



*EDA Meeting 6:45 p.m.*

*HRA Meeting 6:50 p.m.*

## **CITY COUNCIL AGENDA**

**Tuesday, October 2, 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**

### **Approval of minutes from previous meeting(s):**

September 18, 2012, Council Meeting

September 25, 2012, Work Session

### **Consent Agenda**

1. Approve Amendment to Joint Powers Agreement with Anoka County for Main Street Reconstruction, Project 09-33
2. Cons. Resolution 12-104 to Accept the Donation of Monies To Be Used Toward the Purchase of a Park Bench in Mercy Park
3. Authorize Final Payment, Coon Rapids Ice Center, 26A Electrical/Technology System, Project 10-12
4. Cons. Resolution 12-106 Certifying Delinquent Utilities to Taxes
5. Property Owner Agreement Related to City Watermain Connection, Norman Michael Wallace and Barbara M. Wallace, 2130 128th Avenue NW, Project 12-34:
  - a. Approve Agreement to Assess Cost to Connect Home to Public Water System
  - b. Cons. Resolution Assessing Cost of Water Connection
6. Approve Specifications of Two Sidewalk Tractors and Order Advertisement of Bids
7. 2012 General Election:
  - a. Approve Appointment of Election Judges
  - b. Authorize City Clerk to Appoint and Assign Additional Election Judges As Necessary
  - c. Schedule Canvass Meeting

### **Reports on Previous Open Mic**

8. Lori Anderson, 12016 Poppy Street NW, re: Lion's Park Electronic Readerboard
9. Prepay Gas Ordinance

**New Business**

10. Cons. Introduction of an Ordinance Amending the Official Zoning Map, 1st National Bank of Elk River, 10732 Hanson Boulevard, PC12-18
11. Accept Request for Proposal from golfTEC for Operation of Golf Instruction Learning Center at Bunker Hills and Authorize City Staff to Negotiate Lease Agreement

**Other Business**

12. Other Business - Status of Repair Items for 10701 Xavis Street NW

**Adjourn**



**City Council Regular**

**Meeting Date:** 10/02/2012

**SUBJECT:**

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**Attachments**

9-18-12 Council Meeting Minutes

9-25-12 Work Session

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## UNAPPROVED

### COON RAPIDS CITY COUNCIL MEETING MINUTES OF SEPTEMBER 18, 2012

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#### OPEN MIC/PUBLIC COMMENT

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Lori Anderson, 12016 Poppy Street NW, stated she was President of the Coon Rapids Lions and inquired about the status of the electronic message board at Lions Park. She stated the Lions had donated \$17,000 towards purchase of the sign and to date the sign installation has not be completed.

Jerry Pierce, 12236 Partridge Street NW, shared continued concerns regarding the police garage construction, Firestone building construction, and the Public Works Collective Bargaining Agreement. He also shared comments about the recent approval to purchase the Hovercraft.

Kim Dronen, 954 111<sup>th</sup> Avenue NW, employee at Holiday station, commented about the prepay gas ordinance process, including concerns about elderly customers falling during the winter due to multiple trips from their car to complete their transaction and dealing with angry customers when explaining the new ordinance. She added she doesn't want to see the station she works at lose business.

Jackie Luten 4034 Lexington, manager for Holiday station, shared concerns about the prepay ordinance, stating customers are not filling at their station or purchasing food and other items because they are going to other stations outside the City. She said her station used to handle drive-offs administratively. Ms. Luten said utilizing the exception to the ordinance is too difficult with 1,500 customers and 22 pumps. She said it is difficult dealing with upset customers each day on this issue, adding if it were state-wide it would be easier.

Councilmember Klint noted many stations have utilized the exception to prepaying successfully and encouraged Ms. Luten to talk to her station's owners about this option. She said she would be open to review but noted if stations aren't taking advantage of the provision we can't fully evaluate the process.

Alan Williams, Yellow Pine Street NW, stated he purchases gas outside of Coon Rapids. He said the provision would be difficult to implement and asked the Council to reconsider the ordinance.

Patty Sathre, 864 110<sup>th</sup> Avenue, said she has established a prepayment exception with the store she purchases gas from, adding if one station doesn't others will. She said this ordinance allows the police department to focus on other needs within the City.

#### CALL TO ORDER

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The second regular meeting of the Coon Rapids City Council for the month of September was called to order by Mayor Tim Howe at 7:00 p.m. on Tuesday, September 18, 2012, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

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Mayor Howe welcomed Boy Scout Troop #212 to the Council Chambers, who led the Council in the Pledge of Allegiance.

ROLL CALL

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

Members Absent: None

ADOPT AGENDA

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MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT THE AGENDA AS AMENDED, REVISING THE RESOLUTION NUMBER FOR ITEM 3 ON THE CONSENT AGENDA. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

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SEPTEMBER 4, 2012, COUNCIL MEETING  
SEPTEMBER 11, 2012, WORK SESSION

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MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER SANDERS, FOR APPROVAL OF THE MINUTES OF THE SEPTEMBER 4, 2012, COUNCIL MEETING. THE MOTION PASSED 6-0-1, COUNCILMEMBER LARSON ABSTAINED.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER KLINT, FOR APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2012, WORK SESSION MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

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- I. COMMUNITY FOREST BONDING GRANT:
  - A. APPROVE COMMUNITY FOREST BONDING GRANT WITH THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES AND AUTHORIZE EXECUTION OF THE GRANT
  - B. CONSIDER RESOLUTION NO. 12-98 ACCEPTING THE GRANT FROM THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES IN THE AMOUNT OF \$11,000

2.      RECEIVE SEMI-ANNUAL GAMBLING EXPENDITURE REPORTS
  3.      CONSIDER RESOLUTION 12-94 ACCEPTING THE DONATION OF FUNDS FROM THE COON RAPIDS LIONS CLUB TO BE USED TO PURCHASE HISTORICAL MARKERS
  4.      CONSIDER RESOLUTION 12-103 CONCURRING WITH ISSUANCE OF A GAMBLING PREMISES PERMIT FOR COON RAPIDS YOUTH HOCKEY ASSOCIATION AT CITYSIDE BAR & GRILL, 133 COON RAPIDS BOULEVARD
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MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER LARSON, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

Mayor Howe welcomed the Lions Club members present and introduced them to the public. He thanked the Lions for their many donations made to the City in the past, noting the Lions were making a \$1,000 donation this evening to be used for interactive historical markers in the City of Coon Rapids. The Lions discussed the recent event held at Coon Creek Park and thanked the numerous volunteers that assisted with the event. Mayor Howe thanked the Lions for their donation this evening. Council and staff offered up a round of applause.

#### REPORTS ON PREVIOUS OPEN MIC

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5.      OPEN MIC REPORT – JERRY PIERCE – 12236 PARTRIDGE STREET NW- VEHICLE STORAGE FACILITY AND FIRESTONE BUILDING
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Mayor Howe presented a memorandum from staff to Council stating Jerry Pierce, 12236 Partridge Street, appeared at Open Mic at the September 4, 2012 Council meeting. He expressed continued concerns about the vehicle storage facility and the Firestone construction project.

#### **Vehicle Storage Facility**

Mr. Pierce raised concerns about the vehicle storage facility. Mr. Pierce's concern was the lack of input by the City Council into the decision to consider using block as an alternative to tip up concrete panels. This type of decision is not normally a Council decision. When the building was being designed, the architect, structural engineer, soils engineer and I, discussed the block alternate. Because of the high water table and concerns regarding infiltration and hydrostatic pressure, a decision was made not to include the block wall as an alternate. Also, based on preliminary estimates from the architect, the block wall would have been somewhat more expensive. The group of design professionals at that time made a decision not to consider block as an alternative.

Relative to the issue of adequate windows and doors, the number of doors required by code has been included in the project. For comparison purposes, the City has a 75,000 SF vehicle storage building at Public Works that has no windows. We have doors on both ends in a similar drive-thru configuration to the new garage. Interior lighting is provided by a combination of skylights and light

fixtures. Staff sees no need in the future for additional windows and doors in the garage facility.

### **Firestone Building**

Staff has visited with the construction superintendent on the project and to his knowledge there have been no problems relative to construction on that project. Proper location of building footings is not the responsibility of the Building Inspection Department. If there is any further information that can be provided by Mr. Pierce, his concerns can be reviewed with the Building Inspection Department.

#### **6. OPEN MIC REPORT – TERRY RUST – 520 115<sup>TH</sup> AVENUE – APPARENT METHODS TO SAVE MONEY AND BETTER UTILIZE PUBLIC WORKS PERSONNEL**

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Mayor Howe presented a memorandum from staff to Council stating Terry Rust, 520 115<sup>th</sup> Avenue, appeared at Open Mic at the September 4, 2012 Council meeting. He suggested that the City consider three items that may save the Public Works Department money in terms of managing its operation. He suggested possible savings in three areas:

1. Installing automatic idle shut offs on all trucks and heavy equipment.
2. Installing GPS units on all Public Works vehicles to monitor routes and location.
3. Modifying street sweeping staffing and procedures to provide one operator for both the sweeper and dump truck.

Mr. Rust brings up several very good ideas that are worth further consideration.

Relative to the automatic idle shut off, we will review this matter with our mechanics and fleet maintenance supervisor. If appropriate, these will be considered for installation on our fleet in an attempt to minimize idling and save fuel. We currently already have a “no idle” policy where we suggest employees do not park trucks and idle the engines.

Regarding GPS units, we have begun installing GPS units on our fleet beginning with one street sweeper. We will be continuing this effort in the future in an attempt to better manage our fleet by monitoring location, maximizing route efficiency, etc.

For street sweeping staffing, having one operator man both the sweeper and the dump truck is not the most efficient way to manage street sweeping. The sweepers are mechanical and air units that travel on the road to their desired destination. They are not trailered to the work site. Once at the sweeping location, they provide a continuous sweeping where the operator continues to operate the sweeper unit. Periodically, the dump box must be emptied. We provide a rotating fleet of dump trucks that drive along with the sweeper operator and once the dump box is full, the box is dumped into the truck and the truck returns to the Public Works yard to dispose of street sweepings. During heavy sweeping periods in the spring and fall, two or three trucks service each sweeper. To have the operator of the sweeper also drive the dump truck would mean that the continuous sweeping operation would be interrupted. We have several trucks operating with the sweeper in a rotating

cycle to minimize waiting and downtime at the sweeping location. The issue here is not delivering a sweeper to the work site, but instead, providing the most efficient trucking operation to dispose of sweepings. The method we currently use is the method used by most municipalities in their sweeping operations and is the most efficient.

7.      **OPEN MIC REPORT – MIKE CARTER – 10410 HUMMINGBIRD STREET NW – TRACKSIDE DOG PARK**

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Mayor Howe presented a memorandum from staff to Council stating at the September 4, 2012 Council meeting, Mike Carter completed his presentation to the Council requesting that Trackside Dog Park be closed immediately.

Mr. Carter completed sharing his reasons for closing Trackside Dog Park. Staff has responded to Mr. Carter and the other Open Mic participants from the last few meetings that planning for the relocation of the dog park is currently underway but that the consensus of the Council is that Trackside Dog Park would remain open until such time as a new dog park is operational. These discussions are currently ongoing and should be completed by the end of 2012.

Councilmember Sanders explained he visited the Firestone building last week and noted only one issue was found on the site that resulted from the surveyor. He said the concern was corrected by the surveyor and thanked City staff for their timely response in handling concerns at this site.

**OLD BUSINESS**

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8.      **CONSIDER ADOPTION OF ORDINANCE ESTABLISHING A STOP SIGN STOPPING NORTHBOUND TRAFFIC ON LARCH STREET AT 127<sup>TH</sup> AVENUE NW**

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Staff presented a memorandum to Council stating at a Summer in the City neighborhood meeting, Ms. Josie Bertie of 437-127th Avenue, requested a stop sign on Larch Street at 127th Avenue. This request was forwarded to the Traffic Review Committee for consideration. City Council introduced an ordinance for stop sign installation at this location at their September 4, 2012 meeting. Council is requested to adopt the ordinance at this time.

The Traffic Review Committee met in the field on August 14, 2012 to evaluate the intersection of Larch Street and 127th Avenue for a possible stop sign. Currently, 127th Avenue traffic is stopped at Foley Boulevard, and north and south bound traffic on Foley Boulevard is stopped at 127th Avenue. Larch Street and 127th Avenue intersection has some sight distance and visibility problems and is somewhat confusing because of the nearby stop signs on Foley Boulevard and 127th Avenue.

The Traffic Review Committee believes a stop sign at this intersection would improve safety and

visibility for motorists driving in the area. For these reasons the Committee is recommending installation of a stop sign on Larch Street at 127th Avenue.

**MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT AN ORDINANCE ESTABLISHING A STOP SIGN STOPPING NORTHBOUND TRAFFIC ON LARCH STREET AT 127<sup>TH</sup> AVENUE. THE MOTION PASSED UNANIMOUSLY.**

**9. CONSIDER ADOPTION OF ORDINANCE RESTRICTING PARKING ON BOTH SIDES OF 127<sup>TH</sup> AVENUE NW AND SHENANDOAH BOULEVARD NW**

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Staff presented a memorandum to Council stating at a Summer in the City neighborhood meeting, Mr. Dale Koch expressed concerns about sight distance problems created by parked vehicles at the intersection of 127<sup>th</sup> Avenue and Shenandoah Boulevard. His concerns were forwarded to the Traffic Review Committee for review. The Council introduced an ordinance restricting parking in this location at their September 4, 2012 meeting. Council is requested to adopt the ordinance at this time.

Mr. Koch raised concerns about cars parked along 127<sup>th</sup> Avenue and Shenandoah Boulevard. He noted that because of the County group home facility, parking has increased near the intersection resulting in sight distance and visibility problems for traffic trying to access Shenandoah Boulevard.

The Traffic Review Committee met in the field on August 14, 2012 to evaluate the intersection. The Committee did find a significant number of cars parked on-street. Cars were parked both on Shenandoah Boulevard and 127<sup>th</sup> Avenue near the intersection of Shenandoah Boulevard. To improve visibility and minimize impact of cars parked on-street, the Traffic Review Committee believes parking should be restricted for 50 feet from the intersecting curbs on all four legs of the intersection. The Committee feels restricting parking in this area will provide the best level of parking control and improve driver safety and visibility at the intersection.

**MOTION BY COUNCILMEMBER LARSON, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT AN ORDINANCE PROHIBITING PARKING ON BOTH SIDES OF 127<sup>TH</sup> AVENUE AND SHENANDOAH BOULEVARD FOR 50 FEET FROM THE INTERSECTING CURBS ON ALL FOUR LEGS OF THE INTERSECTION.**

Mayor Howe requested staff monitor this project to assure that adjacent intersections were not affected.

Councilmember Klint questioned if the neighborhood was made aware of this change.

Mayor Howe stated the neighbors were well aware of the concerns on this roadway and that the posted signs would provide a visible reminder that the no parking requirements were in force. He requested staff investigate if notices were sent.

Councilmember Johnson suggested flags could be placed on the signs once installed to help bring attention to them in the beginning.

THE MOTION PASSED UNANIMOUSLY.

**NEW BUSINESS**

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**10.    CONSIDER RESOLUTION NO. 12-102 MISCELLANEOUS ASSESSMENT  
DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED  
ASSESSMENT ROLL AND ORDERING PUBLIC HEARING FOR OCTOBER 16, 2012**

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Finance Director Legg presented a memorandum to Council stating a date for a public hearing should be set to consider miscellaneous assessments to be certified to the County for collection with the 2013 property taxes.

The City Council must set a public hearing as required by State Statutes. At that hearing, the City Council may refer appellants to the Board of Adjustment and Appeals. The Board of Adjustment and Appeals will then give their recommendation.

The Board of Adjustment and Appeals is expected to conduct this hearing on November 1 and make a recommendation to the City Council at the November 20 Council meeting. Staff will incorporate the process in the required mailing to the property owner.

These assessments include services provided to taxpayers, in most cases code enforcement violations. The terms of repayment are determined by the amount being assessed. The proposed assessments are categorized by the number of years to be assessed and the interest rate recommended.

**MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER LARSON,  
TO ADOPT RESOLUTION NO. 12-102 MISCELLANEOUS ASSESSMENT DECLARING THE  
COST TO BE ASSESSED, ORDERING PREPARATION OF THE PROPOSED ASSESSMENT  
ROLL AND ORDERING THE PUBLIC HEARING FOR OCTOBER 16, 2012 ON THE  
PROPOSED ASSESSMENT ROLL. THE MOTION PASSED UNANIMOUSLY.**

**11.    APPROVE CITY MANAGER EMPLOYMENT AGREEMENT**

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Assistant City Manager Stemwedel presented a memorandum to Council stating a proposed Employment Agreement for the City Manager has been completed.

The City Attorney has completed a proposed Employment Agreement for Steve Gatlin in his new role as City Manager. The Employment Agreement was modeled after the League of Minnesota

Cities City Manager Employment Agreement and covers all items typically included in a City Manager Employment Agreement. The official appointment date is recommended to be October 1, 2012 to coincide with the next regular pay period and the beginning of the calendar month.

The major components of the compensation package include:

- Base Salary - 2% over current base salary as Public Services Director (\$135,117 annually)
- Car Compensation - same compensation as provided in current position as Public Services Director (\$500 a month)
- Deferred Compensation - employer pays amount similar to previous City Manager (\$11,250 annually)
- Health Insurance - fully funded health insurance, including dependent coverage, which is similar to the arrangement with the previous City Manager

The current Public Services Director salary is set at Step 9, Grade 32. The proposed salary for the new City Manager would be Step 7, Grade 33. As outlined in the draft Employment Agreement, the proposed starting base salary would allow the new City Manager to receive future salary raises similar to those granted to other full-time employees.

The City Attorney has reviewed State Statute, prior legal opinions, and court rulings on the compensation cap exclusion issue. It appears that the dependent health care payment by the City can be excluded from the salary cap. However, the car compensation as currently provided is not excluded. To avoid confusion and possible future salary cap issues, language has been added to the Employment Agreement that limits the total City Manager compensation to an amount no more than the State salary cap. For purposes of this analysis, it would be assumed that base salary, deferred compensation, and compensation for car expenses would all be included in the salary cap calculation. The employee would be given the option of reviewing the compensation package annually and selecting items to be included or adjusted as necessary to ensure compliance with the salary cap limitations. The 2012 salary cap limit is \$157,181.

Mayor Howe commented that appointing Mr. Gatlin as City Manager would provide staff with a smooth transition.

**MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER JOHNSON, TO APPROVE THE EMPLOYMENT AGREEMENT FOR THE CITY MANAGER. THE MOTION PASSED UNANIMOUSLY.**

#### **OTHER BUSINESS**

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Mayor Howe commented that he would no longer allow public comment under the Other Business portion of the Council meeting.

Councilmember Schulte requested staff visit the property at 10701 Xavis Street as a boulevard tree was hanging extremely low and to address a broken power cable in the rear yard.

Councilmember Schulte complimented staff on the new interior signage at City Hall.

Councilmember Sanders requested Council discuss the gas pre-pay ordinance in an upcoming work session.

Mayor Howe directed staff to bring this item back to the Council and to speak with local gas stations on the positive and negative effects of the proposed ordinance.

Councilmember Johnson suggested the residents providing comments on this issue in the past also be made aware of the work session date when established.

Councilmember Schulte recommended adjacent community gas stations be brought into this discussion as well to see if their drive-off rates have changed since enactment.

Councilmember Koch noted Northdale Boulevard would be open to traffic tomorrow morning at 6:00 a.m. after closure due to gas line work.

Councilmember Johnson thanked City staff for working with Costco in resolving the sight line obstruction on Northdale Boulevard.

Councilmember Sanders noted the upcoming retirement of City Engineer Doug Vierzba and commended him for his 38 years of dedicated service to the City. He said a reception for Mr. Vierzba would be held on September 28, 2012 from 2:00-4:00 p.m. and encouraged everyone to attend.

ADJOURN

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MOTION BY COUNCILMEMBER SCHULTE, SECONDED BY COUNCILMEMBER SANDERS, TO ADJOURN THE MEETING AT 7:56 P.M. THE MOTION PASSED UNANIMOUSLY.

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Tim Howe, Mayor

ATTEST:

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Cathy Sorensen, City Clerk

## UNAPPROVED

### COON RAPIDS CITY COUNCIL WORK SESSION OF SEPTEMBER 25, 2012

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A work session of the Coon Rapids City Council was called to order by Mayor Tim Howe on Tuesday, September 25, 2012, at 6:20 p.m. in Conference Room 1 at Coon Rapids City Hall.

Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Paul Johnson, Jerry Koch, Bruce Sanders

Members Absent: Councilmembers Melissa Larson, Scott Schulte

Staff: Acting City Manager Steve Gatlin, Community Development Director Marc Nevinski, Community Development Specialist Matt Brown, Neighborhood Coordinator Kristin DeGrande, City Clerk Cathy Sorensen

### CALL TO ORDER

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Mayor Howe called the work session to order at 6:20 p.m.

#### 1. COUNTY-WIDE VOTING EQUIPMENT SYSTEM

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Cindy Reichert, Elections Manager for Anoka County, outlined the County's proposed voting equipment replacement process, including division of election duties and shared financial support of a County-wide voting equipment system. Ms. Reichert outlined the cost-sharing proposal, which would include a Joint Powers Agreement for Council consideration in December so that new equipment could be purchased for implementation for the fall 2013 elections.

After discussion, Council agreed with the proposed cost-sharing option.

#### 2. METROPOLITAN CONSORTIUM OF COMMUNITY DEVELOPERS' (MCCD) "OPEN TO BUSINESS" COMMUNITIES COUNTY-WIDE VOTING EQUIPMENT SYSTEM PROGRAM

Council is asked to consider the City's participation in the Metropolitan Consortium of Community Developers' (MCCD) "Open to Business" program, which offers technical assistance and financial resources to business owners.

Staff initiated a meeting with representatives from MCCD to discuss the possibility of the City's participation in its Open to Business program. The program provides prospective and existing entrepreneurs with free one-on-one counseling with a business advisor. This is an opportunity to help business owners with planning and organizing their business ideas, financial management, marketing, regulatory compliance and leasing or purchasing property. MCCD's business advisor would hold "office hours" at city hall once per month for walk-in appointments. Interested entrepreneurs could also schedule appointments at other times by contacting MCCD. In addition,

participating in Open to Business would allow businesses in the City to access MCCD's small business loan program, which provides capital to start or grow a business. MCCD can also draw on its partnerships with area banks to help businesses obtain bank loans and revolving lines of credit. MCCD's loan fund is generally geared toward businesses that have a legitimate business plan, but have difficulty securing traditional bank financing. The City, through its HRA fund, could offer additional "participation" loans to businesses seeking financing from MCCD for working capital or fixed assets and further leverage the loans provided by MCCD. In Brooklyn Park, MCCD provides up to a \$25,000 loan and the City provides an additional \$25,000 loan. It should be noted that these loans do carry a higher rate of risk and some loss is anticipated. The loans terms include a higher rate of interest to reflect that risk, typically 7-10%.

The cost for the City to participate in Open to Business is \$15,000 per year. Several cities in the metro area, primarily in Hennepin County, have participated since the program's inception in 2010. Dakota and Carver Counties are considering participation. Provided the program succeeds in Coon Rapids, it could be expanded throughout Anoka County in the future. The Cities of Brooklyn Park and Minnetonka, in particular, have experienced success, with large numbers of businesses receiving consultations and obtaining financing.

Staff recommends that the City participate in Open to Business. The City's existing economic development resources are largely oriented toward manufacturing businesses and redevelopment projects, rather than small, local businesses. Because a large proportion of new jobs created in the City will stem from expansion of existing businesses, it is important to provide resources to facilitate growth of small businesses, which may be more likely to locate in redevelopment projects.

Sufficient funds exist in the HRA account to cover the cost of the \$15,000 annual fee. However, Staff proposes approaching local financial institutions and the Metro North Chamber to cover a portion of the annual cost.

Staff provided an overview of the Open to Business program, which would provide technical assistance and access to capital for small businesses. The Council expressed interest in pursuing the program further, but would like to discuss it at another work session upon receiving clarification on several issues. These include: the City of Brooklyn Park's experience with the program, the success/failure rate of businesses participating in the program, information on the staff providing the technical assistance, and interest from potential funding/promotional partners (banks, Chambers of Commerce, property managers). The Council would also like to hear from a business owner who participated in the program. Staff agreed to compile this information for a future Council work session.

### 3. HOME FOR GENERATIONS – PHASE II

The City completed its fifth house remodel through the Home for Generations program earlier this year. The City Council is now asked to consider moving to Phase II of the Home for Generations program.

The Home for Generations program has successfully remodeled five houses and showcased them to nearly 8,000 residents over the past three and a half years. The housing economy in Coon Rapids has since become stronger with a lower supply of houses on the market, less days spent on MLS before selling, and an increase in the average median sales price.

A preliminary outline of Home for Generations phase II guidelines was brought to a Council work session in spring of 2011. Revisions have been made to that document based upon that discussion. This program would now focus resources towards providing incentives to private homeowners to complete large remodels at their own homes. It is proposed that HFG phase II will offer technical assistance to promote good design, a dedicated Building Inspector for each project, and financial incentives such as a portion of building permit costs being refunded upon completion and a property tax (city's portion) rebate for five years. This program is intended to spur private investment at a time when the housing economy is starting to rebuild and stabilize. The funding for phase II is anticipated to come from the Housing and Redevelopment Authority, the Mortgage Assistance Foundation or the DDRC donation for housing related projects.

Council discussed introducing a second phase of the Home for Generations program. There was general support for the proposed program but was some concern over the naming of the tax rebate/refund portion. Staff clarified that this isn't meant to be an actual tax refund but the City reimbursing participants with a check each year for the value of their City portion of property taxes. Participants would still be required to pay their full property tax bill. Council directed staff to meet with the Legal Department to research other options.

