



Council Work Session - 6:15 p.m.

CITY COUNCIL AGENDA

Tuesday, May 1, 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

Proclamations/Presentations

1. Poppy Days Proclamation
2. Oath of Office for Officer Emily Kirchner

Approval of Minutes of Previous Meeting

April 17, 2012, Council Meeting

Consent Agenda

3. Approve Memorandum of Understanding with the City of Cannon Falls for the Purchase of Fire Appartus - Aerial Truck
4. Receive the 2011 Community Development Department Annual Report
5. Cons. Resolution 12-61 Appointing One Member to the Arts Commission
6. Receive Gambling Expenditure Reports for July-December 2011
7. Cons. Waiver of Fees for Fourth of July Carnival
8. Opportunity City Program Review

Reports on Previous Open Mic

9. Open Mic Report, Alan Williams, 10744 Yellow Pine St NW, re: Water Restoration Process
10. Open Mic Response, Scott Nellis, 10320 Grouse Street NW, re: Order to Remove Snakes from Property

Public Hearing

11. Epiphany Senior Citizens Housing Corporation Project
 - a. Public Hearing, 7:00 p.m.
 - b. Cons. Resolution 12-63 Approving the Issuance and Sale of a Senior Housing Revenue Refunding Bonds (Epiphany Senior Citizens Housing Corporation Project), Series 2012 of the City of Coon Rapids, MN and Authorizing the Execution of Documents Relating Thereto

Old Business

12. Cons. Resolution 12-62 Establishing a Minimum Sewer Charge for Townhomes, Detached Townhomes and Quads as well as Mobile Homes

New Business

Other Business

13. Other Business - Grass Maintenance on Northdale Bridge
14. Other Business - Condition of Railroad Crossing at Hanson Boulevard

Adjourn



AI-406

City Council Regular

Meeting Date: 05/01/2012

SUBJECT:

Attachments

4-17-12 Council Minutes

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF APRIL 17, 2012

OPEN MIC/PUBLIC COMMENT

Alan Williams, 10744 Yellow Pine Street NW, requested Council consider a change to the water restoration procedure. He stated in order to complete work for plumbing, electrical, and other permits operational water is needed. He said during remodeling work water is needed to test plumbing. Mr. Williams said he raised this issue 10 months ago and asked for Council consideration again, or if nothing else reduce City taxes by 1/12 due to the water supply.

Councilmember Schulte noted the City does have a waiver process in place for situations such as this in many cases.

Scott Nellis, 10320 Grouse Street NW, questioned the City's response to his last Open Mic appearance. He said only one of his questions from Open Mic was answered and asked why the City is refusing to respond to the other questions. He said he believed his keeping of snakes should be grandfathered in as an allowed use. Mr. Nellis asked for information on how the current ordinance changed. He said ex post facto law applies to both commercial and residential uses and stated he felt the City was demonstrating malfeasance and discrimination.

CALL TO ORDER

The second 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 17, 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 KOCH, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT THE AGENDA AS CORRECTED, ADDING APPROVAL OF MINUTES. THE

MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

APRIL 3, 2012, COUNCIL MEETING
APRIL 10, 2012, LOCAL BOARD OF APPEAL AND EQUALIZATION

Councilmember Schulte requested a change on Page 13, stating his comment should read he expressed concern with the total fleet fuel amounts.

Mayor Howe requested a change to Page 6, stating his comment referred to the assessing process not the street reconstruction process.

Mayor Howe discussed the content of the previous minutes stating several of his comments were brief and should have been further elaborated. City Manager Fulton indicated these concerns would be passed along to the recording secretary.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KOCH, FOR APPROVAL OF THE MINUTES OF THE APRIL 3, 2012, COUNCIL MEETING, AS AMENDED. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER KLINT, FOR APPROVAL OF THE MINUTES OF THE APRIL 10, 2012, LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

1. CONSIDER 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/ TEEM LIQUOR WINE & SPIRITS, 1921 COON RAPIDS BOULEVARD

Councilmember Schulte expressed concern with the manner in which the resolution was drafted which stated Biovest had not met the job goal of March 31, 2012. He said it was his understanding that Biovest had until March 31, 2013 to complete the job and he questioned how this issue arose. Community Development Director Nevinski explained there was a typographical error in the original documentation and should not have been noted as 2012. He said the proposed resolution references the agreement with Biovest establishing an extension. He said the City understands that Biovest was well on track and moving ahead with their plans.

MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER SANDERS, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED.

Councilmember Sanders said he understood the reference to the typographical error and said he was pleased this resolution would resolve the issue.

Councilmember Johnson questioned if the resolution could be redrafted to more clearly state that a typographical error had been made and that this had no reflection on Biovest.

Community Development Director Nevinski stated while he understood the intent with regard to Biovest the typographical issue was being addressed in this manner in order to meet the State's concerns and the proposed resolution would allow for the date to be corrected.

THE MOTION PASSED UNANIMOUSLY.

REPORTS ON PREVIOUS OPEN MIC

3. OPEN MIC REPORT – SCOTT NELLIS – 10320 GROUSE STREET NW

Mayor Howe presented a memorandum from staff to Council stating 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.

Mr. Nellis has received orders from the City to remove snakes from his property, which he breeds and sells, and which is 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.

Councilmember Koch asked how Mr. Nellis was to bring his property into compliance and how the City found it inappropriate to respond to his questions while pursuing code compliance issues. Interim City Attorney Brodie explained Mr. Nellis does have an outstanding administrative citation and the City has responded to some of his questions. He said this is an ongoing issue and the City has been very open with Mr. Nellis regarding the process, however, the City has been unable to reach a mutually agreeable solution with Mr. Nellis regarding the prohibited snakes in his home. Mr. Brodie explained the administrative process would have to be held to address this issue. He indicated the City was not trying to be uncooperative with Mr. Nellis but was simply following the administrative process.

Councilmember Koch questioned why the City passed further snake regulations, City Code 6-5012,

regarding boa constrictors. Interim City Attorney Brodie indicated the City's previous code was not specific. He said the City chose to prohibit more dangerous snakes and was completed in response to the City becoming a more urban setting.

Councilmember Klint discussed the exceptions referred to by Mr. Nellis. She explained that a number of people from the public made statements regarding the City Code amendment and were granted exceptions. However, Mr. Nellis did not come before the City with this request.

4. **OPEN MIC REPORT – JOSEPH MICHNOWSKI – 11514 EIDELWEISS STREET NW –
RE: CONDITION OF STREETS**

Mayor Howe presented a memorandum from staff to Council stating 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.

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. Edelweiss 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 Edelweiss Street neighborhood will be compared to others and a decision made on what streets will be proposed for reconstruction in 2013 and beyond.

Mayor Howe questioned why Mr. Michnowski's roadway was not completed with last years' street improvement project. City Engineer Vierzba explained that in his judgment there were several quadrants in this neighborhood that had several years of life left in their pavement and that this was one of those areas.

BID OPENINGS AND CONTRACT AWARDS

5. **CONSIDER ACCEPTING BID AND AWARDING CONTRACT FOR STREET REPAIRS,
LARGE BITUMINOUS PATCHING AND MILL/OVERLAY, PROJECT 12-13**

City Engineer Vierzba presented a memorandum to the Council stating 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.

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
Omman 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.

MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 12-13(9) AWARDED A CONTRACT TO RUM RIVER CONTRACTING IN THE AMOUNT OF \$214,500.00.

Mayor Howe said he was pleased the contract price came in lower than the engineer's estimate.

THE MOTION PASSED UNANIMOUSLY.

6. **CONSIDER RESOLUTION ACCEPTING BID AND AWARDED CONTRACT FOR CONSTRUCTION OF VEHICLE STORAGE FACILITY AT CITY HALL, PROJECT 11-28**

Public Services Director Gatlin presented a memorandum to Council stating bids were received for the new vehicle storage building at City Hall on April 5, 2012. Consideration by the City Council for

award of bids is appropriate at this time.

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.

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. 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. 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, was submitted to the City. 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.

MOTION BY COUNCILMEMBER LARSON, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT RESOLUTION NO. 11-28(9) AWARDED 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.

Councilmember Schulte asked if there was a bid alternate for concrete block construction versus tip up panels. Public Services Director Gatlin stated this was an option to provide the comparison between masonry construction to tip up panels. After discussions with the architect, the masonry construction became more expensive due to the fact the roof height was 18 feet. In addition, the high ground water table was another concern with the masonry block.

Mayor Howe requested further information on how the low bids were chosen for the base bid, alternate #1 and alternate #2. Public Services Director Gatlin indicated the City received 17 competitive bids on April 5th. All bids were well below the architects estimate. The three low bidders were reviewed for compliance with the specification requirements. He stated after further review, Ebert Construction had not submitted a list of references with their bid documents. For that reason, Jorgenson Construction was selected for the contract as their bid met all specification requirements.

Brad Averill, Ebert Construction, addressed the Council stating he missed a line on Addendum #3 and failed to submit a list of references. Mr. Averill stated after receiving notification from the architect, an office secretary submitted a list of references not understanding these needed to be from the past three years. This error has been corrected and a more comprehensive list was submitted to the City.

Mr. Averill commented Ebert Construction was \$57,000 below the architects estimate. He understood the original submission did not meet the proper specifications but questioned if this could be deemed a bid irregularity. He explained his company had completed 108 successful projects in the metro area in the past three years. He felt the references were a minor issue when considering the overall bid documents.

Mr. Averill requested the Council consider this a minor bid irregularity and award the contract to Ebert Construction.

Councilmember Johnson expressed concern with how the reference request was still not properly handled after the verbal request was made by the City's architect.

Mr. Averill stated there was a miscommunication between the Ebert Construction project manager and the secretary as he did not clarify the three-year time period for the references.

Councilmember Johnson said he was not willing to delay the construction project given the fact the City made an attempt to request the proper information from Ebert Construction.

Councilmember Sanders said he was comfortable with moving forward with the project as recommended by staff. He said he did not want to see the Council set precedence by making exceptions at this time.

Mayor Howe said he understood that Ebert Construction has completed great work in the community. He stated two major errors were made on Ebert's behalf and the City would be moving forward with staff's recommendation.

THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

7. STREET RECONSTRUCTION, COLLECTOR STREETS, PROJECT 12-2:
 - A. CONSIDER RESOLUTION APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS
 - B. CONSIDER RESOLUTION 12-55 RELATING TO PARKING RESTRICTIONS ON 124TH AVENUE NW
 - C. CONSIDER RESOLUTION 12-56 RELATING TO PARKING RESTRICTIONS ON NORTHDALÉ BOULEVARD
-

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 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.

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. 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.

MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 12-2(8) APPROVING PLANS AND ORDERING AD FOR BIDS; ADOPT RESOLUTION 12-55 RESTRICTING PARKING ON BOTH SIDES OF 124TH AVENUE NW; AND ADOPT RESOLUTION 12-56 RESTRICTING PARKING ON BOTH SIDES OF NORTHDALÉ BOULEVARD. THE MOTION PASSED UNANIMOUSLY.

8. STREET RECONSTRUCTION, COLLECTOR STREETS, PROJECT 12-3:
 - A. CONSIDER RESOLUTION APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS
 - B. CONSIDER RESOLUTION 12-57 RELATING TO PARKING RESTRICTIONS ON 99TH AVENUE NW
 - C. CONSIDER RESOLUTION 12-58 RELATING TO PARKING RESTRICTIONS ON HANSON BOULEVARD
-

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 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.

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. 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.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER LARSON, TO ADOPT RESOLUTION NO. 12-3(8) APPROVING PLANS AND ORDERING AD FOR BIDS; ADOPT RESOLUTION 12-57 RESTRICTING PARKING ON THE NORTH SIDE OF 99TH AVENUE; AND ADOPT RESOLUTION 12-58 RESTRICTING PARKING ON THE EAST SIDE OF HANSON BOULEVARD.

Councilmember Koch requested if a public hearing had to be held to limit parking along 99th Avenue. City Engineer Vierzba stated the north side of 99th Avenue already had restricted parking. He said he did not anticipate any concerns with the neighbors as there were rarely cars parking on this roadway.

Councilmember Sanders clarified that the parking restrictions were required for State Aid streets.

THE MOTION PASSED UNANIMOUSLY.

9. CONSIDER RESOLUTION 12-60 ESTABLISHING WATER RATES

Finance Director Legg presented a memorandum to Council stating staff is recommending that water rates be increased.

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. The 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. 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.

Mayor Howe questioned what the interest in fiscal charges line item represented. Finance Director Legg explained this represented interest being paid on bonds.

Councilmember Schulte stated his concern was not with the 10¢ increase but more so with the increase to the service charge per account. He said he was in favor of the user fee concept and felt the increase in the service charge went against user based fees.

Mayor Howe indicated the residents are responsible for and benefit from the City's infrastructure and

a percentage of the water fees did have to cover these expenses.

Councilmember Sanders understood there were fixed fees that had to be covered and agreed with the marginal cost increase based on use.

Councilmember Klint commented the proposed \$2.00 increase per household for the service charge seemed extensive. She requested clarification on what these additional fees would cover. She felt that the City was saving money in other areas and perhaps these funds could be transferred over to the water fund to assist with the shortfall.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT RESOLUTION NO. 12-60 ESTABLISHING WATER RATES.

Councilmember Johnson did not object to the proposed increases in the water rates or service charges. He suggested the Council further review the enterprise, sewer and storm sewer funds to discuss the hard fixed costs.

Mayor Howe indicated he would not support the proposed water rate increases. He questioned when the water study would be available for the Council to review. Public Services Director Gatlin explained the study addressed the amount of power used by the City to pump water. He stated the City has been moving towards more efficient pumps and he did not foresee a great deal of savings in this area. The issue of fixed costs was covering the depreciation of assets already owned by the City. He indicated the infrastructure asset management could be reviewed by the City to see how the assets should be properly depreciated. By adjusting the depreciation numbers, the fixed costs could be reduced. He stated major infrastructure improvements, such as a new water tower and well pumps have been completed in the recent future. These expenses greatly affect the fixed costs within the water rates.

Mayor Howe commented that the City has reduced its water usage over the past three years however the residents were not seeing any savings. He said he felt it was unfortunate the residents have not been rewarded for reducing their use. In addition, if the City was trying to attract new families to the community, their water usage would be higher.

Finance Director Legg reviewed a graph of current water rates for Coon Rapids and several neighboring communities. She clarified that the fixed costs established within the rate structure were in place to assist with the expense of new wells and water towers. The proposed increase would assist with covering the recent fixed costs expenditures.

Finance Director Legg explained the Water Fund lost \$500,000 in 2011 and could not continue in this manner. Staff was not happy that a rate increase was needed, but the proposed rate increases would assist in covering the cost to pump water while also covering the fixed costs.

Councilmember Klint asked if the City's water usage was being reduced, if the overall operating expenses would then be reduced. Public Services Director Gatlin indicated overtime the chemical

costs and fuel expenses would be reduced. However, hydrant and valve replacements were still necessary on a yearly basis. The City's permit costs to pump water would remain at \$100,000 each year.

Councilmember Klint requested staff provide the Council with further detailed information on the fixed costs associated with the City's water operating expenses.

Councilmember Sanders stated the water enterprise fund was supposed to be self-sufficient and at this point was losing money. He said he did not feel the City had the right to take money from the general fund to cover the loss.

Councilmember Klint indicated she was simply requesting further information on the fixed costs. This information would provide her with additional information to make an informed decision.

Councilmember Schulte explained the infrastructure had to be supported by all residents. However, with usage down and fixed costs rising, the fund was not balanced. He did not see why monies from the general fund could not be transferred over to cover the shortfall. He questioned if the rates should be increased even higher at this time, instead of small increases each year.

Finance Director Legg indicated all cities treat the water fund as an enterprise fund. She cautioned the Council from subsidizing the enterprise fund with the general fund as the fees were meant to cover the expenses. She noted the City has received minimal calls in the past from the residents regarding rate increases.

Councilmember Klint asked if another water rate increase would be needed in 2013. Finance Director Legg projected an increase would be needed, but was uncertain as to the extent. This would depend greatly on the number of water main breaks and other infrastructure needs for the City.

Councilmember Johnson recalled that fire insurance rates were calculated based on water availability. The City's infrastructure and available volume assisted with keeping these rates low for residents.

Mayor Howe explained he had changed his mind on this issue and would now support the resolution.

Councilmember Schulte stated he supported the water rate increase but not the \$2.00 service charge increase. As it stands he would not be voting in favor of the proposed water rate increase.

Councilmember Koch clarified that the \$10.00 service fee was charged quarterly to residents. Finance Director Legg stated this was the case.

Councilmember Koch asked if the City had other alternatives for the tiering system to assist with meeting the needs of larger families. Finance Director Legg indicated the tiered system was established and 20,000 gallons was the average use during the winter months. She commented the Council could review the structure and make changes.

Mayor Howe did not object to the current tiered system.

THE MOTION PASSED 5-2, COUNCILMEMBERS KLINT AND SCHULTE OPPOSED.

10. CONSIDER RESOLUTION 12-59 ESTABLISHING SEWER RATES

Finance Director Legg presented a memorandum to Council stating staff recommends that sewer rates be modified.

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. The proposed rate 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.

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.

Mayor Howe expressed concern with establishing the flow rates during the winter months when some of the City's residents were snowbirds. Finance Director Legg indicated the Council could opt to set a minimum charge. She commented the proposed rate change would make the sewer fees align better with use than is currently being done. She then reviewed a graph for sewer rates with the new proposed rate for Coon Rapids related to a number of neighboring communities.

Mayor Howe felt the current fees did not need an adjustment. He was concerned about changing both the water and sewer fees too drastically at the same time. Finance Director Legg explained that the proposed rate changes would be more closely based on use.

Councilmember Klint supported the new sewer rates as the proposed rates matched the consumption of water use.

Mayor Howe still objected to the lower sewer fees that would be charged annually to snowbirds based on their minimal use in the winter months.

Councilmember Sanders questioned when residents would have their sewer rate established. Finance Director Legg explained this would be established in the winter quarter. She stated if the Council would like to create a minimum sewer charge for those residents that head south for the winter, this could be done.

Councilmember Schulte recommended the sewer rate be established by the water flow from the months of September, October and November. He then asked if commercial sewer rates were base fees or based on use. Finance Director Legg stated this was a base rate.

Mayor Howe questioned how the Council should proceed. Finance Director Legg requested the sewer rates be approved and that Staff be allowed to return with information on the proposed

minimum rate for snowbirds. This would allow staff time to begin making the manual adjustments needed for the sewer rates for each resident.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER LARSON, TO ADOPT RESOLUTION NO. 12-59A ESTABLISHING SEWER RATES.

