: 107 **2008:** 151 **2009:** 374 **2010:** 306 **2011:** 155

A heavy-duty lawn mower is required due to long grass environments rather than the small lawn mowers initially included in the 2012 budget.

Councilmember Schulte said he was not in favor of this item. He did not want the residents in compliance with their yard to be paying for those residents who did not choose to maintain their grass.

Mayor Howe indicated the equipment would also be used for other City mowing besides abatements. He explained the City has had complaints in the past due to the poor response time for grass abatements. With the new equipment, the City was hoping to improve this situation while completing the work with City staff.

Community Development Director Nevinski added this was a 2012 budgeted expense. He anticipated 2/3 of the use of this equipment to be used at City parks and open spaces. The additional time would be used to assist with grass and weed abatement. Staff feels the equipment would assist with streamlining the grass abatement process.

Councilmember Schulte understood the City's desire to increase the efficiencies with grass and weed abatement. He expressed concern with the need for increased staff to manage this program. He felt the private sector should be used for lawn mowing.

Mayor Howe stated if the work was brought in-house the expense may need to be reevaluated.

Councilmember Klint indicated lawn abatements and the performance timeframe has been a concern in the past. She questioned how the new system would improve the timeframe. City Manager Fulton stated lawn abatements were discussed each year and the City's ability to manage this issue internally was increasing. He felt the ability to manage the entire project internally would increase the quality of work completed along with the timeliness that the work was completed. Staff felt the new equipment would help with the neighborhood reinvestment program.

Community Development Director Nevinski commented a fee was not charged for the lawn

abatement service. Residents were charged an abatement fine. This fine was part of the administrative citation program. The actual cost was not being measured through this work. He further discussed how lawn abatements were handled in the past reviewing how greater efficiencies would be created by doing this internally.

Councilmember Sanders trusted staff and their recommendation this evening. He suggested the process be reassessed in one year.

Mayor Howe and Councilmember Johnson agreed with this recommendation stating the new equipment would assist with the process, while eliminating the need to review the properties on numerous occasions. Both were in favor of reviewing this situation in 2013.

Councilmember Schulte commented the lawn abatement concerns would continue to diminish as more and more houses were purchased or rented in the City. He stated with the information provided by Staff this evening he was now inclined to support the Resolution.

Councilmember Koch agreed with Councilmember Schulte and did not feel lawn abatements required its own equipment. However, he would support the resolution so long as the information was reviewed in 2013.

Community Development Director Nevinski indicated seasonal employees would complete the lawn abatement mowing and no new employees would be required for the City to complete this work.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 12-50 AMENDING THE 2012 BUDGET TO REAPPROPRIATE \$3,193.74 FROM MAINTENANCE OF PARKS AND BUILDING GROUNDS TO WEED CONTROL CAPITAL OUTLAY; AND AUTHORIZE PURCHASE OF A TORO LAWN MOWER AT A COST OF \$3,247.93 AS WELL AS A TOMAHAWK TRAILER AT A COST OF \$2,297.81 TAX INCLUDED. THE MOTION PASSED UNANIMOUSLY.

21. APPROVE SPECIFICATIONS AND ORDER ADVERTISEMENT FOR BIDS, HVAC SERVICE CONTRACT

Finance Director Legg presented a memorandum to Council stating staff is requesting approval of specifications for the heating, ventilation and air conditioning (HVAC) service contract.

The current contract with Yale Mechanical for HVAC service expires on May 31, 2012. Staff anticipates that the total amount bid for all services will be over the \$100,000 threshold for sealed bids. Specifications were prepared and are available for review in the Purchasing Division.

MOTION BY COUNCILMEMBER LARSON, SECONDED BY COUNCILMEMBER SANDERS, TO APPROVE THE SPECIFICATIONS FOR THE HVAC SERVICE CONTRACT AND ORDER THE ADVERTISEMENT FOR BIDS TO BE OPENED ON MAY 4, 2012. THE MOTION PASSED UNANIMOUSLY.

22. 2012 REDISTRICTING:
- A. CONSIDER EMERGENCY ORDINANCE REDISTRICTING WARD BOUNDARIES
 - B. CONSIDER RESOLUTION 12-51 ESTABLISHING PRECINCT BOUNDARIES
-

City Clerk Sorensen presented a requesting the Council considering adopting an ordinance redistricting ward boundaries and adopt a resolution establishing precinct boundaries.

On February 21, 2012, the courts handed down the legislative and congressional redistricting lines in response to the 2010 census. The City is required to redraw ward and precinct boundaries at least 19 weeks before the state primary, which makes the deadline April 3, 2012. State law provides that if a Council fails to act on a redistricting plan, no compensation can be paid to Councilmembers until they act.

Precinct boundaries must follow the new legislative and congressional lines. It is also a City Charter requirement that wards must not deviate more than five percent in population between the smallest and largest wards.

Four proposed Plans were shared with Council during a work session on March 20th, and staff was directed to proceed with proposed Plan 3. New ward and precinct boundaries will become effective August 14, 2012, the date of the primary election. A resolution establishing polling locations will be presented to the Council in May for adoption.

Legal descriptions for precinct boundaries are being completed at the time of this writing, so Resolution 12-51 establishing the precinct boundaries will be presented prior to Tuesday evening. Adoption of an emergency ordinance requires five affirmative votes.

Anoka County will send a postcard to each registered voter informing them of their ward, precinct, and polling location. Voters will be able to access the State of Minnesota precinct finder, which will be linked to the City's web page. Changes will also be published, posted at City Hall, and included in the City-wide newsletter and on cable television.

Mayor Howe questioned if the precincts should have been made more equal in size. City Clerk Sorensen stated this was considered, but the boundaries of the legislative ward also had to be considered.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT THE EMERGENCY ORDINANCE REDISTRICTING WARD BOUNDARIES.

Councilmember Schulte stated this was a non-political process and each ward was being made as close to the same size as possible.

Councilmember Johnson indicated four plans were presented for the redistricting. He stated he would not support the plan presented for approval given the changes to the boundaries of Ward 3. He would support a plan that more closely reflected the current boundaries.

Councilmember Sanders explained a great deal of time was spent on this issue by both staff and Council. He indicated while his ward had been impacted the greatest he supported the plan as presented.

Councilmember Koch questioned if the ward boundaries should be discussed at this time or under Resolution 12-51 approval.

Councilmember Schulte stated the emergency Ordinance set the ward boundaries and that after this was completed the precinct boundaries would be set through resolution.

City Clerk Sorensen stated the items were related but should be approved as two separate actions.

THE MOTION PASSED 6-1, COUNCILMEMBER JOHNSON OPPOSED.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER SCHULTE, TO ADOPT RESOLUTION NO. 12-51 ESTABLISHING PRECINCT BOUNDARIES. THE MOTION PASSED 6-1, COUNCILMEMBER JOHNSON OPPOSED.

OTHER BUSINESS

Mayor Howe recognized City Attorney Hiljus for his dedication to the City and wished him well in his new position.

City Manager Fulton also thanked City Attorney Hiljus for his years of service to the City.

ADJOURN

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KOCH, TO ADJOURN THE MEETING AT 9:02 P.M. THE MOTION PASSED UNANIMOUSLY.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk

MINUTES OF THE COON RAPIDS LOCAL BOARD OF APPEAL AND
EQUALIZATION MEETING – APRIL 10, 2012

The 2012 Local Board of Appeal and Equalization meeting was brought to order by Chair Howe at 7:30 p.m. on Tuesday, April 10, 2012 in the City Council Chambers.

Members Present: Board Members Denise Klint, Melissa Larson, Paul Johnson, Bruce Sanders, Jerry Koch, Scott Schulte, and Chairperson Howe

Pledge of Allegiance to the Flag

APPOINT SECRETARY

MOTION BY BOARD MEMBER KLINT, SECONDED BY BOARD MEMBER JOHNSON APPOINTING DEBBIE MILLER AS SECRETARY FOR THE 2012 LOCAL BOARD OF APPEAL AND EQUALIZATION. THE MOTION PASSED UNANIMOUSLY.

ADOPT AGENDA

MOTION BY BOARD MEMBER LARSON, SECONDED BY BOARD MEMBER KLINT, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

REMARKS FROM CITY ASSESSOR

Ned Storla, City Assessor, welcomed everyone to the meeting. He introduced the Assessing Staff and Mike Sutherland, the County Assessor.

Instead of delivering the presentation from the 2012 Board of Appeal and Equalization Book, Mr. Storla discussed the Homestead Market Value Credit being replaced with a new Homestead Market Value Exclusion.

Discussion was held regarding Board Members certifications. Mr. Storla encouraged Board Members to become trained if at all possible. Currently Bruce Sanders and Paul Johnson are certified. Mike Sutherland stated that the County does attempt to make notifications when certifications expire.

MOTION BY BOARD MEMBER SCHULTE, SECONDED BY LARSON TO HOLD MEETING OPEN UNTIL 7:45. THE MOTION PASSED 5 – 1, BOARD MEMBER SANDERS OPPOSED.

CONSIDER APPEALS FROM PROPERTY OWNERS IN REGARD TO 2012
ESTIMATED MARKET VALUE IN THE ORDER OF REGISTRATION.

No one appeared.

CONSIDER APPEALS BY LETTER

No letters of appeal were received.

CONSIDER RECOMMENDATIONS BY STAFF

There were no recommendations from staff.

CONSIDER DATE FOR RECONVENE

No recommendations for completion of Board of Appeal and Equalization.

A MOTION BY BOARD MEMBER LARSON, SECONDED BY BOARD MEMBER SCHULTE, TO ADJOURN AT 7:45 PM. THE MOTION PASSED UNANIMOUSLY.

Recorded and transcribed by:

Debbie Miller

Local Board of Appeal and Equalization Secretary



City Council Regular

1.

Meeting Date: 04/17/2012

Subject: Consider Amendment to Minnesota Investment Fund Grant Agreement, Biovest International, Inc.

From: Matt Brown, Community Development Specialist

INTRODUCTION

The Council is asked to consider an amendment to a grant agreement with the Minnesota Department of Employment and Economic Development to provide funding for an expansion of Biovest International, Inc., 8500 Evergreen Boulevard.

DISCUSSION

In 2010, the Council approved a financial assistance package for an expansion of Biovest International, Inc., a biotechnology business located at 8500 Evergreen Boulevard. The assistance included a \$250,000 grant from the Department of Employment and Economic Development's Minnesota Investment Fund. The City's agreement with Biovest required creation of 14 new jobs by March 31, 2013. However, the City's agreement with the State of Minnesota to receive funding contained a typographical error and required creation of the 14 jobs by March 31, 2012. Biovest has created 8 of the 14 jobs so far and is on track to hire the remaining new employees within the next year. The Council is asked to consider Resolution 12-54 approving an amendment to the grant agreement with the State to extend the deadline for job creation to March 31, 2013. This amendment will make the agreement consistent with the City's agreements with Biovest.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Community Development and Redevelopment** section of the 2030 Strategic Vision in the following way:

Facilitate high-quality job growth in the City.

RECOMMENDATION

Adopt Resolution 12-54 approving an amendment to the Minnesota Investment Fund grant agreement for Biovest International, Inc.