Staff recommended that the City not require participation in a home remodeling tour (that would remain optional) but require that participants allow CTN to come in to their homes to video document each remodeling project. These videos could then be broadcast on CTN and available on the city's website. It was also suggested that the City host a kick-off event at City Hall where architects would be available for consultation, and that each year an award be presented to the best remodel that participated in the program.

Staff will talk with the Mortgage Assistance Foundation about their interest in partnering in this program. They could be the funding source for HFG2 and/or buy down interest rates on their existing loan programs for HFG2 participants.

Council is in support of bringing this program to a January or February Council meeting for consideration. This would allow staff to promote the program at the North Suburban Home Improvement Show in March 2013.

#### 4. WATER RESTORATION PROCESS

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Council wished to review and discuss the water restoration process used to restore water service to foreclosed and vacant properties. This memo provides background and history, summarizes the process and the challenges of the program, and asks for feedback from Council on the program.

The foreclosure crisis heavily impacted communities in 2008, including Coon Rapids. That year, the City experienced over forty homes flooded due to damaged water pipes. In September of 2008, to protect the most vulnerable housing stock, the City implemented an ordinance explicitly authorizing water to be turned off to properties that were vacant, unsecured, uninhabitable, lacking gas or electric utilities, had failed plumbing systems, or otherwise exhibited unsafe or unsanitary conditions. The ordinance further required that an inspection be made of the property before the water supply is restored. The number of flooded properties dropped to five in 2011. 369 Water Restoration permits were issued in 2011, 313 in 2010, and 326 in 2009.

The goal of the water restoration process is to ensure that properties are stable, safe, secure, and in such a condition that water can be supplied to the property. It is not uncommon to find foreclosed homes with fixtures, electrical and mechanical systems removed, resulting in unsafe or even dangerous conditions. A secondary benefit is that the process helps ensure foreclosed homes, which are generally more vulnerable distress, meet contemporary code standards when repairs are made. The process is not a point-of-sale program and does not prohibit the transfer of properties from one party to another.

Council briefly discussed the Water Restoration process as it was expected that realtors and others who have expressed frustration over the process would attend but did not. Council asked staff to formally meet with the Realtors group to hear their concerns.

Council discussed the fact that the Water Restoration process is unique to Coon Rapids and distinct from point-of-sale or Truth-in-housing. This likely leads to frustration for many who are familiar with such programs in 14 other metro cities. There is concern that the process may be scaring away some buyers.

Council consensus was the process is good for the City and should continue, however, asked that staff work with the realtors and others to look for efficiencies. Staff will report to Council further input and direction following a formal meeting with the realtors and others.

## 5. OTHER BUSINESS

The Council discussed upcoming work session topics and dates.

## 6. ADJOURN

Mayor Howe adjourned the work session at 9:15 p.m.

Respectfully submitted,

Cathy Sorensen  
City Clerk



**City Council Regular**

**1.**

**Meeting Date:** 10/02/2012

**Subject:** Consider Approval of an Amendment to the Joint Powers Agreement (JPA) with Anoka County for City Project 09-33 (Main Street Reconstruction)

**From:** Tim Himmer, Public Works Director

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**INTRODUCTION**

The Anoka County Highway Department has prepared an amendment to the previously approved JPA related to the reconstruction of Main Street. This amendment includes construction of the pedestrian tunnel under the bridge approach at the railroad tracks, and LED street lighting on the traffic signals located at Avocet Street and at Foley Boulevard. Since a majority of the project is now complete, the County is requesting that the City Council approve the JPA amendment at this time.

**DISCUSSION**

The City Council approved the original JPA with Anoka County on December 7, 2010, which accounted for City cost participation on the new traffic signals at Avocet Street, Foley Boulevard, and University Avenue. It also included City payment for a new sidewalk on the east side of Foley Boulevard, south of Main Street.

**Pedestrian Tunnel**

In May of 2011 the City requested that the County provide a cost estimate to include a pedestrian tunnel under Main Street, to be located west of the railroad crossing near Avocet Street. The City Council approved construction of the pedestrian tunnel on July 19, 2011 at a cost of \$293,000. Anoka County then added the tunnel to the project scope, and construction is nearly complete. The final cost of the improvement is \$287,538.77, which is being funded by the City's State Aid account. The JPA needs to be amended to include the pedestrian tunnel construction and cost agreement.

**LED Signal Lighting**

The original electrical contract for the project called for standard high pressure sodium (HPS) street lighting for the new traffic signals. On November 15, 2011 the City Council approved the installation of new street lighting along the reconstructed roadway, which will be installed by Connexus Energy as part of the project. The new lights were available in both HPS and LED, but the City chose the LED option due to its increased energy efficiency. The new LED lighting will save the City approximately 33% in energy and maintenance costs. Since LED lighting was already being installed along the corridor, the City asked that the street lighting on the traffic signals installed under the County contract also be changed from HPS to LED. The cost for this contract change is \$5,982.18, which is also being funded by the City State Aid account. The JPA needs to be amended to include this change and cost agreement as well.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Transportation, Public Safety, and Excellence in Government** sections of the 2030 Strategic Vision in the following way:

The City has a well maintained system of streets and trails. This project provides for a trail extension, pedestrian tunnel under Main Street, and LED lighting along the roadway.

**RECOMMENDATION**

Staff recommends that the City Council approve the JPA amendment with Anoka County for the Main Street reconstruction project.

---

**Attachments**

JPA Amendment

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**AMENDMENT NO. 1  
TO JOINT POWERS AGREEMENT  
FOR THE RECONSTRUCTION OF COUNTY STATE AID HIGHWAY 14 (MAIN  
STREET) BETWEEN CRANE STREET AND ULYSSES STREET IN THE CITIES OF  
COON RAPIDS, MN AND BLAINE, MN (SAP 02-614-34, 114-020-044, 114-114-006)**

THIS AMENDMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2012, the date of the signature of the parties notwithstanding, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County," and the City of Coon Rapids, a municipal corporation under the laws of the State of Minnesota, 11155 Robinson Drive NW, Coon Rapids, Minnesota, hereinafter referred to as the "City".

**WITNESSETH:**

WHEREAS, the City and County wish to amend their Joint Powers Agreement for the reconstruction of improvements to County State Aid Highway 14 (Main Street) between Crane Street and Ulysses Street and dated January 27, 2011; and

WHEREAS, Paragraph XIII, ENTIRE AGREEMENT/REQUIREMENT OF A WRITING, of said Agreement provides that any alterations, variations, or modifications of the provisions of the Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter stated or contained in the Agreement, the parties do hereby agree as follows:

1. The parties agree to add the following paragraph to II. METHOD, to read as follows:

PEDESTRIAN TUNNEL:

The construction will include the box culvert and any necessary retaining / wing walls necessary to support the county road and longitudinal trails and sidewalks. The adjacent trail

connections, soil corrections and retaining walls necessary to accommodate the crossing trail connections will not be constructed as part of the Project. The parties agree that the City will pay for the design of the crossing culvert. Furthermore the construction and maintenance of the box culvert crossing, and all associated items will be funded by the City.

**1. The parties agree to add the following paragraph to III. COSTS, to read as follows:**

The additional cost associated with both Change Order 8 (see Exhibit A) and Change Order 16 (see Exhibit B) shall be the sole responsibility of the City. The cost of the change orders are \$287,538.77 and \$5,982.18, respectively. The total cost of Change Orders 8 and 16 are \$293,520.95.

Upon execution of this amendment, the City shall pay to the County, upon written demand by the County, one hundred percent (100%) of its portion of the cost associated with this amendment at \$293,520.95.

**2. The parties agree to delete the original language in the JPA and replace the following paragraph X. B., to read as follows:**

B. Maintenance of all sidewalk, all trails, including the pedestrian tunnel located west of the BNSF railroad, including snow plowing, shall be the sole responsibility of the City.

**3. The parties agree to delete the original language in the JPA and replace the following paragraph X. C., to read as follows:**

C. Maintenance of the bituminous trails shall be the responsibility of the City. The City shall be responsible for all maintenance, such as, sweeping, clearing, plowing, trash removal and other incidental items. The City shall also be responsible for long-term maintenance, such as bituminous overlays, crack-sealing and replacement.

**4. This Amendment is hereby made a part of and shall be amended to the Agreement of the parties.**

**5. All other terms and conditions of the original Agreement shall remain in full force and effect.**

IN WITNESS WHEREOF, the parties have signed this Amendment on the dates written below.

**COUNTY OF ANOKA**

**CITY OF COON RAPIDS**

By: \_\_\_\_\_  
Rhonda Sivarajah, Chair  
Board of Commissioners

By: \_\_\_\_\_  
Tim Howe  
City of Coon Rapids Mayor

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_  
Jerry Soma  
County Administrator

By: \_\_\_\_\_  
Steve Gatlin  
Director of Public Works/  
City Manager

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**RECOMMENDED FOR APPROVAL:**

By: \_\_\_\_\_  
Douglas W. Fischer, P.E.  
Anoka County Engineer

Dated: \_\_\_\_\_

**APPROVED AS TO FORM AND EXECUTION:**

By: \_\_\_\_\_  
Dan Klint  
Assistant Anoka County Attorney

By: \_\_\_\_\_  
David Brodie  
City Attorney

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



# COUNTY OF ANOKA

Public Services Division

HIGHWAY DEPARTMENT

1440 BUNKER LAKE BLVD. NW, ANDOVER, MINNESOTA 55304

(763) 862-4200 FAX (763) 862-4201

Charles Cadenhead, Jr., P.E.

County Construction Engineer

Phone (763) 862-4237

Date: May 8, 2012

To: File

From: Charles M. Cadenhead, Jr., P.E.  
Anoka County CSAH 14 Design Build Project Manager

RE: Change Order Justification Letter  
Contract No. 2011-0520 (CSAH 14 Design Build)  
Anoka County  
Change Order #08 – Coon Rapids Pedestrian Tunnel

---

Change Order No.08 makes provisions for design and construction of a pedestrian tunnel at the location of a future trail system planned by the City of Coon Rapids. The tunnel has been added to the project to be constructed with Bridge #02583. Future opportunities to construct the tunnel for the trail system would be very limited and may be cost prohibited.

#### 1402 Alteration of Work – Bridge: Pedestrian Tunnel

- **Entitlement:** The City of Coon Rapids has requested the construction of a Box Culvert Pedestrian Tunnel. This is additional work added to the Contract. The Contractor is entitled to additional compensation for construction of the Pedestrian Tunnel. Also, the Contractor will also be compensated for inefficiencies related to construction of the MSE walls adjacent to the Pedestrian Tunnel.
- **Impact:** Construction of the Box Culvert Pedestrian Tunnel was analyzed by the Contractor for time impacts. The Contract Schedule, with the addition of the pedestrian tunnel work activities, did not impact the critical path. The schedule shows there will be no extension to the "Substantial Completion Date" as defined by Book 1, Section 4.3.1; Substantial Completion Deadline as a result of this change.
- **Cost:** The Contractor will be reimbursed through Negotiated Lump Sum prices for all labor, equipment, materials and subcontractors required to perform this change plus material markup, prime contractor allowance, and contractor risk as allowed by Contract Documents.

In summary, the changes in Change Order No. 08 add an additional \$287,538.77 to the Contract. The revised contract amount is \$ 35,615,502.21.

## DESIGN BUILD CHANGE ORDER NO. 008

<b>DESIGN/BUILD PROJECT:</b> C.S. McCrossan / CSAH 14 Design Build	<b>STATE AID PROJECT NO.:</b> S.A.P. 02-614-34 (CSAH 14 Design-Build)
<b>LOCATION OF WORK:</b> New Construction/ Reconstruction of CSAH 14 in Anoka County for approximately 3.15 miles from Crane Street to Ulysses Street.	<b>FEDERAL PROJECT NO.:</b> Not Applicable
<b>CONTRACTOR NAME AND ADDRESS:</b> C.S. McCrossan 7865 Jefferson Highway Maple Grove, MN 55369	<b>CHANGE ORDER TOTAL:</b> <b>\$287,538.77</b> <b>APPROVAL LEVEL REQUIRED:</b> <input checked="" type="checkbox"/> Level 1 <input type="checkbox"/> Level 2

This Contract is between Anoka County Highway Department, acting through its County Engineer, and Contractor as follows:

### I. SCOPE OF WORK

**WHEREAS:** This Project encompasses new design and construction/reconstruction for CSAH 14 from Crane Street in the City of Coon Rapids for approximately 3.15 miles to termination on the east end at approximately the intersection with Ulysses Street in the City of Blaine, and

**WHEREAS:** The City of Coon Rapids has requested a Box Culvert Pedestrian Tunnel be constructed 97 feet west of the BNSF railroad tracks at EB CSAH 14 Sta. 1094+60. The tunnel will go through the fill section leading to Bridge #02583 and MSE Wall C and MSE Wall I, and

**WHEREAS:** The tunnel is at the location of a future trail system planned by the City of Coon Rapids. Construction of the tunnel with the construction of Bridge #02583 can be done economically. Future opportunities to construct the tunnel for the trail system would be very limited and cost prohibited.

### NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT:

1. The Contractor will construct a Box Culvert Pedestrian Tunnel located 97 feet west of BNSF railroad tracks crossing under CSAH 14 at EB CSAH 14 Sta. 1094+60. The tunnel will be made of a 10' H X 12' W precast box culvert, 97 feet in length, and will conform to MnDOT State-Aid Standards.
2. The tunnel will be constructed with bridge construction and surrounding activities.
3. The Contractor will perform all design, acquire all permits, and perform all coordination with the associated agencies as per Contract requirements. All construction activities performed by the Contractor will be as per Contract requirements for this change.
4. The Contractor will be reimbursed through Negotiated pricing for all labor, equipment, materials and subcontracting required to perform this change.

**DESIGN BUILD CHANGE ORDER  
NO. 008**

**II. COST ESTIMATE**

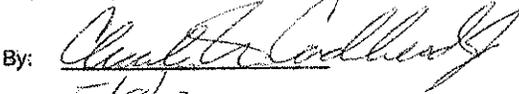
<b>Equipment and Labor</b>					
<b>Item No.</b>	<b>Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
	Ped Tunnel	\$LS	1	\$85,935.36	\$85,935.36
	Reduction in work	\$LS	1	(\$5,561.67)	(\$5,561.67)
<b>Total Labor And Equipment: =</b>					<b>\$80,373.69</b>
<b>Materials</b>					
<b>Item No.</b>	<b>Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
	Materials	\$LS	1	\$106,247.50	\$106,247.50
	Reduction in Materials	\$LS	1	(\$5,724.29)	(\$5,724.29)
<b>Subtotal Materials: =</b>					<b>\$100,523.21</b>
<b>Tax: =</b>					<b>\$7,162.28</b>
<b>Material Markup (15%): =</b>					<b>\$16,152.82</b>
<b>Additional Materials: =</b>					<b>\$123,838.32</b>
<b>Subcontracted Work</b>					
<b>Item No.</b>	<b>Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
	Construction Subcontractors & Trucking	\$LS	1	\$1,309.05	\$1,309.05
	Design Subcontractors	\$LS	1	\$55,580.75	\$55,580.75
<b>Subtotal Subcontractors: =</b>					<b>\$56,889.80</b>
<b>Prime Contractor Allowance (10%): =</b>					<b>\$5,000.00</b>
<b>Prime Contractor Allowance (2%): =</b>					<b>\$137.80</b>
<b>Total Subcontractors: =</b>					<b>\$62,027.60</b>
<b>Risk (8%): =</b>					<b>\$21,299.17</b>
<b>Grand Total: =</b>					<b>\$287,538.77</b>

**III. ESTIMATED IMPACT DELAY ANALYSIS**

It is estimated that there will be no extension to the "Substantial Completion Date" as defined by Book 1, Section 4.3.1; Substantial Completion Deadline as a result of this change.

**DESIGN BUILD CHANGE ORDER  
NO. 008**

**IV. SIGNATURES**

<b>Level 1 &amp; 2 APPROVALS</b>		<b>Level 2 APPROVALS Only</b>	
<b>CONTRACTOR</b> C.S. McCrossan		<b>Mn/DOT STATE AID FUNDING</b>	
By: 		By: _____	
Date: <u>5-7-12</u>		Date: _____	
<b>ANOKA COUNTY PROJECT MANAGER</b>		<b>MUNICIPAL APPROVAL (IF REQUIRED)</b>	
By: 		By: <u>Douglas J. Nifon, City Eng.</u>	
Date: <u>5/8/12</u>		Date: <u>5-8-12</u>	

**V. FUND ENCUMBERANCE**

GROUP NO.	APPR.	AMOUNT	GROUP NO.	APPR.	AMOUNT	GROUP NO.	APPR.	AMOUNT
DATE ENCUMBERED			ORIGINAL ENCUMBERANCE:			CHANGE ORDER TOTAL \$		
BY: Individual signing certifies that funds have been encumbered.			\$ Encumbered to Date:					



## COUNTY OF ANOKA

Public Services Division

HIGHWAY DEPARTMENT

1440 BUNKER LAKE BLVD. NW, ANDOVER, MINNESOTA 55304

(763) 862-4200 FAX (763) 862-4201

Charles Cadenhead, Jr., P.E.

County Construction Engineer

Phone (763) 862-4237

Date: May 3, 2012

To: File

From: Charles M. Cadenhead, Jr., P.E.  
Anoka County CSAH 14 Design Build Project Manager

RE: Change Order Justification Letter  
Contract No. 2011-0520 (CSAH 14 Design Build)  
Anoka County  
Change Order #16 – LED Signalized Intersection Lighting

---

Change Order No.16 makes provisions for changing the design of the luminaires to be installed at signalized intersections in the City of Coon Rapid within the CSAH 14 project limits. The contract required high-pressure sodium luminaires will be removed from the contract and high efficiency LED luminaires will be substituted. This change is detailed below:

### 1402 Alteration of Work - Traffic Lighting

- **Entitlement:** The City of Coon Rapids is currently upgrading intersection and roadway lighting to high-efficiency LED luminaires with roadway improvement projects within the City. The City of Coon Rapids is requesting LED roadway lighting be installed at the intersection of CSAH 14 and Avocet Street and the intersection of CSAH 14 and Foley Boulevard within the Project limits.
- **Impact:** The Contractor will furnish and install eight (8) LED luminaires at locations shown in the Plans replacing the eight (8) high pressure sodium luminaires detailed in the plan at the identified intersections. This change will not impact the contract completion date.
- **Cost:** Payment to the Contractor will be made for materials only. No additional compensation will be provided for installation. The Contractor will be compensated at the negotiated lump sum based on the quoted material price for the LED luminaires less the bid material price of the HPS luminaires. The increased material cost will be subject to a material markup and prime contractor allowance per the Contract Documents for this Project. No risk will be paid for increased costs of the LED luminaires.

In summary, the changes in Change Order No. 16 add an additional \$5,982.18 to the Contract. The revised contract amount is \$ 35,327,963.44.

**DESIGN BUILD CHANGE ORDER  
NO. 016**

<b>DESIGN/BUILD PROJECT:</b> C.S. McCrossan / CSAH 14 Design Build	<b>STATE AID PROJECT NO.</b> S.A.P. 02-614-34 (CSAH 14 Design-Build)
<b>LOCATION OF WORK:</b> New Construction/ Reconstruction of CSAH 14 in Anoka County for approximately 3.15 miles from Crane Street to Ulysses Street.	<b>FEDERAL PROJECT NO.</b> Not Applicable
<b>CONTRACTOR NAME AND ADDRESS:</b> C.S. McCrossan 7865 Jefferson Highway Maple Grove, MN 55369	<b>CHANGE ORDER TOTAL</b> \$5,982.18  <b>APPROVAL LEVEL REQUIRED</b> <input checked="" type="checkbox"/> Level 1 <input type="checkbox"/> Level 2

This Contract is between Anoka County Highway Department, acting through its County Engineer, and Contractor as follows:

**I. SCOPE OF WORK**

WHEREAS: This Project encompasses new design and construction/reconstruction for CSAH 14 from Crane Street for approximately 3.15 miles to termination on the east end at a pproximately the intersection with Ulysses Street in the City of Blaine, and

WHEREAS: The contract provides for HPS cobra head lighting at signalized intersections, and

WHEREAS: The City of Coon Rapids is interested in substituting LED luminaires at signalized intersections for the HPS Cobra Head lighting to be in conformance with the Cities current practices of upgrading roadway lighting and inters ection lighting with improvement projects to LED luminaires , and

WHEREAS: The Anoka County Project Manager has determined that this change in required materials is a change to the Original Contract and therefore allows for a price adjustment to the Contractor accordingly.

**NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT:**

- 1) The Contractor is hereby directed to utilize Phillips Roadstar GPLM-130W98LED4K-LE3 luminaires, eight (8) units, for signalized intersection lighting at the intersections of CSAH 14 and Foley Boulevard and CSAH 14 and Avocet Street instead of the Contractor's originally planned HPS cobra head luminaires, eight (8) units.
- 2) All design and construction for this change will be made per the Contract Documents for this Project.
- 3) This change in materials will result in compensation to the Contractor for LED luminaires as specified by this change at invoice price less credits from the elimination of the originally planned HPS luminaires as set forth by the Contract.

## DESIGN BUILD CHANGE ORDER NO. 016

- 4) The Contractor shall not make claim of any kind or character whatsoever for any other costs or expenses which they may have incurred or which they hereafter incur, in performing the work and furnishing the materials required by this Agreement.

### II. COST ESTIMATE

#### Estimate of Cost

Item No.	Item	Unit	Quantity	Unit Price	Amount
	LED Lighting Unit	\$LS	1	\$ 7,083.25	\$ 7,083.25
	HPS lighting Unit	\$LS	1	\$ (2,155.46)	\$ (2,155.46)
	Design Coordination	\$LS	1	\$ 510.55	\$ 510.55
<b>Subtotal Subcontractors: =</b>					<b>\$ 5,438.34</b>
<b>Prime Contractor Allowance (0.10): =</b>					<b>\$ 543.84</b>
<b>Total Subcontractors: =</b>					<b>\$ 5,982.18</b>
<b>Risk (0%): =</b>					
<b>Grand Total: =</b>					<b>\$ 5,982.18</b>

### III. IMPACT DELAY ANALYSIS

As a result of this Change Order, the Contractor agrees to no extension to the "Substantial Completion Date" as defined by Book 1, Section 4.3.1, Substantial Completion Deadline.

### IV. ATTACHMENTS

Other Documents

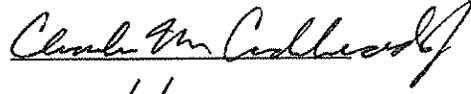
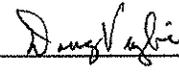
- Plans  
 Specifications  
 Other \_\_\_\_\_

### V. DISCLAIMER

This Change Order represents a complete and equitable adjustment to the contract price and time; and includes all costs both, direct and indirect, associated with delays, impacts, and time extensions.

**DESIGN BUILD CHANGE ORDER  
NO. 016**

VI. SIGNATURES

<b>Level 1 &amp; 2 APPROVALS</b>	<b>Level 2 APPROVALS Only</b>
<b>CONTRACTOR</b> C.S.McCrossan	<b>Mn/DOT STATE AID FUNDING</b>
By: <u></u>	By: _____
Date: <u>5/2/12</u>	Date: _____
<b>ANOKA COUNTY PROJECT MANAGER</b>	<b>MUNICIPAL APPROVAL (IF REQUIRED)</b>
By: <u></u>	By: <u></u>
Date: <u>5/2/12</u>	Date: <u>5-7-12</u>

VII. FUND ENCUMBERANCE

GROUP NO.	APPR.	AMOUNT	GROUP NO.	APPR.	AMOUNT	GROUP NO.	APPR.	AMOUNT
DATE ENCUMBERED			ORIGINAL ENCUMBERANCE:			CHANGE ORDER TOTAL \$		
BY: Individual signing certifies that funds have been encumbered.			\$ Encumbered to Date:					



**City Council Regular**

**2.**

**Meeting Date:** 10/02/2012

**Subject:** Park Bench Donation at Mercy Park

**Submitted For:** Gregg Engle, Parks Supervisor

**From:** Cathy Sorensen, City Clerk

---

**INTRODUCTION**

Alex Hepp would like to present a donation in the amount of \$400.00 for the purchase of a park bench in Mercy Park.

**DISCUSSION**

Dennis and Phyllis Hepp were married on June 19, 1971. In recognition of their 40th wedding anniversary, Alex Hepp wishes to donate \$400.00 to purchase a park bench to be placed in Mercy Park.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Housing/Neighborhoods and Quality of Life** sections of the 2030 Strategic Vision in the following way: by allowing citizen engagement with the addition of an amenity to a neighborhood park.

**RECOMMENDATION**

Staff recommends adopting Resolution 12-104 accepting the \$400.00 donation from Alex Hepp for the purchase of a park bench in Mercy Park and thank the Hepps for their generous donation.

---

**Attachments**

Resolution

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**RESOLUTION NO. 12-104**

**A RESOLUTION TO ACCEPT THE DONATION OF MONIES  
TO BE USED TOWARD THE PURCHASE OF A PARK BENCH IN  
HONOR OF DENNIS AND PHYLLIS HEPP'S 40<sup>TH</sup> WEDDING ANNIVERSARY**

**WHEREAS**, Alex Hepp has offered to donate \$400 to the City to be used toward the purchase of park bench in Mercy Park in honor of his parents and their 40<sup>th</sup> wedding anniversary; and

**WHEREAS**, Minn. Stat. § 465.03 allows cities to accept donations of real or personal property by resolution adopted by a two-thirds majority of Council; and

**WHEREAS**, the City Council finds the offered donation to be in the public interest;

**NOW THEREFORE BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the donation of \$400 is hereby accepted.

**BE IT FURTHER RESOLVED** that the City of Coon Rapids hereby extends its gratitude to Alex Hepp for his generosity.

**BE IT FURTHER RESOLVED** that the City Council extends there congratulations to Dennis and Phyllis Hepp on their 40<sup>th</sup> wedding anniversary.