Councilmember Schulte was pleased that the sewer rates would be based on flow. However, he would not be supporting the motion due to the fact staff was proposing flat rate increases.

Councilmember Koch questioned how the implementation of the sewer rates would be completed. While he supported the City's infrastructure, he would not support the proposed sewer rates.

THE MOTION PASSED 4-3, MAYOR HOWE, COUNCILMEMBERS KOCH AND SCHULTE OPPOSED.

11. CONSIDER RESOLUTION 12-53 AUTHORIZING TRANSFER OF FUNDS

Finance Director Legg presented a memorandum to Council stating 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.

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.

MOTION BY COUNCILMEMBER LARSON, SECONDED BY COUNCILMEMBER SCHULTE, TO ADOPT RESOLUTION NO. 12-53 AUTHORIZING THE TRANSFER OF FUNDS. THE MOTION PASSED UNANIMOUSLY.

12. CONSIDER RESOLUTION 12-52 REALLOCATING THE 2011 GENERAL FUND BUDGET AND AMENDING THE 2011 AND 2012 BUDGETS

Finance Director Legg presented a memorandum to Council stating final 2011 General Fund budget re-appropriations and carry-forwards from 2011 to 2012 are recommended.

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

MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT RESOLUTION NO. 12-52 REALLOCATING THE 2011 GENERAL FUND BUDGET AND AMENDING THE 2011 AND 2012 BUDGETS. THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

Councilmember Schulte stated he has received several phone calls and emails regarding concerns with too many semi-trucks and trailers parking at Wal-Mart and Cub Foods. He said this concern was addressed with staff and he felt citations should be issued.

Mayor Howe stated the City does have a policy in place to address this concern as it was a growing issue throughout the metro area.

Councilmember Klint indicated this was also on her list of concerns. She encouraged staff to enforce the ordinance.

Councilmember Klint explained she received a call regarding the property at Northdale Boulevard across from the Nissan Dealership. She said the resident was concerned with the maintenance of this property.

Councilmember Koch asked if the railroad crossing on Hanson Boulevard would be worked on this summer. Mayor Howe indicated this was the responsibility of the railroad and not the City.

Mayor Howe questioned if the Coon Rapids Boulevard extension railroad bridge was safe. He said he has heard several residents' voice their concerns regarding this bridge.

Councilmember Klint encouraged community service officers and public works staff to remove these temporary signs as they are posted throughout the City.

Councilmember Schulte thanked the Sustainability Committee for their work on the Green Expo. He stated he attended this past Saturday and learned a great deal.

Mayor Howe stated he too attended and felt the event was well done. He encouraged the public to attend next year.

ADJOURN

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER SCHULTE, TO ADJOURN THE MEETING AT 8:55 P.M. THE MOTION PASSED UNANIMOUSLY.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk



AI-353

1.

City Council Regular

Meeting Date: 05/01/2012

Subject: Poppy Days

From: Cathy Sorensen, City Clerk

INTRODUCTION

Council is asked to proclaim May 19 and 20 as Poppy Days in the City of Coon Rapids.

DISCUSSION

Coon Rapids American Legion Post 334 and Auxiliary, the Veterans of Foreign Wars Post 9625, and the Veterans of Foreign Wars Auxiliary have adopted the Poppy as their commemorative symbol. Poppy Days pays respectful tribute to those killed in war, and also benefits the living veterans and their families. Council is asked to Proclaim Poppy Days in Coon Rapids.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Civic Involvement** section of the 2030 Strategic Vision in the following way:
by supporting and recognizing organizations such as these for their work and contributions to the community.

RECOMMENDATION

Council is asked to proclaim May 19 and 20, 2012 as Poppy Days in Coon Rapids.

Attachments

Proclamation



PROCLAMATION

POPPY DAYS

Whereas, the Coon Rapids American Legion Post 334 and Auxiliary, the Veterans of Foreign Wars Post 9625, and the Veterans of Foreign Wars Auxiliary have adopted the Poppy as their commemorative symbol; and

Whereas, the memorial Poppy, assembled by disabled veterans, pays respectful tribute to those killed in war, and also benefits the living veterans and their families; and

Whereas, public donations for Poppies fund rehabilitation programs within each local community that benefit veterans, their families, and ultimately our state and nation; and

Whereas, the basic purpose of the annual distribution of Poppies is eloquently reflected in the desire to "**Honor the Dead by Helping the Living.**"

Now, therefore, I, Tim Howe, Mayor of the City of Coon Rapids, on behalf of the Coon Rapids City Council, hereby proclaim May 19 and 20, 2012, to be "**POPPY DAYS**", urging all citizens of Coon Rapids to recognize the merits of this cause by contributing generously and to wear a poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

Proclaimed this 1st day of May, 2012.

Tim Howe, Mayor

Catherine M. Sorensen, City Clerk



AI-397

2.

City Council Regular

Meeting Date: 05/01/2012

Subject: Oath of Office - Officer Emily Kirchner

Submitted For: Brad Wise, Police Chief

From: Brad Wise, Police Chief

INTRODUCTION

Mayor Howe will be issuing the Police Officer's Oath of Office to Emily Kirchner, a new officer for the City of Coon Rapids.

DISCUSSION

Chief Brad Wise will make a presentation introducing Officer Emily Kirchner to the Council and community. The timing memorializes her graduation from her field training program, and the beginning of her service to the City. A person of her choosing will be pinning on her permanent badge, #131, symbolizing her achievement, after which the Mayor will issue the Oath.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Public Safety** section of the 2030 Strategic Vision in the following way: Maintaining a high level of police service to the City.

RECOMMENDATION

Staff recommends the Mayor issue the Oath to Officer Kirchner after she has been introduced to the Council and after she has been "pinned" with her permanent badge.

Attachments

Kirchner Oath of Office



OATH OF OFFICE

STATE OF MINNESOTA)
COUNTY OF ANOKA) ss
CITY OF COON RAPIDS)

I, Emily Kirchner, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Minnesota, and discharge faithfully the duties of a Police Officer for the City of Coon Rapids, in the County of Anoka, and the State of Minnesota, to the best of my judgment and ability.

Emily Kirchner

WITNESSED:

Tim Howe, Mayor

Filed this 1st day of May, 2012.



AI-387

3.

City Council Regular

Meeting Date: 05/01/2012

Subject: Aerial Truck Sale

Submitted For: John Piper, Fire Chief

From: Shelley Chapin, Administrative
Secretary I

INTRODUCTION

Council is asked to approve the sale of the existing ladder truck.

DISCUSSION

In November of 2011, Council approved the purchase of a new ladder truck. The expected delivery date of the new truck is June 2012.

The current truck has been sold to the City of Cannon Falls, MN for \$200,000. The purchase has been approved by the Cannon Falls City Council and a Memorandum of Understanding has been signed by Cannon Falls and is now being presented to Council for approval.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Public Safety** section of the 2030 Strategic Vision in the following way:by maintaining a reliable emergency vehicle fleet.

RECOMMENDATION

Approve the Memorandum of Understanding with Cannon Falls for the sale of the current 1998 Pierce 100' ladder truck.

Fiscal Impact

BUDGET IMPACT:

The \$200,000 sale price will offset the purchase price of \$1,006,419 for the new ladder truck.

Attachments

MOU

**MEMORANDUM OF UNDERSTANDING
FOR THE PURCHASE OF FIRE APPARATUS – AERIAL TRUCK**

THIS MEMORANDUM OF UNDERSTANDING made and entered into this 3rd day of April, 2012 by the City of Coon Rapids, a Minnesota municipal corporation, hereinafter referred to as “Coon Rapids”, and, the City of Cannon Falls, a Minnesota municipal corporation, hereinafter referred to as “Cannon Falls”.

WITNESSETH:

Coon Rapids is the owner of one 1998 Pierce Dash 100 foot platform aerial truck “the aerial truck”, more fully described in the attached Bill of Sale and Exhibit A, incorporated herein by reference.

Cannon Falls desires to purchase the aerial truck for \$200,000 for its use in fire service operations.

Coon Rapids will sell and transfer the aerial truck to Cannon Falls upon receiving its new aerial fire apparatus, expected delivery in July of 2012.

The Cannon Falls City Council approved purchasing the aerial truck at its March 6, 2012 regular meeting.

Coon Rapids and Cannon Falls wish to reduce their agreement to writing and thereby formalize Coon Rapids’ agreement to sell and Cannon Falls’ agreement to purchase the aerial truck.

The Coon Rapids City Council has determined that the aerial truck is not needed for any other public use in Coon Rapids, that the sale of the aerial truck to Cannon Falls is for fair value and serves a public purpose, and that Minnesota Statutes Section 471.85 authorizes the transaction between government corporations.

NOW, THEREFORE, the parties hereto agree as follows:

1. Coon Rapids will sell to and Cannon Falls will purchase the aerial truck for the amount of \$200,000.00.
2. The sale and purchase of the aerial truck will be complete upon payment, the execution of the bill of sale, and the transfer of the title to the aerial truck.
3. The expected transfer of the aerial truck will take place in July 2012.
4. Cannon Falls accepts the aerial truck at the time of the transfer in “AS IS” condition knowing all faults and repairs needed and with no guarantees or warranties from Coon Rapids.

5. From the date of the execution of this memorandum of understanding to the date of transfer Coon Rapids will immediately notify Cannon Falls of any damage sustained to the aerial truck excepting usual wear and tear and any damage existing in a report dated June 1, 2011. If the new damage to the aerial truck exceeds \$1,000 Cannon Falls may cancel this Memorandum of Understanding by written notice to Coon Rapids.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF CANNON FALLS:

By: 
Aaron Reeves, City Manager

CITY OF COON RAPIDS

By: _____
Tim Howe, Mayor

By: _____
Matthew S. Fulton, City Manager



AI-394

4.

City Council Regular

Meeting Date: 05/01/2012

Subject: Community Development 2011 Annual Report

From: Marc Nevinski, Community
Development Director

INTRODUCTION

Council is asked to receive the 2011 Community Development Department annual report.

DISCUSSION

The report summarizes the activities within the Community Development Department in 2011 which include planning, building inspections, housing related activities, neighborhood reinvestment, code enforcement, and redevelopment and economic development. It also summarizes the matters considered by the Planning Commission and the Board of Adjustment and Appeals.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Excellence in Government** section of the 2030 Strategic Vision by summarizing the prior year's activities and accomplishments.

RECOMMENDATION

Staff recommends the Council receive the Community Development Department Annual Report.

Attachments

CD Annual Report 2011



2011

COMMUNITY DEVELOPMENT DEPARTMENT

ANNUAL REPORT

2011 PLANNING COMMISSION ANNUAL REPORT

Planning Commission City of Coon Rapids, Minnesota

- Donna Naeve, Chair
- Jenny Geisler, Vice-Chair
- Denise Hosch
- Margaret Murphy
- Theo Peterson
- Michael Haag
- Julia Stevens
- Christopher Snell,
- Wayne Schwartz
- Cedric Lattimore, appointed in July
- Jonathan Lipinski, appointed in October

April 19, 2012

Honorable Mayor and Councilmembers
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433

Re: Report of Planning Commission Activities for 2011

Dear Mayor Howe and Councilmembers:

On behalf of the members of the Planning Commission, I wish to provide you with this report of the Planning Commission's activities for the year 2011.

During 2011, the Commission considered thirty-two planning cases during ten regularly scheduled Commission meetings. The Commission also conducted eight workshop meetings, one to discuss rezonings and eight to discuss the recodification of Title 11.

The Commission's development review included the consideration of eight site plans, seven commercial projects and one housing project. The commercial projects included a Holiday Convenience store in Gateway Commercial development (Cooley Property), Firestone Auto repair on Hanson Boulevard, and additions to ARCC's fitness center and fine arts building. The housing project was 100 unit senior housing complex on the old Franks nursery site.

The Commission also considered six conditional use permits, five code changes, seven zoning amendments and eight comprehensive plan amendments.

The Commission's contributions and efforts in 2011 continue to reflect each Commissioner's dedication to their role in shaping the physical development of our community. We wish to express our appreciation for the continuing respect received from the City Council and the support provided to us by the City's cable television, engineering, legal and planning staffs and by our recording secretary.

Respectfully submitted,

Donna M. Naeve, Chair
Coon Rapids Planning Commission

Attachment

CONTENTS	PAGE
Cover Letter	
Planning Commission Meeting Attendance	1&2
Planning Cases by Case Type and Month	3
Planning Commission Considerations by Month:	
February	4
March	5
April	6
June	7
July	8
August	9
September	10
October 3 rd	11
October 20 th	12
November	13
December	14
Additional Planning Activities	

Planning Commission Meeting Attendance C 2011

* = present blank = absent

	No January Meeting									
January										
February	*				*					*
March	*	*				*				*
April	*	*			*			*		*
May	No May Meeting									
June		*			*					*
July	*	*			*					*
August	*	*			*				*	*
September	*				*				*	*
October 3rd	*	*			*				*	*
October 20th	*	*			*				*	*
November	*	*			*				*	*
December	*				*				*	*
Commissioner	Naeve	Geisler	Murphy	Stevens	Snell	Peterson	Schwartz	Lattimore	Lipinski	

April was the last month that Commissioner Peterson was on the Commission
 June was the last month that Commissioner Snell was on the Commission

Commissioner Lattimore joined the Commission in July and Commissioner Lipinski joined the Commission in October.

Planning Commission Workshop Attendance C 2011

* = present blank = absent

	Naeve	Geisler	Murphy	Stevens	Snell	Peterson	Schwartz	Lattimore	Lipinski
January	*	*		*	*	*	*		
February	*		*	*			*		
March	*	*	*		*	*	*		
April	*	*	*	*		*	*		
July	*	*		*				*	
September	*		*	*			*	*	
October	*	*	*	*			*	*	*
November	*	*		*			*	*	*

April was the last month that Commissioner Peterson was on the Commission
 June was the last month that Commissioner Snell was on the Commission

Commissioner Lattimore joined the Commission in July and Commissioner Lipinski joined the Commission in October.

Planning Cases by Month and Type

	Code Change	Amendments		Conditional Use Permit	Conditional Use Permit Home Occupation			PUD	Property Subdivisions			Site Plan
		Comp Plan	Zoning		New	Review	Revoke		Lot Split	Preliminary Plat	RLS	
JAN												
FEB	09-04 11-4	11-2 11-3	10-47 11-5 11-6	11-1								
MAR		11-8										
APR		11-13	10-47	11-11 11-12							11-9	
MAY												
JUN	11-15		11-22									10-7 11-14 11-16 11-17 11-21
JUL	11-15											
AUG												
SEP	11-15	11-18 11-20	11-19									
OCT 3rd												
OCT 20th	11-27	11-24	11-25	11-22 11-23								11-28 11-26
NOV		11-30	1-31									
DEC				11-32								

**DEVELOPMENT CONSIDERATIONS AND APPROVALS
FEBRUARY 17, 2011**

February 17, 2011						
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action	
10-47	City of Coon Rapids	Zone Change - Zone Change from Low Density Residential to Conservancy, 2245 - 2355 Main Street	Approve	Postoned	N/A	
11-1	Arrow Sprinkler	Site Plan - 3050 Coon Rapids Boulevard - Service Business	Deny	Denied	N/A	
11-2	City of Coon Rapids	Comprehensive Plan Amendment - Land Use Plan Amendment from Industrial and Office to Industrial and Community Commercial, Springbrook Drive and 87 th Avenue	Approve	Approve	Approve	
11-5	City of Coon Rapids	Zone Change - Community Commercial to Industrial, Springbrook Drive and 87 th Avenue	Approve	Approve	Approve	
11-3	City of Coon Rapids	Comprehensive Plan Amendment - Land Use Plan Amendment from High Density Residential to Office, 3531 Coon Rapids Boulevard	Approve	Approve	Deny	
11-6	City of Coon Rapids	Zone Change - General Commercial to Office, 3531 Coon Rapids Boulevard	Approve	Approve	Deny	
11-4	City of Coon Rapids	Code Change - Code change to allow expansion of nonconforming single family homes	Approve	Approve	Approve	

DEVELOPMENT CONSIDERATIONS AND APPROVALS
March 17, 2011

March 17, 2011					
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action
11-7	Home Depot	Site Plan – Revision to outdoor garden center	Approve	Approve	N/A
11-8	City of Coon Rapids	Comprehensive Plan Amendment - Land Use Plan Amendment from High Density Residential to General Commercial, 3531 Coon Rapids Boulevard	Approve	Deny	Approve

**DEVELOPMENT CONSIDERATIONS AND APPROVALS
APRIL 21, 2011**

April 21, 2011						
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action	
10-47	City of Coon Rapids	Zone Change- 2245 – 2355 Main Street Low Density Residential 2 to Conservancy	Approve	Approve	Approve	
11-13	City of Coon Rapids	Comprehensive Plan Amendment - Land Use Change from Moderate Density Residential to Low Density Residential, 9095, 9085, 9065 and 9055 East River Road	Approve	Deny	Approve	
11-12	Northstar Community Church	Conditional Use Permit - Operate a church at AMC Showplace Theaters, 10051 Woodcrest Drive	Approve	Approve	N/A	
06-39	Villas on the Boulevard HOA	Site Plan - 2747 110th Avenue – Replace the swimming pool with a pergola and green space	Approve	Approve	N/A	
11-11	Michael Parks	Conditional Use Permit - Home Occupation – 236 126th Avenue – Internet and phone sales of metal detectors	Approve	Approve	N/A	
11-9	21 st Century Bank	Registered Land Survey - Main Street and Swallow Circle	Approve	Approve	Approve	
09-22	United Educators Credit Union	Site Plan – Exterior materials revision	Approve	Approve	N/A	

DEVELOPMENT CONSIDERATIONS AND APPROVALS
June 16, 2011

June 16, 2011						
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action	
10-07	RKL Landholdings	Site Plan – A one year extension of their site plan approval for Port Evergreen mixed use multi-family and senior housing project, 94 th Avenue and Springbrook Drive	Approve	Approve	Approve	
11-14	Holiday Companies	Site Plan – construct a 7,4000sf convenience store	Approve	Approve	N/A	
11-15	City of Coon Rapids	Code change – Section 11-335 Variance criteria	Approve	Postponed	N/A	
10-22	City of Coon Rapids	Zone Change – Ordinance to correct a clerical error regarding the zone change for 3789 Coon Rapids Boulevard and 11707 Round Lake Boulevard	Approve	Approve	Approve	

DEVELOPMENT CONSIDERATIONS AND APPROVALS
July 21, 2011

July 21, 2011						
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action	
11-16	Frisbee Architects	Site Plan – 110 unit senior housing	Approve	Approve	Approve	
11-15	City of Coon Rapids	Code Change – Section 11-335 Variance criteria	Approve	Postponed	N/A	