Attachments

Grant Amendment

Resolution

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

Signed: _____

Date: _____

CFMS Contract No. A- _____ Object Code: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Biovest International – CDAP-09-0018-H-FY10, Amendment 1

3. STATE AGENCY

Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

By: _____

(with delegated authority)

Title: _____

Date: _____

RESOLUTION NO. 12-54

A RESOLUTION APPROVING AN AMENDMENT TO MINNESOTA INVESTMENT FUND GRANT AGREEMENT – CITY OF COON RAPIDS

WHEREAS, Biovest International, Inc., a subsidiary of Accentia Biopharmaceuticals, is a Coon Rapids based biotechnology company; and

WHEREAS, in 2010, Biovest International, Inc. planned an expansion that qualified for Minnesota Investment Fund financing through the Minnesota Department of Employment and Economic Development (DEED), for which the City of Coon Rapids act as a conduit; and

WHEREAS, Minnesota Investment Fund grants are awarded to local government units who provide loans to assist expanding businesses; and

WHEREAS, the City was awarded \$250,000 Minnesota Investment Fund grant in 2010 to provide a loan to Biovest International, Inc. to assist with project financing of their expansion; and

WHEREAS, the State of Minnesota has entered into a contract with the City, dated March 26, 2010 requiring that Biovest International, Inc. meet a job creation goal of 14 new positions by March 31, 2012; and

WHEREAS, Biovest International, Inc. did not meet the job goal by March 31, 2012, and the City is requesting a one-year extension of the agreement; and

WHEREAS, the City's agreement with the State authorizes the City to consider an extension of this kind if the City Council finds it to be appropriate; and

WHEREAS, a regular meeting of the City Council of Coon Rapids, Anoka County, Minnesota was held on April 17, 2012 at 7:00 PM to consider an amendment to the agreement allowing a one-year extension.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that an amendment to the Minnesota Investment Grant Agreement dated March 26, 2010 allowing a one-year extension to grant contract and special conditions is approved.

Adopted this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

2.

Meeting Date: 04/17/2012

Subject: Off-Sale Class A Liquor License for Team Liquor Wine & Spirits

Submitted For: Kris Linqvist, Deputy Clerk

From: Kris Linqvist, Deputy Clerk

INTRODUCTION

Daniel D. Ross, Officer of TL Coon Rapids Inc. dba Team Liquor Wine & Spirits, has submitted an application for a Class A off-sale liquor license for use at Team Liquor Wine & Spirits, 1921 Coon Rapids Boulevard (formerly Liquor Mart).

DISCUSSION

TL Coon Rapids, Inc. has signed a lease with the management team of G.D. Auto, Inc. Commercial Real Estate Investments to operate a liquor store. The investigation and license fees have been paid. The Police Department conducted a background investigation and found nothing that would prohibit issuance of this license. Certificates of Liability and Workers Compensation Insurance are on file. TL Coon Rapids, Inc. anticipates an April 30, 2012 opening.

If Council concurs with the issuance of this off-sale liquor license, staff will then process their tobacco license application.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Community Development and Redevelopment** section of the 2030 Strategic Vision in the following way: by promoting businesses in the City.

RECOMMENDATION

Council is requested to approve a Class A off-sale liquor license for TL Coon Rapids, Inc. doing business as Team Liquor Wine & Spirits at 1921 Coon Rapids Boulevard, conditioned upon issuance of a Certificate of Occupancy and final approval by the Minnesota Alcohol Enforcement Division.



City Council Regular

3.

Meeting Date: 04/17/2012

Subject: Open Mic Report: Scott Nellis 10320 Grouse Street NW

From: Marc Nevinski, Community
Development Director

INTRODUCTION

Mr. Nellis appeared before Council at open mic on April 3, 2012 with a list of questions and stated objections regarding the City's non-domestic animal code, Chapter 6-502.

DISCUSSION

Mr. Nellis has received orders from the City to remove snakes from his property, which he breeds and sells, and which are prohibited for keeping by City Code. Mr. Nellis has also submitted several data practices requests covering many of the same questions he posed at open mic. Staff has provided Mr. Nellis with the requested data. However, because the City is currently pursuing code compliance actions against Mr. Nellis, it would be inappropriate to respond to his questions and objections at this time.

Since Mr. Nellis appealed the order to Council to remove his snakes from his premises, staff has met with Mr. Nellis at his home and offered a proposal to achieve code compliance in a mutually agreed upon time frame. Mr. Nellis has refused the proposal. Staff therefore will pursue code compliance through the processes prescribed in City Code.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Excellence in Government** section of the 2030 Strategic Vision by responding appropriately to citizen concerns.

RECOMMENDATION

The memorandum is provided as information only. No action is requested.

cc: Scott Nellis



City Council Regular

4.

Meeting Date: 04/17/2012

Subject: Open Mic Report--Joseph Michnowski, 11514 Eidelweiss St--Condition of Streets

From: Doug Vierzba, City Engineer

INTRODUCTION

Mr. Michnowski spoke at Open Mic on April 3rd regarding the condition of streets in his neighborhood and the need for reconstruction. He felt that streets in his neighborhood are in need of reconstruction. Some streets were completed last year and he felt that the City would continue with his area in 2012.

DISCUSSION

Streets west of Crooked Lake Boulevard and south of the railroad tracks were evaluated by the City Engineering Division in the fall of 2010. Some areas were chosen for reconstruction in 2011 based on the condition of the street surface and some were determined to be in "reasonable" condition for possibly a few years. Streets in Pheasant Ridge and to the east were completed in 2011. Eidelweiss Street and other streets north of 115th Avenue were not included. The street condition in front of one home can be poor and not as bad in front of another home on the same block. A rating decision has to be made on the overall condition of the streets in an area.

The City Engineering Division will be rating all older streets within the City again this summer and will update the 5-year street reconstruction plan. This Eidelweiss Street neighborhood will be compared to others and a decision made on what streets will be proposed for reconstruction in 2013 and beyond.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Transportation** section of the 2030 Strategic Vision in the following way:

The City has a well maintained system of streets, trails, and sidewalks. Each year the City proposes to reconstruct 5-7 miles of residential streets that are in poor condition.

RECOMMENDATION

This report is for informational purposes. No action is required by Council at this time.

cc: Joseph Michnowski



City Council Regular

5.

Meeting Date: 04/17/2012

Subject: Contract Award for Street Repairs--Project 12-13 Large Bituminous Patching and Mill/Overlay

From: Doug Vierzba, City Engineer

INTRODUCTION

Each year the City contracts for repair of streets throughout the City, primarily in the seal coat areas and watermain break areas. Bids for 2012 were received on March 30, 2012. Council is scheduled to consider a contract award on April 17th.

DISCUSSION

Council approved plans for this contract on March 6, 2012. Large patching repairs include patching needed, primarily due to watermain breaks. This year's contract is proposed to include milling and overlay of the street surface on Coon Rapids Boulevard Extension, located off Coon Rapids Boulevard and near 99th Avenue. This street was built as a rural section over poor soils (without concrete curb in most portions of the road) and has a concrete surface under the bituminous surfacing. It is not practical to rebuild the street with concrete curb and gutter. Therefore, this road has been overlaid with bituminous surfacing in the past and is due for another mill/overlay.

Bids received on March 30th are as follows—

Rum River Contracting	\$214,500.00
Omann Bros.	\$222,949.40
Northwest Asphalt, Inc.	\$237,030.00
North Metro Asphalt	\$238,422.00
North Valley, Inc.	\$240,405.00
Bituminous Roadways	\$247,778.00
Aslaksons Blacktopping Service	\$250,997.00
TA Schifsky & Sons	\$288,190.00
Engineer's Estimate	\$243,340.00

The low bidder, Rum River Contracting, has done a very good job on contracts with the City in the past. They had this contract with the City last year. Work would be expected to begin by early May.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Transportation** section of the 2030 Strategic Vision in the following way:

This item relates to the Transportation section of the City’s long term strategic vision by providing for a well maintained street system within the City.

RECOMMENDATION

It is recommended that Council adopt Resolution No. 12-13(9) awarding a contract to Rum River Contracting in the amount of \$214,500.00 .

Fiscal Impact

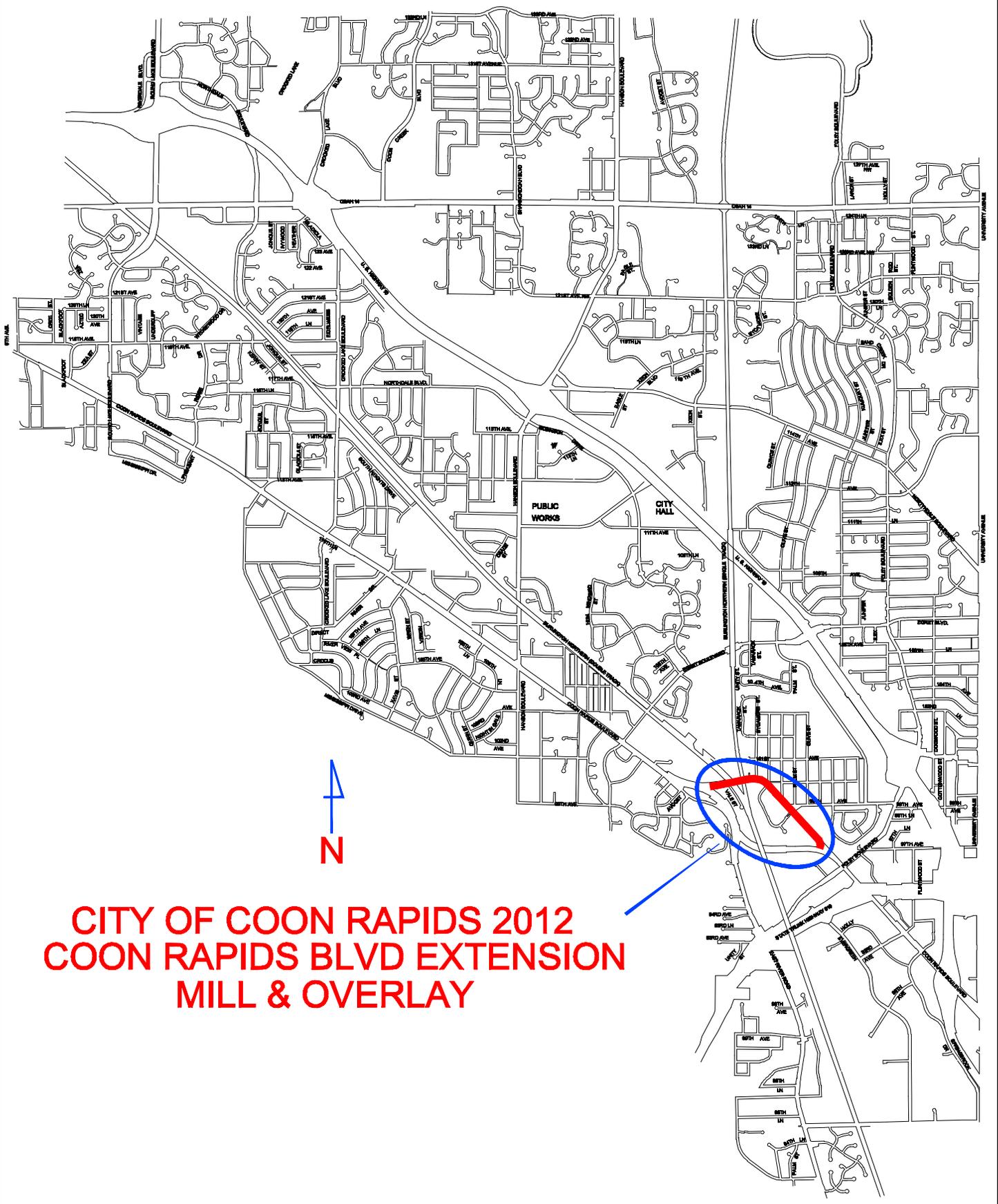
BUDGET IMPACT:

Funding for this work would come from various budget activities. Patching for watermain break repairs would be paid from the Water Utility fund. Patching for storm drain repairs would come from the Storm Water Utility fund. The mill/overlay work, estimated to cost \$135,000, would be paid from State Aid funds.

Attachments

12-13 Map

Resolution No. 12-13(9)



**CITY OF COON RAPIDS 2012
COON RAPIDS BLVD EXTENSION
MILL & OVERLAY**

RESOLUTION NO. 12-13(9)

**(9) RESOLUTION ACCEPTING BID AND
AWARDING CONTRACT**

WHEREAS, pursuant to an advertisement for bids for the improvement of City streets throughout the City by bituminous patching and by a mill/overlay on Coon Rapids Boulevard Extension, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: (3 lowest)

Rum River Contracting	\$214,500.00
Omann Bros.	\$222,949.40
Northwest Asphalt, Inc.	\$237,030.00

WHEREAS, it appears that Rum River Contracting of Princeton, Minnesota is the lowest responsible bidder; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the bid of \$214,500.00 by Rum River Contracting for Coon Rapids Improvement Project(s) 12-13 be accepted as the lowest responsible bid.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Rum River Contracting of Princeton, Minnesota for the improvement of City streets throughout the City by bituminous patching and mill/overlay according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

6.