Adopted by the Coon Rapids City Council this 2<sup>nd</sup> day of October, 2012.

---

Tim Howe, Mayor

ATTEST:

---

Catherine M. Sorsensen, City Clerk



**3.**

**City Council Regular**

**Meeting Date:** 10/02/2012

**Subject:** Authorize Final Payment for Project 10-12, Coon Rapids Ice Center, 26A Electrical/Technology System

**Submitted For:** Sharon Legg, Finance Director

**From:** Dianne Nelson, Advanced Accounting Technician

**INTRODUCTION**

The City Engineer recommends final payment to Granite Re, Inc. (the bonding company for Manor Electric, Inc.) in the amount of \$58,412.00.

**DISCUSSION**

A summary of Project 10-12, 26A Electrical/Technology Systems is as follows:

Contract completion date	6/22/11
Substantial completion date	6/22/11
Final completion date	10/31/11

Contract amount	\$1,200,000.00
Total additions/deletions	(31,759.00)
Final contract amount	1,168,241.00
Actual project cost	1,168,241.00
Less: previous payments by City	(1,109,829.00)
Amount due	\$58,412.00
Amount over final contract	\$0.00

The changes to this project were for outdoor ice rink lighting \$29,733; conduit changes \$25,325; additional lighting \$12,491; adjusting height of light pole bases \$6,500; concession stand layout revisions \$13,399; voice/data and LV changes \$10,420; credit for electrical usage allowance (\$30,000); and various other changes (\$99,627).

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Quality of Life** section of the 2030 Strategic Vision in the following way: The City of Coon Rapids is a community in which people of all generations decide to invest themselves and their resources and communicate community pride.

**RECOMMENDATION**

Staff recommends approval of the change orders and final payment to Granite Re, Inc. in the amount of \$58,241.00 for Project 10-12, 26A Electrical/Technology Systems.

---



**City Council Regular**

**4.**

**Meeting Date:** 10/02/2012

**Subject:** Delinquent Utilities 2012 Assessments

**Submitted For:** Sharon Legg, Finance Director

**From:** Heidi Cederstrand, Assessment Clerk II

**INTRODUCTION**

Delinquent utility bills for the entire City should be certified to the County for collection with the 2013 property taxes.

**DISCUSSION**

According to the City Code, delinquent utility bills should be certified to the County for collection with real estate taxes. Users have been notified by mail that payments should be made to avoid certification.

The amount to be certified to the County is as follows:

UTILITY COST	\$ 950,805.44
\$30.00 PER ACCOUNT FOR ADMIN.	<u>85,830.00</u>
<b>TOTAL</b>	<b>\$1,036,635.44*</b>

Provision has been made to accept the utility amount without interest through 4:30 p.m. November 7, 2012.

The following are the amounts certified to taxes for the past number of years as compared to this year.

<b>Date Certified</b>	<b># of accounts</b>	<b>Utility Cost</b>	<b>Certification Fee</b>	<b>Total</b>
October 16, 2007	1,365	\$510,820	\$27,300	\$538,120
October 7, 2008	1,432	\$520,361	\$28,640	\$549,001
October 6, 2009	1,510	\$573,748	\$37,750	\$611,498
October 5, 2010	2,721	\$963,163	\$81,630	\$720,043
October 4, 2011	1,553	\$641,153	\$47,190	\$688,343

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Excellence in Government** section of the 2030 Strategic Vision in the following way: by maintaining the utility billing receivable.

**RECOMMENDATION**

Staff recommends adopting Resolution No. 12-106 Resolution Certifying Delinquent Utilities to Taxes.

\*An updated amount will be provided at the Tuesday, October 2 Council meeting.



**RESOLUTION NO. 12-106**

**RESOLUTION CERTIFYING DELINQUENT UTILITIES TO TAXES**

**WHEREAS**, pursuant to City Code Section 13-304, any delinquencies in the payment of the water usage on said premises shall be a lien and charged against the premises so served regardless of whether the same be a homestead or not. Said lien shall be reported to the Division of Property Records and Taxation by the City Assessor from time to time and in the same manner as other taxes are collected; and

**WHEREAS**, accounts are delinquent.

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

1. To certify to the County for collection with the 2013 taxes, delinquent utility accounts.
2. The amount shall bear interest at the rate of 1.20% per annum from the date of the adoption of this resolution until December 31, 2013.
3. At any time prior to certification to the Division of Property Records and Taxation, the amount may be paid to the City Treasurer. However, such payment must be made before November 7, 2012 or interest will be charged from October 2, 2012 through December 31st of the next succeeding year.

Adopted by the Coon Rapids City Council this 2nd day of October, 2012.

---

Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen



**City Council Regular**

**5.**

**Meeting Date:** 10/02/2012

**Subject:** Approve Property Owner Agreement Related to City Watermain Connection at 2130 128th Avenue NW, and Adopt the Assessment (Project 12-34)

**From:** Tim Himmer, Public Works Director

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**INTRODUCTION**

Mr. and Mrs. Norman Wallace, property owners at 2130 128th Avenue NW, experienced a problem with the well at their home and were without water. They requested City assistance in paying the up front costs to connect their property to the municipal water system, with the charges then being assessed back to the property. The City Council is being asked to approve an agreement with the property owners to finalize the project, and to levy the assessment to the property.

**DISCUSSION**

On approximately June 8, 2012, the homeowner reported a problem with the well serving their property. A contractor was hired by Mrs. Wallace to connect the property to the City water system. The homeowner has since requested that the City help in paying the up front costs for the connection. An agreement was prepared whereby the City would pay for the connection charges, and then assess the costs back to the property over a 3 year period. The attached agreement is similar to what has been used in the past when a utility repair is needed on a private property, and it has been executed by the property owner agreeing to the assessment.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Quality of Life** section of the 2030 Strategic Vision by helping a homeowner finance a rather large unexpected expense to repair a well failure, and providing a necessary water connection.

**RECOMMENDATION**

Staff recommends the City Council take the following action:

- a. Approve the attached agreement with Mr. and Mrs. Norman Wallace to assess the cost to connect their home at 2130 128<sup>th</sup> Avenue NW to the public water system.
- b. Adopt Resolution No. 12-34(12) assessing the cost of the water connection over a 3 year term.

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**Attachments**

Wallace Agreement

Resolution No. 12-34(12)

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## AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_,  
by and between Norman Michael Wallace and Barbara M. Wallace, husband and wife, of 2130  
128<sup>th</sup> Avenue NW, Coon Rapids, Minnesota 55448, hereinafter referred to as "Owner" and the  
City of Coon Rapids, a municipal corporation, hereinafter referred to as "City."

### WITNESSETH:

The Owner owns the property at 2130 128<sup>th</sup> Avenue NW, City of Coon Rapids, County  
of Anoka, State of Minnesota, identified by property identification number 03-31-24-31-0044.

The property is currently served by a private water system which has failed creating an  
unsanitary condition. Public water service is available to the property from a water service pipe  
that was previously brought into the home when the sanitary sewer was installed several years  
ago.

Owner has indicated that they are unable to pay the costs required to connect his home to  
the public water system and has requested the City to advance the costs of the water connection  
and to assess those costs against the property. The estimated cost is \$1,100.00 for the plumber's  
work plus \$325 for the water meter.

The City Council determines that it is in the best interests of the City to have the Owner's  
property connected to the public water system in order to correct the unsanitary conditions  
resulting from the failed water system and to assess the costs thereof against the Owner.

NOW, THEREFORE, the parties agree as follows:

1. The City has agreed to advance the costs to connect the Owner's home to the public  
water system at the above address. The action taken by the City was predicated upon the request

from the Owner of the property that the City take immediate action to assist in the connection to the public water system and to assess the costs against the Owners.

2. Based on the Owner's request, the City agrees to assess the costs of such water connection against the Owner's above described property, such assessment to bear interest at the current special assessment rate and to be spread over three years. The Owner hereby waives notice of an assessment hearing for the connection, the right to object provided by Minnesota Statutes Section 429.061 for the improvement, and specifically waives his rights to appeal said assessment as provided by Minnesota Statutes Section 429.081.

3. The Owner agrees that this agreement shall have the same force and effect as a petition present pursuant to Minnesota Statutes Section 429.031, subd. 3 and specifically waives any public hearings with respect to the proposed improvements.

4. The Owner may at any time prior to the adoption of the resolution adopting the special assessment pay the whole of the funds advanced to the City Treasurer without interest.

5. The Owner further agrees that the assessments shall include a \$64 administrative charge to reimburse the City for the costs incurred in the advancing of the funds. This administrative charge shall be added to the amount of repayment whether or not the repayment is made before or after adoption of the special assessment resolution. The owner also agrees to pay an additional fee of \$100 to cover the cost to file a new assessment with Anoka County.

*[Signatures on the following page]*

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

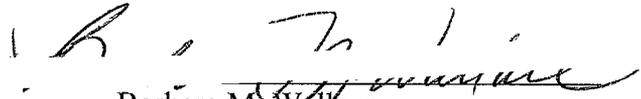
CITY OF COON RAPIDS

By: \_\_\_\_\_  
Tim Howe, Mayor

By: \_\_\_\_\_  
Matthew S. Fulton, City Manager

OWNERS:

  
\_\_\_\_\_  
Norman Michael Wallace

  
\_\_\_\_\_  
Barbara M. Wallace

**RESOLUTION NO. 12-34(12)**

**(12) RESOLUTION ADOPTING ASSESSMENT**

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvement of property at 2130 - 128<sup>th</sup> Avenue by City water connection; and

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

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

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:**

1. Such proposed assessment is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefitted by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 3\* years, beginning the first Monday in January, 2013 and shall bear interest at the rate of 1.47% per annum from the date of the adoption of this assessment Resolution.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Property Records and Taxation Division, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this Resolution; and the owner may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid. Such payment must be made before November 14 or interest will be charged through December 31 of the next succeeding year.
4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Property Records and Taxation Division to be extended on the proper tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 2nd day of October, 2012.

\_\_\_\_\_  
Tim Howe, Mayor

ATTEST:

\_\_\_\_\_  
Catherine M. Sorensen, City Clerk

\* \$1,589.00 over 3 years



**City Council Regular**

**6.**

**Meeting Date:** 10/02/2012

**Subject:** Approve Specifications for Purchase of Two Sidewalk Tractors and Order Advertisement for Bids

**Submitted For:** Sharon Legg, Finance Director

**From:** Stephanie Lincoln, Purchasing Clerk

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**INTRODUCTION**

Staff is requesting authorization to obtain bids for the purchase of two sidewalk tractors.

**DISCUSSION**

Two 1998 sidewalk tractors, renovated in 2007, are due for replacement. The tractors are used to clear snow on sidewalks using either a V plow or a snow blower depending on the amount of snow. Additionally, they are used in the summer as flail mowers to rough mow along the roadside ditches and trails and on large open City owned undeveloped land. The specifications will include a mill head which will prepare asphalt for patching. Staff recommends the replacement of these two 1998 sidewalk tractors as part of the replacement schedule.

Bid specifications are available in Purchasing upon request.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Public Safety** section of the 2030 Strategic Vision by providing clear, safe sidewalks to the general public.

**RECOMMENDATION**

Staff recommends approval of specifications for two sidewalk tractors and ordering advertisement of bids to be opened October 26, 2012.

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**Fiscal Impact**

**BUDGET IMPACT:**

The 2012 Budget includes \$309,938 in funds for the purchase of two sidewalk tractors.

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**City Council Regular**

**7.**

**Meeting Date:** 10/02/2012

**Subject:** Election Judges and General Election Canvass

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Pursuant to Minnesota election law and City Charter, Council must appoint election judges schedule a special meeting to canvass the November 6 general election results. Staff is also requesting authority to appoint election judges during the time preceding the election.

**DISCUSSION**

Minnesota Statutes require that election judges be appointed by the Council at least 25 days prior to the election. Staff is requesting that Council authorize the City Clerk to make appointments and substitutions as necessary should the need arise in the 25 days prior to the election. Election law allows emergency appointments on election day.

Council is required to canvass the results of the general election canvass between November 9 and November 16, 2012. The meeting can be scheduled at any time. The meeting will be brief and at least four Councilmembers must attend. Staff is proposing the canvass meeting be held on Tuesday, November 13 at 6:15 p.m. as a Council work session has been planned for that evening.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Excellence in Government** section of the 2030 Strategic Vision in the following way: by adhering to state laws and the City Charter.

**RECOMMENDATION**

- a. Approve the appointment of the attached list of election judges;
- b. Authorize the City Clerk to appoint and assign election judges during the 25 days preceding the election if substitutions are necessary;
- c. Schedule a special meeting to canvass the results of the general election for Tuesday, November 13 at 6:15 p.m.