DEVELOPMENT CONSIDERATIONS AND APPROVALS
August 19, 2011

August 19, 2010					
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action
11-17	John Weicht & Associates	Site Plan – Façade improvement at 360 Coon Rapids Boulevard	Approve	Approve	N/A

DEVELOPMENT CONSIDERATIONS AND APPROVALS
September 15, 2011

September 15, 2011						
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action	
11-18	Patricia Jordon	Comprehensive Plan Amendment – Land Use Plan Amendment from Office to High Density Residential, Southeast corner of Woodcrest Drive and Egret Boulevard	Approve	Approve	Deny	
11-19	Patricia Jordon	Zone Change – Zone Change from Office to High Density Residential, Southeast corner of Woodcrest Drive and Egret Boulevard	Approve	Approve	Deny	
11-12	Haug Companies	Site Plan – Site Plan approval for gas pumps and canopy, Cub Foods parking lot, 12900 Riverdale Drive	Approve	Approve	N/A	
11-15	City of Coon Rapids	Code Change – Code change to Section 11-335, criteria for granting a variance.	Approve	Approve	Approve	
11-20	City of Coon Rapids	Comprehensive Plan Amendment – Text changes to the to the Transportation Section	Approve	Approve	Approve	

DEVELOPMENT CONSIDERATIONS AND APPROVALS
October 3, 2011

October 3, 2011					
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action
11-28	Anoka Ramsey Community College	Site Plan – Construct a 36,00sf addition to the fitness center 11200 Mississippi Blvd.	Approve	Approve	N/A

DEVELOPMENT CONSIDERATIONS AND APPROVALS
October 20, 2011

October 20, 2011						
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action	
11-22	Islamic Community Center of Bosniaks in MN	Conditional Use Permit – for a place of worship, 295 Northdale Boulevard	Application withdrawn			
11-23	Enterprise Rent-A-Car	Conditional Use Permit – An amendment to a conditional use permit and site plan to allow changes to the required parking for an automobile rental business, 2740 Main Street	Approve	Approve	N/A	
11-24	Bridgestone Retail Operations	Comprehensive Plan Amendment - Land Use Plan amendment from Community Commercial to General Commercial, 11491 Hanson Boulevard	Approve	Approve	Approve	
11-25	Bridgestone Retail Operations	Zone Change – Zone change from Community Commercial to General Commercial, 11491 Hanson Boulevard	Approve	Approve	Approve	
11-26	Bridgestone Retail Operations	Site Plan - Site Plan approval for Automobile Repair business, 11491 Hanson Boulevard	Approve	Approve	N/A	
11-27	City of Coon Rapids	Code Change - Section 11-1852, Fences and Walls and Sections 11-600, LDR1 and 11-700, LDR2 to allow dock storage as an accessory use	Approve	Approve	Approve	

DEVELOPMENT CONSIDERATIONS AND APPROVALS
November 17, 2011

November 17, 2011						
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action	
11-29	Anoka Ramsey Community College	Site Plan – construct an addition and exterior renovations to the fine arts building, 11200 Mississippi Blvd.	Approve	Approve	N/A	
11-30	Steve Culley	Comprehensive Plan Amendment – 295, 311 and 325 Northdale Boulevard, Office to General Commercial	Approve	Approve	Approve	
11-31	Steve Culley	Zone Change – 295, 311 and 325 Northdale Boulevard, Office to General Commercial	Approve	Approve	Approve	

DEVELOPMENT CONSIDERATIONS AND APPROVALS
December 15, 2011

December 15, 2011					
Case	Petitioner Location	Proposal	Staff Recommendation	Commission Action	Council Action
11-32	Steve Culley	Conditional Use Permit – commercial printing and embroidery shop, 295 Northdale Blvd.	Approve	Approve	N/A

ADDITIONAL PLANNING ACTIVITIES
Coon Rapids Community Development Department
2011 Annual Report

In addition to the planning cases, several other planning related projects were completed in 2011.

Recodification of Title 11

Staff and the Planning Commission have been holding workshops on restructuring and updating Title 11 (Zoning Code). The reorganizational process will eliminate outdated sections and craft a Code that is easier to read and more user friendly.

East River Road Access Management Study

The City participated in an Access Management Study of East River road, which is being lead by Anoka County Highway Department. The Study began in 2010 is scheduled for completion in 2012. The study will consider traffic flows, safety, as well as the land uses along the roadway.



2011 BOARD OF ADJUSTMENT AND APPEALS

ANNUAL REPORT

COMMISSIONERS

Gary Wessling, Chair
Jeanette Rosand
Teri Spano-Madden
Patricia Thorup
Aaron Vande Linde

CITY STAFF

Cheryl Bennett, Housing and Zoning Coordinator
David Brodie, Assistant City Attorney

SECRETARY

Beth Bostrom, Time Saver Off Site Secretarial, Inc.

**BOARD OF ADJUSTMENT AND APPEALS
2011 MEETING ATTENDANCE**

Board of Adjustment and Appeals Meeting Attendance — 2011						
Meeting\Commissioner	Wessling, Chair	Rosand	Spano-Madden	Thorup	Vande-Linde	
January	●	●	●	●	●	●
February	NO MEETING					
March	NO MEETING					
April	●	○	●	●	●	●
May	NO MEETING					
May Work Session	●	●	●	●	●	●
June	●	●	●	●	●	●
July	●	●	●	●	●	●
August	●	●	●	●	●	●
September	●	○	●	●	●	●
September Work Session	●	○	●	●	●	●
October	●	●	●	●	●	●
November	●	●	●	●	●	●
December	●	○	●	○	●	●

**BOARD OF ADJUSTMENT AND APPEALS
2011 ACTION**

CASE NO.	PETITIONER LOCATION	DESCRIPTION	CODE SECTION	BOARD ACTION	COUNCIL ACTION
10-27V	Bruce Frank 9731 Zilla Street	Special Assessment Objection Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-01V	Jeff Steiner and R. Landwehr 312 98 th Lane NW	Special Assessment Objection Administrative Citation Penalty, Operate Rental Dwelling without License	2-1104, 12-903	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-02V	Ebo Anseh 924 124 th Lane NW	Special Assessment Objection Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-03V	Builders Development & Finance, Inc. 13253 Avocet Street	Special Assessment Objection Mowing/Weed Abatement Costs, Excessive Consumption of Services Fee	8-503, 12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-04V	Builders Development & Finance, Inc. 1293	Special Assessment Objection Junk/Debris Abatement Costs, Mowing/Weed Abatement Costs, Excessive Consumption of Services Fee	8-109, 8-503, 12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-05V	Mary Wittig 10470 Tamarack Street	Special Assessment Objection Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Rescinded	Rescinded
11-06V	Kathleen Fillmore and Richard Fillmore 4110 121 st Avenue NW	Special Assessment Objection Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-07V	Wanda Burdick 10057 Hanson Boulevard	Special Assessment Objection Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Modified (Fee Reduced to \$100)	Rescinded
11-08V	Ken Sarell 12339 Gladiola Street	Special Assessment Objection Administrative Citation Penalty, No Waste Collection Service	2-1104, 8-204	Recommended Special Assessment be Affirmed in its Entirety	Adopted

CASE NO.	PETITIONER LOCATION	DESCRIPTION	CODE SECTION	BOARD ACTION	COUNCIL ACTION
11-09V	Michael Rausch 2692 109 th Lane NW	Special Assessment Objection Excessive Consumption	12-317	Recommended Special Assessment be Rescinded	Rescinded
11-10V	Myron Richeson 4077 119 th Avenue NW	Special Assessment Objection Excessive Consumption	12-317	Recommended Special Assessment be Rescinded	Rescinded
11-11V	Patricia Christiansen 812 123 rd Lane NW	Special Assessment Objection Mowing/Weed Abatement Costs	8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-12V	TH Construction of Anoka, Inc. 749 122 nd Avenue NW	Special Assessment Objection, Mowing/Weed Abatement Costs, Excessive Consumption of Services Fee	8-503, 12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-13V	Chad Olson 1197 97 th Lane NW	Special Assessment Objection Administrative Citation Penalty, Junk/Debris, Abatement Costs	2-1104, 8-109	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-14V	First National Bank of Elk River 10732 Hanson Boulevard	Special Assessment Objection Mowing/Weed Abatement Costs	8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-15V	Fresh Start Home Restoration, LLC 10839 Olive Street	Special Assessment Objection Secure Vacant Property Costs	12-312	Recommended Special Assessment be Modified (Reduced to \$128)	Adopted
11-16V	Kenneth Skeate 13115 Lily Street	Special Assessment Objection Secure Vacant Property Costs	12-312	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-17V	Mohammed Shakir 1240 106 th Lane NW	Special Assessment Objection Administrative Citation Penalties, Operate Rental Dwelling without License, Excessive Consumption of Services Fee	2-1104, 12-903, 12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-18V	Michael Berge 12875 Eagle Street	Special Assessment Objection Administrative Citation Penalties, Operate Rental Dwelling without License, No Crime-free Training	2-1104, 12-903, 12-915	Recommended Special Assessment be Affirmed in its Entirety	Adopted

CASE NO.	PETITIONER LOCATION	DESCRIPTION	CODE SECTION	BOARD ACTION	COUNCIL ACTION
11-19V	Michael Berge 1543 127 th Lane NW	Special Assessment Objection Administrative Citation Penalties, Operate Rental Dwelling without License, No Crime-free Training	2-1104, 12-903, 12-915	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-20V	Michael Berge 12843 Flamingo Street	Special Assessment Objection Administrative Citation Penalties, Operate Rental Dwelling without License, No Crime-free Training	2-1104, 12-903, 12-915	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-21V	Michael O'Connor 9200 University Avenue NW	Special Assessment Appeal Secure Vacant Property Costs	12-312	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-22V	Briggs Properties, LLC Matthews Grove Townhouses 103 rd and Hanson Boulevard	Special Assessment Appeal Mowing/Weed Abatement Costs	8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-23V	WFC Properties, LLC 1620 103 rd Avenue NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-24V	Andrew Rute 9716 Zilla Street	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-25V	David Chaney 10059 Egret Boulevard	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-26V	Erin Rischer 3266 132 nd Circle NW	Special Assessment Appeal Mowing/Weed Abatement Costs	8-503	Recommended Special Assessment be Rescinded	Rescinded
11-27V	First Minnesota Bank 2725 110 th Lane NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-28V	First Minnesota Bank 11020 Dahlia Street	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-29V	First Minnesota Bank 11010 Dahlia Street	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted

CASE NO.	PETITIONER LOCATION	DESCRIPTION	CODE SECTION	BOARD ACTION	COUNCIL ACTION
11-30V	First Minnesota Bank 2772 110 th Avenue NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-31V	First Minnesota Bank 2715 110 th Lane NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-32V	First Minnesota Bank 2705 110 th Lane NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-33V	First Minnesota Bank 2742 110 th Avenue NW	Special Assessment Appeal Mowing/Weed Abatement, Excessive Consumption of Services Fee	8-503, 12-317	Recommended Special Assessment be Modified (Reduced to \$338.54)	Adopted
11-34V	First Minnesota Bank 2716 110 th Avenue NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Rescinded	Adopted
11-35V	First Minnesota Bank 2708 110 th Avenue NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Modified (Reduced to \$180)	Adopted
11-36V	First Minnesota Bank 2708 110 th Avenue NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Modified (Reduced to \$180)	Adopted
11-37V	First Minnesota Bank 11025 Dahlia Street	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-38V	TSM Development, Inc./First Minnesota Bank 2730 110 th Lane NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-39V	TSM Development, Inc./First Minnesota Bank 2720 110 th Lane NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted

CASE NO.	PETITIONER LOCATION	DESCRIPTION	CODE SECTION	BOARD ACTION	COUNCIL ACTION
11-40V	TSM Development, Inc./First Minnesota Bank 2710 110 th Lane NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-41V	TSM Development, Inc./First Minnesota Bank 10985 Crocus Street	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-42V	Foley Foods Corporation 10533 Foley Boulevard	Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs, Excessive Consumption of Services Fee	2-1104, 8-109, 12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-43V	Keith Ewer 8715 Norway Street	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-44V	Keith Ewer 8666 Norway Street	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-45V	Keith Ewer 8701 East River Road	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-46V	Misty Neff 1822 106 th Avenue NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-47V	Oliver Nwachi 147 126 th Avenue NW	Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs	2-1104, 8-109	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-48V	Pierre Roddy 10555 Mississippi Boulevard	Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs	2-1104, 8-109	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-49V	Saha, LLC, John Anderson 3360 Northdale Boulevard	Special Assessment Appeal Mowing/Weed Abatement Costs	8-503	Recommended Special Assessment be Rescinded	Rescinded
11-50V	John Rivera 1150 98 th Lane NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted

CASE NO.	PETITIONER LOCATION	DESCRIPTION	CODE SECTION	BOARD ACTION	COUNCIL ACTION
11-51V	City of Coon Rapids HRA 10911 Dogwood Street	Variance 8-foot Front Yard Setback Variance for Entryway Addition	11-705(11)(a), 11-705(12)	Approved	n/a
11-52V	Wa Vue 2438 132 nd Avenue NW	Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs, Secure Vacant Property Costs, Excessive Consumption of Services Fee	2-1104, 8-109, 12-312, 12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-53V	Timothy Weaver 2711 109 th Avenue NW	Special Assessment Appeal Administrative Citation Penalty – Operate Rental Dwelling without License	2-1104, 12-903	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-54V	Alan Howe and Tracy Howe 253 106 th Avenue NW	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-55V	Janice Reihe 824 108 th Lane NW	Variance 2.4-foot Side Yard Setback Variance for Attached Garage	11-705(11)(a)	Postponed Action on July 7; Approved on August 4, 2011	n/a
11-56V	Susan Make 12847 Raven Street	Appeal Stop Work and Compliance Orders of the Chief Building Official	12-204, 12-315	Upheld Stop Work and Compliance Orders in their Entireties	n/a
11-57V	Lennox Builders for Chester King and Roberta King 11556 North Heights Drive	Variance 6-foot Front Yard Setback Variance for Porch Addition	11-705(11)(a), 11-705(12)	Approved	n/a
11-58V	Darnell Ostrum for Darlene Ostrum 9950 Larch Street	Special Assessment Appeal Administrative Citation Penalty, Long Grass	2-1104, 8-503	Approved	Adopted
11-59V	Christopher Moncrief 459 111 th Avenue NW	Special Assessment Appeal Junk/Debris Abatement Costs	8-109	Proposed Assessment Removed by Staff	n/a
11-60V	Gary B. Slotto 8288 Mississippi Boulevard	Special Assessment Appeal Administrative Citation Penalty, Long Grass	2-1104, 8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted

CASE NO.	PETITIONER LOCATION	DESCRIPTION	CODE SECTION	BOARD ACTION	COUNCIL ACTION
11-61V	Steven R. Fischer and Nancy s. Fischer 2040 105 th Lane NW	Special Assessment Appeal Administrative Citation Penalties, Long Grass, Operate Rental Dwelling without License,	2-1104, 8-503, 12-903	Recommended Special Assessment be Affirmed for Administrative Fine and Rescinded for Administrative Citation Penalty	Adopted Board Recommendation
11-62V	Jim Borden for Federal National Mortgage Association 12004 Ibis Circle	Special Assessment Appeal Secure Vacant Property Costs	12-312	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-63V	Tsz Mak for Siu Yau Mak 12000 Alder Street	Special Assessment Appeal Administrative Citation Penalty, Long Grass	2-1104, 8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-64V	Mary Lyon 2925 114 th Lane NW	Special Assessment Appeal Administrative Citation Penalty, Long Grass	2-1104, 8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-65V	Mahamud Mahamed 219 106 th Avenue NW	Special Assessment Objection Administrative Citation Penalties, Long Grass, Operate Rental Dwelling without License, No Crime-free Training	2-1104, 8-109, 12-903, 12-915	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-66V	Michoma D. Moenga and Sarah Moenga 11845 Jonquil Street	Special Assessment Appeal Administrative Citation Penalties, Long Grass	2-1104	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-67V	Michoma D. Moenga and Sarah Moenga 2841 113 th Lane NW	Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs	2-1104, 8-109	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-68V	Michael Vernon Carter and Valorie Lee Carter 10410 Hummingbird Street	Special Assessment Appeal Excessive Consumption of Services Fee	12-317	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-69V	Christine Young and John Rasmussen 9065 East River Road	Special Assessment Appeal Administrative Citation Penalty, Long Grass	2-1104, 8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-70V	David Jenkins 295 118 th Avenue NW	Appeal Compliance Order of the Chief Building Official	12-313, 12-315	Upheld Compliance Order in its Entirety	n/a

CASE NO.	PETITIONER LOCATION	DESCRIPTION	CODE SECTION	BOARD ACTION	COUNCIL ACTION
11-71V	Real Estate Partners, Inc. 11491 Hanson Boulevard	Variance 12-foot Parking Setback Variance from Public Street Right-of-Way in Community Commercial Zoning District Subject to Rezoning to General Commercial	11-1504(8)(b)	Approved	n/a
11-72V	Sheila Husom 11280 Wren Street	Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs	2-1104, 8-109	Recommended Special Assessment be Modified (Reduced to \$390)	Adopted
11-73V	Cheryl Ambruse 12030 Jonquil Street	Special Assessment Appeal Administrative Citation Penalty, Long Grass	2-1104, 8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-74V	Colleen Cook 845 117 th Lane NW	Special Assessment Appeal Administrative Citation Penalties, Junk/Debris, Long Grass, Abatement Costs	2-1104, 8-109, 8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-75V	Crystal Beseke 46 106 th Avenue NW	Special Assessment Appeal Administrative Citation Penalties, Weeds, Long Grass	2-1104, 8-502, 8-503	Recommended Special Assessment be Rescinded	Rescinded
11-76V	Richard Keller 12467 Sycamore Street	Special Assessment Appeal Administrative Citation Penalty, Weeds, Long Grass	2-1104, 8-502, 8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-77V	Mei Brothers Company, LLC 11403 Foley Boulevard	Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs	2-1104, 8-109	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-78V	Angela Flores 11339 Wren Street	Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs	2-1104, 8-109	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-79V	Janice Kuehl 3155 113 th Avenue NW	Special Assessment Appeal Administrative Citation Penalty, Long Grass, Secure Vacant Property Costs	2-1104, 8-503, 12-312	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-80V	Khadra Ismail 12460 Sycamore Street	Special Assessment Appeal Administrative Citation Penalty, No Waste Collection Service	2-1104, 8-204	Recommended Special Assessment be Affirmed in its Entirety	Adopted

CASE NO.	PETITIONER LOCATION	DESCRIPTION	CODE SECTION	BOARD ACTION	COUNCIL ACTION
11-81V	Peter Brook 11061 Foley Boulevard	Special Assessment Appeal Administrative Citation Penalty, Long Grass	2-1104, 8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-82V	Joseph Schmiedeberg 11900 Magnolia Street	Special Assessment Appeal Administrative Citation Penalty, Parking Off Pavement	2-1104, 11-705(10)	Recommended Special Assessment be Affirmed in its Entirety	Adopted
11-83V	Charles Reichow 10048 Butternut Street	Special Assessment Appeal Administrative Citation Penalty, Long Grass	2-1104, 8-503	Recommended Special Assessment be Affirmed in its Entirety	Adopted

NEIGHBORHOOD REINVESTMENT DIVISION 2011 Annual Report

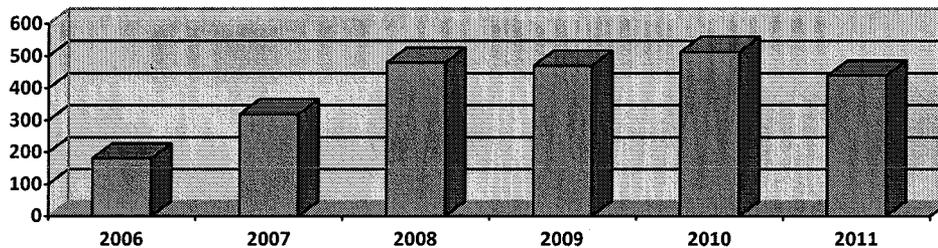
Rental Licensing

This ordinance has required an intense amount of staff time but has been extremely successful in identifying and monitoring the city's growing rental housing stock. In 2011, there were 1,149 rental licenses renewed in Coon Rapids and an additional 241 properties became licensed rental properties that had been converted from owner-occupied. There are now a total of 5,327 licensed rental units in the city.