Meeting Date: 04/17/2012

Subject: Contract Award - Project 11-28, New City Hall Vehicle Storage Facility

Submitted For: Steve Gatlin, Public Services Director

From: Cher Ridout, Admin Secretary II

INTRODUCTION

Bids were received for the new vehicle storage building at City Hall on April 5, 2012. A bid tabulation summarizing the bids received is attached. Consideration by the City Council for award of bids is appropriate at this time.

DISCUSSION

In accordance with plans recently approved by City Council, bids were received for the new City Hall vehicle storage garage on April 5, 2012. The project included construction of a 20,000 SF new detached heated storage garage for City vehicles currently parked outdoors. The bid also included two alternates - one for an additional parking area and the second for an upgrade to a Co Ray Vac heating system. The bid proposal also contained a unit price for additional asphalt pavement removal and replacement to allow possible repair of portions of the existing parking lot.

The three low bidders are listed as follows:

Bidder	Base Bid	Alt. #1	Alt. #2	Total Bid
Ebert Construction	\$1,448,200	\$13,500	\$9,078	\$1,470,972
Jorgenson Construction	\$1,498,000	\$26,000	\$4,300	\$1,528,300
Rochon Corporation	\$1,507,000	\$22,500	\$4,500	\$1,534,000

The architect's estimate for the project is \$2,023,310 including the two alternates. A copy of the architect's estimate showing in detail how the estimate was prepared is attached for review.

As required by State Statute, after the bids were opened, staff and the architect investigated the three low bidders. The investigation included review of required submittals and other information to help evaluate each of the bidders.

The specifications required that each bidder submit a list of similar projects completed within the last three years. This list of project references was to be attached to the bid proposal. The low bidder, Ebert Construction, did not comply with this requirement as outlined in Addendum #3 of the project specifications. Following the opening of bids, the architect contacted Ebert Construction and advised them of their noncompliance. They then submitted a list of references but none were for projects completed within the last three years. The project list submitted did not comply with the specification requirement for projects that were completed within the last three years.

In reviewing the bids with the City Attorney's Office, we have determined that the bid received from Ebert Construction is non-responsive to the bid documents in that their bid did not comply with the specification requirement of provision of project references attached to the bid proposal. The lack of this list does not allow us to

review recently completed projects to determine the bidder's ability to complete our project adequately. For this reason the staff recommends that the bid from Ebert Construction be rejected and the contract awarded to the second low bidder, Jorgenson Construction.

A letter from the project architect, Kodet Architects, is attached. In the letter the architect notes they have contacted Jorgenson Construction and validated their bid and also completed reference checks on Jorgenson Construction. Jorgenson complied with all requirements of the specifications. It is recommended by the architect that the contract be awarded to Jorgenson Construction.

Staff concurs with the recommendation of the architect in awarding the contract to Jorgenson. We recommend that the base bid and the two alternates be awarded in the total amount of \$1,528,300. The base bid, plus alternates, is \$495,000 or approximately 25% below the estimate prepared by the architect.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Excellence in Government** section of the City's long term strategic vision by increasing operational efficiency. This project will provide a heated garage facility to store our vehicle fleet and will reduce down time from having to warm up vehicles and remove snow in the winter.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 11-28(9) awarding a contract for construction of a new heated vehicle storage facility at City Hall to Jorgenson Construction in the base bid amount of \$1,498,000, Alternate #1 in the amount of \$26, 000, and Alternate #2 in the amount of \$4,300 for a total awarded contract amount of \$1,528,300.

Fiscal Impact

BUDGET IMPACT:

On March 6, 2012, the Council adopted a resolution authorizing a budget for the project of \$2,230,000. With the extremely competitive bids including the base bid and alternates, along with construction contingencies, design fees, and testing, the estimated budget for the project will be reduced by approximately \$500,000. The source of funding would be a combination of Facility Construction Funds and closed bond funds.

Attachments

11-28 Bid Tabulation

11-28 Architect's Estimate

11-28 Kodet Recommendation

Resolution No. 11-28(9)

Bid Tabulation Form

COON RAPIDS DETACHED VEHICLE STORAGE FACILITY
11155 Robinson Drive, Coon Rapids, MN 55433

Bid Date: April 5 @ 10:00 A.M.
Kodet Project Number: 86611

Base Estimate: \$1,987,006
Alt. 1 - \$25,149
Alt. 2 - \$11,155

Bid Information

Name of Bidder	Addenda	Bond	Base Bid	Alternate #1 Additional Parking	Alternate #2 Co Ray Vac	Unit Price #1 Asphalt Removal and Replacement (per Sq. Yd.)	Base Bid	Total Alt.	Total
1 CM Construction Company, Inc.	✓	✓	1,668,000 ⁰⁰	13,500 ⁰⁰	10,000 ⁰⁰	33 ⁰⁰	\$ -	\$ -	\$ -
2 Ebert Construction	✓	✓	1,448,200 ⁰⁰	13,694 ⁰⁰	9078 ⁰⁰	35 ⁰⁰	\$ -	\$ -	\$ -
3 Hamline Construction, Inc.	✓	✓	1,692,300 ⁰⁰	16,900 ⁰⁰	10,500 ⁰⁰	28 ⁰⁰	\$ -	\$ -	\$ -
4 J.S. Cates Construction, Inc.	✓	✓	1,498,000 ⁰⁰	26,000 ⁰⁰	4300 ⁰⁰	25 ⁰⁰	\$ -	\$ -	\$ -
5 Jorgenson Construction	✓	✓	1,570,591 ⁰⁰	19,900 ⁰⁰	5000 ⁰⁰	29 ⁰⁰	\$ -	\$ -	\$ -
6 KUE Contractors Inc	✓	✓					\$ -	\$ -	\$ -
7 LS Black Constructors							\$ -	\$ -	\$ -
8 Maertens-Brenny Construction Co							\$ -	\$ -	\$ -
9 Mark Haug Construction, Inc.	✓	✓	1,633,000 ⁰⁰	13,500 ⁰⁰	7900 ⁰⁰	27 ⁰⁰	\$ -	\$ -	\$ -
10 Market & Johnson	✓	✓	1,629,000 ⁰⁰	14,000 ⁰⁰	12,000 ⁰⁰	40 ⁰⁰	\$ -	\$ -	\$ -
11 Merrimac Construction Company	✓	✓	1,592,623 ⁰⁰	12,623 ⁰⁰	9289 ⁰⁰	19.20	\$ -	\$ -	\$ -
12 Morcon Construction Co., Inc.	✓	✓	1,569,000 ⁰⁰	22,873 ⁰⁰	10,550 ⁰⁰	42.00	\$ -	\$ -	\$ -
13 Northwest Asphalt Inc.							\$ -	\$ -	\$ -
14 Parkos Construction Company Inc	✓	✓	1,681,400 ⁰⁰	21,000 ⁰⁰	9000 ⁰⁰	25 ⁰⁰	\$ -	\$ -	\$ -
15 Project One Construction, Inc.	✓	✓	1,586,157 ⁰⁰	20,000 ⁰⁰	4200 ⁰⁰	22.25 ⁰⁰	\$ -	\$ -	\$ -
16 Rochon Corporation	✓	✓	1,507,000 ⁰⁰	22,500 ⁰⁰	4500 ⁰⁰	23 ⁰⁰	\$ -	\$ -	\$ -
17 Shaw-Lundquist Associates, Inc.							\$ -	\$ -	\$ -
18 Sheehy Construction Company	✓	✓	1,658,300 ⁰⁰	15,000 ⁰⁰	11,000 ⁰⁰	40 ⁰⁰	\$ -	\$ -	\$ -
19 Tarraf Construction	✓	✓	1,771,300 ⁰⁰	16,600 ⁰⁰	5700 ⁰⁰	6900 ⁰⁰	\$ -	\$ -	\$ -
20 Terra General Contractors	✓	✓	1,574,000 ⁰⁰	25,000 ⁰⁰	5300 ⁰⁰	22.25	\$ -	\$ -	\$ -
21 W. Goinman Construction Co.	✓	✓	1,712,000 ⁰⁰	17,324 ⁰⁰	8510 ⁰⁰	20 ⁰⁰	\$ -	\$ -	\$ -
22 Weber Const	✓	✓	1,667,000 ⁰⁰	18,000 ⁰⁰	2100 ⁰⁰	26 ⁰⁰	\$ -	\$ -	\$ -
23							\$ -	\$ -	\$ -
24							\$ -	\$ -	\$ -
25							\$ -	\$ -	\$ -
26							\$ -	\$ -	\$ -
27							\$ -	\$ -	\$ -
28							\$ -	\$ -	\$ -
29							\$ -	\$ -	\$ -

Apparent Low Bid

Kodet Architectural Group, Ltd.
15 Groveland Terrace,
Minneapolis, MN 55403
612-377-2737

Coon Rapids Vehicle Storage Garage

Kodet Architectural Group, Ltd
 15 Groveland Terrace
 Minneapolis, Minnesota 55403
 612/377-2737

DRAFT: March 1, 2012

CONSTRUCTION COST BREAKDOWN

Base Bid Building	20,333 S F @ \$97.72	\$1,987,006
TOTAL BASE BID COST		\$1,987,006
Add Alternate #1: Parking lot expansion		\$25,149
Add Alternate #2: Co Ray Vac		\$11,155
Total Construction Cost with Add Alternates		\$2,023,310

Description of Activity	Quantity Unit	Cost / Unit	Total	Subtotal
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BASE BID BUILDING**SITWORK**

Excavation	2,260 CY @	\$5.00 /CY	\$11,300	\$190,841
Backfill & compact	2,260 CY @	\$15.22 /CY	\$34,397	
Clear site	4,056 SY @	\$3.98 /SY	\$16,143	
Dewatering	1 allow @	\$10,000.00 /allow	\$10,000	
demo Existing bituminous	2,410 SF @	\$0.50 /SF	\$1,205	
demo Conc Median	346 SF @	\$3.00 /SF	\$1,038	
bituminous over existing base	6,703 SF @	\$2.10 /SF	\$14,076	
bituminous over base	7,290 SF @	\$3.10 /SF	\$22,599	
6" concrete aprons	1,514 SF @	\$6.50 /SF	\$9,841	
concrete sidewalk	938 SF @	\$6.00 /SF	\$5,628	
concrete curb and gutter	547 LF @	\$13.00 /LF	\$7,111	

LANDSCAPING

Potted shrubs #2	7 EA @	\$55.00 /EA	\$385
Wood mulch	10 SY @	\$2.71 /SY	\$27
Topsoil & sod	778 SY @	\$5.00 /SY	\$3,890
Landscape edging	200 LF @	\$3.08 /LF	\$616

SITE UTILITIES**STORM**

Catchbasins	3 EA @	\$2,500.00 /EA	\$7,500
Pipe with excavation & backfill	251 LF @	\$35.00 /LF	\$8,785
Outlet at retention pond	1 EA @	\$1,200.00 /EA	\$1,200
Manhole	1 EA @	\$5,000.00 /EA	\$5,000

SANITARY SEWER

Pipe with excavation & backfill	225 LF @	\$30.00 /EA	\$6,750
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WATER SERVICE

Pipe with excavation and backfill	230 LF @	\$40.00 /LF	\$9,200
Fire hydrant	1 EA @	\$1,400.00 /EA	\$1,400

SITE ELECTRICAL

Conduit runs	110 LF @	\$25.00 /LF	\$2,750
Light Pole	2 EA @	\$5,000.00 /EA	\$10,000