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**Attachments**

Election Judges

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## **Judge Board Report, 2012 Presidential**

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### **General Election, Tuesday, November 6, 2012**

#### **Alternate Election Judge**

Alternate Judges, 11155 Robinson Drive NW, Coon Rapids, MN 55433

Jeff Cosman, Unassigned Judge  
Mary Louise Jarosz, Unassigned Judge  
Stella Justen, Unassigned Judge  
Cathlyn Nelson, Unassigned Judge  
Kathy Pendroy, Unassigned Judge  
Dianne Ward, Unassigned Judge  
Shirley Watts, Unassigned Judge  
Rita Waxon, Unassigned Judge

#### **Coon Rapids W-1 P-1**

Coon Rapids Free Church (W1P1), 2650 128th AVE NW, Coon Rapids, MN 55448

JoAnn Lawrence, Head Judge  
Amanda Whitson, Assistant Head Judge  
Catherine Angus, Election Judge  
Stephen Berzins, Election Judge  
Wilma Carling, Election Judge  
DeRita Elfstrum, Election Judge  
Constance Glover, Election Judge  
Tracy Gray, Election Judge  
Donald Heikkila, Election Judge  
Karen Hudoba, Election Judge  
Jane Kolpin, Election Judge  
Bernard Meyerring, Election Judge  
Cynthia Nelson, Election Judge  
Lewis Peterson, Election Judge  
Darlene Ray, Election Judge  
Betty Sjoquist, Election Judge  
Meryce Unruh, Election Judge  
Marilyn Welsh, Election Judge

#### **Coon Rapids W-1 P-2**

Coon Rapids Free Church (W1P2), 2650 128th AVE NW, Coon Rapids, MN 55448

Chuck McGee, Head Judge  
Sandra Longfellow, Assistant Head Judge  
Sheila Callahan, Election Judge  
Eugene Cichowicz, Election Judge  
Susan Howard, Election Judge  
Judy Jung, Election Judge  
Jennifer Koch, Election Judge  
Karen Lewis, Election Judge  
Diane Olsen, Election Judge  
Bernice Olson, Election Judge  
Tim Price, Election Judge  
Douglas Sherlock, Election Judge  
Lynn Vanasse, Election Judge  
Pamela VanBuren, Election Judge

#### **Coon Rapids W-1 P-3**

Morris Bye Elementary, 11931 Crooked Lake Blvd, Coon Rapids, MN 55433

Juanita (Boo) Mills, Head Judge  
Patti Peters, Assistant Head Judge  
Richard Casey, Election Judge  
Robin Duclos, Election Judge  
Rene Kisrow, Election Judge

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## **Judge Board Report, 2012 Presidential**

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Florence Laughter, Election Judge  
Patricia McGee, Election Judge  
Elizabeth Mercier, Election Judge  
Kimberly Myers, Election Judge  
Diana Wyvell, Election Judge

### **Coon Rapids W-1 P-4**

Redeemer Lutheran Church, 2135 Northdale BLVD NW, Coon Rapids,  
MN 55433

Lila Redberg, Head Judge  
Vangy Vanstrom, Assistant Head Judge  
Valerie Behling, Election Judge  
Cody Blosberg, Election Judge  
Wendy Larson, Election Judge  
Trace Ludewig, Election Judge  
Alvina Powell, Election Judge  
LuVerne Schwarz, Election Judge  
Patrick Sullivan, Election Judge  
Arlene Wilson, Election Judge

### **Coon Rapids W-2 P-1**

Chapel Hill Church, 12691 Hanson Blvd NW, Coon Rapids, MN 55448

Marsha Ocel, Head Judge  
Robert Hammer, Assistant Head Judge  
Juan Cervantes, Election Judge  
Richard Evans, Election Judge  
Brett McKeever, Election Judge  
Barbara J Olson, Election Judge  
Marlene Stenson, Election Judge  
Patricia Warzecha, Election Judge

### **Coon Rapids W-2 P-2**

Bunker Hills Clubhouse, 12800 Bunker Prairie Road NW, Coon Rapids,  
MN 55448

Judy Herrmann, Head Judge  
Judith Willenbring, Assistant Head Judge  
Tom Hyland, Election Judge  
Ted Ingemansen, Election Judge  
Jim McQuay, Election Judge  
Linda Molitor, Election Judge  
Naomi Peterson, Election Judge  
Barbara Sherlock, Election Judge  
Lois Willock, Election Judge  
Carol Wulf, Election Judge

### **Coon Rapids W-2 P-3**

Sand Creek Elementary, 12156 Olive Street NW, Coon Rapids, MN  
55448

Christine Bennett-Gagner, Head Judge  
Angela Monson, Assistant Head Judge  
Isla Fichtner, Election Judge  
Connie Hanford, Election Judge  
Carol Hatcher, Election Judge  
Thomas Hoffelder, Election Judge  
Delores Ingemansen, Election Judge  
Judith Lakeman, Election Judge  
Olivia Loudon, Election Judge  
Mary Mans, Election Judge  
Roger Mathisen, Election Judge  
Jeanette Staiert, Election Judge  
Henry Wesley, Election Judge

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## **Judge Board Report, 2012 Presidential**

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### **Coon Rapids W-2 P-4**

Sorteberg Early Childhood, 11400 Magnolia Street NW, Coon Rapids, MN 55448

Kristine Gernes, Head Judge  
Marilyn Akerman, Assistant Head Judge  
Jayne Carol, Election Judge  
Jan Ferrier, Election Judge  
Corey Gagner, Election Judge  
Maria Jepson, Election Judge  
Alexis Monson, Election Judge  
June Steman, Election Judge

### **Coon Rapids W-2 P-5**

Faith Lutheran Church, 11115 Hanson Blvd NW, Coon Rapids, MN 55433

Mary Kay Huizel, Head Judge  
Christy Weispfenning, Assistant Head Judge  
Violet Becker, Election Judge  
Ellen Friday, Election Judge  
Michael Gazelka, Election Judge  
Steve Laudenbach, Election Judge  
Richard Mans, Election Judge  
Diane McGowan, Election Judge  
Christine Powell, Election Judge  
Gale White-Queck, Election Judge

### **Coon Rapids W-3 P-1**

Hoover Elementary School, 2831 113th AVE NW, Coon Rapids, MN 55433

Kevin Olson, Head Judge  
Jan Monson, Assistant Head Judge  
Roxanne Chambliss, Election Judge  
Arlene Cook, Election Judge  
Christa Danko, Election Judge  
Anthony Hirman, Election Judge  
Debra Karpe, Election Judge  
David McCauley, Election Judge  
Michael O'Melia, Election Judge

### **Coon Rapids W-3 P-2**

Epiphany Catholic Church, 11001 Hanson Blvd NW, Coon Rapids, MN 55433

James Trombley, Head Judge  
Kenneth Lelm, Assistant Head Judge  
Mary Berkner, Election Judge  
Diane Cich, Election Judge  
Carol Duoos, Election Judge  
Deanne Evertz, Election Judge  
Todd Gabrielson, Election Judge  
Patrick Kugmeh, Election Judge  
Janet Lukenbill, Election Judge  
Mary Ann Williams, Election Judge  
Harland Wyvell, Election Judge

### **Coon Rapids W-3 P-3**

Coon Rapids VFW Post 9625, 1919 Coon Rapids Boulevard NW, Coon Rapids, MN 55433

Deborah Hughes, Head Judge  
Brynn Hofstedt, Assistant Head Judge  
William Caverley, Election Judge  
Dave Jones, Election Judge  
Laura Kraft, Election Judge  
Lonni McCauley, Election Judge

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## **Judge Board Report, 2012 Presidential**

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Michelle Schoen, Election Judge  
Marcell Zurn, Election Judge

### **Coon Rapids W-3 P-4**

Spirit of Grace Church, 10110 Woodcrest Drive NW, Coon Rapids, MN 55433

Linda Westrom, Head Judge  
Denise Hosch, Assistant Head Judge  
Catherine Bauer, Election Judge  
Joan Becker, Election Judge  
Karen Graham, Election Judge  
Karri Hausker, Election Judge  
Susan Owens, Election Judge  
Mary Paye, Election Judge

### **Coon Rapids W-4 P-1**

Coon Rapids American Legion Post 334, 11640 Crooked Lake Blvd NW, Coon Rapids, MN 55433

Rick Hosking, Head Judge  
Dennis Angell, Assistant Head Judge  
Robin Benson, Election Judge  
Arnie Entzel, Election Judge  
Teresa Holland, Election Judge  
Sonja Kempfert, Election Judge  
Doug Looyen, Election Judge  
Richard Owens, Election Judge  
Kenneth Smith, Election Judge  
Rita Smith, Election Judge  
Janet Toensing, Election Judge  
Sandra Woolard, Election Judge

### **Coon Rapids W-4 P-2**

Coon Rapids American Legion Post 334, 11640 Crooked Lake Blvd NW, Coon Rapids, MN 55433

Stephanie Hill, Head Judge  
Mary Kalk, Assistant Head Judge  
Tom Berkner, Election Judge  
Brenda Brown, Election Judge  
Kathleen Fox, Election Judge  
Romon Gawreluk, Election Judge  
Jane Herr, Election Judge  
Maria-Tereza Johnson, Election Judge  
Ardelle Lilja, Election Judge  
Harold Schrenk, Election Judge  
Rosemary Zurn, Election Judge

### **Coon Rapids W-4 P-3**

Coon Rapids Ice Center, 11000 Crooked Lake Blvd NW, Coon Rapids, MN 55433

Jennifer Geisler, Head Judge  
Sharon L. Gawreluk, Election Judge  
Elmer Herr, Election Judge  
Jerome Jarosz, Election Judge  
Michael Lohse, Election Judge  
Brian Myers, Election Judge  
Sue Ann Schrenk, Election Judge  
Donna Stephan, Election Judge  
John Ward, Election Judge

### **Coon Rapids W-4 P-4**

United Methodist Church, 10506 Hanson Blvd NW, Coon Rapids, MN 55433

Tracy Wigen, Head Judge  
Sheila Beutler, Assistant Head Judge

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## **Judge Board Report, 2012 Presidential**

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Shirley Amundson, Election Judge  
Carol Borreson, Election Judge  
Laura Camp, Election Judge  
Carolyn Casey, Election Judge  
Donald Fields, Election Judge  
Mary Lou Hecht, Election Judge  
Dorothy Israelson, Election Judge  
Jeff Kurland, Election Judge  
Darlene Landrus, Election Judge  
Beverly Reddick, Election Judge  
Mary Vivier, Election Judge  
John Wolkerstorfer, Election Judge

### **Coon Rapids W-5 P-1**

Crosspoint Church, 10936 Foley Blvd NW, Coon Rapids, MN 55448

Stephen Bray, Head Judge  
Dorothy Maki, Assistant Head Judge  
Emily Benson, Election Judge  
Lorna Kloepper, Election Judge  
Audry Larson, Election Judge  
Janet Moberg, Election Judge

### **Coon Rapids W-5 P-2**

Peace Lutheran Church, 20 Northdale Blvd NW, Coon Rapids, MN 55448

Gordon Smith, Head Judge  
Jane Johnson, Assistant Head Judge  
Tom Besch, Election Judge  
Patricia Buysman, Election Judge  
Robert Etelamaki, Election Judge  
Louis Filip, Election Judge  
Milo Hartmann, Election Judge  
Marilyn Herbold, Election Judge  
Barbara Hyland, Election Judge  
Irene Kadry, Election Judge  
Betty McNab, Election Judge  
Jean Norrbom, Election Judge  
Jeff Svitoris, Election Judge  
Diana Thorson, Election Judge

### **Coon Rapids W-5 P-3**

Word of Life Church, 10730 University Ave NW, Coon Rapids, MN 55448

Debbie Mansfield, Head Judge  
David Teske, Assistant Head Judge  
Gail Bullard, Election Judge  
Nancy Helms, Election Judge  
Diana Larson, Election Judge  
Jeanine Patterson, Election Judge  
Robert Sievert, Election Judge  
David Thielman, Election Judge

### **Coon Rapids W-5 P-4**

Emma B. Howe YMCA, 8950 Springbrook Drive NW, Coon Rapids, MN 55433

Jeanette Rosand, Head Judge  
Helen McClintock, Assistant Head Judge  
Joanne Case, Election Judge  
James Davis, Election Judge  
Kathleen Hoppe, Election Judge  
Helen Steffen, Election Judge

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## ***Judge Board Report, 2012 Presidential***

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### **Coon Rapids W-5 P-5**

Adams Elementary School, 8989 Sycamore Street NW, Coon Rapids,  
MN 55433

Laurel Jedamus, Head Judge

Sharon Shake, Assistant Head Judge

Betty Blahut, Election Judge

Teresa Bonnell, Election Judge

Sondra Davison, Election Judge

Evonne Herman, Election Judge

Barbara Kaczmarczyk, Election Judge

John Paye, Election Judge



**City Council Regular**

**8.**

**Meeting Date:** 10/02/2012

**Subject:** Open Mic - Lori Anderson, 12016 Poppy Street NW

**Submitted For:** Steve Gatlin, City Manager

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Lori Anderson, 12016 Poppy Street NW, appeared at the September 18 Open Mic to inquire about the status of the electronic readerboard sign installation at Lions Park.