Vacant Properties – Water Shut-Offs

Coon Rapids has begun to experience a decline in foreclosures. In 2011, there were 435 foreclosures in Coon Rapids. This compares to 505 foreclosures in 2010, 476 in 2009, 461 in 2008, 339 in 2007, and 181 in 2006. Once these homes go vacant, they are vulnerable to a variety of issues such as vandalism, freezing pipes, flooding, squatting, and other property neglect like un-mowed lawns.

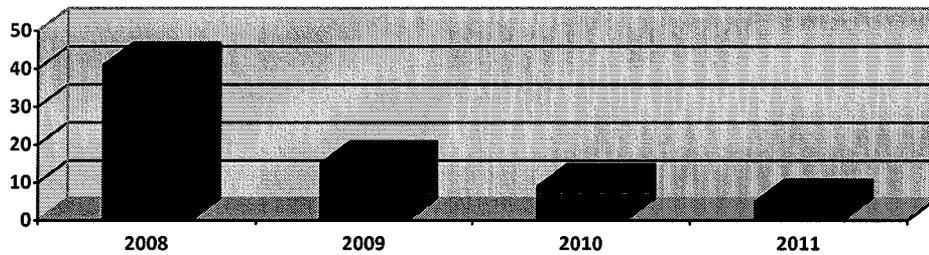
Coon Rapids Foreclosures 2006-2011



The Water Ordinance has allowed the city to shut off water at these properties and has been an extremely effective tool in protecting these vacant homes. In 2011, there were 524 new vacant homes identified and the city disconnected water service at 401 of those properties. Owners, realtors and mortgage companies continue to have the option of signing a waiver to keep the water on at these homes, just as long as they do so within two weeks of the property being posted for water shut off and that the property continue to be heated. The City of Coon Rapids currently monitors a total of 598 vacant properties, down from 731 one year ago.

The program's success is also reflected in fewer flooded homes each year. In 2011, Coon Rapids had only 5 known flooded homes. In comparison, there were 9 flooded homes in 2010, 15 in 2009 and 41 in 2008.

Flooded Vacant Properties 2008-2011



Since the inception of the revised Water Ordinance, the city has shut off water at 1,512 properties.

In 2011, 369 Water Restoration permits were issued to get the water service turned back on at residential properties. In 2010, there were 314 such permits issued. In most of these cases, basic safety items were identified by the Building Inspectors to be repaired before the water service could be restored. The purpose of the inspection is to ensure that the home is heated, has a safe and functioning furnace and water heater, all plumbing is intact, wiring is not exposed, and that there aren't any additional safety hazards.

Garbage and Clutter Homes

Housing Inspectors identified and worked with 31 households with garbage and clutter issues in their home in 2011. Coon Rapids is proactive collaborating with the Police and Fire Departments, as well as Anoka County and the many local service organizations available to residents to get these properties cleaned up and into compliance. In these situations, staff works very closely to ensure that not only do the properties get cleaned up but that the individuals living in these homes are being connected to the resources needed to continue living in a safe and healthy environment.

Coon Rapids has built an excellent reputation throughout the State of Minnesota as the experts in how to manage and clean up garbage-clutter homes. Housing Inspector Leya Drabczak continues to travel and train other government entities and service organizations in this capacity.

Weeds, Maintenance, Code Enforcement

Monitoring long grass continues to be a huge issue at both vacant, bank-owned properties as well as occupied properties. In 2011, the city inspected and posted 1,101 properties for grass longer than 8" tall. Of those, 155 had to be abated by the city's mowing contractor Complete Grounds Maintenance. Costs associated with mowing these properties were covered by the \$300 citations that were charged and assessed to these respective properties.

In 2011, the city initiated 2,674 new code enforcement work orders and investigated each of them. This activity is broken down to the following categories:

- Weeds, Unkept Lawns: 1,101
- Yard and Lot Issues (junk and debris in yard, parking off pavement): 755
- Vacant Monitor (vacant properties): 512
- Miscellaneous Housing Issues (occupied homes without gas and/or electricity): 124
- Excessive Consumption (penalty for excessive city visits to property): 43

Garbage Service (lack of): 19

Miscellaneous (animal issues, group homes, home occupation, illegal dumping, etc): 17

Vacant Hazardous Conditions (at a residential property – fire, flood): 12

Exterior Structure Issues: 7

The Administrative Penalties Ordinance is a tool that has significantly increased the compliance rate with property owners in a timely manner. The Administrative Citation for a first offense is \$300, \$600 for a second offense, and so on, doubling at each offense. In 2011, the city issued a total of 1,962 Administrative Citations (including those for long grass).

Of the Citations issued, the city abated 246 properties of junk and debris in the yard, totaling 408,000 pounds of items (furniture, broken lawn furniture, wood or other building materials, buckets, scrap metal, appliances, tires, car parts, etc). Beyond the household garbage that could be disposed of normally:

- 364 tires were recycled
- 32 gallons of hazardous liquids disposed of
- 34 major appliances and/or lawn mowers collected
- 23 televisions and monitors collected
- 178 cubic yards of yard waste brought to a compost site

Townhome Forum

The city continues to host the Townhome Forum. Association board members, owners or renters of townhomes, and property management companies are invited to attend these meetings. The purpose of this group is to strengthen the city's contact information with these associations and increase communication with townhome owners regarding issues that are specific to them.

The most recent meeting took place in October 2011 and the topic was "Foreclosures & Financial Reserves – the impacts on your homeowners association". Approximately 100 residents were in attendance and they had many questions for the attorney with Hellmuth & Johnson who was the guest speaker and who has extensive experience working with townhomes and other community associations.

This Forum is meant to provide "best practices" to the owners and managers. Topic matters are determined by the Forum and guest speakers are brought in to address those issues and answer questions from the group.

Home for Generations

Home for Generations projects continue to inspire and motivate existing homeowners to make improvements to their own homes. In 2011, the city rehabilitated and showcased two homes at: 537 109th Avenue and 10911 Dogwood Street.

The Pre-Construction (kick-off) Open Houses were held on Sunday, February 6th for both homes. This gave residents an opportunity to tour each of the homes in their existing condition and view the remodeling plans. The Mid-Construction Open Houses were held on Sunday, March 20th. And a series eight of Final Open Houses were held throughout June 2011. One last Open House was hosted at 537 109th Avenue in July 2011.

The 1962 split entry home at 10911 Dogwood Street was transformed to include an 8' x 8' front entry addition as a response to the number of homeowners who complain of such deficit in their own homes. This not only increased the size of the entry way, but also added greatly to the curb appeal of the previously flat elevation of the home. All of the walls in the kitchen, dining and living room areas were removed to create an open floor plan with an entirely new kitchen with a center island. All of the carpets were removed on the upper level and the original hardwood floors refinished. The upper level bathroom was completely remodeled, all new windows were installed, hardiboard siding was installed on the front of the house along shakes as an accent, and a walk-in closet was added to the master bedroom. Function and design were improved at this 4 bedroom, 2 bathroom home. Dercon Construction Services was hired to complete the remodeling work and Darbi Comparetto with ReMax Advantage Plus was hired as the realtor. The house was sold within 2 weeks of it being listed on MLS and closed at the end of July 2011.

The second house at 537 109th Avenue is a one and a half story home built in 1959. The remodeling work completed at this house had a "Recycle, Reuse, Renew" theme. The city used this house as a demonstration to homeowners, showing them what "green" and "sustainable" would look like in a house remodel. Marmoleum (flaxseed product considered sustainable) flooring was used in the kitchens and bathrooms, liquidated cabinets were also used, energy efficient windows, dual flush toilets, low flow showerheads, liquidated trim work, solar panels (planned but not implemented), recycled paint, rain barrels, and motion activated light switches were examples of some of the products used in this remodel. Two dormers were added to the second level of the home, increasing natural light into the bedrooms while also adding curb appeal. A covered front porch was added to mirror the dormers, while allowing more transition from the outside to the inside of the home. The kitchen was completely remodeled, a half bathroom added to the main level (something that this floor plan does not offer), and a mudroom created off of the side entrance. A buyer approached the city before remodeling was complete and the scope was modified as a result, but all of the original green and sustainable concepts were still integrated into the house remodel. The biggest change was the buyer wanted a full 8' addition added to the backside of the home. Lennox Builders was hired as the general contractor and Mike Hunstad with Counselor Realty was hired as the realtor for this house. The work was completed, Open Houses held, and the house sold/closed at the end of July 2011.

The house remodeled through last year's program (2010) at 12924 Crooked Lake Boulevard was sold and closed in August 2011.

'Summer in the City' Neighborhood Events

The *Summer in the City* events continue to be very well received and a great alternative to holding a traditional, indoor meetings. These events are much more casual in the relaxed setting of a neighborhood park. Police squad cars, fire trucks, and Public Works equipment were again on-site for kids and families to look at and climb into. Music, ice cream, and picnic tables were on-site. New in 2011, city staff set up several tables with information and representatives from various departments – Parks Department, City Forester, Bunker Hills, Engineering, Public Works, and Neighborhood Reinvestment. Also new this year, a survey was developed to get direct input from residents regarding city services and perceptions. A raffle drawing was held at the end of the meeting to encourage residents to fill out the survey and remain at the meeting until the end. These meetings each realized up to 125 people in attendance.

The Neighborhood Clean-Up events were again enhanced from previous years, allowing even more opportunity for residents to get rid of their unwanted items. Scrap metal and cardboard was collected and recycled (by LePage & Sons), bikes and furniture in good condition were accepted to be donated (to the Recycling Center and Bridging Inc.), tires were accepted and were collected by Mosquito Control, and other items were discarded in the trash (sponsored by LePage). Only the immediate neighborhood has been directly invited to participate in these Clean-Up events, but no Coon Rapids resident is turned away. All items accepted have been done so free of charge, and the event has been extremely popular collecting:

- 5,700 lbs of furniture donated (Bridging Inc)
- 7 Tons of mixed scrap metal recycled
- 1 Ton of cardboard and paper recycled
- 160 tires recycled (Mosquito Control)
- 35 Tons of household waste, etc.

Each of the Clean-Up events took place two nights after each of the *Summer in the City* neighborhood meetings.

ECONOMIC DEVELOPMENT AND REDEVELOPMENT

2011 Annual Report

Business Development and Job Creation

The City provided tax increment financing assistance by means of the State's 2010 "Jobs Bill" for two industrial expansion projects. RMS Company constructed a 60,000 square foot addition at 8600 Evergreen Boulevard and will create at least 150 new jobs. MEDRAD, Inc., a subsidiary of Bayer Corporation, rehabbed about 90,000 square feet of space at 8880 Evergreen Boulevard and will add at least 30 jobs.

Staff attended the Minnesota Commercial Association of Realtors (MNCAR) exposition to market the City and its development and redevelopment sites to commercial real estate brokers around the metro area. The City also began publishing a semi-annual "Business Update" newsletter, which is mailed to all businesses in the City, and an economic development e-newsletter. The City partnered with the other cities and counties along the Northstar Commuter Rail Line to host a real estate broker tour of the corridor in May. Additionally, staff continued Business Retention and Expansion visits along with the Mayor to maintain relationships with key Coon Rapids businesses.

Finally, the City began exploring the establishment of a business incubator program. A preliminary report by Genesis Business Centers concluded that elements exist in Coon Rapids to establish such a program. In 2012, efforts will continue to secure space, build a support network, revitalize a local venture capital fund, and attract companies.

Coon Rapids Boulevard

In Port Campus Square, the HRA acquired a largely vacant office building and Firestone tire shop for redevelopment. A tenant in the office building, Genesis Adult Day Care, was relocated across the street in the Coon Rapids Square Shopping Center. The former Big Lots, White Castle, Fantasy Gifts, and Cigars Unlimited buildings in Port Campus Square were demolished to prepare the area for redevelopment around the new Coon Rapids Ice Center. A grant from the U.S. Environmental Protection Agency assisted with determining the extent of contamination and hazardous materials at Port Campus Square.

The HRA acquired a vacant Amoco gas station at 395 Coon Rapids Boulevard and a blighted house at 9436 Flintwood Street in Port Evergreen for eventual redevelopment.

The City worked with Anoka County on an Access Management Study for the East River Road corridor from Coon Rapids Boulevard to the south City limits. The City also completed studies on constructing a full-access interchange at Highway 610 and Coon Rapids Boulevard and rerouting Coon Rapids Boulevard Extension over Coon Creek. While both are considered long-range projects, they would provide additional economic development opportunities along the Coon Rapids Boulevard corridor.

Scattered Site Acquisition

The Scattered Site Acquisition (SSA) is intended to remove blighted or substandard structures and replace them with high-quality homes. In 2011, the HRA acquired one property at 2624 115th Lane and subsequently sold the lot to a builder. The HRA sold lots at 10331 Flamingo Street and 11301 Osage Street for construction of new houses. The HRA also provided demolition funding to Twin Cities Habitat for Humanity for redevelopment of a single-family property at 9901 Larch Street.

HOUSING 2011 Annual Report

Housing initiatives in Coon Rapids are not concentrated within one division but rather are spread throughout the Community Development Department. This section of the report focuses on the Department's efforts with regard to the promotion of housing preservation and rehabilitation.

Community Development Block Grant Program

Title 1 of the Housing and Community Development Act of 1974 provides for a program of Community Development Block Grants (CDBG). The program is administered by the U.S. Department of Housing and Urban Development (HUD). Although the City qualifies as a metropolitan city under the block grant, we have elected to receive funds together with Anoka County through a Joint Request to HUD.

The federal CDBG program year 2010 was closed on December 31, 2011. Through the Joint Request to HUD, the City receives an annual grant in an amount determined by the formula allocation established by HUD. A Joint Cooperation Agreement with Anoka County provides for retention of funds by the county for administration and county-wide public service programs. The 2010 entitlement grant amount of \$325,846, an increase of 7.8 percent over the City's 2009 entitlement award, included \$48,876 for county administration fees and the same amount for county-wide public service programs. The remaining \$228,094 was allocated to the City's Housing Rehabilitation Loan Program. An additional \$33,403 in 2010 program income was realized from the payoff of existing loan balances. Of this amount, \$25,403 was retained in the Housing Rehabilitation Loan Program and the \$8,000 was reprogrammed for other efforts. The total amount dedicated to the Housing Rehabilitation Program, \$253,497, provided for the rehabilitation of thirteen residential units occupied by low- and moderate-income households earning not more than 80 percent of area median income (\$84,000 in federal FY 2010).

The \$8,000 in program income reallocated to other, eligible uses included \$5,000 for updating the City's 2007 Comprehensive Housing Strategy that is occurring as part of the Urban Land Institute MN/Regional Council of Mayors Opportunity City Program effort presently underway. The balance was used to support activities of the Fair Housing Implementation Council (FHIC). The FHIC activities support HUD's CDBG program compliance requirements with the Fair Housing Act, Title VIII of the Civil Rights Act of 1968. Participation in federal housing programs requires compliance with the Fair Housing Act and action plans regarding compliance efforts are required components of the CDBG program's Consolidated Plan. Coon Rapids, along with other administrators of the federal CDBG and HOME (Home Investment Partnership) programs, is a participating member of the Twin Cities Metro Area Fair Housing Implementation Council. The FHIC developed the 2001 Regional Analysis of Impediments to Fair Housing and its accompanying Action Guide. These tools are the components of the Consolidated Plan intended to further fair housing efforts. The FHIC sponsors educational and training opportunities and conducts testing to identify potentially discriminatory rental practices in federally assisted housing programs throughout the metro area.

Coon Rapids Mortgage Assistance Foundation

The Coon Rapids Mortgage Assistance Foundation (CRMAF) established a housing loan program in 2005 that includes the following loan products. The Home Improvement Incentive Loan Program fund provides revolving loans for repairs or value-added improvements to single- and two-family structures and interior work on townhouse and other common interest community properties. The interest rate varies by borrower income but there is no income limit on borrowers. The Home Rehabilitation Assistance Loan Program fund provides low-interest loans for necessary repairs or improvements for borrowers earning not more than 110 percent of area median income. Loan payments may be deferred for homeowners at or below 50 percent of area median income. The Two-family Home Rehabilitation Program fund provides loan funds at attractive interest rates for the exterior maintenance of two-family dwellings. The fund guidelines require that work be undertaken on both sides of the two-family dwelling to ensure the exteriors remain compatible. There is no income limit for borrowers and payments may be deferred for borrowers at or below 50 percent of area median income. The program also includes the Emergency Home Repair Program fund for homeowners facing emergency repair needs but who are unable to access other funding sources. That fund is restricted to residents at or below 110 percent of area median income and payments are deferred. In 2010, the program was extended to interior work for townhouses and other common interest community properties and exterior work at these properties in cases where the homeowner association is not responsible for the work.