CONCRETE

16 x 36 continuous footing	584 LF @	\$36.12 /SF	\$21,094	\$511,212
16 x 36 continuous footing at stoops	90 LF @	\$36.12 /SF	\$3,251	
Geopier foundation	1 EA @	\$137,000.00 /EA	\$137,000	
6' x 6' pad footing	5 EA @	\$610.00 /EA	\$3,050	
Conc Column bases	9 EA @	\$500.00 /EA	\$4,500	
5" slab on grade with sealer	20,333 SF @	\$6.50 /SF	\$132,165	
concrete stoops	107 SF @	\$6.50 /SF	\$696	
uninsulated precast concrete wall panels	11,969 SF @	\$17.50 /SF	\$209,458	

MASONRY

8" concrete block	1,945 SF	@	\$11 70 /SF	\$22,757	\$238,875
8" concrete block base at partition walls	51 SF	@	\$11 70 /SF	\$597	
8" concrete block base at stoops	445 SF	@	\$11 70 /SF	\$5,207	
brick face, insulation, over uninsulated precast	10,015 SF	@	\$21 00 /SF	\$210,315	
METALS					
Steel joists, deck	20,333 SF	@	\$9 20 /SF	\$187,064	\$230,146
Miscellaneous metals	1 LS	@	\$3,000 00 /LS	\$3,000	
Ship's ladder to roof	20 TREAD	@	\$185 00 /TREAD	\$3,700	
Steel tube columns, 8 x 8	90 LF	@	\$64 00 /LF	\$5,760	
Steel beams, w21 x 68	177 LF	@	\$106 00 /LF	\$18,762	
Steel lintels	164 LF	@	\$20 00 /LF	\$3,280	
Steel bollards	8 LF	@	\$470 00 /LF	\$3,760	
Trench drain covers, 12"	230 LF	@	\$19 53 /LF	\$4,492	
Trench drain covers, 27"	12 LF	@	\$27 34 /LF	\$328	
CARPENTRY					
Storage cabinet	22 LF	@	\$100 00 /LF	\$2,200	\$3,200
Miscellaneous carpentry	1 LS	@	\$1,000 00 /LS	\$1,000	
MOISTURE PROTECTION					
Perimeter insulation	1,954 SF	@	\$1 50 /SF	\$2,931	\$190,755
Built up roof with insulation	20,333 SF	@	\$6 90 /SF	\$140,298	
Tapered insulation	4,256 SF	@	\$3 90 /SF	\$16,598	
Under slab vapor barrier	20,333 SF	@	\$0 23 /SF	\$4,677	
Metal coping	584 LF	@	\$7 25 /LF	\$4,234	
Metal flashing	584 LF	@	\$4 72 /LF	\$2,756	
Overflow scuppers	6 EA	@	\$170 00 /EA	\$1,020	
Skylights	14 EA	@	\$1,127 00 /EA	\$15,778	
Sealants	1,151 LF	@	\$2 14 /LF	\$2,463	
DOORS, WINDOWS, GLASS					
Doors - exterior, single, ptd , with hardware	5 EA	@	\$1,766 00 /EA	\$8,830	\$38,094
Doors - interior, single, ptd , with hardware	3 EA	@	\$1,580 00 /EA	\$4,740	
Borrowed lite frame with glass	5 EA	@	\$700 00 /EA	\$3,500	
OH sectional doors, including controls, loop detectors	4 EA	@	\$5,256 00 /EA	\$21,024	
FINISHES					
Gypsum board partitions	1,715 SF	@	\$8 50 /SF	\$14,578	\$38,321
Rubber base	143 LF	@	\$2 50 /LF	\$358	
Epoxy paint walls	4,091 SF	@	\$1 10 /SF	\$4,500	
Paint walls	8,492 SF	@	\$0 75 /SF	\$6,369	
Paint joists and deck (dryfall)	20,333 SF	@	\$0 52 /SF	\$10,573	
Painted pavement markings	2,483 LF	@	\$0 38 /LF	\$944	
Miscellaneous painting	1 LS	@	\$1,000 00 /LS	\$1,000	
SPECIALTIES					
Fire extinguishers	2 EA	@	\$156 00 /EA	\$312	\$6,624
Signage	1 LS	@	\$500 00 /LS	\$500	
Fire extinguishers	2 EA	@	\$156 00 /EA	\$312	
Roof hatch with guardrails	1 EA	@	\$5,500 00 /EA	\$5,500	
MECHANICAL					
Plumbing	20,333 SF	@	\$3 50 /SF	\$71,166	\$220,580
Sump pump and well	1 EA	@	\$2,000 00 /EA	\$2,000	
Fire Protection	20,333 SF	@	\$2 50 /SF	\$50,833	
Heating, ventilation	20,333 SF	@	\$4 75 /SF	\$96,582	
ELECTRICAL					
Electrical	20,333 SF	@	\$7 00 /SF	\$142,331	\$142,331
SUBTOTAL				\$1,810,979	\$1,810,979
GENERAL CONDITIONS @ 5 5%				\$99,604	
O H & PROFIT @4%				\$76,423	
TOTAL BASE BID, BUILDING				\$1,987,006	
S F ANALYSIS	1,987,006 div by	20,333 equals	\$97.72		per s f

This probable cost summary is reflective of knowledge available on this project as of this date. Market conditions, program changes, bidding conditions, and other marketplace factors can and will affect this summary. The summary is provided to determine and approximate scope of project.

Add Alternate #1- Parking lot expansion

EARTHWORK

Excavation	210 CY	@	\$5 00 /CY	\$1,050	\$19,851
Backfill & compact	210 CY	@	\$15 22 /CY	\$3,196	
Concrete curb and gutter	165 LF	@	\$13 00 /LF	\$2,145	
Concrete Sidewalk	730 SF	@	\$6 00 /SF	\$4,380	
Bituminous over Base	2,300 SF	@	\$3 10 /SF	\$7,130	
Topsoil & sod	390 SY	@	\$5 00 /SY	\$1,950	

METALS

Accessible Parking Sign	2 EA	@	\$1,000 00 /LS	\$2,000	\$2,000
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FINISHES

Paint Parking Striping	365 LF	@	\$0 74 /LF	\$270	\$1,070
Miscellaneous painting	1 LS	@	\$800 00 /LS	\$800	

SUBTOTAL				\$22,921	\$22,921
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GENERAL CONDITIONS @ 5 5%				\$1,261	
O H & PROFIT @4%				\$967	

TOTAL PARKING ADD ALTERNATE				\$25,149	
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Add Alternate #2- Co Ray Vac

Upgrade to co ray vac brand	20,333 SF	@	\$0 50 /SF	\$10,167	
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SUBTOTAL				\$10,167	\$0
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GENERAL CONDITIONS @ 5 5%				\$559	
O H & PROFIT @4%				\$429	

TOTAL CO RAY VAC ADD ALTERNATE				\$11,155	
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This probable cost summary is reflective of knowledge available on this project as of this date. Market conditions, program changes, bidding conditions, and other marketplace factors can and will affect this summary. The summary is provided to determine and approximate scope of project.

April 11, 2012

Mr. Steven D. Gatlin, PE
Director of Public Works
Engineering Division
11155 Robinson Drive
Coon Rapids, MN 55433

Re: City of Coon Rapids Vehicle Storage Facility- Contractor
Recommendation.

Dear Mr. Gatlin,

There were 17 bids for the Construction of the Coon Rapids Vehicle Storage Facility. The bids were under the budget of the City of Coon Rapids and our most recent cost estimate.

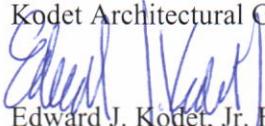
The low bidder is Ebert Construction. The attorney for the City of Coon Rapids has reviewed the bid proposal and rendered an opinion that Ebert Construction is non-responsive to the bid documents.

Based on the City Attorney's opinion, we therefore recommend the second low bidder Jorgensen construction. The base bid amount is for \$1,498,000. Staff recommends taking two alternates for the amount \$30,300 for a total contract amount of \$1,528,300.

Jorgenson Construction was contacted after the bidding and has validated their bid amount. We recommend Jorgensen Construction be awarded the contract for the amount of \$1,528,300.

We look forward to working with Jorgenson Construction and the City of Coon Rapids as this project moves forward.

Sincerely
Kodet Architectural Group, Ltd.


Edward J. Kodet, Jr. FAIA, LEED AP BD+C
ek gc 12.009

Cc:
Heidi Neumueller



RESOLUTION NO. 11-28(9)

**(9) RESOLUTION ACCEPTING BID AND
AWARDING CONTRACT**

WHEREAS, pursuant to an advertisement for bids for the improvement of the Coon Rapids City Center by construction of a vehicle storage building, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: (3 lowest)

<u>Bidder</u>	<u>Base Bid</u>	<u>Alt. #1</u>	<u>Alt. #2</u>	<u>Total Bid</u>
Ebert Construction	\$1,448,200	\$13,500	\$9,078	\$1,470,972
Jorgenson Construction	\$1,498,000	\$26,000	\$4,300	\$1,528,300
Rochon Corporation	\$1,507,000	\$22,500	\$4,500	\$1,534,000

WHEREAS, Ebert Construction failed to materially comply with project specification requirements; and

WHEREAS, it appears that Jorgenson Construction of Coon Rapids, Minnesota is the lowest responsible bidder; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the bid of \$1,470,972 by Ebert Construction for Coon Rapids Improvement Project 11-28 be rejected due to noncompliance with the project specification requirements.

BE IT FURTHER RESOLVED that the City Council of Coon Rapids, Minnesota accept the bid of \$1,528,300 by Jorgenson Construction as the lowest responsible bid.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Jorgenson Construction of Coon Rapids, Minnesota for the improvement of the Coon Rapids City Center by construction of a vehicle storage building according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

7.

Meeting Date: 04/17/2012

Subject: Approve Plans and Order Ad For Bids for Street Reconstruction--Project 12-2 Collector Streets

From: Doug Vierzba, City Engineer

INTRODUCTION

The City is proposing street reconstruction on three collector streets in 2012 under this project. Council ordered the project on April 3rd. Council is requested to approve plans and order advertisement for bids. Council is also requested to adopt two resolutions restricting parking on two of the streets as required by MnDOT.

DISCUSSION

There are 2.2 miles of streets proposed for reconstruction under this project as follows—(see map)

1. 119th Avenue --Blackfoot Street to Jonquil Street
2. Northdale Boulevard --west of Crooked Lake Boulevard to 124th Avenue
3. 124th Avenue --west of Northdale Boulevard, a 600-foot length

Council held the public hearing/assessment hearing on March 20th . No one spoke at the public hearing. Plans have been prepared and have been approved by MnDOT as required for State Aid funding. MnDOT's approval requires that Council adopt resolutions restricting parking on Northdale Boulevard and on 124th Avenue. Parking has never been allowed on these two streets so this will not affect anyone. Bids would be received on May 11th and Council would award a contract on May 15th. Construction would be expected to begin by late-May and be completed in September.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Transportation** section of the 2030 Strategic Vision in the following way:

The City has an efficient and well maintained system of roads, sidewalks, and trails. Repaving these streets will improve the City's collector street system and reduce maintenance costs.

RECOMMENDATION

It is recommended that Council take the following action:

- a. Adopt Resolution No. 12-2(8) approving plans and ordering ad for bids.
- b. Adopt Resolution 12-55 restricting parking on both sides of 124th Avenue NW.
- c. Adopt Resolution 12-56 restricting parking on both sides of Northdale Boulevard.

Fiscal Impact

BUDGET IMPACT:

The total estimated cost of the project is \$1.5M. The City proposes to assess \$105,911.91 to benefiting properties on May 15th as part of this project. The remaining cost (\$1,394,000) will be paid using the City's State Aid construction fund.