**DISCUSSION**

Ms. Anderson, President of the Coon Rapids Lions Club, was concerned about the delay with the sign company's installation of the electronic readerboard at Lions Park. She said the Lions had donated \$17,000 to be used toward purchase of this sign and was concerned that the company was not fulfilling their obligation.

Staff has met with Signcrafters regarding status of sign installation, who stated the sign will be complete by October 15. Staff will follow up to ensure completion and proper installation. In the event this does not occur the City will take appropriate action, up to and including locating another vendor, to complete the sign installation. The Lions would not be penalized in any event as the contract is with the City.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Civic Involvement** section of the 2030 Strategic Vision in the following way: by working with civic organizations in bettering the community.

**RECOMMENDATION**

No action is necessary at this time. Staff will follow up to ensure installation occurs.

cc: Lori Anderson, 12016 Poppy Street NW

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**City Council Regular**

**9.**

**Meeting Date:** 10/02/2012

**Subject:** Open Mic Reports - Prepay Gas Ordinance

**Submitted For:** Steve Gatlin, City Manager

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Kim Dronen, 954 111th Avenue NW, Jackie Luten 4034 Lexington, Alan Williams, 10744 Yellow Pine Street NW, and Patty Sathre, 864 110th Avenue, appeared at the Open Mic portion of the September 18 Council meeting to share their comments on the prepay ordinance.

**DISCUSSION**

Kim Dronen, Jackie Luten, Alan Williams, and Patty Sathre shared comments, both for and against, regarding the recently enacted prepay gas ordinance. Council has requested that staff schedule a work session to further discuss the ordinance, which will be held on Tuesday, October 30 at 6:15 p.m. at City Hall.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Excellence in Government** section of the 2030 Strategic Vision in the following way: by responding to citizens in an efficient and effective manner.

**RECOMMENDATION**

No action is requested at this time.

cc: Kim Dronen, 954 111th Avenue NW  
Jackie Luten 4034 Lexington  
Alan Williams, 10744 Yellow Pine Street NW  
Patty Sathre, 864 110th Avenue

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**City Council Regular**

**10.**

**Meeting Date:** 10/02/2012

**Subject:** PC12-18 1st National Bank of Elk River, Introduction of an Ordinance rezoning 10732 Hanson Boulevard from Moderate Density Residential to Office

**From:** Scott Harlicker, Planner

**INTRODUCTION**

The applicant is requesting the introduction of an ordinance rezoning certain property from Moderate Density Residential to Office. The applicant has also submitted a request for a corresponding change to the Comprehensive Land Use Plan from Moderate Density Residential to Office. Providing the Council introduces the zoning request, both the Land Use Plan amendment and rezoning are scheduled for the Council's October 16th meeting.

**DISCUSSION**

The property is located at the corner of Hanson Boulevard and 108th Avenue.

	<b>Existing Use</b>	<b>Comprehensive Plan</b>	<b>Zoning</b>
<b>Subject Property</b>	Vacant building	Moderate Density Residential	MDR
<b>North</b>	Railroad tracks	Moderate Density Residential	MDR
<b>South</b>	Park	Park, Recreation and Preserve	LDR2
<b>East</b>	Railroad tracks and twin home	Moderate Density Residential	MDR
<b>West</b>	Single family residence	Low Density Residential	LDR2

**Background**

The applicant is requesting a rezoning from *Moderate Density Residential* to *Office*. The site is 56,326 square feet in size. There is a 7,372 square foot building on the site that is currently vacant and has been vacant for about two years. The prior occupant was a private security firm. The building was constructed in 1968; the most recent work done to the building was in 2001 when the roof was replaced.

The site had been zoned Industrial since 1968. In 2010 the property's land use designation was changed from Industrial to Moderate Density Residential as part of the Comprehensive Plan update. The zoning was also changed from Industrial to Moderate Density Residential following approval of the Comprehensive Plan update. These changes were made because Industrial was not appropriate zoning and Moderate Density Residential was compatible with the single family residences and would serve as a buffer to Hanson Boulevard.

**Analysis**

When considering a request to rezone property, the Council should evaluate if there was some mistake in the original zoning, or if the character of the neighborhood has changed so that a reasonable use of the property can not be made under the current zoning classification.

Mistake in the Original Zoning

From 1968 to 2010 the subject property was zoned *Industrial*. Included as part of the Comprehensive Plan update approved in 2010, the property was rezoned to *Moderate Density Residential*. The site was developed with an office building and had been occupied consistently up until two years ago. Typically industrial uses are not compatible with residential uses; therefore, industrial was not an appropriate zoning for this site. However, Office is more compatible with residential uses and could serve as a buffer between the adjacent single neighborhood and Hanson Boulevard. The stated purpose of Office is to buffer residential districts from arterial streets and to provide a district which is compatible with and may reasonably adjoin residential districts.

Reasonable Use of the Property

The subject property is located in an area that is, mixed residential with single family residences, twin homes and apartments nearby. The applicant believes that it is cost prohibited to redevelop the site with moderate density housing. The cost involved with demolishing the site and redeveloping with townhomes is not economically feasible. Given the site's location, abutting a railroad and an arterial street, and the lack of a demand for townhomes they could not get a reasonable return on their investment. A more reasonable use of the property could be made under Office zoning.

The Council should also give consideration to the evaluation criteria found in Section 11- 307 when considering rezoning requests.

Section 11-307 Criteria	Comments
Effect of public health, safety, order, convenience, and general welfare in the area.	<b>OK</b> - The proposed zoning will not adversely impact the area. The property is adjacent to the railroad tracks and an arterial street.
Effect on present and potential surrounding land uses.	<b>OK</b> – The proposed zoning will not adversely impact the surrounding residential land uses.
Conformance with the Comprehensive Land Use Plan.	<b>OK</b> – Assuming the proposed land use amendment is approved, the proposed zone change will be consistent with the City’s Comprehensive Land Use Plan. The proposed land use designation is Office
Conformance with any applicable development district.	<b>OK</b> – There is no applicable district plan in this area.

Below is a list of the uses allowed in the **MDR** District:

Permitted Uses.

- (1) Two-family dwellings existing, or for which permits were approved, as of January 1, 2005 and combined when necessary with other permitted or conditional uses to achieve a density of at least four dwelling units per acre.
- (2) Public uses or utilities, except major buildings, substations, towers, or high voltage transmission lines.
- (3) Townhouses.
- (4) Multiple dwellings of seven or fewer units per acre.
- (5) State licensed community residential facilities or day care facilities serving 16 or fewer persons.

Conditional Uses.

- (1) Cemeteries and their accessory structures.
- (2) Churches, private schools, nursing and boarding care homes, hospitals, sanitariums, rest, and similar institutions.
- (3) Home occupations
- (4) Marinas and related uses.
- (5) Mining as regulated under Chapter 11-2000.

- (6) Public buildings and major utility structures, including the following:
  - (a) Water pump houses shall conform to principal building setbacks.
  - (b) Electric power substations shall conform to the principal building setbacks and have a landscaped yard. Electric power substations shall be screened in accordance with Section 11-1838.
  - (c) Water towers shall conform to principal building setbacks.
  - (d) High voltage transmission lines shall, whenever possible, be located to avoid diagonal divisions of land.
  - (e) Railroad uses may include through railroad tracks, but not switching or storage yards.
  - (f) Any principal public building, other than utility structures.
- (7) Recreational facilities such as country clubs, community recreation buildings, golf courses, archery ranges, or trapshooting ranges.
- (8) Architecturally-designed earth-sheltered single-family dwelling units not otherwise meeting all the provisions of this Code.
- (9) State licensed community correctional facilities
- (10) Attached dwelling structures not described as permitted uses, seven dwelling units per acre or less.
- (11) Single-family dwellings when combined with permitted and/or other attached dwellings uses to achieve a density of at least four dwelling units per acre.
- (12) State licensed community residential facilities or day care facilities serving 17 or more persons.

Below is a list of the uses allowed in the **Office** District:

Permitted Uses.

- (1) Medical and dental clinics and medical and dental laboratories.
- (2) Offices.
- (3) Public parks and their incidental structures.
- (4) Public uses or utilities and their accessory structures, except towers of high voltage transmission lines.
- (5) Barber shops and beauty shops.
- (6) Pet grooming shops, provided no animal is kept overnight or outside and no noise is audible outside of the building or bay occupied by the grooming shop.
- (7) Animal hospitals, provided no animal is kept outside and no noise is audible outside of the building or bay occupied by the animal hospital.
- (8) Repair and/or servicing of such items as musical, scientific, and medical instruments, photographic equipment, jewelry, watches, clocks, small household appliances (such as televisions, toasters, sewing machines, or computers), office machines (such as adding machines, typewriters, or dictation equipment), shoes and clothes (including tailoring and dressmaking) and similar uses; provided there is no exterior storage of materials as a result of such business, except for motor vehicles used in the business, and no noise, vibrations, or odor is created which is noticeable outside the building or bay occupied by the business.
- (9) State licensed day care facilities.

Conditional Uses.

- (1) Churches.
- (2) Fast food establishments provided they occupy no more than 25 percent of a building, and have no drive-up facility.
- (3) Financial institutions with or without drive in facilities.
- (4) High voltage transmission lines and poles.
- (5) Mortuaries.
- (6) Nonprofit clubs, lodges, and halls.
- (7) Private schools, hospitals, sanitariums, rest, boarding, and group homes and similar institutions.
- (8) Restaurants.
- (9) Retail stores. Other than those subject to license pursuant to Title 5 of this Code, except as specifically provided under this Title 11.
- (10) State licensed community residential facilities or State licensed community correctional facilities.
- (11) Duplicating, blueprinting, and photostatting services.
- (12) Physical Fitness Centers.
- (13) Secondhand dealers or antique dealers as defined by Revised City Code-1982 Section 5-2602(22) and 5-2602(2).

- (14) City licensed transient merchants, solicitors, and canvassers operating from a fixed location.
- (15) Precious metal dealers as defined by Revised City Code-1982 Section 5-2702(6). 2.

### **Planning Commission Meeting**

At the Planning Commission meeting held on September 20th, no one spoke at the public hearing. The Commission believed that the rezoning to Office is reasonable, would provide a buffer for the adjacent single family homes and would allow the reuse of the existing building. The Commission voted 7:0 to recommend approval of the rezoning.

### **ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Community Development and Redevelopment**, section of the 2030 Strategic Vision in the following way: it helps maintain a diversified economic base by allowing the the reuses or redevelopment of an existing commercial building with access to an arterial street.

### **RECOMMENDATION**

In Planning Case 12-18, the City Council **introduce** the attached ordinance **approving** the proposed rezoning based on the following findings:

1. The proposed zone change would be consistent with the Comprehensive Land Use Plan.
2. The proposed zone change is compatible with the surrounding zoning districts and land uses.
3. The proposed zone change would not have an adverse impact on the area.
4. The times and conditions have change and the character of the neighborhood has changed so that a reasonable use of the property can not be made under the current zoning.