In 2011, the program provided \$166,292 in loan funds to eleven homeowners as follows: \$32,629 in Home Improvement Incentive Loan Program funds provided loans for two residents; \$133,663 in Home Rehabilitation Loan Program funds provided loans for nine residents, seven of which received deferred loans. All other loans issued were amortizing loans with payments. The total dollar volume and CRMAF loan numbers decreased for the second consecutive year while the number of deferred loans increased. This is likely the result of continued uncertainty in the housing market and the economic environment in general.

Efforts undertaken with CRMAF loan programs helped leverage an additional \$99,930 in residential investments through the program administrator, the Center for Energy and Environment. This figure is down substantially from 2010, a year that included several energy rebate incentives from Minnesota Housing, however, it is up nearly 30 percent from 2009. While the program administrator attempts to first place a borrower into a CRMAF loan, CRMAF guidelines sometimes prohibit access. As an example, the CRMAF loan to value limit is 100 percent whereas Minnesota Housing permits a loan to value ratio of 110 percent.

The ReGenerations Down Payment Assistance Loan Program was established in November 2009 with CRMAF program funds to provide down payment assistance loans for housing purchases using the FHA Section 203(k) loan product. This mortgage vehicle permits the purchaser to roll the purchase price plus rehabilitation costs into a single mortgage. The ReGenerations Program provides three and one-half percent of the purchase plus rehab costs up to a maximum of \$6,000 and requires a minimum of \$10,000 in rehab or remodeling investment in the property. There are no program limits imposed on the borrower's income or the purchase price, however, there are FHA mortgage limits in the 203(k) program. The down payment assistance loan is forgiven after ten years provided the purchaser maintains the property as a principal, homesteaded

residence. In 2011, the ReGenerations Program closed loans on six properties for a total of \$24,848 in down payment assistance that leveraged \$100,000 in rehabilitation investments to those properties. All six residential properties purchased under this program in 2011 were previously foreclosed properties.

Remodeling Advisor Visits

The City contracts with the Center for Energy and Environment to provide Remodeling Advisor Visits to Coon Rapids homeowners. They are a required component of the rehabilitation loan products offered through the Coon Rapids Mortgage Assistance Foundation loan programs and the visits are paid for through program funds. In addition, the City's Housing and Redevelopment Authority provides funds to make this service available to all Coon Rapids homeowners. The service provides assistance to homeowners in identifying and prioritizing improvements, providing objective remodeling advice and assistance with the collection and evaluation of project bids. This is a free service to all homeowners. In 2011, forty-four Remodeling Advisor Visits were performed for Coon Rapids homeowners, up twenty-five percent from the year before.

North Suburban Home Improvement Show

The City participated in the 13th annual home improvement trade show hosted by the cities of Coon Rapids, Andover, Anoka and Ramsey on March 19, 2011. Since 2007, the North Suburban Home Improvement Show has been held at the Andover YMCA Community Center, a venue that continues to enable this show to grow. For the first time, the 2011 show hosted a live radio broadcast site for BOB 106.1FM, a home show addition that proved very popular. In 2011, over 1,300 residents from the surrounding north metro area attended. As in previous years, we find through an attendance day survey that a high number of persons attending are Coon Rapids residents.

Section 8 Remote Office

For many years Coon Rapids, as well as other suburban communities, hosted a remote office to provide Section 8 rental assistance services to Coon Rapids renters and landlords. Funding for these services originated with HUD. The Metropolitan Council administered the funds allocated to the Twin Cities region by HUD, and entered into administrative contracts with local units of government to provide more locally based services. In 2011, due to a reduction in funding from HUD, the Metropolitan Council terminated its contract with Coon Rapids and other local governments, thereby regionalizing Section 8 rental assistance services. The Coon Rapids remote office was closed effective September 1, 2011.

**BUILDING INSPECTIONS DIVISION
2011 Annual Report**

After several years of little activity, we are seeing permits for the construction of retail and manufacture buildings. Vacant and foreclosed properties continue to consume a large amount of time. The Division did see a slight decrease in the permit fees the city collects. We did see another slight increase in the number of permits and inspections performed.

All our Building Inspectors have access to the building inspection records in the field with their lap top computers. We issued about 35 Stop Work orders for work without a permit, which resulted in 60 permits generating \$18,000 in revenue. In 2009 we issued about 256 Stop Work orders for work without a permit, which resulted in 300 permits generating \$98,000 in revenue.

No adjustments were made to the fee schedule for 2012 except for the Met Council's SAC fee. The Met Council SAC fees are an ongoing responsibility for the city. Every commercial building permit is required to have a SAC determination done and any fees paid before permit issuance.

Below is a table summarizing the 2011 permit activity:

	2010	2011
Total number of Permits	6,495	6,659
Total valuation	\$76,702,662	\$72,884,108
Fees collected	\$1,136,764	\$1,201,201
Total inspections made	15,739	15,717
New Single Family Homes	10	21

Generally we are seeing smaller projects that demand more inspection time. This is due to more remodeling and less new construction along with a more conservative and competitive construction environment. This was the same trend last year.

Some of larger projects for 2011 were:

1. Green Bay Packaging Inc	\$ 2,065,000.00
2. Dick's Sporting Goods	\$ 1,700,600.00
3. Anoka Ramsey Community College	\$ 4,600,900.00
4. Mercy-4 East Birth Center	\$ 570,000.00
5. RMS Company	\$ 3,000,000.00
6. MEDRAD	\$ 6,300,000.00
7. Holiday Station Store	\$ 1,500,000.00
8. United Educators Credit Union	\$ 1,275,000.00



AI-396

5.

City Council Regular

Meeting Date: 05/01/2012

Subject: Arts Commission Appointment

From: Kris Linqvist, Deputy Clerk

INTRODUCTION

The Arts Commission recommends the appointment of one new member to the Commission.

DISCUSSION

Tom Archibald submitted an application for the Arts Commission and attended the February 21, 2012 and the April 17, 2012 Arts Commission meetings. After discussion with the applicant, the Arts Commission recommended Mr. Archibald's appointment to the Arts Commission with a term expiring December 31, 2014.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Civic Involvement** section of the 2030 Strategic Vision in the following way by providing opportunities for residents to be engaged and active in the community through civic opportunities such as serving on City Boards and Commissions.

RECOMMENDATION

Staff recommends Council adopt Resolution 12-61 appointing Tom Archibald to the Arts Commission with a term expiring December 31, 2014.

Attachments

Res 12-61

RESOLUTION NO. 12-61

**RESOLUTION APPROVING THE APPOINTMENT OF
ONE MEMBER TO THE ARTS COMMISSION**

WHEREAS, four (4) vacancies currently exist on the Arts Commission; and

WHEREAS, one individual has expressed an interest in the Arts Commission; and

WHEREAS, the Commission recommends appointing Tom Archibald to the Arts Commission;

NOW THEREFORE, BE IT RESOLVED that Tom Archibald be appointed to the Arts Commission for a current three-year term to expire on December 31, 2014.

Adopted this 1st day of May, 2012, by the Coon Rapids City Council.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



AI-399

6.

City Council Regular

Meeting Date: 05/01/2012

Subject: Gambling Expenditure Reports

From: Kris Linqvist, Deputy Clerk

INTRODUCTION

City Code requires a semi-annual accounting of gambling expenditures which directly benefit Coon Rapids and cities within the trade area from the organizations licensed by the State Gambling Control Board.

DISCUSSION

Attached are the reports for July 1 through December 31, 2011 showing gambling expenditures within the city and trade area for the six organizations at 12 locations to be \$123,118.32. Reported revenue for this six month period was \$248,567.81.

Total 2011 expenditures were \$367,315.05 with revenues of \$384,101.19 as compared to the 2010 expenditures of \$392,076.13 with revenues of \$344,303.02. All organizations (with the exception of two) achieved the annual 60% expenditure within the trade area. The reason for the two organizations that did not meet the 60% was they reported net losses in their revenues but still had expenditures exceeding the regulated percentages.

The expenditure figure A-10 Government may not reflect 5% of the line item (Line 37) total profit due to the date of reporting of the expenditure.

Staff does verify the 5% contribution that is reported quarterly.

ALIGNMENT WITH STRATEGIC VISION

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

Allowing the City to monitor the gambling operations within the City to comply with the Gambling section of the City Code.

RECOMMENDATION

Council is requested to receive the gambling expenditure reports for the second half of 2011 as submitted by the licensed organizations.

Attachments

2nd Half Gambling Report



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT
JULY 2011 – DECEMBER 2011

LICENSED ORGANIZATION: American Legion Post 334

REPORT PREPARED BY: Dawn Jabhan

TELEPHONE: _____ E-MAIL: _____

JULY - DECEMBER 2011 TOTAL PROFIT (Line 37): \$43,380.00

LAWFUL PURPOSE (MSA §349.12, Subd 25)	DESCRIPTION OF EXPENDITURE (please itemize and be specific)	AMOUNT	
		Coon Rapids	Trade Area
A1 – 501c3 donation	Coon Rapids Crime Prevention Special Olympics Legion Boys State Veterans on the Lake	\$ 250 \$ 400	 \$ 100 \$ 200
A2 – disability; poverty	Needy Meal-on-Wheels	\$ 445	\$ 100
A-3 – problem gambling			
A-4 – schools			
A-5 – scholarships			
A-6 – military recognition	Troops’ packages Color/Honor guard events, supplies Flags for donation	\$ 130 \$ 840 \$ 185	
A-7 – youth programs	Coon Rapids Legion Baseball Team Children’s parties	\$ 2,500 \$ 895	
A-8 – taxes on receipts / Refund unsold tickets			
A-9 – real estate taxes	Anoka County		\$12,210
A-10 – government (City donation)	Veterans volunteer transportation City of Coon Rapids	\$ 1,420	\$ 100
A-11 – church			
A-12 – water quality			
A-13 – wildlife, trails, DNR			
A-14 – food shelf			
A-15 – community arts			
A-16 – veteran utilities	Post 334 utilities	\$21,995	
A-17 – veteran events			
A-18 – fee licenses, permits			
A-19 – humanitarian	Red Cross Bloodmobile		\$ 130
	Total expenditures in City/Trade Area	\$29,060	\$12,840
	Percentage of total expenditures in City/Trade Area	67%	30%

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155 Robinson Drive, 55433 by **February 21, 2012**. Use this form and expand rows as necessary.



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT
JULY - DECEMBER

LICENSED ORGANIZATION: COON RAPIDS LIONS

REPORT PREPARED BY: JIM MYERS

TELEPHONE: _____ E-MAIL: _____

JULY - DECEMBER 2011 TOTAL PROFIT (Line 37): \$ 26427.89

LAWFUL PURPOSE (MSA §349.12, Subd 25)	DESCRIPTION OF EXPENDITURE (please itemize and be specific)	AMOUNT	
		Coon Rapids	Trade Area
A1 – 501c3 donation	Wellness van testing in CRHS for at risk students for cholesterol, high blood pressure & diabetes. TLC Toys for needy children	\$2700	\$500
A2 – disability; poverty	Utility bills for needy, eyeglasses for needy, emergency housing for needy	\$567	\$500
A-7 – youth programs	Boyscout and eagle scouts projects	\$375	\$
A-9 – real estate taxes		\$	\$
A-10 – government (City donation)	City donation 5% tax and fire prevention program	\$899.76	\$
A-11 – church	Salvation army programs for needy	\$500	\$
A-12 – water quality		\$	\$
A-13 – wildlife, trails, DNR		\$	\$
A-14 – food shelf		\$	\$
A-15 – community arts		\$	\$
A-16 – veteran utilities		\$	\$
A-17 – veteran events		\$	\$
A-18 – fee licenses, permits		\$	\$
A-19 – humanitarian		\$	\$
	Total expenditures in City/Trade Area	\$5041.76	\$1000
	Percentage of total expenditures in City/Trade Area	19%	4%

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155 Robinson Drive, 55433 by **February 21, 2012**. Use this form and expand rows as necessary.



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT
JULY - DECEMBER

LICENSED ORGANIZATION: Coon Rapids Mat Bandits
 REPORT PREPARED BY: Cornell Kahler Shidell & Mair, PLLP
 TELEPHONE: _____
 JULY - DECEMBER 2011 TOTAL PROFIT (Line 37): \$83,191.93

LAWFUL PURPOSE (MSA §349.12, Subd 25)	DESCRIPTION OF EXPENDITURE (please itemize and be specific)	AMOUNT	
		Coon Rapids	Trade Area
A1 - 501c3 donation	Donation to General Account	40,000.00	
A2 - disability; poverty			
A3 - problem gambling			
A4 - schools			
A5 - scholarships			
A6 - military recognition			
A7 - youth programs	Coach Payroll	10,960.00	
A8 - taxes on receipts/ Refund unsold tickets			
A9 - real estate taxes			
A10 - government (City donation)	City of Coon Rapids quarterly	4,416.16	
A11 - church			
A12 - water quality			
A13 - wildlife, trails, DNR			
A14 - food shelf			
A15 - community arts			
A16 - veteran utilities			
A17 - veteran events			
A18 - fee licenses, permits	State of Minnesota licensing fees	900.00	
A19 - humanitarian			
	Total expenditures in City/Trade Area	\$56,276.16	\$0.00
	Percent of total expenditures in City/Trade Area	68%	

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155
 Robinson Drive, 55433 by **February 15, 2012**. Use this form and expand rows as
 necessary.



**SEMI-ANNUAL GAMBLING EXPENDITURE REPORT
JULY - DECEMBER**

LICENSED ORGANIZATION: Coon Rapids National Little League

REPORT PREPARED BY: Janet Beckman

TELEPHONE: _____ E-MAIL: _____

JULY - DECEMBER 2011 TOTAL PROFIT (Line 37): \$ 56,355.14

LAWFUL PURPOSE (MSA §349.12, Subd 25)	DESCRIPTION OF EXPENDITURE (please itemize and be specific)	AMOUNT	
		Coon Rapids	Trade Area
A1 – 501c3 donation		\$	\$
A2 – disability; poverty		\$	\$
A-3 – problem gambling		\$	\$
A-4 – schools		\$	\$
A-5 – scholarships		\$	\$
A-6 – military recognition		\$	\$
A-7 – youth programs		\$	\$
A-8 – taxes on receipts / Refund unsold tickets		\$	\$
A-9 – real estate taxes		\$	\$
A-10 – government (City donation)	<u>City of Coon Rapids</u>	\$ <u>2881.50</u>	\$
A-11 – church		\$	\$
A-12 – water quality		\$	\$
A-13 – wildlife, trails, DNR		\$	\$
A-14 – food shelf		\$	\$
A-15 – community arts		\$	\$
A-16 – veteran utilities		\$	\$
A-17 – veteran events		\$	\$
A-18 – fee licenses, permits		\$	\$
A-19 – humanitarian		\$	\$
	Total expenditures in City/Trade Area	\$ <u>2881.50</u>	\$
	Percentage of total expenditures in City/Trade Area	<u>5</u> %	%

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155 Robinson Drive, 55433 by **February 21, 2012**. Use this form and expand rows as necessary.



**SEMI-ANNUAL GAMBLING EXPENDITURE REPORT
JULY - DECEMBER 2011**

LICENSED ORGANIZATION: COON RAPIDS VFW 9625

REPORT PREPARED BY: ROBERT FAUCETT

TELEPHONE: _____ E-MAIL: _____

JULY - DECEMBER 2011 TOTAL PROFIT (Line 37): \$ 26,357

LAWFUL PURPOSE (MSA §349.12, Subd 25)	DESCRIPTION OF EXPENDITURE (please itemize and be specific)	AMOUNT	
		Coon Rapids	Trade Area
A1 - 501c3 donation	MN Veterans Home, trade area residents	\$	\$ 235.00
A2 - disability; poverty	Benefit for Coon Rapids Resident Gas for needy	\$ 500.00 58.00	\$
A-3 - problem gambling		\$	\$
A-4 - schools		\$	\$
A-5 - scholarships	Voice of Democracy	\$ 150.00	\$
A-6 - military recognition		\$	\$
A-7 - youth programs	Patriots Pen Essay Contest	\$ 140.00	\$
A-8 - taxes on receipts / Refund unsold tickets		\$	\$
A-9 - real estate taxes	Anoka County	\$	\$ 3,000.00
A-10 - government		\$ 911.35	\$
A-11 - church		\$	\$
A-12 - water quality		\$	\$
A-13 - wildlife, trails, DNR		\$	\$
A-14 - food shelf		\$	\$
A-15 - community arts		\$	\$
A-16 - veteran utilities	City of Coon Rapids Utilities	\$ 717.00	\$ 4,197.00
A-17 - veteran events		\$	\$
A-18 - fee licenses, permits		\$	\$
A-19 - humanitarian		\$	\$
	Total expenditures in City/Trade Area	\$ 2476.35	\$ 7,432.00
	Percentage of total expenditures in City/Trade Area	9%	28 %



SEMI-ANNUAL GAMBLING EXPENDITURE REPORT
JULY - DECEMBER

LICENSED ORGANIZATION: Coon Rapids Youth Hockey

REPORT PREPARED BY: Cornell Kahler Shidell & Mair, PLLP

TELEPHONE: _____

JULY - DECEMBER 2011 TOTAL PROFIT (Line 37): \$12,875.85

LAWFUL PURPOSE (MSA §349.12, Subd 25)	DESCRIPTION OF EXPENDITURE (please itemize and be specific)	AMOUNT	
		Coon Rapids	Trade Area
A1 - 501c3 donation	Donation to General Fund	220.00	
A2 - disability; poverty	Donations to Benefits	3,266.55	
A3 - problem gambling			
A4 - schools			
A5 - scholarships			
A6 - military recognition			
A7 - youth programs	Hockey Program Donations	600.00	
A8 - taxes on receipts/ Refund unsold tickets			
A9 - real estate taxes			
A10 - government (City donation)		1274.00	
A11 - church			
A12 - water quality			
A13 - wildlife, trails, DNR			
A14 - food shelf			
A15 - community arts			
A16 - veteran utilities			
A17 - veteran events			
A18 - fee licenses, permits	Annual State Licensing Fees	750.00	
A19 - humanitarian			
	Total expenditures in City/Trade Area	6110.55	\$0.00
	Percent of total expenditures in City/Trade Area	47%	

Return completed form to Deputy City Clerk, City of Coon Rapids, 11155
 Robinson Drive, 55433 by **February 15, 2012**. Use this form and expand rows as
 necessary.



AI-404

7.