Attachments

12-2 Map

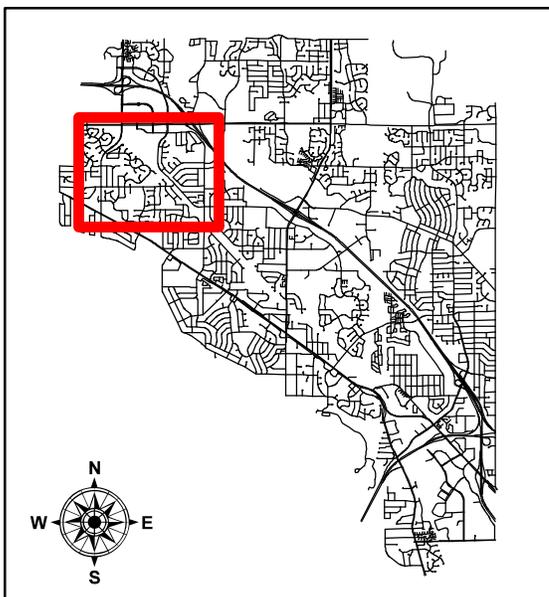
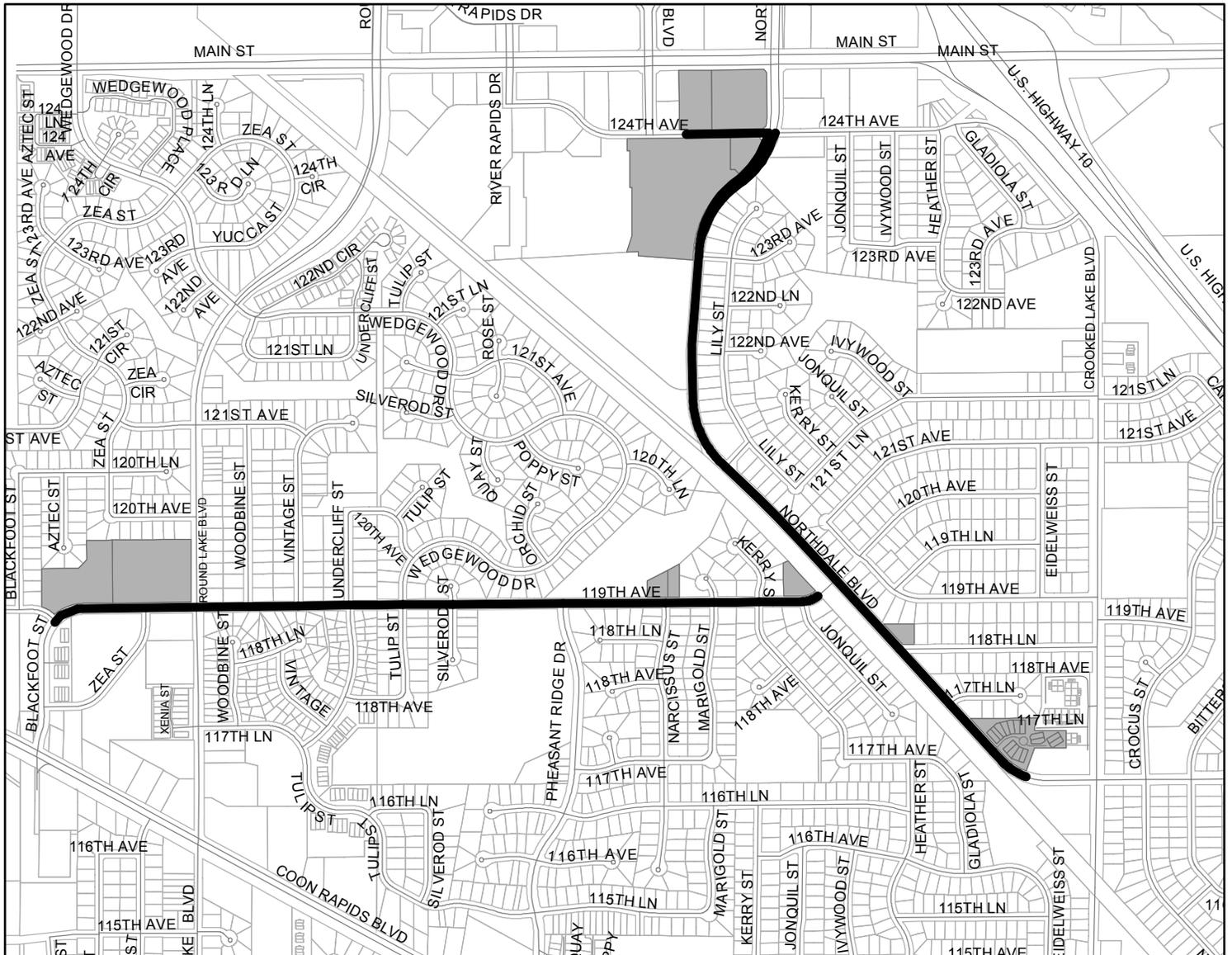
Resolution No. 12-2(8)

Resolution 12-55

Resolution 12-56

Project 12-2 2012 Street Reconstruction Program

■ 2012 Proposed Reconstruction



■ Area of Benefit



**COON
RAPIDS**
Minnesota

RESOLUTION NO. 12-2(8)

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a Resolution passed by the Council on the 17th day of January, 2012, the City Engineering Division has prepared plans and specifications for the improvement of City collector streets on 119th Avenue east of blackfoot Street, Northdale Boulevard south of 124th Avenue and 124th Avenue west of Northdale Boulevard by street reconstruction and has presented such plans and specifications to the Council for approval; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 a.m. on the 11th day of May, 2012, at which time they will be publicly opened in the City Hall by the City Clerk and engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 15th day of May, 2012, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 12-55

**A RESOLUTION RELATING TO PARKING RESTRICTIONS ON
124TH AVENUE NW FROM NORTHDALÉ BOULEVARD TO
.011 MILES WESTERLY (SAP 114-136-003)**

WHEREAS, this resolution was passed this 17th day of April, 2012 by the City of Coon Rapids in Anoka County, Minnesota, and the municipal corporation shall hereinafter be called "City"; and

WHEREAS, the City has planned the improvement of 124th Avenue, State Aid Route No. 114-136 from Northdale Boulevard NW to 0.11 miles westerly in the City of Coon Rapids, Minnesota; and

WHEREAS, the City will be expending Municipal State Aid Funds on the improvements of this street; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street; and approval for the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Coon Rapids, Minnesota that there be a ban on parking for motor vehicles on both sides of 124th Avenue from Northdale Boulevard to .011 miles westerly at all times.

Adopted this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 12-56

**A RESOLUTION RELATING TO PARKING RESTRICTIONS ON
NORTHDALE BOULEVARD NW FROM CROOKED LAKE BOULEVARD NW TO
124TH AVENUE NW (SAP 114-127-006)**

WHEREAS, this resolution was passed this 17th day of April, 2012 by the City of Coon Rapids in Anoka County, Minnesota, and the municipal corporation shall hereinafter be called “City”; and

WHEREAS, the City has planned the improvement of Northdale Boulevard NW, State Aid Route No. 114-127 from Crooked Lake Boulevard NW to 124th Avenue NW in the City of Coon Rapids, Minnesota; and

WHEREAS, the City will be expending Municipal State Aid Funds on the improvements of this street; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street; and approval for the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Coon Rapids, Minnesota that there be a ban on parking of motor vehicles on both sides of Northdale Boulevard NW from Crooked Lake Boulevard NW to 124th Avenue NW.

Adopted this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

8.

Meeting Date: 04/17/2012

Subject: Approve Plans and Order Ad For Bids For Street Reconstruction--Project 12-3 Collector Streets

From: Doug Vierzba, City Engineer

INTRODUCTION

The City is proposing street reconstruction on five collector streets in 2012 under this project. Council ordered the project on April 3rd. Council is requested to approve plans and order advertisement for bids. Council is also requested to adopt two resolutions restricting parking on two of the streets as required by MnDOT.

DISCUSSION

There are 2.0 miles of streets proposed for reconstruction under this project as follows—(see map)

1. Hanson Boulevard –south of Mississippi Boulevard to 99th Avenue
2. 99th Avenue --east of Hanson Boulevard to Egret Boulevard
3. Egret Boulevard –north of 99th Avenue to frontage road
4. 99th Avenue --west of Foley Boulevard to Coon Rapids Boulevard Extension
5. Springbrook Drive –south of Holly Street, (a length of 0.21 mile)

Council held the public hearing/assessment hearing on March 20, 2012. One person spoke at the hearing regarding traffic/parking on Egret Boulevard. No one objected to the project. John VonDeLinde, Anoka County Parks, was contacted regarding the proposed work on Egret Boulevard, the main entrance road to the CR Dam Regional Park. Mr. VonDeLinde was glad to see that this project is proceeding this year and had no problems with timetable as long as the road was open to traffic. It should be noted that no road work will be allowed on weekends or holidays when the Park is heavily used.

Plans have been prepared and have been approved by MnDOT as required for State Aid funding. MnDOT's approval requires that Council adopt resolutions restricting parking on one side of 99th Avenue, east of Hanson Boulevard, and on one side of Hanson Boulevard south of Mississippi Boulevard. Therefore, it is proposed to restrict parking on the north side of 99th Avenue which is already signed for no parking, except the most westerly block. It is proposed to restrict parking on the east side of Hanson Boulevard which will be a new restriction. Vehicles are seldom parked on this street so this should not be a problem for residents.

Bids would be received on May 11th and Council would award a contract on May 15th. Construction would be expected to begin in late-May and be completed in September.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Transportation** section of the 2030 Strategic Vision in the following way:

The City has an efficient and well maintained system of roads, sidewalks, and trails. Repaving these streets will improve the City's collector street system and reduce maintenance costs. Construction of sidewalks along Springbrook Drive will improve pedestrian safety.

RECOMMENDATION

It is recommended that Council:

- a. Adopt Resolution No. 12-3(8) approving plans and ordering ad for bids.
- b. Adopt Resolution 12-57 restricting parking on the north side of 99th Avenue.
- c. Adopt Resolution 12-58 restricting parking on the east side of Hanson Boulevard.

Fiscal Impact

BUDGET IMPACT:

The total estimated cost of the project is \$1.3M. The City proposes to assess \$159,601.14 to benefiting properties on May 15th as part of this project. The remaining cost (\$1,140,000) will be paid using the City's State Aid construction fund.