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### **Attachments**

Location Map

Land Use Map

Zoning Map

Applicant's Narrative

ordinance

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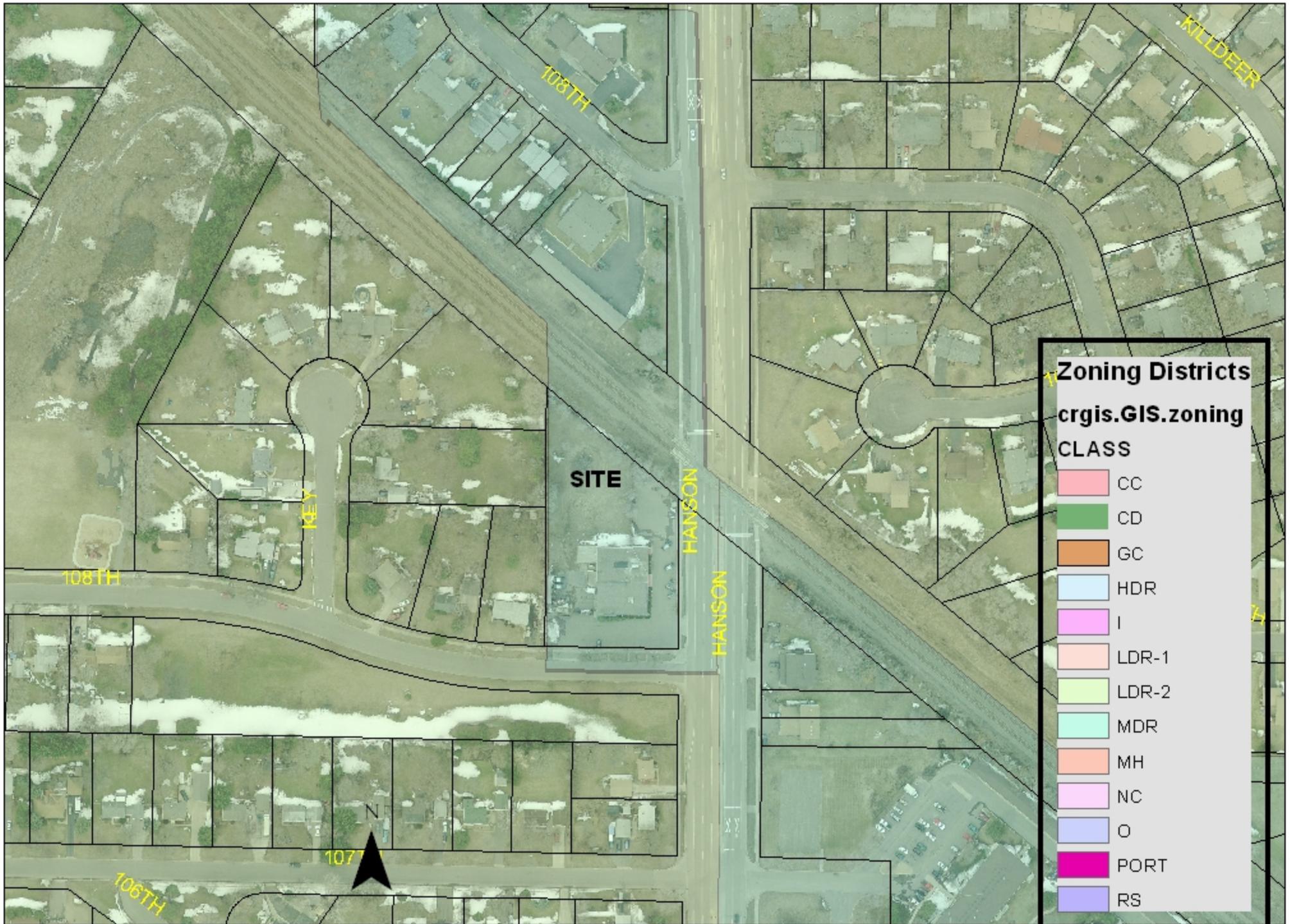
# Location Map

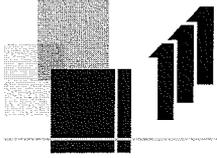


# Land Use Map



# Zoning Map





August 15, 2012

City of Coon Rapids  
Department of Community Development  
11155 Robinson Drive  
Coon Rapids, MN 55433

RE: Request for Rezoning/Comprehensive Plan Amendment  
Property: 10732 Hanson Boulevard, Coon Rapids, Minnesota  
Fee Owner: First National Bank of Elk River  
Our File No. 40453-326

Dear Madam or Sir:

The purpose of this letter is to request that the City of Coon Rapids amend its Comprehensive Plan and rezone the Property noted above to office use. The Property was previously zoned as commercial/industrial. The Property was rezoned from commercial/industrial to moderate density residential by the City with the City initiating the rezoning on November 16, 2010. First National Bank of Elk River is the owner of the Property as a result of a foreclosure of a Mortgage which it held on the Property. The former occupant of the Property used the Property for office/warehouse purposes and the Property has been vacant for approximately two (2) years. I am enclosing numerous drawings which identify the location of the Property. As you can see from the drawings and pictures, this is an irregular shaped parcel which is surrounded by single family homes and fronts on 108<sup>th</sup> Avenue N.W. and Hanson Boulevard. The rear of the property butts up to the Burlington Northern Railroad tracks.

The use of this Property under the current zoning would require that all existing improvements to the Property be demolished to comply with the moderate density residential zoning. Because of the location of the Property adjacent to a major thoroughfare and the railroad, it is the fee owner's opinion that both the cost to construct any new building which would comply with the existing moderate density residential zoning, would far exceed the value of the existing Property and the ability to sell any such residential parcel would be extremely restricted in light of the location of the Property in connection with the thoroughfares and the railroad.

We believe that a mistake was made by rezoning the Property in 2010 to medium density residential and the times and conditions have changed to such an extent that no reasonable use can be made of the Property under the current land use designation. Again, it would be

August 15, 2012

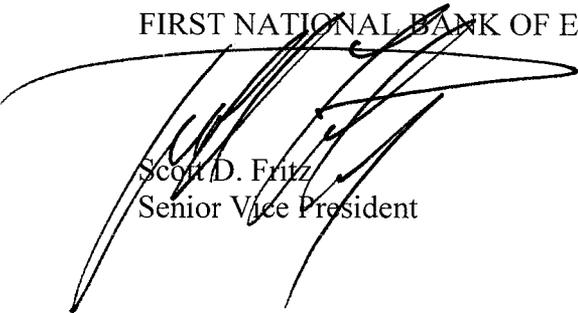
Page 2

economically impossible to justify the demolition of all improvements on the current site and expect to recoup any sort of investment or use of the Property by constructing any buildings which would comply with the moderate density residential zoning. We believe that there would be no public interest in owning or even renting any residential facility located on this Property.

A change in the land use and Comprehensive Plan, if necessary, to office would be consistent with the prior use of the Property and would result in the marketability of this Property. It appears that all of the land surrounding the Property within 350 feet are R1/Residential in nature. I am not aware of any compatible land use in the surrounding property. This particular parcel is unique in that it is located on a major thoroughfare and abuts an active railroad line. Again, it is the fee owner's opinion that the use of this Property is not appropriate for residential or medium density residential. It has been and should be used as an office space. Petitioner respectfully requests that the Property be rezoned to office and the current land use designation under the Comprehensive Plan be modified to office use.

Sincerely,

FIRST NATIONAL BANK OF ELK RIVER



Scott D. Fritz  
Senior Vice President



**City Council Regular**

**11.**

**Meeting Date:** 10/02/2012

**Subject:** Bunker Hills Golf Club - Learning Center RFP and Lease Negotiation

**From:** Tim Anderson, Golf Pro/Manager

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**INTRODUCTION**

The City Council is requested to accept a RFP from golfTEC for the operation of a golf instruction learning center at Bunker Hills and authorize City staff to negotiate a lease agreement with golfTEC.

**DISCUSSION**

As you know, City Council authorized Herfort Nordby, Golf Course Architects, LLC, to prepare a preliminary renovation plan, a final renovation plan and the delivery of construction cost estimates for two projects, a new driving range and practice green and also a learning center. Rough estimates of the cost ranged between \$204,000 and \$262,000 for the driving range and practice green as well as \$165,000 to \$225,000 for the learning center.

To better assess whether or not enough added revenue would be generated by leasing out the facility for golf instruction to cover the cost of construction, requests for proposals for golf instruction were solicited. Additionally, staff felt it important to identify a tenant to help insure that the new learning center is designed and constructed in a manner that is consistent with their needs. The City has received a proposal from golfTEC to provide golf instructional services at Bunker Hills.

As part of the RFP, respondents were asked to provide base rent as well as paying the City a percentage of instructional sales. In addition to this, Bunker Hills Golf Club should benefit with added green fees, events and retail sales because of the traffic and marketing that the golf instruction will generate. The added revenue needs to pay for the anticipated cost of the learning center. The tenant would also be responsible for utilities and cleaning. For the first few years, repairs and maintenance should be minimal so the cost of insurance should be the only added cost the City would incur.

Staff is aware that the City Council has not committed to the construction project as of this time. However, staff realizes that a learning center without a tenant would not be in the best interest of the course. Accepting this proposal and authorizing the negotiation of a lease with golfTEC allows staff to better determine the overall viability of the construction project and instructional operations at Bunker Hills.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Quality of Life** section of the 2030 Strategic Vision by enhancing the community asset the City has in Bunker Hills Golf Club as a regional destination for golf, recreation, and leisure.

**RECOMMENDATION**

The City Council is requested to accept a RFP from golfTEC for the operation of a golf instruction learning center at Bunker Hills and authorize City staff to negotiate a lease agreement with golfTEC.





Creating the Twin Cities Undisputed Leader



# The GolfTEC Environment



Proven Path. Proven Results.

# Approach & Understanding

- Create destination appeal for the Bunker Hills experience – “we” (Bunker Hills, GolfTEC, F&B staff) need to make it a great experience anytime someone spends time and money at “our” facility
- Create wide range of instructional programming to address needs of diverse Bunker Hills customer base
- GolfTEC and Bunker Hills staff members create a unified team of professionals to serve client base – offer great service in a fun environment



# Approach & Understanding

- Equip building with state-of-the art teaching technology
- Staff facility with full time year round PGA golf professionals - goal would be to build business to have multiple Coaches on site
- Collaborate with Bunker Hills and Minnesota PGA on Get Golf Ready or other grow the game initiatives
- Currently already operate in a co-located environment with locations inside Golfsmith – we are very comfortable with co-located centers



# Approach & Understanding

- Drive traffic from all 4 Improvement Centers to Bunker Hills to utilize facility for things cannot do at indoor Improvement Centers
  - Outdoor short game lessons
  - Playing lessons / ball flight
  - Events / outings
- Promotion, advertise, and marketing
  - Utilize and leverage all aspects of GolfTEC and Bunker Hills infrastructure and client databases
  - Minneapolis market gave over 20,000 lessons in FY 2012
  - Websites, newsletters, broadcast emails
  - In-center POP displays
- Drive revenue & traffic for Bunker Hills and GolfTEC – rounds, outings, corporate events, playing lessons, F&B, range usage, lessons, camps, simulator usage, etc.



- Deep and talented management team – nationally and locally
  - GolfTEC Minneapolis is owned by GolfTEC national co-Founders
- GolfTEC Minneapolis staff
  - 13 Coaches currently operating 4 Improvement Centers
    - 7 PGA Members
    - 1 PGA Member Certified in Instruction
    - 2 PGA Apprentices
    - 1 British PGA
  - Likely promote one or more staff members to be Director of Instruction at Bunker Hills
  - Likely all 13 staff members would utilize facility for short game and playing lessons periodically
- GolfTEC Minneapolis staff – taught over 20,000 individual private lessons



# Experience - nationally

- Founded in 1995 in Denver, CO
  - First to standardize golf instruction
  - Fact-based golf lessons
- 165 locations in U.S., Japan, Mexico, Canada
- Industry Leader
  - 3,500,000+ lessons taught
  - 300,000+ clients
- Delivered 25%(est.) of U.S. golf lessons in 2012
  - No competitor has even 1% share
- **TEC = Technique, Equipment, Conditioning**
  - Creating Complete Golfers



- Four Improvement Centers open
  - Minnetonka, June 2005, Inside Golfsmith
  - Edina, June 2006, Inside Golfsmith
  - Roseville, April 2007, Inside Golfsmith
  - Eden Prairie, May 2008, Stand Alone
  
- GolfTEC fiscal year 2012 (Sept 1, 2011 – Aug 31, '12)
  - Lessons: 20,600
  - Fittings: 336
  - Custom clubs sold (one location only): \$100,000



## Individual Private Lessons

- Swing Evaluations
- Lesson Plans & Programs – series of 5, 10, 15, 25, or 52 lessons
- Practice Memberships – allow our clients to practice using state-of-the-art video technology to monitor their progress
- Custom Club Fitting services
- Playing Lessons
- Outdoor short game lessons



# Scope of Services

- **Camps**
  - Junior Camps – work with Bunker Hills to utilize what is in place and expand upon that platform
- **Clinics**
  - Provide relevant programming – Ladies Clinics, Beginner Clinics, etc.
  - Get Golf Ready or other PGA grow the game initiatives
- **Create and drive relevant programming for clinic price point**
  - currently see Bunker Hills offers \$60 clinics
- **Playing Lessons**
- **Corporate Outings**
  - Provide instructional needs to enhance corporate outing experience at Bunker Hills and expand revenue opportunities



- GolfTEC has Project Managers on staff who can help support all phases of design and build out of GolfTEC facility. We can begin design upon agreement of terms.
- GolfTEC utilizes a number of national vendors for signage, furniture, and other fixtures to ensure a quality and timely build out of a new facility.
- GolfTEC would like to be open for business during the summer of 2013 for the improvement center building. We understand range complex and short game area may not open until 2014. We can work to insure best guest experience during construction and are open to mutually agreeable adjustments to rent/revenue share during construction phases of the project.



- Financing – financials can be provided at appropriate time
- References – business references and co-located partner references can be provided
- Instructor Resumes – full resumes available upon request



**City Council Regular**

**12.**

**Meeting Date:** 10/02/2012

**Subject:** 10701 Xavis Street NW

**Submitted For:** Tom Schibilla, City Forester

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

At the September 18 Council meeting, Councilmember Schulte asked about the status of a repair request from the resident at 10701 Xavis Street NW.

**DISCUSSION**

Councilmember Schulte stated the resident at 10701 Xavis Street had contacted him about the status of trimming of a boulevard tree and repair of a guidewire near her home. The boulevard tree trimming will be completed by October 15, and the power company has been contacted about repairing the guidewire for the electrical pole located in the park behind the house.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Excellence in Government** section of the 2030 Strategic Vision in the following way: by responding to resident requests.

**RECOMMENDATION**

No action is needed; this is for Council information only.

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