City Council Regular

Meeting Date: 05/01/2012

Subject: Waiver of Fees for Fourth of July Carnival

From: Kris Linqvist, Deputy Clerk

INTRODUCTION

Gopher State Expositions has submitted an application for a carnival license for the Fourth of July celebration at Sand Creek Park. Coon Rapids North Star Lions has submitted an application for a Parade Permit. The Coon Rapids Fire Department with Pyrotechnic Display has submitted an application for the fireworks display.

DISCUSSION

Chief Piper, on behalf of the Coon Rapids Firefighters, has submitted a request to waive the carnival license, parade permit, and fireworks display fees for the annual Fourth of July celebration. The license fee for the 23 rides is \$902, the parade permit is \$25, and the fireworks display fee is \$100. Historically these fees have been waived for non-profit sponsored, community-wide events.

While the Clerk's office has the authority to issue the licenses, any fee adjustment must be approved by the Council.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Civic Involvement** section of the 2030 Strategic Vision in the following way: by supporting community celebrations.

RECOMMENDATION

Council approval of waiver of the carnival, parade and fireworks display license fees for Gopher State Expositions, Coon Rapids North Star Lions, and Coon Rapids Firefighters/Pyrotechnic Display for the Fourth of July celebration is requested.

Attachments

Waiver Request



TO: Coon Rapids City Council
FROM: John Piper, Fire Chief
SUBJECT: Carnival Fees
DATE: May 1, 2012

The Coon Rapids Fire Relief Association and Coon Rapids North Star Lions will be hosting the annual Fourth of July celebration at Sand Creek Park June 30 – July 4, 2012.

We respectfully request the City Council consider waiving the licensing fees for the carnival, fireworks display, and parade. This celebration brings the community together and provides quality family entertainment.

Thank you for your consideration.



AI-400

8.

City Council Regular

Meeting Date: 05/01/2012

Subject: Opportunity City Program Review

From: Bennett Cheryl, Housing & Zoning
Coordinator

INTRODUCTION

Council is asked to accept the Opportunity City Program report.

DISCUSSION

In August 2011, the City Council authorized participation in the Opportunity City Program offered through the Housing Initiative, a collaboration of the Urban Land Institute and Regional Council of Mayors. During a work session on April 24, Cathy Bennett of the ULI/RCM Housing Initiative presented the draft Coon Rapids Opportunity City Program report and its supporting documents to the Council and Commission members for review and comment. A copy of the summary report together with a memorandum from Cathy Bennett regarding the program is attached.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Housing/Neighborhoods** section of the 2030 Strategic Vision in the following way: Supporting strategies for creating and maintaining neighborhoods that are stable, safe and connected with predominantly owner-occupied and well maintained life-cycle housing options.

RECOMMENDATION

Council is asked to accept the Opportunity City Program report.

Attachments

Cathy Bennett ULI Memo

OCP Summary Report



To: Cheryl Bennett, City of Coon Rapids

From: Cathy Bennett, ULI MN

Date: April 19, 2012

RE: Opportunity City Program; Background and Presentation for Work Session on April 24, 2012

Background:

The City of Coon Rapids was selected by the Urban Land Institute Minnesota (ULI MN) and the Regional Council of Mayors (RCM) to participate in the Opportunity City Program which is part of the RCM Housing Initiative. The Housing Initiative builds on the collaborative relationships among RCM and ULI Minnesota professionals. The goal of the Opportunity City Program is to provide technical assistance to identify and implement tools and strategies within cities in support of a full range of housing choices important to economic stability and regional prosperity. This program also provides access and application of local and national best practices allowing the City to explore community-identified housing priorities.

The Opportunity City Program included engagement of policy leaders and key city staff. ULI MN held a workshop on October 25, 2011, with the City Council, Planning Commission, Sustainability Commission and the Mortgage Assistance Foundation to review a summary of the City demographics and review of City housing program, tools and strategies. The purpose of this meeting was to receive feedback on the information and input that helped to shape the report recommendations. In addition, ULI MN has been working closely with city staff to identify community needs, gauge the perceived success of existing tools and strategies, and discuss outcomes and implementation methods in support a full range of housing choices in the City. The City also received detailed community change data which helped to identify demographic trends, household relocation patterns, housing accessibility and utilization and access to jobs that enhances local understanding to guide goals, priorities, policy development and implementation.

Coon Rapids also participated in the ULI MN program called Navigating the New Normal (NNN) in February 2012. NNN is a two-hour interactive workshop with the same City officials (City Council, Planning Commission, Sustainability Commission and Mortgage Assistance Foundation) and ULI MN member panelist. The program consisted of an overview of the New Normal, a profile of community change data and a panel discussion and dialogue among real estate industry leaders. (Summary notes attached).

April 24, 2012 Worksession:

A draft Opportunity City Program report and supporting appendices have been provided to the City for review. At the work session on April 24, 2012, Cathy Bennett with ULI MN will present the draft recommendations resulting from the Opportunity City Program work to date.

After the presentation, there will be an opportunity to provide input and questions regarding the recommendations prior to finalizing the report for future City Council acceptance and/or action regarding specific recommendations.



Draft
February 21, 2012

Urban Land Institute Minnesota/ Regional Council of Mayors

Opportunity City Program Summary Report

City of Coon Rapids



ULI Minnesota & the Regional Council of Mayors

Urban Land Institute (ULI) Mission:

ULI provides responsible leadership in the use of land and in the creation of thriving communities worldwide.

Urban Land Institute Minnesota (ULI MN):

ULI Minnesota actively engages public and private sector leaders in land use planning and real estate development to learn, network and join in meaningful, strategic action. The future holds many challenges and opportunities; we need the diversity of ULI Minnesota’s professional community to meet them wisely.

Regional Council of Mayors (RCM)

Supported by ULI Minnesota, the nationally recognized Regional Council of Mayors represents Minneapolis, Saint Paul and 47 municipalities in the developed and developing suburbs. This collaborative partnership provides a nonpartisan platform that engages mayors in candid dialogue and peer-to-peer support, and builds awareness and action for a more connected, more sustainable, and more prosperous region.

Table of Contents

- Opportunity City Pilot Program Summary - Coon Rapids Story..... Page 3
- Housing Audit Process Pages 4–7
 - City Housing Goals & Policies..... Page 4
 - Evaluate Community Factors Page 4
 - Program Review Pages 5-6
 - Community Change Summary Pages 7-8
- Recommendations..... Pages 9-11
- Next Steps Page 12
- Appendices 1through 9 - *Background information surrounding all aspects of the housing audit process and detail on the review of housing programs, community change data tables and charts and examples of best practices (Appendix 8).*

Opportunity City Pilot Program Report Summary – Coon Rapids Story

Coon Rapids Story

The City of Coon Rapids is located approximately 15 miles north of Minneapolis & St. Paul along the Mississippi River in Anoka County. With a population of 61,500 Coon Rapids is the fifth largest suburb in the metropolitan area and the twelfth largest city in the state of Minnesota. Encompassing approximately 23 square miles, the City offers numerous

Program Goals/Outcomes:

The goal of the Opportunity City Program is to build on the collaborative relationships among Regional Council of Mayors (RCM) and Urban Land Institute (ULI) professionals to identify and implement best practices that support a full range of housing choices for economic stability and regional prosperity.

The City of Coon Rapids is one of eight metropolitan suburban communities that have participated in the ULI MN/RCM Opportunity City Program. The Mayor of Coon Rapids is a member of the Regional Council of Mayors. The City contributed \$5,000 to the Opportunity City Program as well as countless staff hours in the collection of information, evaluation of tools and strategies, and coordination of the housing audit.

By working together and learning from each other, the expected outcome of the process is to develop an approach that identifies local housing tools and strategies that can serve as a model for other cities and be brought to scale at the regional level. In addition, suburban cities can implement new tools and strategies to better prepare themselves for the future through:

- 1) preservation, rehabilitation and production of quality housing units;
- 2) use of regulatory incentives;
- 3) incorporating sustainability into land use plans; and
- 4) connecting housing to jobs and transportation networks.

neighborhood and community parks, two regional parks, miles of local trails tying into three regional trail systems, a municipal golf course, an indoor ice arena and several seasonal outdoor ice rinks and a large number and variety of active and passive recreational fields. Coon Rapids is also home to the Anoka-Ramsey Community College. The boundaries of Coon Rapids date back to the 1857 when Anoka Township was organized. A community emerged when population and industry gathered around a dam being built along the Mississippi River below the Coon Creek Rapids in the early 1900s. The area became known as Coon Creek Rapids, later shortened to Coon Rapids. Incorporated as a city in 1959, the housing and population of Coon Rapids is aging - 84% of its homes are over 30 years old and 37% of its householders are over the age of 55. This aging brings challenges: deferred housing maintenance, declining school enrollment, neighborhood change, and aging infrastructure. However, with any change – and a strong vision – there are opportunities to improve the housing stock, enhance livability, and shape the community for the future.

Coon Rapids is a diverse community with a variety of housing options and long history of investment in public amenities that includes quality open space and parks, built infrastructure and a variety of services - key quality of life components that are important to existing and new residents. As the Coon Rapids population has aged in place, there has been a decline in persons per household and the number of school-age children. However, the affordability of the City's single-family housing stock and its variety of housing choices has provided options for young families to stay and move to the City, resulting in a positive growth of households (2.6%) headed by persons under the age of 35 between 2008 and 2010. During this time, many similar suburban cities, particularly those in the outer ring, have experienced a loss of younger households – households that are proportionately more affected by foreclosures and job loss.

Coon Rapids has a very strong history in its dedication to preserving housing and neighborhoods through its long term funding of programs and its leadership in investing in community assets. It will be important to continue focusing financial and staff resources on investing in public facilities and in developing, preserving, and administering innovative

housing programs as the market shifts. With the ability to guide redevelopment to diversify the housing stock, the City is in a good position to provide housing options that meet the needs of young professionals and older residents wanting to stay and thrive in the community.

The Housing Audit Process:

- 1.) Review of the housing framework: goals and community factors.
- 2.) Analyze the community change as it relates to demographic and household data.
- 3.) Review and evaluate existing city tools and strategies surrounding the preservation and production of housing choices.
- 4.) Identify specific recommendations for local implementation.

City Housing Goals and Policies:

The Opportunity City Program has five key themes that support a full range of housing choices:

- Preservation and rehabilitation
- Production of housing units that support varied resident life cycles and incomes
- Use of regulatory incentives
- Sustainability
- Jobs/housing balance connected to transportation systems

The review of Coon Rapids housing goals indicates a wide range of support for these key themes. (A full summary is included in appendix 1.) Coon Rapids policies support the following:

- A high-quality living environment, the preservation of stable residential neighborhoods, and, where necessary, the upgrading of the existing housing stock in the City
- Variety of housing types and designs to allow all people a housing choice
- Housing Affordability - opportunities at a cost low- and moderate-income individuals and families can afford without compromising essential needs
- Nondiscrimination - equal opportunity in home ownership and renting

Evaluate Community Factors:

In every city, there are internal and external factors that hinder its ability to provide a full range of housing choices. In Coon Rapids, a few factors were evident, as determined through the review of City material, interviews with staff, and comments from members of the City Council, Planning Commission, Mortgage Assistance Foundation and Sustainability Commission. (Detail provided in appendix 3.)

Limited Land Availability for New Development

- Competing with surrounding communities where raw land is available to build new and more modern housing units reduces the ability to retain young families.
- Redevelopment of existing uses is costly and time consuming, which hinders revitalization efforts and counteracts the resulting longer term benefits.

Households and Homes are Aging

- Decreases in persons per household, which result, in part, from increases in empty nester households, householders aging in place, and lower turnover rates, are factors that impact city and school services and facility needs.
- Aging of current housing stock results in an increase in deferred maintenance.
- Increased diversity requires a different approach to home maintenance and citizen engagement.

Economic Downturn and Foreclosures

- Loss of jobs contributes to an increase in deferred maintenance and reduces the opportunity for new investments in homes.
- Foreclosures, although evenly distributed throughout the city, result in increased investment purchases and conversion of ownership housing to rental.
- Limited numbers of larger, higher valued homes decreases the ability to retain residents as their incomes and families grow.

Program Review:

The City of Coon Rapids, through its HRA and the Coon Rapids Mortgage Assistance Foundation, supports a variety of housing programs for home renovation and redevelopment. The programs target a wide range of household incomes and address health and safety items and infill development. The following is a summary of the programs reviewed as part of the housing audit. (Details for program evaluation are provided in appendix 4.)

Single-Family Renovation Programs. The City has invested over \$3 million in single-family renovation through grants and loans between 2005 and 2010. This represents a 1:1 leverage ratio with federal and state programs provided to the residents of the City. These programs are a key reinvestment strategy for the City and serve to fund maintenance, energy efficiency, and value-added home renovation projects. The programs include:

Home Improvement Incentive Fund

- Provides up to \$25,000 in loans to supplement existing loan or equity funds for value-added home renovations. Owner occupied single-family homes and exterior improvements of common interest properties are eligible. All income levels qualify for the program. The home must be at least three years old. Since 2005, the program has served 89 homeowners with \$1,118,633 in loans.

Home Rehabilitation Assistance Fund

- With the goal of funding minimum housing maintenance standards, energy efficiency, and accessibility, this program provides up to \$30,000 in loan funds for those with incomes at or below 110% of the annual area median income. Deferred payments are available for borrowers with incomes at or below 50% of the area median income. Owner occupied single-family homes and exterior improvement of common interest properties, with maximum assessed values of \$180,000 or below, are eligible. Since 2005, there have been 69 loans issued with a total investment of \$1,046,189.

Two-Family Home Rehabilitation Fund

- Provides up to \$30,000 in loans for exterior maintenance and compatibility of finishes for two-family dwellings with an assessed value of \$180,000 or under per unit. Loan payments may be deferred for borrowers at or below 50% of the annual area median income. Since 2005, 11 loans have been issued with a total investment of \$142,641. No loans have been issued since 2007.

Emergency Home Repair Fund

- A deferred loan up to \$10,000 for improvements necessary to correct damage, defects, and deficiencies in a household system. Only one loan, issued in 2005 for

\$2,573, has been made through this program. This program fund is only available for those who do not qualify for other funding, including other government loans or grants.

Home for Generations

- The HRA created this program to demonstrate the modernization of existing housing to meet the housing needs and desires of today's families. The program focuses on sustainability and affordable housing construction options. Distressed and foreclosed homes are purchased by the City, renovated, profiled, marketed, and then sold to a new homebuyer. The average sales price has been \$181,000 per unit. A total of five units have been acquired; four have been resold with a 94% initial return on investment. The fifth Home for Generations is presently under construction.

ReGenerations Down Payment Assistance Loan Program

- A deferred loan offering down payment assistance covers 3.5% of the home purchase price plus renovation costs, up to \$6,000. The program may be accessed for single-family purchases that use the FHA Section 203(k) purchase plus rehab principal mortgage loan product. Loans are forgiven after ten years of continued occupancy by the borrower. Since its inception in 2010, 14 loans have been issued providing \$66,146 in down payment assistance and representing over \$218,000 in property improvements. All but one of the properties purchased were previously foreclosed houses.

Federal and State Housing Program Usage.

In addition to City funded housing programs, Coon Rapids residents also have access to federal and state funded programs. Between 2005 and 2010, \$3.5 million was provided in loans and grants to City residents.

- **Community Development Block Grant** - \$2.5 million in deferred loans to address health and safety related home repairs have been made since 2003 for 124 low- and moderate-income homeowners earning less than 80% of the area median income.
- **Minnesota Housing Fix-Up Fund** - \$1.7 million for 94 loans has been made available to address interior and exterior home maintenance. Loan recipients must own the home and have an income less than 110% of the area median income.
- **Minnesota Housing Energy Rehab Loan** - Improvements that focus on energy related home repairs provided eight low-interest loans totaling \$54,547; loans are repayable in 10 years. The program is available to all income levels.

Production & Preservation of Affordable Housing.

In addition to its housing programs, the City has invested in the preservation of existing affordable housing units and the development of new mixed income and affordable housing for seniors and families.

New Housing Units. The following is a list of new units the City invested in since 1996 using tax credits, housing revenue bonds, tax increment financing or flexible development regulations resulting in a total of 375 units of affordable and market rate housing for families and 54 units of senior housing. Currently, 281 additional units of senior housing are being proposed.

New affordable & market-rate housing for families.

- ACCAP Boulevard Townhouses (8 units)
- ACCAP Thousand Oaks Townhouses (24 units)
- Coon Rapids University Townhouses (12 units)
- Cottage Homestead of Coon Rapids (48 units)
- Fellowship Village Townhouses (15 units)
- Northstar Ridge Apartments (56 units)
- Oak Manor Townhouses (28 units)
- River Village Estates (98 units)
- Villas of Caroline by Mary T (32 units)
- Villas of Palm by Mary T (20 units)
- Villas of Sand Creek by Mary T (34 units)

New housing for seniors.

- Autumn Glenn Apartments (100 units proposed)
- Redwood Terrace Apartments (54 units)
- RKL Port Evergreen Apartments (181 units proposed)

Renovation of existing housing.

Housing Improvement Areas. The City is a leader in the use of this local government tool to provide financing for common element improvements to townhome and condominium projects. Ten projects have been financed by the City with this tool; providing over \$2.2 million in improvements for 202 units.

- Forest Oaks Townhouses (12 units)
- Forest Oaks Second Addition Townhouses (38 units)
- Hummingbird Townhome (39 units)
- Parkshire Townhouses (26 units)
- Pheasant Ridge Townhomes (26 units)
- Thousand Oaks Sand Creek Townhouses (12 units)
- Thousand Oaks Third Townhouses (9 units)
- Village Manor Condominiums (8 units)
- Willow Court Coach Homes (20 units)
- Woodland Park (12 units)

Official Controls & Land Use Strategies. The City uses several methods through its land use and other official controls to support and promote redevelopment and reinvestment of the City’s housing stock and reuse of land. (Summary of framework provided in appendix 2.)