Attachments

12-3 Map

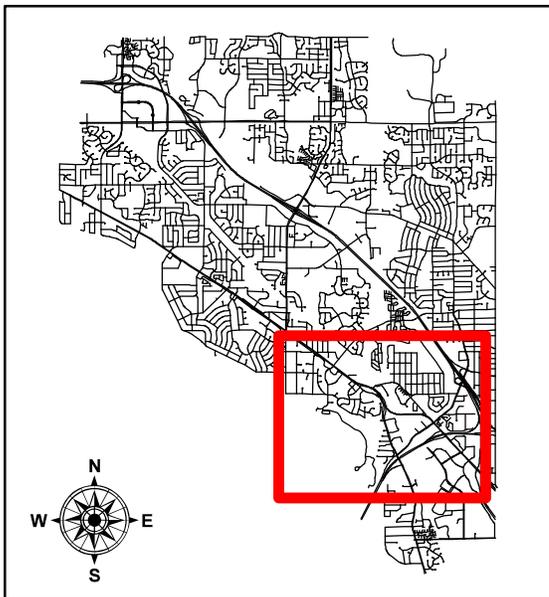
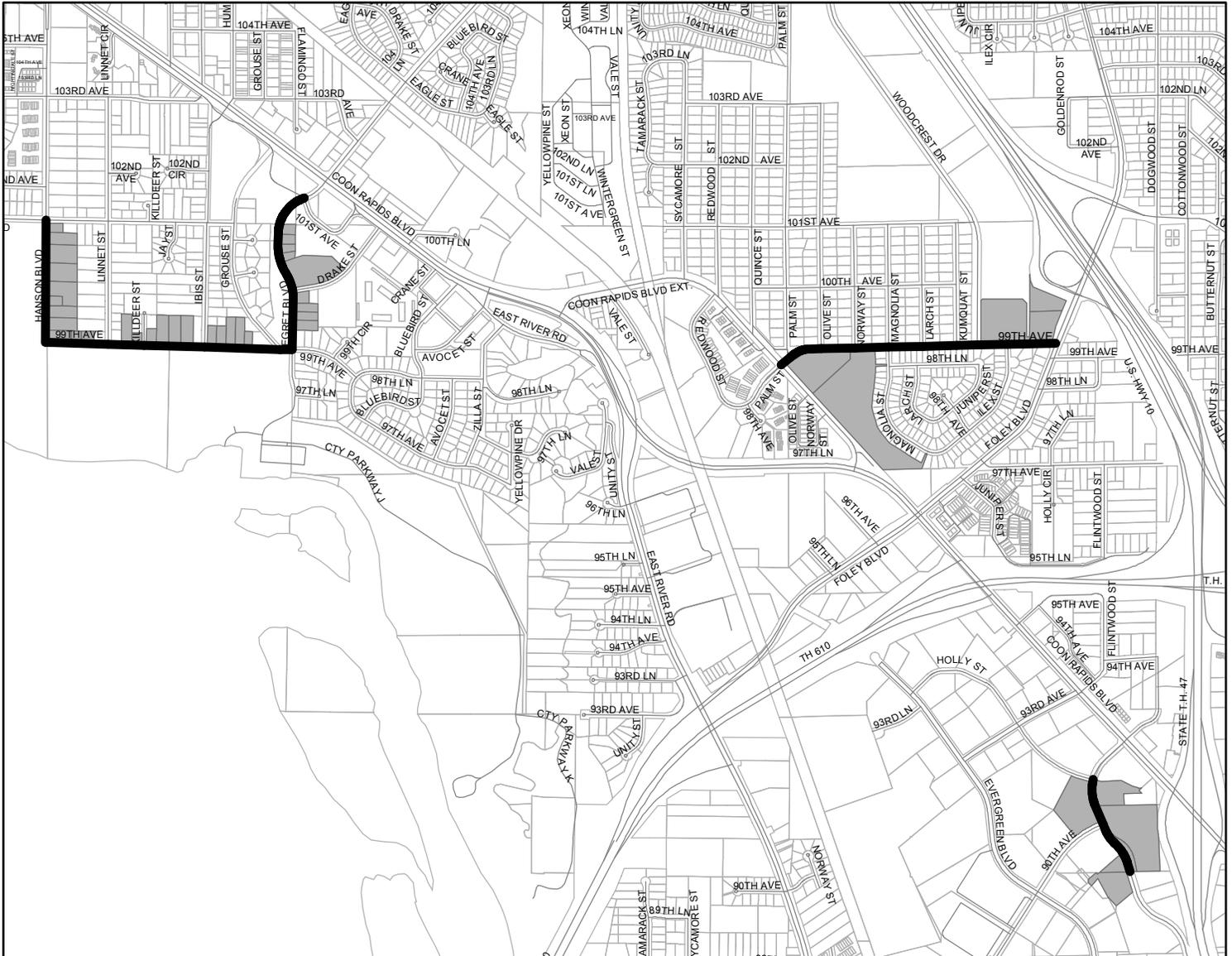
Resolution No. 12-3(8)

Resolution 12-57

Resolution 12-58

Project 12-3 2012 Street Reconstruction Program

■ 2012 Proposed Reconstruction



■ Area of Benefit



**COON
RAPIDS**
Minnesota

RESOLUTION NO. 12-3(8)

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a Resolution passed by the Council on the 17th day of January, 2012, the City Engineering Division has prepared plans and specifications for the improvement of City collector streets on Hanson Boulevard, 99th Avenue east of Hanson Boulevard, Egret Boulevard north of 99th Avenue, Springbrook Drive south of Holly Street and 99th Avenue west of Foley Boulevard by street reconstruction and has presented such plans and specifications to the Council for approval; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 1:00 p.m. on the 11th day of May, 2012, at which time they will be publicly opened in the City Hall by the City Clerk and engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 15th day of May, 2012, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 12-57

**A RESOLUTION RELATING TO PARKING RESTRICTIONS ON
99th AVENUE NW FROM HANSON BOULEVARD NW TO
EGRET BOULEVARD NW (SAP 114-105-014)**

WHEREAS, this resolution was passed this 17th day of April, 2012 by the City of Coon Rapids in Anoka County, Minnesota, and the municipal corporation shall hereinafter be called “City”; and

WHEREAS, the City has planned the improvement of 99th Avenue NW, State Aid Route No. 114-105, from Hanson Boulevard NW to Egret Boulevard NW in the City of Coon Rapids, Minnesota; and

WHEREAS, the City will be expending Municipal State Aid Funds on the improvements of this street; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street; and approval for the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Coon Rapids, Minnesota that there be a ban on parking of motor vehicles on the north side of 99th Avenue NW from Hanson Boulevard NW to Egret Boulevard NW.

Adopted this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 12-58

**A RESOLUTION RELATING TO PARKING RESTRICTIONS ON
HANSON BOULEVARD NW FROM 99TH AVENUE NW TO
MISSISSIPPI BOULEVARD NW (SAP 114-105-014)**

WHEREAS, this resolution was passed this 17th day of April, 2012 by the City of Coon Rapids in Anoka County, Minnesota, and the municipal corporation shall hereinafter be called “City”; and

WHEREAS, the City has planned the improvement of Hanson Boulevard NW, State Aid Route No. 114-105 from 99th Avenue NW to Mississippi Boulevard NW in the City of Coon Rapids, Minnesota; and

WHEREAS, the City will be expending Municipal State Aid Funds on the improvements of this street; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street; and approval for the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Coon Rapids, Minnesota that there be a ban on parking of motor vehicles on the east side of Hanson Boulevard from 99th Avenue NW to Mississippi Boulevard NW.

Adopted this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

9.

Meeting Date: 04/17/2012
Subject: Water Rate Increase
Submitted For: Sharon Legg, Finance Director
From: Dianne Nelson, Advanced Accounting Technician

INTRODUCTION

Staff is recommending that water rates be increased.

DISCUSSION

The Water Fund is a self-supporting fund whereas water revenues pay for water related expenses and no taxes are levied for the operation. The Fund had fairly significant losses in the past few years. As the attached Revenue and Expense Statement shows, the Fund lost nearly 1 million dollars in 2010 and another \$500,000 in 2011. This is largely due to the decreased amount of usage.

The following shows how much water has been pumped over the past few years. And, the first quarter of 2012 shows another reduction of 13 percent less than the first quarter of 2011.

	Pumping	%	Water Sales	%
2006	3,347 million gallons		\$4,950,619	
2007	3,268 million gallons	(2.4)	\$4,820,631	(2.6)
2008	2,969 million gallons	(9.1)	\$4,612,562	(4.3)
2009	3,059 million gallons	3.0	\$4,978,702	7.9
2010	2,878 million gallons	(5.9)	\$4,649,373	(6.6)
2011	2,761 million gallons	(4.1)	\$4,877,657	4.9

Although operating expenses did go down from 2010 to 2011 by about \$200,000, many of the costs are fixed. Building towers and adding capacity was driven by demand, but now that the infrastructure has been built, the annual cost is fixed. About 42 percent of the 2012 budget is for water system capital improvements including depreciation and interest on debt issued to finance issued to expand the west treatment plant, adding wells 24 and 25, refurbishing four wells, purchasing remotely read water meters and building the north tower. The City spent roughly \$\$275,000 to repair main breaks in 2011, less than was spent in 2010. Utilities and chemicals were less than budgeted in 2011 and \$45,000 less than was spent in 2010. Additionally, water mains and defective valves are being replaced in street reconstruction areas. The Water Fund pays for that portion of the cost.

The City has been turning off water at the curb to protect vacant homes. In many cases, it has been found that the curb stop is inoperable and needs to be dug up and repaired. The City took over this responsibility in 2009 and spent about \$60,000 in 2010 and again in 2011. The other large expense the City is incurring is to repair rusting valves in water mains. The City spent over \$185,000 to replace valves and hydrants in 2011.

City Council may recall that the City engaged Progressive Consulting Engineers to analyze ways to reduce operating costs. Attached is a work scope for the technical study. At this time, additional pumping and metering

data is required to complete the study. However, obvious savings are not significant.

As you know, the City now uses a tiered system for water rates.

Staff is recommending the following rates to become effective with the May 1 billing:

	Current rate	Proposed rate
Residential		
Tier 1 per 1,000 gallons (first 20,000 gallons)	\$ 1.60	\$ 1.70
Tier 2 per 1,000 gallons (20,001 to 80,000 gallons)	2.00	2.10
Tier 3 per 1,000 gallons (80,001 gallons and above)	2.20	2.30
Commercial/industrial users, per 1,000 gallons	1.60	1.70
Sprinkling meters, per 1,000 gallons	2.20	2.30
Service charge per account	8.00	10.00

If this rate increase is approved, assuming similar usage as in 2011, revenues should increase by about \$400,000. Obviously, if we have another year with many water breaks and curb stop repairs coupled with low water sales, this fund is going to again lose money. Staff is reviewing all of the expenditures to reduce them or achieve saving through more competitive bidding, but the age of the system is causing much higher maintenance expenditures.

Water rates were increased in 2007, 2009, 2010 and 2011. If this rate increase is adopted, it would take affect with the May 1 billing.

ALIGNMENT WITH STRATEGIC VISION

The item relates to the *Excellence in Government* section of the City’s long term strategic vision in the following way:

The 2012 Water rate increase better ensures that the Water Fund remain a self-supporting fund and will remain a fund where no taxes are levied for the operation as a whole.

RECOMMENDATION

Staff recommends adoption of Resolution 12-60 Establishing Water Rates.

Attachments

Water Rate RS

Water Rates

Cost Benefit Analysis

RESOLUTION 12-60

RESOLUTION ESTABLISHING WATER RATES

WHEREAS, the City Code 13-300 allows water rates to be set by resolution; and

WHEREAS, the water rates are intended to cover the cost of operating the water system; and

WHEREAS, the State Statutes require that a conservation rate structure; and

WHEREAS, an increase in rates is needed to cover operating expenses.

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that the following water usage charges be adopted.

Residential (single and multiple units):	
Tier 1 per 1,000 gallons (first 20,000 gallons):	\$1.70
Tier 2 per 1,000 gallons (20,001 to 80,000 gallons):	\$2.10
Tier 3 per 1,000 gallons (80,001 gallons and above):	\$2.30
Commercial/Industrial Users, per 1,000 gallons	\$1.70
Sprinkling meters, per 1,000 gallons	\$2.30
Service Charge per account:	\$10.00

BE IT FURTHER RESOLVED, that these rates will become effective starting with the District billing sent out June 1, 2012.

Adopted by the Coon Rapids City Council this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk

CITY OF COON RAPIDS, MINNESOTA

Attachment A-1

WATER FUND
STATEMENT OF REVENUES AND EXPENSES
PERIOD ENDED DECEMBER 31, 2011 and 2012 BUDGET

	2011 ACTUAL	2012 BUDGET
Operating Revenues:		
Water charges	\$ 4,877,657	\$ 5,125,000
Miscellaneous	42,960	60,000
 Total Operating Revenues	 4,920,617	 5,185,000
Operating Expenses:		
Personal services	959,246	845,319
Other charges and services	1,865,369	1,955,147
Supplies	304,549	265,146
Depreciation	1,859,583	1,894,606
 Total Operating Expenses	 4,988,747	 4,960,218
 Operating Income (Loss)	 (68,130)	 224,782
Nonoperating Revenues (Expenses):		
Investment income	(52,620)	5,349
Sale of water meters	26,318	35,000
Gain on disposal of capital assets		
Interest and fiscal charges	(394,424)	(366,500)
Purchase and repair of water meters	(35,860)	(35,000)
 Total Nonoperating Revenues (Expenses)	 (456,586)	 (361,151)
 Loss before contributions	 \$ (524,716)	 \$ (136,369)

TECHNICAL MEMORANDUM
COST BENEFIT ANALYSIS
City of Coon Rapids, MN

Progressive Consulting Engineers will complete a cost benefit analysis addressing the costs associated with treating, pumping, storing and delivering water to the City of Coon Rapids consumers. The cost benefit analysis will entail:

1. Determine potential cost saving by idling the East Plant during the low flow (winter) months
 - a) Contact the filter vendor to identify the impact on the treatment units by idling them and the length of time they can be idled
 - b) Identify and determine potential cost savings

2. Determine the cost savings associated with meeting water demands by operation of the water towers in a manner that would facilitate reduction of East Plant effluent into the distribution system during high demands
 - a) Determine 3 – 5 – 10day maximum average water demands over a minimum of a 10 year period
 - b) Determine the cost for
 - 1) Increasing the East Plant effluent to meet peak demands
 - 2) Utilizing storage to reduce the East Plant effluent by constructing a 2 million gallon tower

3. Determine the pumping cost savings of filling the water towers during off peak times at off peak electric rates
 - a) Assess the ability of the water system to meet daytime demands and facilitate filling of the towers during off peak
 - b) Determine electrical cost differential between pumping on peak and off peak

4. Identify other potential cost savings of constructing a new 2 million gallon water tower
 - a) Because of potential tower location, revenue from cell phone companies for antenna installation on tower
 - b) Potential reduction in water main breaks due to lower system pressure due to water distribution pattern change due to tower location
 - c) Identify other potential cost savings

5. Submit an electronic copy of a Technical Memorandum outlining the results of the cost benefit analysis to the City



City Council Regular

10.