- **Planned Development District/Overlay Districts** – These planning tools are used for mixed use developments and to allow design flexibility where smaller lots, narrower streets and connectivity are considered. The City has placed the River Rapids Overlay District along the Coon Rapids Boulevard corridor, designated transit oriented districts at the locations of the North Star Commuter Rail stations (Riverdale and Foley, proposed), and created Preservation or Renovation Tract (PORT) zoning districts at four major development or redevelopment opportunity areas along Coon Rapids Boulevard.
- **Tax Increment Financing (TIF)** – The City and HRA use TIF for redevelopment, to support a wide range of economic development efforts, and to assist in the preservation and construction of several housing units.
- **Coon Rapids Mortgage Assistance Foundation** – The Mortgage Assistance Foundation was established in 1979 to oversee mortgages issued in conjunction with the issuance of Housing Revenue Bonds and is now a primary source of funding for Coon Rapids home renovation and down payment assistance loan and grant programs.
- **Housing & Redevelopment Authority (HRA) Tax Levy** – The City makes an annual commitment to housing by consistently adopting the HRA tax levy supporting housing reinvestment, redevelopment, and affordability. Approximately \$575,000 a year is generated from the HRA tax levy.
- **Rental Licensing** – The City supports maintenance of residential rental properties through its rental licensing program. The program helps to ensure minimum housing maintenance standards are met, thereby improving the condition and safety of rental housing; stabilizing neighborhoods. All rental multi-family and single-family dwelling units must obtain an annual license and participate in the City’s Crime Free Rental Housing Training program. Inspections of all properties occur every 1 to 4 years, depending on each property’s history with inspections, property maintenance and code violation issues, and compliance with other laws. The City adopted its rental licensing ordinance in 2000. Today, the cost to administer the program is largely covered through licensing fees and program fines.
- **Neighborhood Reinvestment Program** – The City provides a holistic approach to communicating with residents through a number of initiatives, including its “Summer in the City” program, which includes annual meetings within each of the five City Council wards and several Neighborhood Cleanup Events.

Community Change Key Points:

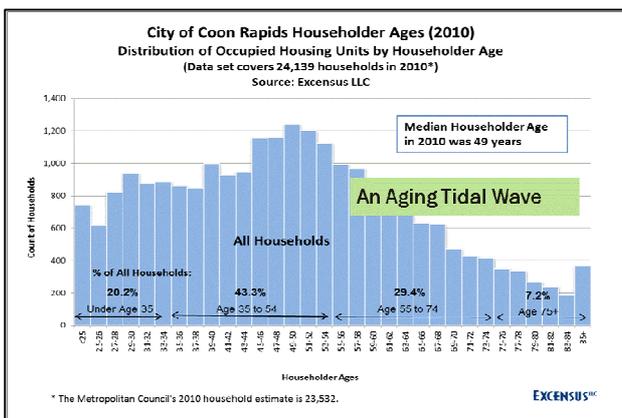
Coon Rapids community change data includes the review of householder ages, mix of housing types, owner and renter statuses, value of ownership housing, turnover and retention, and where people are moving to and from and in what type of housing. The following provides a summary of key findings. (Data tables are found in appendix 5.)

- Household Growth:** Coon Rapids has a resident base dominated by householders age 35 to 54 and a median age of 49 years. There is a good share (20%) of households under the age of 35; a higher percent when compared to the county as a whole (17%). However, nearly 40% of the households over the age of 55. This is the only age range where there was consistent growth between 2004 and 2010; 19% for ages 55-74 and 53% for ages 75 plus. When you compare this to the national growth rate of 25% for ages 55 and over, it is evident that Coon Rapids has experienced a high rate of aging in place or lack of movement. At the same time, households under age 35 experienced an overall decline of 1.1% and those ages 35 to 54 (middle-aged and the largest number of households) experienced a 5% decline. There was, however, growth of the young householders under age 35 between 2008 and 2010 of 2.6%; a likely result of more affordable options available as housing values declined. As the large group of householders stay in existing housing, the City's ability to retain and attract younger households is reduced. Also, resident diversity has increased to 16% in 2010, up from 7% in 2000. The growth of these diverse households may require different housing options and community services.

- Turnover of Residents.** Household turnover is a measure of how often residents move, which is an important indicator of the amount of housing available. The overall turnover rate between 2004 and 2010 for all households in the City was 8%. Beginning in 2004 and lasting through 2008, this rate experienced a downward trend, indicating increasing numbers of households that did not move and, instead, aged in place. A turnover rate that is too low indicates a soft housing market or lack of housing options. The result may stifle neighborhood regeneration. The turnover rate started to increase in 2009 and was 11% for the period 2009/2010, indicating more movement and thereby opening up opportunities for new residents. Hence, the increase in younger households during this time period. The owned single-family turnover rate, typically much lower than the overall rate, was 5%; further limiting housing opportunities for people wanting to move into the City or move from an apartment to a single-family home. Of those that moved out of the city between 2004 and 2010, 17% moved to Blaine and Andover where a larger supply of newer and move up housing is available.

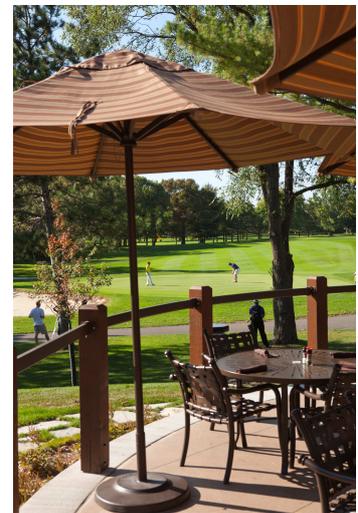
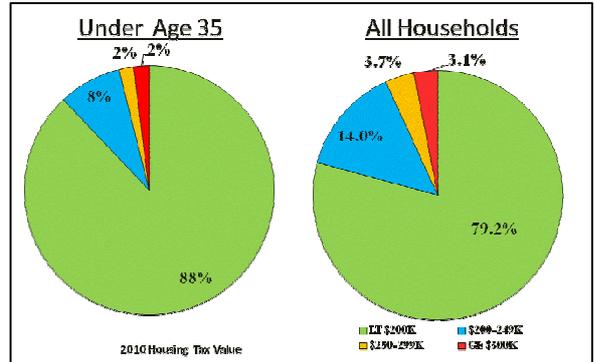
- Housing Mix.** In 2010, there was an owner-to-renter ratio of 74/26% and a mix of single-family to multi-family of 72/28%. These ratios remained relatively unchanged since 2004. Twenty percent of all housing is occupied by householders age 35 and younger; 46% of which own single-family homes and 45% live in some style of multi-family housing. Thirty percent of those in multi-family housing live in rental apartments.

- Retention.** Overall between 2004 and 2010, 31% of those who moved from a home in Coon Rapids found another home (single-family and multi-family) in the City. Compared with other cities studied, this is a slightly lower retention rate than Brooklyn Park at 33% and Rosemount at 35%, but higher than Shoreview at 20%, Minnetonka at 25%, and Anoka at 24%. Of the households that moved out of an apartment, 51% chose a single family home. This is an indication that apartment dwellers are a target for first time homebuyer programs. An important factor however will be if they are able to find an available home within their price range.



Community Change Summary

- Value of Housing.** In 2010, the majority of ownership housing (80%) had a tax value less than \$200,000. For households under age 35 who are homeowners, 88% are in homes with a value less than \$200,000 indicating that the existing single-family homes are affordable and a choice for young families. A growing proportion of the homes built before 1980 are in the hands of householders age 55 or older, while over 700 of these homes are occupied by householders age 75 or older. It is expected that this trend will continue and the need for housing maintenance services to increase with it. Because the single-family housing of those over age 55 may not be reselling as quickly as newer homes in this market, many householders will choose to stay and, hopefully, reinvest in updating their homes. It could be expected that they may remain in their same homes for another 15 to 20 years.



- Employment Base.** Of the 18,828 jobs located in the City, 21% are held by Coon Rapids residents, 8% come from Anoka and another 7% from Blaine. Seventy-nine percent of Coon Rapids working residents commute, with 17% commuting to Minneapolis, 6% to Fridley and 6% to St. Paul. Twenty-five percent of residents working are under the age of 30 and 46% of those younger residents make less than \$1,251 per month or less than \$15,000 per year. These residents are likely renting or part of a combined household.



Recommendations

Recommendations to Increase the City's Capacity to Provide a Full Range of Housing Choices:

The City of Coon Rapids has a long history of strong financial assistance and proactive planning and policy in support of home renovation, development of a diversity of housing units, and investment in public amenities that supports all ages and incomes of residents. Several key observations emerged through the Opportunity City process that may impact land use planning, policies, and allocation of resources in response to future housing choices and changes in market demands. The key themes focus on the following:

- **The loss of households as they look for new housing options; competition with developing suburbs.**
- **The lack of turnover in housing by aging adults, limiting available housing choices to be able to remain in the City.**
- **Increase in household diversity within existing housing stock; absence of alternative communication methods impacting housing maintenance, renovation, and resident engagement.**
- **A lack of connectivity and walkability created by suburban street patterns and segregated land uses, reducing marketability of the community to growing populations such as younger working and new immigrant, populations important for the labor force and school enrollment.**

These factors contribute to aging in place, an increase in deferred maintenance, the loss of young families and to challenges in attracting younger workers necessary to support schools, retail businesses, and city services. Increasing the number of options for both young families who want to live in the City and older adults who want to move from their single-family homes but stay in the City will be increasingly important in the future. City leadership can prioritize its policies related to future land use and housing programs that help to create more connectivity and provide additional options and opportunities related to renovation and redevelopment. There is no quick fix. The recommendations below should be considered as short and long term options to include within the City's housing and development tool box and evaluated to provide balance in addressing the needs of residents as they age while maintaining an attractive community for families as they grow.

Continue to provide neighborhood preservation strategies.

The City has a variety of public tools and strategies it can use to determine its participation in neighborhood preservation. Continuing to be part of the solution and helping to ensure that property is maintained takes strong local leadership, a consistent vision, and ongoing support for public investment in municipal services and amenities. Providing a wide range of strategies that balance renovation, maintenance, and redevelopment of the existing housing stock is important.

- Continue to fund and market Coon Rapids **loan programs for home renovations.**
- Provide a **strategic educational approach** to code enforcement through annual town hall meeting sessions, outlining frequently asked questions on code violations in multiple languages, and educating Realtors and small single-family investors on community expectations and resources to correct code violations.
- Include health and cost benefits of incorporating **energy efficiency improvements** within City remodeling program materials.



- Provide assistance in both technical and financial resources to **encourage transformative remodeling of existing smaller, older, or out-of-date homes**, e.g., *architectural design assistance and grants for transformative home remodeling improvements.*
- Explore the establishment of an **exterior renovation and landscaping fund** for investor owned single-family and small multi-family properties to protect property values and enhance neighborhood quality and character.
- Evaluate the cost and benefits of **designating established neighborhoods** within the City with administrative and financial support to increase a sense of place, support neighborhood-specific initiatives, build trust between City government and residents, and more actively and effectively engage residents in land use, renovation, safety, and service issues.

Recommendations

Be proactive in addressing aging in place.

Like most of the metropolitan region, Coon Rapids is experiencing increased growth of older households, those that are remaining in their homes longer - they are “aging in place.” Retention of households—even as they age—is a benefit for the City, helping to retain the social fabric and vibrant volunteer base of the community. However, losing younger, growing households as move away due to the lack of available housing options locally can result in stagnation of home values and shift public and private sector service and retail needs. Local leaders can provide policies and tools that create opportunities for all resident life cycles while maintaining a vibrant community with healthy levels of household turnover (more than 5%) and resident retention (higher than 25%).

- Evaluate options for allowing **accessory dwelling units** within existing single-family neighborhoods to provide options for families to care for aging parents within the home or on the same lot. *(Refer to appendix 6 for a summary of ULI MN research and sample ordinances related to accessory dwellings.)*
- **Identify existing NORCs** (naturally occurring retirement communities) through targeted demographic mapping of neighborhoods with at least 60% head of households over age 55. Expand on *Excensus Community Change* data to help plan for maintenance, transportation, shared services, and other municipal services geared toward residents as they age, e.g., senior villages, time banks, hour dollars service exchange, intergenerational housing.
- Evaluate incorporation of **Communities for a Lifetime** principles and policies within City’s land use and program decisions: <http://www.mnlifetimecommunities.org/> and <http://www.norcmn.org/>
- Utilize housing service providers to stimulate/incentivize **Universal Design** features in renovation of housing for those over age 55.

Attract and retain families and make connections to the increasing diverse resident base.

Efforts that support opportunities for young households in the City are important in achieving a full range of housing choices and contribute to the regeneration of neighborhoods, stabilization of school enrollment, and viability of commercial services and retail businesses. National statistics indicate that future households (aging baby boomers, Generation Yers and new immigrants) will demand more compact and connected communities. In addition, due to the increasingly diverse resident base, the City will need to expand its communication efforts related to home ownership and renovation programs, rental housing options, and housing code expectations.

- Market availability of homes, renovation programs, and community assets to young households and new immigrants by **partnering with the City’s school district, local colleges, faith-based organizations, and the real estate community**; provide information and fact sheets on City housing programs in multiple languages and through social media.
- Invest in the **Senior Housing Regeneration Program** – market to older households who wish to sell their home – renovate and resell to young households and first-time homebuyers.
- Evaluate options for allowing **accessory dwelling units** within existing homes or on the same lot in single-family neighborhoods to provide housing options for aging parents or for older children to live with parents but retain independence.
- Work directly with **local employers** to determine housing needs of employees and evaluate links between wages, income, and housing values. Outline gaps in availability of housing at affordability levels tied to local wages.
- Consider additional support of **alternate ownership models** such as Habitat for Humanity, Land Trust, and Contract for Deed models.
- Partner with the **Anoka-Hennepin School District** to integrate school data with community change data and develop strategies for collaboration related to the integration of land use, school, and community services.

Recommendations

Increase connectivity to existing neighborhoods; provide walkability with mix of uses in redevelopment areas.

While the City is nearly fully developed, there are opportunities through redevelopment to include new housing that will provide options for those aging and younger households. Federal transportation, housing, and environmental policies have shifted to support strong, sustainable communities by connecting housing to jobs, fostering local innovation, and helping to build a clean energy economy. It is important that local housing and infrastructure investments are coordinated with local land use decisions. The coordination will result in reduced transportation costs for families, improved housing affordability, energy savings, and increased access to housing and employment opportunities.

- **Provide a full range of housing choices** within all new housing developments, particularly in key redevelopment areas such as commuter rail stations and along Coon Rapids Boulevard. Support a mix of options for young professionals, seniors, and empty-nesters connected to employment areas, transportation options, and community amenities, including parks, open space, shopping, and schools. Increase housing densities in the City's zoning code in key areas with these connections. Within the City's Tax Increment Financing Policy, require a minimum of 20% of new housing units be affordable for working families to ensure housing choice.
- Continue the **expansion and availability of broadband capacity** within all residential areas and require connectivity when housing projects are being built.
- Use **ULI MN Community Site Principles** within the review of master plan developments and to respond to development proposals that include housing. The Community Site Principles support connectivity in land uses, street patterns, and the connection of housing with jobs and transportation networks. (Refer to appendix 7.)



- **Encourage residents to use available transit** and entice retail and professional services companies to locate near commuter rail stops.



- Adopt a **Complete Streets Ordinance** that requires new and redeveloped street patterns to support connectivity, walking and biking.
<http://www.mncompletestreets.org/gfx/MnCSLocalGovtToolkit.pdf>



Next Steps

Next Steps:

The Opportunity City Program is only the first step in supporting a full range of housing choices in the community. Suggestions for next steps associated with implementation of the recommendations that balance issues of aging in place and housing that is attractive and affordable to younger households include the following:

- Gain acceptance of the ULI MN/RCM Opportunity City report by the City Council.
- Prioritize recommendations that will have the largest impact in supporting housing goals for a full range of housing choices. Identify short and long term priorities.
- Prepare a work program that outlines the steps and time needed to effectively implement short term priorities. Evaluate budget and staff resource implications tied to each priority.
- Determine how the recommendations affect land use codes, program priorities, service providers, and staff workload. Include performance targets to track the progress of program changes and additions. Setting performance targets and tracking the progress of local tools and strategies against benchmarks will provide a level of understanding to public officials and residents that become critical during the annual budgeting process. (Detail regarding performance measures as they are related to housing tools and strategies is attached in appendix 9.)
- Evaluate the need to amend the City's Comprehensive Plan based upon implementation of recommendations.
- Hold an annual housing summit to review progress on priority recommendations and determine next steps and implications of implementing long term strategies.

City policy leaders are faced with an important opportunity to include a full range of housing options for their current and future residents. This supports economic prosperity for the long-term success of city services and business vitality. Policy leaders should support next steps that make valuable changes to the way that the tools and strategies are delivered throughout the City. Many of the recommendations have budget implications and affect staff resources. Prioritization of the recommendations will be essential.

A special thanks to the Opportunity City Program Sponsors. Without their financial contribution, the program would not be possible

- Family Housing Fund
- Metropolitan Council
- City of Coon Rapids

Thank you to the following participants in the ULI MN/RCM Housing Initiative Opportunity City Program.

- **Coon Rapids City Council** - Mayor Tim Howe, Council Members Denise Klint, Melissa Larson, Paul Johnson, Jerry Koch, Bruce Sanders, and Scott Schulte
- **Coon Rapids Mortgage Assistance Foundation** - Brad Crandall, Lyle Haney, Al Hofstedt, Tim Howe, Donna Naeve, Scott Schulte, James Stanton
- **Coon Rapids Planning Commission** - Jennifer Geisler, Cedric Lattimore, Jonathan Lipinski, Donna Naeve, Wayne Schwartz, Julia Stevens
- **Coon Rapids Sustainability Commission** - Chris Backes, Mark Broderick, Jo Ellen Christiansen, Stacey Demmer, Joeleen Famoso, Dave King, Robert Krahn, Gabriel Routh, Donald Stauffer
- **City of Coon Rapids Staff** – Matt Fulton, Marc Nevinski, Cheryl Bennett
- **ULI Minnesota Consulting Team**
 - Caren Dewar, ULI Minnesota Executive Director
 - Cathy Bennett, ULI Minnesota - Housing Initiative
 - John Carpenter, Excensus



AI-395

9.

City Council Regular

Meeting Date: 05/01/2012

Subject: Open Mic Report: Alan Williams 10744 Yellow Pine St NW

From: Marc Nevinski, Community
Development Director

INTRODUCTION

Mr. Williams requested the City modify its procedure for restoring water to foreclosed properties. He stated he would like to complete a water restoration inspection simultaneously with another building inspection. He stated he asked Council to consider this request last year and is asking it to be considered again. Finally, he also requested if property taxes could be reduced by 1/12th if the water is turned off to the property.

DISCUSSION

In August 2011, Mr. Williams asked if water restoration inspections could be combined with rental licensing inspections in an effort to create efficiencies. Staff researched this suggestion and concluded, for a variety of reasons, that there were no efficiencies to be gained in combining those inspections. However, earlier this year, Building Inspections began the practice of combining water restoration inspections with inspections associated with interior remodeling permits. A water restoration inspection is still required, but the permit is waived and the inspection done as part of another permit/inspection, allowing owners and trades people to address any problem areas as part of the remodeling work. Furthermore, when taking possession of a foreclosed property where the water is off, a new owner should, and many frequently do, schedule a water restoration inspection as soon as possible to identify issues, facilitate rehabilitation work, and avoid delays.