Meeting Date: 04/17/2012

Subject: 2012 Sewer Rates

Submitted For: Sharon Legg, Finance Director

From: Dianne Nelson, Advanced Accounting Technician

INTRODUCTION

Staff recommends that sewer rates be modified.

DISCUSSION

As the City Council is aware, staff has been recommending changes to the sewer rates over the past few years to move away from billing a flat amount per customer to a rate that includes a consumption component. In 2011, the City Council held a work session to discuss a billing system that based the sewer charge partially on consumption in addition to a flat fee. The flat fee would cover fixed costs of maintaining the sewer system...the lines and lift stations. As explained, lines must be cleaned, roots cut, lift stations checked and pumps routinely maintained. All of these tasks must be performed no matter how much flow is going through the lines. And, the more pipe a city has, the more there is to maintain.

A portion of the cost of sewer is based on flow treated by the Metropolitan Council. The more flow, the higher the bill. So, smaller users should pay less than larger users for the volume portion of the cost.

About two thirds of the 2012 Sewer Fund Budget is based on flow...the other third is fixed. Obviously, the fixed charges can fluctuate some due to backups, maintenance, efficiencies, power costs, etc. But, this is a pretty good rule of thumb.

As the City moves toward a combination consumption/base billing rate, the winter quarter is typically used to determine normal sewer usage for residential properties. Again, this is usage that goes into the system, rather than water used to sprinkle yards and wash cars. Therefore, the winter quarter sets the usage for the year, unless, of course, less is used. In that case, the lesser amount is billed for. Many residential property types in the City already have separate sprinkling meters. In those cases, consumption is actual consumption for that quarter. There is no need to revert to the winter quarter. This is also the case for other property types.

Again this year, staff is recommending a change in rates to move further toward considering consumption. An attached chart shows a breakdown by account types. You will notice, the chart shows the number of accounts by type, the average consumption and the proposed base fee. The proposed base fee corresponds somewhat to the density of the property type. According to the City's Comprehensive Plan, approximately 84 percent of the City is residential, which includes single family, townhomes, apartments, detached townhomes and mobile homes. And, although not a perfect correlation, that would mean that roughly 84 percent of the sewer pipes and lift stations relate to residential development. Breaking it down even further, about 75 percent of the City is single family residential, which includes doubles and detached housing.

The chart also shows recommended base fees per property class to eventually phase into. These would need to be

adjusted for inflation and cost changes over time. But, the structure could remain similar.

At this time, however, staff is recommending that only a number of the classifications are implemented for a couple of reasons. First of all, this is a big change. Every quarter, the City bills approximately 6 to 8 thousand residential customers not including apartments. The change will impact some customers significantly. Obviously, low users will be happy but larger users will call. By implementing this in phases, staff can address issues that may have been overlooked before impacting the entire City. Therefore, staff is recommending that townhomes, detached townhomes and quads have the rate system implemented. This will impact about 3,900 accounts. Additionally, an increase to the base fee of \$10 be added to the commercial, restaurant, industrial and institutional properties to compensate for the fixed costs of maintaining the system.

Also attached is a copy of the 2011 financial statement with the 2012 Budget. In 2011, the Sewer Fund had an operating income of approximately \$217,000. Therefore, rate increases are not needed other than to continue modifying rates toward a more fair system.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Excellence in Government** section of the 2030 Strategic Vision by continuing the implementation of a fairer sewer rate structure for the citizens.

RECOMMENDATION

Staff recommends adopting Resolution 12-59 Establishing Sewer Rates.

Attachments

Resolution 12-59

Sewer Rates

RESOLUTION NO. 12-59

RESOLUTION ESTABLISHING SEWER RATES

- WHEREAS,** the City Code 13-604 allows sewer rates to be set by resolution; and
- WHEREAS,** the sewer rates are intended to cover the cost of operating the sewer system; and
- WHEREAS,** sewer rates have been modified over the last few years to incorporate a consumption component; and
- WHEREAS,** a modification in the rate for townhome, detached townhomes and quads to include winter quarter consumption should be included; and.
- WHEREAS,** an increase in the base fee for commercial, restaurants, industrial and institutional of \$10.00 per quarter be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that the following quarterly charges be adopted.

Flat fee

- (a) Single-family/duplex properties--\$61.00 per unit
- (b) Single family/duplex seniors--\$42.35 or 32.50 per unit
- (c) Apartments/unit with sewer only--\$41.50

Base fee plus winter quarter consumption at \$2.65/1000

- (d) Mobile homes--\$10.50 per mobile home
- (e) Townhomes/condos individually metered--\$10.50 per unit

Base fee plus consumption

- (f) Apartments with one common meter--\$2.65 per 1,000 gallons water + \$7.00 per unit
- (g) Commercial, industrial and institutional per 1,000 gallons \$ 3.05/1,000 + \$45.00
- (h) Restaurants per 1,000 gallons \$3.05/1,000 + \$ 70.00

BE IT FURTHER RESOLVED, that these rates will become effective starting with bills sent out May1, 2012.

Adopted by the Coon Rapids City Council this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Catherine Sorenson, City Clerk

CITY OF COON RAPIDS
SEWER CHARGES
As of April 17, 2012

Land Use Code	Average Density	Future Base Rate	2012			2011 Base Rate	2010		
			Number of accounts	Ave consumption	Base rate		Number of accounts	Ave consumption	Rate
100 Single Family (SF)	3-4/acre	21.00 *	13,144	15,032	61.00	61.00	13,329	14,450	59.00
SF Sr eligible prior to 1997	3-4/acre	21.00 *	370	9,222	32.50	32.50	407	8,545	29.50
SF Sr eligible in 1997 or after	3-4/acre	21.00 *	1,163	11,198	42.35	42.35	966	9,910	38.35
200 Duplexes/doubles	6/acre	15.00 *	727	13,771	61.00	61.00	707	12,987	59.00
Duplexes/doubles prior to 1997	6/acre	15.00 *	1	9,600	32.50	32.50	4	9,625	29.50
Duplexes Sr eligible in 1997 or after	6/acre	15.00 *	15	5,667	42.35	42.35	23	10,096	38.35
204 2 units/one meter	6/acre	15.00 *	8	20,813	61.00	61.00	8	13,375	59.00
300 Townhomes	7-10/acre	10.50 *	2,518	10,455	10.50 *	45.00	2,337	10,561	45.00
Townhomes Sr eligible prior to 1997	7-10/acre	10.50 *	132	6,955	10.50 *	25.50	159	7,313	22.50
Townhome Sr eligible in 1997 or after	7-10/acre	10.50 *	381	7,457	10.50 *	32.00	474	7,783	29.25
304 Condo/town one meter	7-10/acre	10.50 *	970	10,712	10.50 *	7.00 *	970	10,520	17.00 **
309 Detached townhouses	4-5/acre	21.00 *	187	9,079	21.00 *	45.00	332	7,672	45.00
Detached Sr eligible prior to 1997	4-5/acre	21.00 *	12	7,108	21.00 *	25.50	n/a	n/a	22.50
Detached Sr eligible in 1997 or after	4-5/acre	21.00 *	146	8,079	21.00 *	32.00	n/a	n/a	29.25
400 Quads	7/acre	10.50 *	437	10,860	10.50 *	45.00	519	9,704	45.00
Quads Sr eligible prior to 1997	7/acre	10.50 *	31	7,003	10.50 *	25.50	n/a	n/a	22.50
Quads Sr eligible in 1997 or after	7/acre	10.50 *	56	9,854	10.50 *	32.00	n/a	n/a	29.50
404 Numerous quads/one meter	7/acre	10.50 *	37	8,427	45.00 *	45.00	37	4,435	45.00
500 Apartments	Max 30/acre	7.00 *	3,714	11,356	7.00 *	7.00 *	3,714	10,824	17.00 **
800 Mobile homes		10.50 *	256	19,372	10.50 *	48.00	256	16,541	46.00
Total Residential			24,305				24,242		
Office/commercial		70 *	410		35.00 *	25.00 *	414		4.50 *
Restaurants		100 *	65		70.00 *	35.00 *	66		4.50 *
Industrial		70 *	85		35.00 *	25.00 *	84		4.50 *
Institutional		70 *	78		35.00 *	25.00 *	78		4.50 *
Total			24,943				24,884		

PER 1,000 GALLONS CONSUMPTION

* \$2.65 per 1,000

** \$1.90 per 1,000

*** \$3.05 per 1,000

Note: Average densities per Comprehensive Plan



City Council Regular

11.

Meeting Date: 04/17/2012

Subject: Transfer of Funds

Submitted For: Kevin Vouk, Manager of Accounting/Treasurer

From: Dianne Nelson, Advanced Accounting
Technician

INTRODUCTION

The 2011 and 2012 budget documents include a number of transfers of funds that affect 2011. Resolution 12-53 requesting these transfers follows this memo.

DISCUSSION

The transfers which affect 2011 are as follows:

General Fund to the Law Enforcement Programs Fund -- \$34,850. The WebCAP website development was accounted for in the Law Enforcement Programs Fund. Funding for this project was planned to come from the General Fund as a result of savings due to staff changes in 2011. This transfer will cover the payments made to date for WebCAP development.

General Fund to the Retirement Insurance Reserve Fund--\$363,276. This includes a \$325,000 budgeted transfer for the future payment of health insurance benefits for qualified retired police and firefighters. Also included is \$38,276 which is the unused balance of the \$125,000 budgeted transfer to Compensated Absences Fund. The total transfer of \$363,276, combined with other revenues and fund balance in the Retirement Insurance Reserve Fund, will fund the actuarial requirement for 2011.

General Fund to the Facilities Construction Fund -- \$1,228,000. City policy is to maintain an unassigned fund balance in the General Fund of at least 45% of the following year expenditures and transfers. Based on 2011 financial results and 2012 budgeted amounts, sufficient funds are available for this transfer while adhering to the fund balance policy.

General Fund to the HRA Capital Projects Fund -- \$7,092. The portion of the fourth of July fireworks display that was not covered by donations was paid from the five percent gambling proceeds that the City retains in the General Fund. This transfer will move these funds to the Development Account in the HRA Capital Projects Fund where the fireworks display was paid.

Coon Rapids MAF Program Fund to the Housing Program Fund -- \$250,000. This is a transfer of the funding previously approved by the City Council for the Home Improvement Incentive Program (\$150,000) and the Home Rehabilitation Assistance Program (\$100,000).

Senior Activity Fund to the General Fund -- \$15,380. This transfer funds \$12,000 of the Senior Citizen Activity Center costs and covers staff time in the amount of \$3,380 for the Chores and More program.

Equipment Certificate Debt Service Fund to the Equipment Certificate Capital Projects Fund -- \$229,250.

Available funds in the Debt Service Fund will cover a portion of the cost of Fire Engine Number 2 in the Capital Projects Fund instead of issuing equipment certificates.