During the Open Mic session, Councilmember Schulte noted that the City has a practice of granting waivers to foreclosed properties to keep the water on. In order to obtain such a waiver, an owner or an agent may contact the City and effectively register themselves as the party responsible for the property. If the property is issue-free, meaning there are no recent code enforcement or building code issues, and gas and electric services are on, the waiver is granted. Waivers are renewable every six months.

Finally, Mr. Williams asked if the property taxes on a home with water turned off to it could be reduced. The Assessing Department indicated that state law, which enables municipal taxing authority, would not permit such a reduction in property taxes.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Housing/Neighborhoods** section of the 2030 Strategic Vision by ensuring that neighborhoods and foreclosed homes, which are most vulnerable to deterioration, are stable and maintained.

RECOMMENDATION

This memo is provided for information only. No action is requested.

cc: Alan Williams





AI-393

10.

City Council Regular

Meeting Date: 05/01/2012

Subject: Open Mic Response: Mr. Scott Nellis 10320 Grouse Street

From: Marc Nevinski, Community
Development Director

INTRODUCTION

Mr. Nellis appeared at Open Mic on April 17th and questioned why the concerns he raised at the April 3rd Open Mic session were not directly addressed.

DISCUSSION

The response to Mr. Nellis' April 3rd questions noted that because code enforcement actions were pending against Mr. Nellis it would be inappropriate to respond to his Open Mic concerns. At the April 17th meeting, the Acting City Attorney reiterated this point, noting that Open Mic was not the proper venue to consider Mr. Nellis' concerns. It continues to be the City's position that discussions related to ongoing enforcement actions be discussed only as part of due process and not in outside forums, such as Open Mic.

Mr. Nellis did appeal the orders of the Chief Building Official to the City Council to remove all snakes from his property. The Council tabled the matter and directed staff to work with Mr. Nellis on achieving compliance. Mr. Nellis was not agreeable to a proposal forwarded by staff. Therefore, compliance is being sought through the administrative citation process, whereby Mr. Nellis will have the opportunity to appeal a separate but similar order administratively and, if desired, to the Board of Adjustment and Appeals.

ALIGNMENT WITH STRATEGIC VISION

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

RECOMMENDATION

This memorandum is provided as information only. No action is required.

cc: Scott Nellis



AI-402

11.

City Council Regular

Meeting Date: 05/01/2012

Subject: Epiphany Refunding Bonds

From: Sharon Legg, Finance Director

INTRODUCTION

A public hearing is requested to consider refunding outstanding Senior Housing Revenue Refunding Bonds Series 1998 for Epiphany Senior Citizens Housing Corporation (the Corporation).

DISCUSSION

A public hearing has been scheduled to consider refunding bonds originally issued in 1993 to build the Epiphany Pines apartment complex. The Corporation would like to refund the bonds again to further save interest costs.

The bonds, in the amount of \$5,060,000 are tax exempt and in the City's name, but the City has no obligation to repay the bonds.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Quality of Life** section of the 2030 Strategic Vision by assisting the Corporation saving financing costs for senior apartments in the City of Coon Rapids.

RECOMMENDATION

Staff recommends:

- a. Holding the public.
- b. Adopting Resolution 12-63 Approving the Issuance and Sale of a Senior Housing Revenue Refunding Bonds (Epiphany Senior Citizens Housing Corporation Project), Series 2012 of the City of Coon Rapids, MN and Authorizing the Execution of Documents Relating Thereto

Attachments

RS 12-63

RESOLUTION NO. 12-63

**RESOLUTION APPROVING THE ISSUANCE AND
SALE OF A SENIOR HOUSING REVENUE REFUNDING BOND
(EPIPHANY SENIOR CITIZENS HOUSING
CORPORATION PROJECT), SERIES 2012
OF THE CITY OF COON RAPIDS, MINNESOTA, AND
AUTHORIZING THE EXECUTION OF DOCUMENTS RELATING THERETO**

BE IT RESOLVED, by the City Council (the “Council”) of the City of Coon Rapids, Minnesota (the “Municipality”), as follows:

Section 1. It is hereby found, determined, and declared as follows:

A. Under Minnesota Statutes, Chapter 462C, as amended (the “Act”), the Municipality is authorized and empowered to issue revenue obligations to finance or refinance all or any part of a “multifamily housing development” as defined in the Act.

B. As required by the Act and Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), the Municipality on the date hereof held a duly called public hearing with respect to the issuance of a revenue bond in the principal amount of up to \$5,100,000 for the refunding of bonds previously issued by the Municipality in 1998 (the “Prior Bonds”) with respect to a 107-unit senior housing facility located at 1800 111th Avenue NW in the Municipality (herein referred to as the “Project”), owned and operated by Epiphany Senior Citizens Housing Corporation, a Minnesota nonprofit corporation (the “Company”).

C. The issuance and sale of the Senior Housing Revenue Refunding Bond (Epiphany Senior Citizens Housing Corporation Project) Series 2012 (the “Bond”), by the Municipality, pursuant to the Act, in a principal amount of \$5,060,000, is in the best interest of the Municipality and the Municipality hereby determines to issue the Bond and to sell the Bond to the Lender as herein defined. The Municipality will loan proceeds of the Bond (the “Loan”) to the Company in order to provide for the refinancing of the Project through the refunding of the Prior Bonds.

D. Pursuant to a Loan Agreement (the “Loan Agreement”) to be entered into between the Municipality and the Company, the Company agrees to repay the Loan in specified amounts and at specified times sufficient to pay in full when due the principal of, premium, if any, and interest on the Bond. In addition, the Loan Agreement contains provisions relating to the payment by the Company of certain administrative and legal costs of the Municipality, the maintenance and operation of the Project, indemnification, insurance, and other agreements and covenants which are required or permitted by the Act and which the Municipality and the Company deem necessary or desirable for the Project and the security for the Bond. A draft of the Loan Agreement has been submitted to the Council.

E. Pursuant to a Pledge Agreement (the “Pledge Agreement”) to be entered into between the Municipality and Bremer Bank, National Association (the “Lender”), the Municipality pledges and grants a security interest in all of its rights, title, and interest in the Loan Agreement (except for certain rights for reimbursement of certain costs and expenses and for indemnification) to the Lender. A draft of the Pledge Agreement has been submitted to the Council.

F. The Bond will be a special limited obligation of the Municipality. The Bond shall not be payable from or charged upon any funds other than the revenues pledged to the payment thereof, nor shall the Municipality be subject to any liability thereon. No holder of the Bond shall ever have the right to compel any exercise of the taxing power of the Municipality to pay the Bond or the interest thereon, nor to enforce payment thereof against the property of the Municipality. The Bond shall not constitute a debt of the Municipality within the meaning of any constitutional or statutory limitation.

Section 2. In order to provide refinancing for the Project through the refunding of the Prior Bonds, the Municipality hereby authorizes the issuance of the Bond. The Bond shall be in substantially the form submitted to the Council on the date hereof, and shall mature in the years and amounts, be subject to redemption, and provide interest at the rate(s) as therein specified, as such may be modified by agreement of the Lender, the Company and the Municipality. The initial interest rate on the Bond shall not exceed 4.00%.

Section 3. The Loan Agreement, the Pledge Agreement and the Bond are hereby made a part of this Resolution as fully as though set forth herein and are hereby approved in substantially the forms presented to the Council. The Mayor and the City Manager are hereby authorized and directed to execute, acknowledge, and deliver said documents on behalf of the Municipality with such changes, insertions, and omissions therein as they may hereafter deem appropriate, such execution to be conclusive evidence of approval of such documents in accordance with the terms hereof.

Section 4. The Mayor and the City Manager are hereby authorized and directed to execute and deliver all other documents which may be required under the terms of the Loan Agreement or Pledge Agreement, or by bond counsel, and to take such other actions as may be required or deemed appropriate for the performance of the duties imposed thereby to carry out the purposes thereof.

Section 5. In order to qualify the Bond as a “qualified tax-exempt obligation” within the meaning of Section 265(b)(3) of the Code, the Municipality hereby makes the following representations:

A. The Municipality hereby designates the Bond as a “qualified tax-exempt obligation” for purposes of Section 265(b)(3) of the Code;

B. The reasonably anticipated amount of tax-exempt obligations (other than obligations described in clause (ii) of Section 265(b)(3)(C) of the Code) which will be issued by the Municipality (and all subordinate entities whose obligations will be

aggregated with those of the Municipality) during this calendar year 2012 will not exceed \$10,000,000; and

C. Not more than \$10,000,000 of tax-exempt obligations issued by the Municipality during this calendar year 2012 have been designated as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Code.

Section 6. This Resolution shall take effect immediately upon its adoption.

Adopted by the Coon Rapids City Council this 1st day of May 2012.

Tim Howe, Mayor

ATTEST: _____
Catherine M. Sorensen, City Clerk



AI-401

12.

City Council Regular

Meeting Date: 05/01/2012

Subject: 2012 Sewer Rate Minimum

Submitted For: Sharon Legg, Finance Director

From: Sharon Legg, Finance Director

INTRODUCTION

On April 17, 2012 the City Council adopted sewer rates but requested a minimum rate be established.

DISCUSSION

At the April 17 City Council meeting, staff presented information to adjust sewer rates for 2012. The recommended rates were adopted but a minimum fee was requested in the event there was no water usage in the winter quarter, which sets the fee for the remaining quarters. Staff is recommending that a minimum fee of \$30.37 be adopted. This rate would include 7,500 gallons of usage, which is the average usage for those presently getting the senior citizen rate for the classes of property moving toward the consumption method. The \$30.37 includes the base fee as well. Thus the fee is the base fee of \$10.50 plus consumption of \$19.87. This affects townhomes, detached townhomes and quads.

There was also discussion about what months should comprise the winter months. Staff is recommending the following since each quarter includes the holiday, which seems to have higher consumption, providing comparable winter quarters amongst the three districts. And, these are the months that are least likely to have watering done. Meter readings are gathered typically from the sixth of the month thru the tenth.

District 1 - mid November through mid February billed March 1

District 2 - mid December through mid March billed April 1

District 3 - mid October through mid January billed February 1

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Quality of Life** section of the 2030 Strategic Vision by providing a fee schedule for sewer usage that is fairer and is based on usage.

RECOMMENDATION

Staff recommends adoption of Resolution 12-62 Establishing a Minimum Sewer Charge for Townhomes, Detached Townhomes and Quads as well as Mobile Homes.

Attachments

RS 12-62

RESOLUTION NO. 12-62

**RESOLUTION ESTABLISHING A MINIMUM SEWER CHARGE FOR INDIVIDUALLY
METERED TOWNHOMES, DETACHED TOWNHOMES AND QUADS AS WELL AS
MOBILE HOMES**

- 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,** Resolution 12-59, adopted April 12, 2012, intended to modify the rate for individually metered townhomes, detached townhomes and quads as well as mobile homes to base the sewer charge on the winter quarter consumption or less plus a base fee of \$10.50; and,
- WHEREAS,** the winter quarter is herein defined as follows:
District 1 mid November through mid February billed March 1
District 2 mid December through mid March billed April 1
District 3 mid October through mid January billed February 1
- WHEREAS,** a minimum fee should be established in the event there is no usage in the winter quarter of \$30.37.

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that a minimum sewer quarterly fee be established at \$30.37 for individually metered townhomes, detached townhomes and quads as well as mobile homes.

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

Adopted by the Coon Rapids City Council this 1st day of May, 2012.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



AI-391

13.

City Council Regular

Meeting Date: 05/01/2012

Subject: Grass Maintenance on Northdale Bridge

Submitted For: Steve Gatlin, Public Services Director

From: Cher Ridout, Admin Secretary II

INTRODUCTION

At the April 17, 2012 Council meeting, Councilmember Klint mentioned that a resident in the Lakes Edge Townhome Association had contacted her. The resident requested that the City maintain the area adjacent to their townhome development which is part of the bridge abutment and slope for the Northdale Bridge over Highway 10.

DISCUSSION

The resident noted in her call to Councilmember Klint that the property is City owned and should be maintained by the City. The attached aerial photo shows the right-of-way limits in a white line for the area adjacent to the townhomes and the Nissan Dealership. The right-of-way for Northdale Boulevard is 80' wide at Lily Street and 129th Avenue, and widens to 175' at the Highway 10 right-of-way. In this location the City mows and maintains the turf in the area between the curb and the sidewalk and a strip of 4' - 6' wide beyond the sidewalk. The area adjacent to the Lakes Edge Townhomes is approximately half City boulevard area and half privately owned.

This area was planted in grass as part of the completion of the Northdale Bridge project. At that time we were contacted by the Lakes Edge Townhome Association requesting maintenance of the slope. We informed them that we would not do any additional maintenance except the areas between the curb and sidewalk, and 6' outside of the sidewalk. We did plant additional trees on the steep slope to provide some screening for the townhomes. Last fall I advised a resident in the townhome development that we will not maintain the steep slope. If they wish to have it mowed, it could be done by their Homeowners Association at their expense.

Across Northdale Boulevard, the Nissan Dealership does mow the boulevard area between the property line and the sidewalk on the steep slope. If the Homeowners Association wishes to have this maintained, it could be done by their own maintenance crew as is currently done by the car dealership.

There are seven other major freeway interchanges along Highway 10/47 in Coon Rapids and in none of these cases does the City mow the embankments from the top of the slope to the private property line. We do not have the staff or equipment budgeted at this time to provide that higher level of maintenance. We will not be providing any additional mowing in this location.

ALIGNMENT WITH STRATEGIC VISION

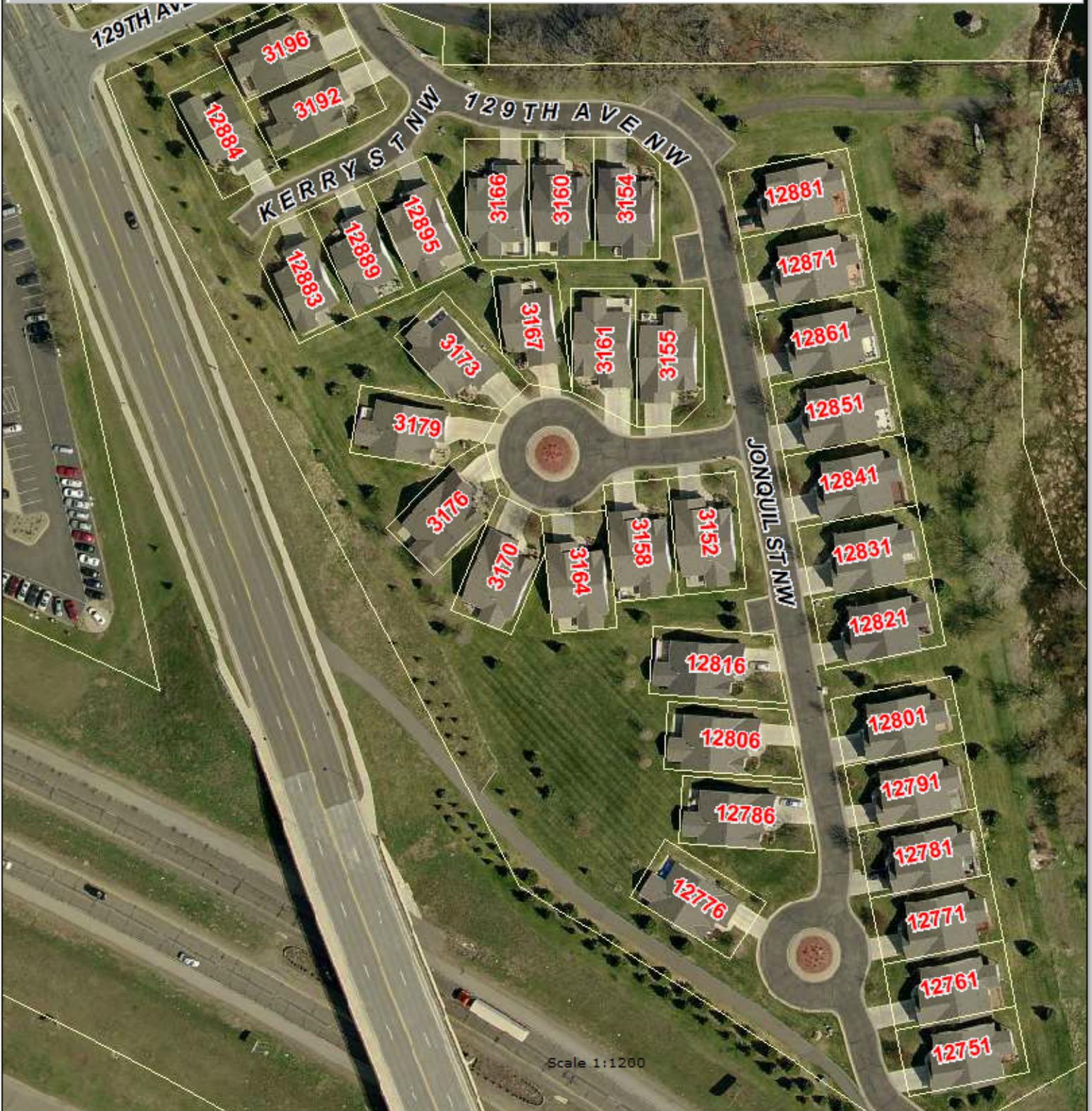
This item relates to the Transportation section of the City's long term strategic vision by maintaining and preserving boulevard areas along our roadways to support community beautification.

RECOMMENDATION

No action is required on this item. This report is provided for informational purposes only.

Attachments

Lakes Edge Townhome Map





AI-392

14.

City Council Regular

Meeting Date: 05/01/2012

Subject: Work on Railroad Crossing at Hanson Boulevard

Submitted For: Steve Gatlin, Public Services Director

From: Cher Ridout, Admin Secretary II

INTRODUCTION

At the April 17, 2012 Council meeting, Councilmember Koch commented regarding the poor condition of the railroad crossing on Hanson Boulevard in the southbound lanes, especially the outside lane.

DISCUSSION

Following the Council meeting, staff contacted the Burlington Northern Santa Fe Railroad regarding the condition of the railroad crossing. They were aware of the condition of the crossing and have scheduled a temporary repair. The temporary repair will consist of a bituminous patch placed in the pothole areas. Concrete planking will be ordered and installed when it is available. The Railroad hopes to have the permanent crossing repairs made by fall.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Transportation** section of the City's long term strategic vision by providing safe railroad crossings for the motoring public.

RECOMMENDATION

No action is required on this item. This report is provided for informational purposes only.