Springbrook Drainage Bonds Fund to the Storm Water Drainage Fund -- \$31,844. The Springbrook Drainage Bonds were paid off in 2011. A bond refunding in 2002 resulted in lower debt service costs than would have occurred under the original bond issue. Combined with investment income, these savings resulted in a remaining fund balance. It is recommended that the balance in this fund be transferred to the Storm Water Drainage Fund to pay for future storm water drainage projects.

Revolving Construction Fund to the Street Reconstruction Fund--\$193,248. Investment income in the Revolving Construction Fund contributes to the sealcoating program costs.

Facilities Construction Fund to the Curbside Recycling Fund -- \$20,000. This is a transfer of the funding previously approved by the City Council for a portion of the Recycling Center building construction costs.

Facilities Construction Fund to the Golf Fund -- \$5,300,000. This is a transfer of the funding previously approved by the City Council for a portion of the Golf Course clubhouse construction costs.

HRA Capital Projects Fund to the General Fund--\$124. This transfer covers the difference between revenue received and expenditures incurred for the Section 8 Housing Program in the General Fund.

HRA Capital Projects Fund to the HRA Debt Service Fund -- \$1,530,748. This transfers tax increment to pay debt service on tax increment bonds.

Insurance Reserve Fund to the Retirement Insurance Reserve Fund --\$86,190. Investment income in the Insurance Reserve Fund contributes toward the funding of the actuarial liability of other post employment benefits.

Various transfers as follows are needed so the funding or expenditures from certain construction projects or other items are in the proper fund:

2006 Improvement Bonds Fund to the 2006 Bonded Projects Fund--\$127,354
2009 Improvement Bonds Fund to the 2009 Bonded Projects Fund--\$133,167
2011 Improvement Bonds Fund to the Revolving Construction Fund--\$61,325
2011 Improvement Bonds Fund to the Sewer Fund--\$82,276
Revolving Construction Fund to the 2011 Improvement Bonds Fund--\$36,063
2009 Bonded Projects Fund to the 2011 Bonded Projects Fund--\$324,807

Various funds to the Compensated Absences Fund--\$89,358. Compensated absences (unused sick/vacation balances) for the non-enterprise funds are accounted for in the Compensated Absences Fund. To fully fund the liability of \$2,340,126 in this fund as of December 31, 2011, the following transfers are needed to cover the 2011 change in each fund's liability: \$86,725 from the General Fund, \$262 from the Public Communications Fund, and \$2,371 from the HRA Capital Projects Fund.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the Excellence in Government section of the 2030 Strategic Vision by ensuring the budget follows the strategic direction established and monitored by the City Council.

RECOMMENDATION

Staff recommends the adoption of Resolution 12-53 Authorizing the Transfer of Funds.

Attachments

RS Auth Transfers



RESOLUTION 12-53

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

WHEREAS, the 2011 and 2012 budgets include 2011 transfers between various funds; and

WHEREAS, funds are available to complete the transfers.

NOW, THEREFORE, BE IT RESOLVED to authorize the following 2011 transfers as indicated:

<u>Transfers from</u>	<u>Transfers to</u>	<u>Amount</u>
General Fund	Law Enforcement Fund	\$34,850
General Fund	Retirement Insurance Reserve Fund	363,276
General Fund	Facilities Construction Fund	1,228,000
General Fund	HRA Capital Projects Fund	7,092
Coon Rapids MAF Program Fund	Housing Program Fund	250,000
Senior Activity Fund	General Fund	15,380
Equipment Certificate Debt Service	Equipment Certificate Capital Projects	229,250
Springbrook Drainage Bonds Fund	Storm Water Drainage Fund	31,844
Revolving Construction Fund	Street Reconstruction Fund	193,248
Facilities Construction Fund	Curbside Recycling Fund	20,000
Facilities Construction Fund	Golf Fund	5,300,000
HRA Capital Projects Fund	General Fund	124
HRA Capital Projects Fund	HRA Debt Service Fund	1,530,748
Insurance Reserve Fund	Retirement Insurance Reserve Fund	86,190
2006 Improvement Bonds Fund	2006 Bonded Projects Fund	127,354
2009 Improvement Bonds Fund	2009 Bonded Projects Fund	133,167
2011 Improvement Bonds Fund	Revolving Construction Fund	61,325
2011 Improvement Bonds Fund	Sewer Fund	82,276
Revolving Construction Fund	2011 Improvement Bonds Fund	36,063
2009 Bonded Projects Fund	2011 Bonded Projects Fund	324,807
General Fund	Compensated Absences Fund	86,725
Public Communications Fund	Compensated Absences Fund	262
HRA Capital Projects Fund	Compensated Absences Fund	2,371

Adopted by the Coon Rapids City Council this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk



City Council Regular

12.

Meeting Date: 04/17/2012
Subject: Year End Budget Appropriations
Submitted For: Kevin Vouk, Manager of Accounting/Treasurer
From: Dianne Nelson, Advanced Accounting Technician

INTRODUCTION

Final 2011 General Fund budget re-appropriations and carry-forwards from 2011 to 2012 are recommended.

DISCUSSION

Resolution 12-52 is attached for your consideration and includes the following items:

Reallocation of appropriations in the 2011 General Fund budget

After all transactions are completed each year, the General Fund budget is compared to year-to-date expenditures to ensure that each activity does not exceed budgeted amounts. Net adjustments equal to zero are being recommended. Budget reappropriations require a simple majority vote (4 members).

Carryforward of items from the 2011 to 2012 budget

The following carry-forwards were budgeted in 2011 but were not received as of December 31, 2011. Also, Resolution 11-136 carried forward \$25,000 for the WebCAP development. This work was completed by the end of 2011, so it is now being moved back into 2011.

General Fund

Activity 121 – Maint of Official Records:	\$1,000 - chairs
Activity 122 – Information:	\$500 - chairs
Activity 123 – Management:	\$500 - chairs
Activity 142 – Finance & Accounting:	\$2,500 - chairs
Activity 148 – Purchasing:	\$500 - chairs
Activity 149 – Payroll:	\$1,000 - chairs
Activity 223 – Fire Suppression:	\$15,500 - turn-out gear
Activity 224 – Rescue and First Aid:	\$4,215 - treadmill
Activity 324 – Senior Citizens Activity Ctr:	\$2,000 - chairs
Activity 201 – Court Case Prep/Appearance:	(\$25,000) - WebCAP website development

Other Funds

Activity 716 – Public Communications Fund:	\$1,710 - Apple edit suite software upgrade
Activity 620 – Sewer Fund:	\$37,023 - 3/4 ton 4x4 pickup with plow

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Excellence in Government** section of the 2030 Strategic Vision by ensuring the budget follows the strategic direction established and monitored by the City Council.

RECOMMENDATION

Staff recommends adoption of Resolution 12-52 Reallocating the 2011 General Fund Budget and Amending the 2011 and 2012 Budgets.

Attachments

Resolution No. 12-52

RESOLUTION 12-52

RESOLUTION REALLOCATING THE 2011 GENERAL FUND BUDGET AND AMENDING THE 2011 AND 2012 BUDGETS

WHEREAS, Section 1-700 of the City Charter provides for adoption of an annual budget, and the subsequent re-appropriation of unencumbered balances for other purposes; and

WHEREAS, the City of Coon Rapids budget provides appropriations in a program format by activity; and

WHEREAS, the actual charges of personal hours and other expenses differs somewhat from budgetary estimates made over one year ago; and

WHEREAS, some 2011 budgeted items and services were not purchased in 2011.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Coon Rapids hereby authorizes the re-appropriation of 2011 funds and amends the 2011 budget to include re-appropriation of 2011 budgeted funds to fiscal year 2012 as follows:

2011 BUDGET ADJUSTMENTS (Reductions are indicated in parentheses.)

ACT. #	DESCRIPTION	PERSONAL SERVICE	OTHER CHARGES AND SERVICES	SUPPLIES	CAPITAL OUTLAY	OTHER DIS- BURSE MENTS	TOTAL
101	Legislative Control		11,300				11,300
103	Legal Services	5,000					5,000
122	Information		(1,900)				(1,900)
123	Management	(4,700)	1,300				(3,400)
124	Licensing		600				600
141	Human Resources		(1,500)	1,500			0
143	Information Technology	4,700	(11,800)	500			(6,600)
144	General Revenue Collections	1,000	(100)	100			1,000
147	Property Appraisal	(1,000)					(1,000)
148	Purchasing		(1,900)				(1,900)
149	Payroll		(100)	100			0
201	Court Case Preparation	(59,000)		(5,200)			(64,200)
202	Investigation/Non-Traffic	24,200	(3,300)	100			21,000
203	Preventative Patrol/Traffic	22,300	5,700	(3,100)	(400)		24,500
204	Accident Reduction Project	(1,000)					(1,000)
205	Animal Control	(1,000)	2,500				1,500
206	School Liaison/Community Ed	15,800	5,600	(300)			21,100
207	Drug Enforcement & Education	200	(1,200)	(200)			(1,200)
208	Emergency Operation/Planning	(6,500)	1,000	(300)			(5,800)
221	Fire Prevention	(6,800)	(1,000)				(7,800)
222	Fire Training	(900)	300	(300)			(900)
223	Fire Suppression	300	(3,300)	(3,800)			(6,800)
224	Rescue and First Aid			(1,200)	(700)		(1,900)
225	Fire Investigation	(6,500)					(6,500)
251	Employee Safety	600					600
302	Riverwind Recreation Center		(100)	100			0
320	Civic Center		7,900				7,900
324	Senior Citizens Activity Center		1,900				1,900
401	Planning	1,500					1,500

ACT. #	DESCRIPTION	PERSONAL SERVICE	OTHER CHARGES AND SERVICES	SUPPLIES	CAPITAL OUTLAY	OTHER DIS- BURSE MENTS	TOTAL
407	Neighborhood Reinvestment	4,900					4,900
421	Building Inspection	6,900	8,600	500			16,000
500	Snow Removal	(50,800)		(21,500)			(72,300)
501	Street Maintenance	47,300	6,800	5,500			59,600
503	Streetlight Maintenance		(20,000)				(20,000)
506	Central Garage/Vehicle Maint	(300)	300			0	
507	Public Building Maintenance		(11,200)	3,300			(7,900)
508	Geographic Information System	3,900	(4,200)				(300)
509	Engineering Maintenance Services	5,700	(2,800)	300			3,200
510	Parks & Grounds Maintenance	(9,600)	8,500	10,900	400		10,200
511	Sidewalk Maintenance	3,500	(2,000)	400			1,900
514	Adult Softball Program		1,600		(1,900)		(300)
515	Indoor Skating/Ice Arena	900	11,600	3,700	(1,700)	2,000	16,500
516	Outdoor Skating	(900)		2,400			1,500
521	Tree Maintenance		(100)				(100)
522	Weed Control		100				100
	Total	<u>0</u>	<u>8,500</u>	<u>(6,200)</u>	<u>(4,300)</u>	<u>2,000</u>	<u>0</u>

2011/2012 Budget Amendment

Re-appropriation of the following funds from (to) the 2011 Budget to (from) the 2012 Budget:

General Fund

Activity 121 – Maint of Official Records: \$1,000 - chairs
Activity 122 – Information: \$500 - chairs
Activity 123 – Management: \$500 - chairs
Activity 142 – Finance & Accounting: \$2,500 - chairs
Activity 148 – Purchasing: \$500 - chairs
Activity 149 – Payroll: \$1,000 - chairs
Activity 223 – Fire Suppression: \$15,500 - turn-out gear
Activity 224 – Rescue and First Aid: \$4,215 - treadmill
Activity 324 – Senior Citizens Activity Ctr: \$2,000 - chairs
Activity 201 – Court Case Prep/Appearance: (\$25,000) - WebCAP website development

\$2,715

Other Funds

Activity 716 – Public Communications Fund: \$1,710 - Apple edit suite software upgrade
Activity 620 – Sewer Fund: \$37,023 - 3/4 ton 4x4 pickup with plow

\$38,733

Adopted by the Coon Rapids City Council this 17th day of April, 2012.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk