



*HRA Meeting - 6:50 p.m.*

**CITY COUNCIL AGENDA**

**Wednesday, November 7, 2012**

**7:00 p.m.**

**Coon Rapids City Center  
Council Chambers**

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**Open Mic/Public Comment**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Adopt Agenda**

**Approval of Minutes of Previous Meeting**

None

**Consent Agenda**

1. Cons. Waiver of License Fee to Operate Christmas Tree Lot, Boy Scout Troop 212
2. Recommend Charter Commission Appointment
3. Receive Quarterly Financial Report

**Reports on Previous Open Mic**

4. Open Mic - Alan Williams - Water Restoration Process
5. Open Mic Report, Scott Bromley - Sign Removal Policy

**Public Hearing**

6. Currency Exchange License Public Hearing and Renewal, Pawn America Minnesota, 15 Coon Rapids Boulevard

**Old Business**

7. Cons. Adoption of Ordinance Regulating Overnight Parking and Storage of Trucks, Semi Tractors, and Trailers in Commercial and Office Districts

**New Business**

8. Cons. Introduction of Ordinance Rezoning Property from Community Commercial to Industrial, Shamrock Development, Springbrook Drive and 87th Avenue, PC 12-25

9. Ordinances Revising Fees for 2013:
  - a. Cons. Introduction of Ordinance to Revise Certain License Fees, Service Fees and Related Charges
  - b. Cons. Introduction of Ordinance Establishing Permit and Inspection Fees for the Building Inspections Division
  - c. Set Public Hearing for November 20, 2012 for Fee Increase for On-Sale 3.2 Malt Liquor

**Other Business**

**Adjourn**



**City Council Regular**

**1.**

**Meeting Date:** 11/07/2012

**Subject:** Waiver of Christmas Tree Sales Fee for Boy Scout Troop 212

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**INTRODUCTION**

Glenn Pedersen, on behalf of Boy Scout Troop 212, has requested Council to consider a waiver of the \$75 license fee for operating a Christmas Tree lot.

**DISCUSSION**

Boy Scout Troop 212 has submitted an application to operate a Christmas Tree lot at the V.F.W., 1919 Coon Rapids Boulevard. Mr. Pedersen has requested this in years past and the Council has always granted this requested. The Boy Scouts are a non-profit organization.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Civic Involvement** section of the 2030 Strategic Vision in the following way: by showing support of a non-profit organization within the City.

**RECOMMENDATION**

Council is requested to waive the \$75 license fee for Boy Scout Troop 212 to operate a Christmas Tree lot at the V.F.W., 1919 Coon Rapids Blvd.

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**City Council Regular**

**2.**

**Meeting Date:** 11/07/2012  
**Subject:** Reappointment of Charter Commission Member  
**Submitted For:** David Brodie, City Attorney  
**From:** Leah Hattstrom, Legal Assistant

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**INTRODUCTION**

The term of two members of the City's Charter Commission expired in March 2012. Stephanie Masteller is eligible and willing to serve another four-year term effective November 2012 and expiring the end of October 2016. The other member, Rachel Smith, has moved out of the City and is not eligible to serve.

**DISCUSSION**

State Statutes require that a minimum of seven and no more than fifteen persons serve on the Charter Commission. Of the Charter Commission's fourteen members, two members' terms expired the end of March 2012. In 2004, the Minnesota Legislature revised Minn. Stat. § 410.05 to remove any limits on the number of terms a charter commissioner may serve. Prior to this revision, Commission members were limited to serve two consecutive four-year terms.

The Council's recommendation for appointments are forwarded to the Honorable John C. Hoffman, Chief Judge for the Tenth Judicial District, who makes the final appointment.

One member, Stephanie Masteller, is eligible and willing to serve on the Charter Commission for another term.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the *Civic Involvement* section of the 2030 Strategic Vision in the following way: The Coon Rapids Charter Commission is composed of thirteen community members responsible for amendments to the City Charter.

**RECOMMENDATION**

Council is asked to recommend to the Chief Judge for the Tenth Judicial District that Stephanie Masteller be reappointed to serve another four-year term effective November 1, 2011, with said term to expire October 2016.

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**City Council Regular**

**3.**

**Meeting Date:** 11/07/2012

**Subject:** Quarterly Financial Report

**Submitted For:** Kevin Vouk, Manager of Accounting/Treasurer

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

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**INTRODUCTION**

Quarterly financial information as of September 30, 2012 has been completed and is being presented at this time.

**DISCUSSION**

The financial summary of all funds for the third quarter and the quarterly Enterprise Fund statements are attached for your review.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Excellence in Government** section of the City's 2030 Strategic Vision in the following way: periodic financial reporting exhibits that the City is following a formal strategic direction necessary to maintain organizational stability.

**RECOMMENDATION**

Assuming the Council has no specific questions, no action is necessary other than to acknowledge receipt of this report.

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**Attachments**

Financial statements

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## GENERAL FUND

General Fund revenues at the end of the third quarter total \$14,804,617 which is 56.7% of the \$26,089,055 amended revenue budget. This compares to \$14,521,059 or 58.1 % of the \$25,009,876 revenue budget in 2011. Payments for property taxes and certain intergovernmental revenues, which represent approximately 71% of the budget, are received at mid-year and year-end.

Revenues have increased \$283,558 or 2.0% over the same period last year. General property taxes have increased \$211,229 or 2.4% as a result of the tax levy that was budgeted. All other revenues have increased \$72,329 or 1.3%. A summary of revenues through September 30 for 2012 and 2011 is as follows:

	September 30, 2012	September 30, 2011	Increase (Decrease)
General Property Taxes	\$9,102,874	\$8,891,645	\$211,229
Business Licenses	544,891	505,064	39,827
Non-business Licenses/Permits	860,123	754,528	105,595
Fines and Forfeitures	285,076	335,130	(50,054)
Investment Income	155,261	176,853	(21,592)
Intergovernmental Revenue	316,348	375,656	(59,308)
Charges for Services	1,163,915	1,010,553	153,362
Utilities Tax	2,067,590	2,224,039	(156,449)
Other	308,539	247,591	60,948
Total	<u>\$14,804,617</u>	<u>\$14,521,059</u>	<u>\$283,558</u>

General Fund expenditures at the end of the third quarter total \$17,757,617 which is 69.3% of the \$25,612,301 amended expenditure budget. This compares to \$17,291,793 or 70.0% of the \$24,689,395 amended expenditure budget in 2011.

Expenditures have increased \$465,824 or 2.7% over the same period last year. Personal services have increased \$208,133 or 1.5% due to increases of \$41,459 for salaries and \$166,674 for benefits primarily related to increased health insurance and workers compensation insurance. All other expenditures have increased \$257,691 or 7.0% primarily due to increases of \$45,173 in maintenance and repair accounts, \$59,622 in general supplies, \$12,101 in utilities, \$25,346 for new civic center chairs, \$51,196 to the Community Strength Foundation for their 90% portion of lawful gambling and visitor bureau grant proceeds, and \$19,453 in capital outlay offset by a decrease of \$47,636 for motor fuels. A summary of expenditures by program through September 30 for 2012 and 2011 is as follows:

	September 30, 2012	September 30, 2011	Increase (Decrease)
General Government	\$2,394,645	\$2,313,048	\$81,597
Public Safety	8,947,213	8,743,734	203,479
Community Services	327,629	349,322	(21,693)
Community Development	1,203,492	1,167,744	35,748
Maintenance Services	4,884,638	4,717,945	166,693
Total	<u>\$17,757,617</u>	<u>\$17,291,793</u>	<u>\$465,824</u>

## SPECIAL REVENUE FUNDS

- Scattered Site Housing Fund

This fund had a balance of \$476,506 as of September 30, 2012, part of which is \$155,190 in property being held for resale.

- Housing Programs Fund

This fund accounts for \$2,975,000 that was transferred from the Coon Rapids MAF Program Fund beginning in 2005 to be used for housing improvement program loans and had a September 30, 2012 fund balance of \$2,062,869. As of September 30, 2012, 124 loans were outstanding with a principal balance of \$1,290,348 compared to 122 loans with a total balance of \$1,345,991 a year ago.

- Coon Rapids MAF Program Fund

This fund accounted for proceeds from mortgage payments funded through the Coon Rapids Mortgage Assistance Foundation (MAF) program. In 2012, this fund has earned \$61,788 in interest through September 30<sup>th</sup>. Since 2000, this fund has transferred \$1,250,000 to the Scattered Site Housing Fund and \$2,975,000 to the Housing Programs Fund. As of September 30, 2012 the fund balance of this fund was \$4,258,272.

- Law Enforcement Programs Fund

This fund accounts for dedicated revenues and related expenditures for drug forfeiture, DWI, DARE, National Night Out, and grant activities. The September 30, 2012 fund balance of this fund was \$186,280. This fund is projected to have a fund balance by December 31, 2012 of \$221,411.

- Fire Department Programs Fund

This fund accounts for special activities performed by the Fire Department such as the safety camp, lock box and smoke alarm programs. This fund had a September 30, 2012 fund balance of \$6,982.

- Public Communications Fund

The Public Communications Fund had a fund deficit of (\$492,853) as of September 30, 2012 and is projected to have a fund deficit of (\$312,445) by December 31, 2012. The deficit fund balance is due to a purchase of high definition equipment for the cable truck totaling \$809,455 in 2011. An internal loan for \$750,000 from the Revolving Construction Fund was established in 2011 to pay for this equipment over a 10 year period.

- Commissions and Events Fund

This fund accounts for Arts and Historical Commission activities not accounted for in the General Fund. The September 30, 2012 fund balance of this fund was \$21,319. This fund is projected to have a fund balance by December 31, 2012 of \$18,010.

- Senior Activity Fund

This fund accounts for senior citizen trips and events, the senior center kitchen fund, and the senior citizen transportation account. The September 30, 2012 fund balance of this fund was \$106,547. This fund is projected to have a fund balance by December 31, 2012 of \$83,953.

- Community Development Block Grant Fund

Expenditures are recovered from Anoka County as they are made.

- Curbside Recycling Fund

It is anticipated that grants will cover expenditures in 2012.

## DEBT SERVICE FUNDS

These funds pay the principal and interest on the long-term debt of the City, other than debt accounted for in the Enterprise Funds. Funding comes from tax levies, special assessments, and/or transfers. All revenues and expenditures are as planned.

## CAPITAL PROJECTS FUNDS

- Park Improvement Fund

The major source of revenue for 2012 is a \$309,540 property tax levy. Year-to-date expenditures were \$80,839. This fund is projected to have a fund balance of \$132,706 by December 31, 2012.

- Equipment Certificate Fund

This fund accounts for major capital equipment purchases financed with equipment certificates. This fund had a fund deficit of (\$1,247,313) as of September 30, 2012 which will be covered through future certificate proceeds or transfers from other funds.

- Capital Equipment Fund

This fund accounts for major capital outlay purchases for the General Fund activities. This fund has a 2012 property tax levy of \$750,450 and had expended \$1,102,009 as of September 30<sup>th</sup>. This fund is projected to have a fund balance of \$1,060,107 by December 31, 2012.

- Street Reconstruction Fund

This fund includes property tax revenue of \$750,400 for 2012. Estimated expenditures for the year are \$1,192,729. This fund is projected to have a fund balance of \$875,337 by December 31, 2012.

- Sidewalk Projects Fund

This fund includes property tax revenue of \$69,650 for 2012. The September 30, 2012 fund balance was \$149,977.

- HRA Fund

There are several sources of revenue for the HRA including tax levies, tax increment collections, industrial revenue bond fees, and proceeds from the sale of land. Tax collections are as planned. Tax increments are pledged to pay debt service on bond issues as well as for the purchase of certain property for redevelopment and related relocation costs. In 2012, this fund has paid out \$425,448 in economic development grants through September 30<sup>th</sup>.

- Facilities Construction Fund

This fund accounts for the construction and refurbishment of City owned facilities. The September 30, 2012 fund balance was \$1,121,097. The major project accounted for in this fund during 2012 is the new City hall vehicle storage building which had 2012 expenditures through September 30<sup>th</sup> of \$1,396,556 and a projected final cost of \$1,552,563. This fund is projected to have a fund balance of \$637,744 by December 31, 2012.

- Special Assessment Construction Funds

These funds account for assessable and non-assessable infrastructure construction projects that are funded through bond proceeds, MSA, and/or other intergovernmental revenues. In 2012, \$4,957,673 had been expended from these funds through September 30<sup>th</sup> of which \$4,541,177 was for the 2012 street reconstruction projects and \$416,496 was for various other projects. This compares to \$3,720,943 expended at this time last year (\$1,982,631 for street reconstruction and \$1,738,312 for various other projects). Revenues and funding sources in 2012 are as anticipated.

## INTERNAL SERVICE FUNDS

- Insurance Reserve Fund

The Insurance Reserve fund had net assets of \$4,318,526 as of September 30, 2012 compared to \$4,374,074 a year ago. Savings from insurance premiums are being reserved to (1) provide for future claims that may be due under the current insurance plan, and (2) to provide adequate cash to support deductible levels on current and

future policies. Operating income in this fund is used to subsidize General Fund insurance costs. The average amount of this subsidy over the last five years has been \$49,600 per year. Also, prior year investment income from this fund is transferred to the Retirement Insurance Fund to partially fund other post employment benefits. For 2012, this transfer will be \$166,458.

- Compensated Absences Fund

This fund accounts for the compensated absences of the governmental funds. The December 31, 2011 liability in this fund was \$2,340,126 which was fully funded. Based on the 2012 estimated liability increase of \$171,500 and planned investment income and transfers, this liability should continue to be fully funded at year-end 2012.

- Retirement Insurance Fund

Based on the actuarial study for 2012, the transfers into this fund will need to be \$140,381 more than estimated. This increase is anticipated to be covered by an increase in the transfer from the General Fund which should be available due to budget savings during the year.

## ENTERPRISE FUNDS

Statements and related comments on the Water, Sewer, Storm Water Drainage, and Golf Funds are as follows:

CITY OF COON RAPIDS, MINNESOTA

WATER FUND

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS  
PERIOD ENDED SEPTEMBER 30, 2012

(WITH COMPARATIVE TOTALS FOR PERIOD ENDED SEPTEMBER 30, 2011)

	Audited 2011	09/30/11	09/30/12
Operating Revenues:			
Water charges	\$ 4,877,657	\$ 3,802,684	\$ 4,849,691
Miscellaneous	42,960	29,648	13,817
Total Operating Revenues	<u>4,920,617</u>	<u>3,832,332</u>	<u>4,863,508</u>
Operating Expenses:			
Personal services	959,246	723,843	729,369
Other charges and services	1,865,369	1,407,817	1,665,905
Supplies	304,549	219,288	222,213
Depreciation	1,859,583	1,405,526	1,403,686
Total Operating Expenses	<u>4,988,747</u>	<u>3,756,474</u>	<u>4,021,173</u>
Operating Income (Loss)	<u>(68,130)</u>	<u>75,858</u>	<u>842,335</u>
Nonoperating Revenues (Expenses):			
Investment income	(52,620)	(25,677)	(19,008)
Sale of water meters	26,318	16,687	28,862
Interest and fiscal charges	(394,424)	(299,402)	(264,342)
Purchase and repair of water meters	(35,860)		(30,119)
Total Nonoperating Revenues (Expenses)	<u>(456,586)</u>	<u>(308,392)</u>	<u>(284,607)</u>
Income (Loss) before contributions	(524,716)	(232,534)	557,728
Capital contributions	<u>265,947</u>		
Change in net assets	(258,769)	(232,534)	557,728
Net Assets at Beginning of Year	<u>45,982,592</u>	<u>45,982,592</u>	<u>45,723,823</u>
Net Assets at End of Year	<u>\$ 45,723,823</u>	<u>\$ 45,750,058</u>	<u>\$ 46,281,551</u>

COMMENTS ON THE SEPTEMBER 2012 STATEMENTS  
OF THE ENTERPRISE FUNDS  
COMPARED TO SEPTEMBER OF 2011

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	For the Period Ended September 2011	Percent of Revenues	For the Period Ended September 2012	Percent of Revenues	Favorable (Unfavorable)
<b><u>WATER FUND</u></b>					
Operating Revenues	\$ 3,832,332	100.00	\$ 4,863,508	100.00	\$ 1,031,176
Operating Expenses	<u>3,756,474</u>	98.02	<u>4,021,173</u>	82.68	<u>(264,699)</u>
Operating Income	75,858	1.98	842,335	17.32	766,477
Non-operating Revenue (Expenses)	<u>(308,392)</u>	(8.05)	<u>(284,607)</u>	(5.85)	<u>23,785</u>
Net Income(Loss)	<u><u>(232,534)</u></u>	(6.07)	<u><u>557,728</u></u>	11.47	<u><u>790,262</u></u>

**Summary Statement**

Operating revenue is up \$1,031,176 (26.9%) and operating expenses increased by \$264,699 resulting in a net increase in operating income of \$766,477 over the same period last year. The increase in operating revenue is due to an increase in water usage this summer and fall due to very dry conditions. The increase in operating expense is mostly due to an increase in emergency repairs of water mains compared to 2011. The net income of \$557,728 through September 30th compares to a net loss at this time last year of \$232,534, an increase of \$790,262.

CITY OF COON RAPIDS, MINNESOTA

SEWER FUND  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS  
PERIOD ENDED SEPTEMBER 30, 2012  
(WITH COMPARATIVE TOTALS FOR PERIOD ENDED SEPTEMBER 30, 2011)

	Audited 2011	09/30/11	09/30/12
Operating Revenues:			
Sewer charges	\$ 6,040,275	\$ 4,469,089	\$ 4,560,914
Miscellaneous	13,382	12,276	278
Total Operating Revenues	<u>6,053,657</u>	<u>4,481,365</u>	<u>4,561,192</u>
Operating Expenses:			
Personal services	523,124	393,785	413,609
Other charges and services	535,746	395,041	409,125
Supplies	45,694	25,560	25,624
Disposal charges	3,956,824	2,967,618	2,719,823
Depreciation	775,237	613,908	615,524
Total Operating Expenses	<u>5,836,625</u>	<u>4,395,912</u>	<u>4,183,705</u>
Operating Income	217,032	85,453	377,487
Nonoperating Revenues:			
Investment income	<u>249,562</u>	<u>114,497</u>	<u>97,823</u>
Income before contributions and transfers	466,594	199,950	475,310
Capital contributions	167,392		
Transfers in	<u>82,276</u>		
Change in net assets	716,262	199,950	475,310
Net Assets at Beginning of Year	<u>36,649,170</u>	<u>36,649,170</u>	<u>37,365,432</u>
Net Assets at End of Year	<u>\$ 37,365,432</u>	<u>\$ 36,849,120</u>	<u>\$ 37,840,742</u>

COMMENTS ON THE SEPTEMBER 2012 STATEMENTS  
OF THE ENTERPRISE FUNDS  
COMPARED TO SEPTEMBER OF 2011

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	For the Period Ended September 2011	Percent of Revenues	For the Period Ended September 2012	Percent of Revenues	Favorable (Unfavorable)
<b><u>SEWER FUND</u></b>					
Operating Revenues	\$ 4,481,365	100.00	\$ 4,561,192	100.00	\$ 79,827
Operating Expenses	<u>4,395,912</u>	98.09	<u>4,183,705</u>	91.72	<u>212,207</u>
Operating Income	85,453	1.91	377,487	8.28	292,034
Non-Operating Revenues	<u>114,497</u>	2.55	<u>97,823</u>	2.14	<u>(16,674)</u>
Net Income	<u><u>199,950</u></u>	4.46	<u><u>475,310</u></u>	10.42	<u><u>275,360</u></u>

Summary Statement

Operating revenue is up \$79,827 (1.78%) and operating expenses decreased by \$212,207 resulting in a net increase in operating income of \$292,034 over the same period last year. The increase in operating revenue is due to a rate structure change in 2012. The net decrease in operating expenses of \$212,207 is due to a 9% decrease in disposal charges. The net income of \$475,310 through September 30th compares to a net income at this time last year of \$199,950, an increase of \$275,360.

CITY OF COON RAPIDS, MINNESOTA

STORM WATER DRAINAGE FUND  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS  
PERIOD ENDED SEPTEMBER 30, 2012  
(WITH COMPARATIVE TOTALS FOR PERIOD ENDED SEPTEMBER 30, 2011)

	Audited 2011	09/30/11	09/30/12
Operating Revenues:			
Storm drain charges	\$ 1,348,411	\$ 1,007,894	\$ 1,015,899
Miscellaneous	9,596	9,390	4,493
Total Operating Revenues	<u>1,358,007</u>	<u>1,017,284</u>	<u>1,020,392</u>
Operating Expenses:			
Personal services	224,145	149,108	149,912
Other charges and services	354,058	254,433	285,567
Supplies	46,972	20,588	37,829
Depreciation	604,312	461,293	457,592
Total Operating Expenses	<u>1,229,487</u>	<u>885,422</u>	<u>930,900</u>
Operating Income	<u>128,520</u>	<u>131,862</u>	<u>89,492</u>
Nonoperating Revenues (Expenses):			
Investment income	76,371	32,529	36,216
Gain on disposal of capital assets	14,894		
Interest charges	(3,274)	(2,455)	
Total Nonoperating Revenues (Expenses)	<u>87,991</u>	<u>30,074</u>	<u>36,216</u>
Income before contributions and transfers	216,511	161,936	125,708
Capital contributions	52,609		
Transfers in	31,844		
Change in net assets	300,964	161,936	125,708
Net Assets at Beginning of Year	<u>13,521,866</u>	<u>13,521,866</u>	<u>13,822,830</u>
Net Assets at End of Year	<u>\$ 13,822,830</u>	<u>\$ 13,683,802</u>	<u>\$ 13,948,538</u>

COMMENTS ON THE SEPTEMBER 2012 STATEMENTS  
OF THE ENTERPRISE FUNDS  
COMPARED TO SEPTEMBER OF 2011

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	For the Period Ended September 2011	Percent of Revenues	For the Period Ended September 2012	Percent of Revenues	Favorable (Unfavorable)
<b><u>STORM WATER DRAINAGE FUND</u></b>					
Operating Revenues	\$ 1,017,284	100.00	\$ 1,020,392	100.00	\$ 3,108
Operating Expenses	<u>885,422</u>	87.04	<u>930,900</u>	91.23	<u>(45,478)</u>
Operating Income	131,862	12.96	89,492	8.77	(42,370)
Non-operating Revenue (Expenses)	<u>30,074</u>	2.96	<u>36,216</u>	3.55	<u>6,142</u>
Net Income	<u><u>161,936</u></u>	15.92	<u><u>125,708</u></u>	12.32	<u><u>(36,228)</u></u>

Summary Statement

Operating revenue is up \$3,108 and operating expenses increased by \$45,478 resulting in a net decrease in the operating income of \$42,370. Operating revenue is comparable to prior year due to the fact that there was no rate increase in 2012. There is a net increase in operating expenses mainly due to an increase in storm drain repairs. The net income of \$125,708 through September 30th compares to net income at this time last year of \$161,936, a decrease of \$36,228.

CITY OF COON RAPIDS, MINNESOTA

GOLF FUND

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS  
 PERIOD ENDED SEPTEMBER 30, 2012  
 (WITH COMPARATIVE TOTALS FOR PERIOD ENDED SEPTEMBER 30, 2011)

	Audited 2011	09/30/11	09/30/12
Operating Revenues:			
Sales, fees, and charges:			
Green fees	\$ 1,503,899	\$ 1,305,267	\$ 1,457,538
Driving Range		59,117	69,435
Merchandise sales (net)	73,627	47,989	63,183
Rentals:			
Building	231,653	151,662	128,331
Carts	281,357	252,465	288,529
Simulator	11,547		43,112
Total sales, fees and charges	2,102,083	1,816,500	2,050,128
Miscellaneous	23,565	21,327	
Total Operating Revenues	2,125,648	1,837,827	2,050,128
Operating Expenses:			
Maintenance:			
Personal services	461,268	366,552	375,066
Other charges and services	76,220	59,966	78,107
Supplies	332,604	235,141	249,371
Depreciation	229,468	173,111	172,763
Total Maintenance Expenses	1,099,560	834,770	875,307
Administration:			
Personal services	315,241	242,044	253,148
Other charges and services	417,834	288,968	375,406
Supplies	24,951	23,534	15,244
Depreciation	219,865	126,695	262,783
Total Administration Expenses	977,891	681,241	906,581
Total Operating Expenses	2,077,451	1,516,011	1,781,888
Operating Income	48,197	321,816	268,240
Nonoperating Revenues (Expenses):			
Investment income	(19,645)	(424)	(3,274)
Intergovernmental revenue	69,807	23,174	34,542
Loss on disposal of capital assets	(15,351)		
Interest and fiscal charges	(212,005)	(151,635)	(150,532)
Total Nonoperating Revenues (Expenses)	(177,194)	(128,885)	(119,264)
Income (Loss) before transfers	(128,997)	192,931	148,976
Transfers in	5,300,000		
Change in net assets	5,171,003	192,931	148,976
Net Assets at Beginning of Year	2,897,689	2,897,689	8,068,692
Net Assets at End of Year	\$ 8,068,692	\$ 3,090,620	\$ 8,217,668

COMMENTS ON THE SEPTEMBER 2012 STATEMENTS  
OF THE ENTERPRISE FUNDS  
COMPARED TO SEPTEMBER OF 2011

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<u>GOLF FUND</u>	<u>For the Period Ended September 2011</u>	<u>Percent of Revenues</u>	<u>For the Period Ended September 2012</u>	<u>Percent of Revenues</u>	<u>Favorable (Unfavorable)</u>
Operating Revenues	\$ 1,837,827	100.00	\$ 2,050,128	100.00	\$ 212,301
Operating Expenses	<u>1,516,011</u>	82.49	<u>1,781,888</u>	86.92	<u>(265,877)</u>
Operating Income	321,816	17.51	268,240 *	13.08	(53,576)
Non-Operating Revenues (Expenses)	<u>(128,885)</u>	(7.01)	<u>(119,264)</u>	(5.82)	<u>9,621</u>
Net Income	<u><u>192,931</u></u>	10.50	<u><u>148,976</u></u>	7.27	<u><u>(43,955)</u></u>

Summary Statement

Operating revenue is up \$212,301 and operating expenses have increased \$265,877 resulting in a net decrease in operating income of \$53,576 over the same period last year. The increase in operating expenses is mainly due to an increase in utility expense and depreciation expense from the new club house. The net income of \$148,976 through September 30th compares to a net income at this time last year of \$192,931, a decrease of \$43,955.

\* Based on past history, operating expenses could exceed operating revenues by over \$200,000 in the 4th quarter after the golfing season has closed; therefore, the operating income of \$268,240 as of September 30th might be needed to cover the 4th quarter.



**City Council Regular**

**4.**

**Meeting Date:** 11/07/2012

**Subject:** Open Mic - Alan Williams - Water Restoration Process

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

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Mr. Alan Williams appeared at open mic on October 16 and expressed continued concerns about the City's practice of turning water off to vacant and foreclosed properties. He said he disagreed with the statement that THE process doesn't affect home sales. He said the water should be turned off in the winter but when contractors are working in needs to be turned back on to ensure businesses thrive.

**DISCUSSION**

Council met in a work session on September 25th to review the process of restoring water to foreclosed and vacant homes. Since then staff has or will be meeting with nine realtors and landlords, including Mr. Williams, to gather input on the current process. Staff will continue to evaluate the process and modify as needed based on that feedback.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Community Development and Redevelopment** section of the 2030 Strategic Vision ensuring the City's housing stock remains stable and strong.

**RECOMMENDATION**

This memo is for Council information. No additional action is required.

cc: Alan Williams

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**City Council Regular**

**5.**

**Meeting Date:** 11/07/2012

**Subject:** Open Mic - Scott Bromley - Sign Removal Policy

**From:** Kristin DeGrande, Neighborhood  
Coordinator

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**INTRODUCTION**

Scott Bromley appeared at open mic on October 16, 2012 to voice his concern with the City's practice of removing campaign signs.

**DISCUSSION**

Every candidate running for office in the State of Minnesota received a copy of the 2012 Campaign Manual, which is created by the MN Secretary of State, when they filed for candidacy. The burden is put on each candidate to know and abide by these rules including Minnesota Statute, section 160.27, which prohibits political campaign signs within the limits of any highway or public right-of-way.

Despite this, there are occasions when signs are found illegally placed. Some are reported by residents and some are identified by City staff. The City has authority to maintain its right-of-way and staff goes out to investigate each complaint. Any signs found in clear violation are removed immediately. Given the size or method of installation, sometimes Public Works crews are called to assist in the removal of illegally placed signs. If a sign's legal placement is not clear, staff consults the Anoka County GIS map provided on the County website to verify property lines. And occasionally when there is a discrepancy between the GIS map and the City maps, staff will verify the location of the public right-of-way with the Engineering Department directly. If staff is not able to clearly distinguish a violation, they error on the side of caution and will leave the sign where it is. All candidates' signs are treated equally.

The issue was raised whether the City could call each candidate before removing a sign. City staff does not have the resources to call candidates prior to removal of each illegally placed sign, only to then have to go back out to re-inspect and ensure that the sign was removed in a timely manner. Candidates are aware of where the signs should be placed and where signs can be retrieved if they were removed.

Due to the sheer volume of illegally placed signs being removed, the City cannot guarantee that all of them are in the perfect condition. Staff makes its best effort not to damage the signs, but some large ones require to be dismantled for removal and transport. All removed signs are taken to and stored at the City's Public Works facility. Candidates must check in at the front desk at Public Works and be escorted to where the signs are stored in order to get their signs back.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Public Safety** section of the 2030 Strategic Vision in the following way: to ensure that the public right-of-ways are free of signs or other obstacles blocking traffic sight lines.

**RECOMMENDATION**

This memo is for Council information. No additional action is required.

cc: Scott Bromley

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**City Council Regular**

**6.**

**Meeting Date:** 11/07/2012

**Subject:** Currency Exchange License Public Hearing and Renewal

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**INTRODUCTION**

The Minnesota Department of Commerce has forwarded for Council consideration the currency exchange license renewal of Pawn America Minnesota, 15 Coon Rapids Boulevard.

**DISCUSSION**

Minnesota Statutes Chapter 53A.04 requires the governing body to hold a public hearing and render a decision regarding the license renewal within 60 days, or by November 26, 2012. The notice of public hearing was published in the Coon Rapids Herald on October 26, 2012. The appropriate fees have been paid by Pawn America.

The Minnesota Department of Commerce conducted a state level background review on the appropriate personnel and the Coon Rapids Police Department has conducted a local background check on the business operation. No matters which would impact concurrence with the license were discovered.

Pawn America's fee schedule is attached.

**ALIGNMENT WITH STRATEGIC VISION**

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

**RECOMMENDATION**

- a. Conduct public hearing;
- b. Concur with the Minnesota Department of Commerce renewal of the 2013 currency exchange license for Pawn America Minnesota, 15 Coon Rapids Boulevard.

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**Attachments**

**Fee Schedule**

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**PAWN AMERICA MINNESOTA**

**FEE SCHEDULE**

**CHECK ISSUED BY GOVERNMENT ENTITY UP TO \$500**

2.5% OF FACE VALUE OR \$1.00 WHICHEVER IS HIGHER

*5% OF FACE VALUE FOR FIRST TIME CUSTOMER*

**CHECK ISSUED BY GOVERNMENT ENTITY OVER \$500**

3% OF FACE VALUE OR \$1.00 WHICHEVER IS HIGHER

*6% OF FACE VALUE FOR FIRST TIME CUSTOMER*

**CHECK ISSUED AS PAYROLL IN ANY AMOUNT**

3% OF FACE VALUE OR \$1.00 WHICHEVER IS HIGHER

*6% OF FACE VALUE FOR FIRST TIME CUSTOMER*

**3<sup>RD</sup> PARTY AND PERSONAL CHECKS IN ANY AMOUNT**

15% OF THE FACE VALUE OR \$1.00 WHICHEVER IS HIGHER

**INSURANCE CHECK AND BANK MONEY ORDERS**

6% OF THE FACE VALUE OR \$1.00 WHICHEVER IS HIGHER

**SOCIAL SECURITY CHECKS**

1.5% OF FACE VALUE OR \$1.00 WHICHEVER IS HIGHER



**City Council Regular**

**7.**

**Meeting Date:** 11/07/2012

**Subject:** Consider Adoption of an Ordinance Regulating Overnight Parking in Commercial and Office Districts

**Submitted For:** Marc Nevinski, Community Development Director

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Council is asked to adopt an ordinance to regulate the overnight parking and storage of trucks, semi-tractors, and trailers, in the Commercial and Office Districts.

**DISCUSSION**

For the past several years, the City has been experiencing an increasing amount of semi-truck parking in the public areas of its commercially zoned retail and business districts. Both Council and citizens have expressed concern over this activity, particularly when multiple trucks are parked overnight or for days at a time. Such parking creates aesthetic and public safety concerns. Despite trying to work with property owners to address this concern, the problem persists.

Zoning code prohibits parking of semi trucks in undesignated areas. However, it is difficult to enforce this provision of the code for a number of reasons, which include, among others: The non-business hours or days the violations tend to occur makes it impractical for code enforcement staff to address, the sporadic occurrence and vehicular nature of the violations makes enforcing a land use code difficult, and the land use code does not fit well with the ticketing procedures used by police or community service officers. Furthermore, property owners have expressed a concern that they will be cited for an activity over which they have little control. Similarly, it is difficult to cite a property owner and require compliance for a violation which is self correcting.

For these reasons, staff concluded it is necessary to develop a new ordinance prohibiting the activity and enforced primarily through the traffic and transportation section of the City code. Community Development staff, Police, and the City Attorney's office have developed the attached ordinance clearly authorizing the ticketing of such vehicles by the police department. The offense is a misdemeanor and would require a court appearance to set a fine amount. The ordinance also allows for the property owner to be prosecuted or cited if they are given notice that a vehicle had been ticketed for parking outside of designated zones and a subsequent violation occurs within one year of notice. In other words, the ordinance directs the citation of the driver or vehicle first, but allows for the property owner to be cited or prosecuted, if necessary. Staff anticipates that such an action would occur only if a property owner failed to take adequate or effective action following notice. If the ordinance is adopted, staff will develop internal policies to guide such decisions to ensure consistent application.

Council may wish to consider several details of the ordinance before adoption:

1. The ordinance prohibits the parking of semi-trucks, a vehicle in excess of 26,000 pounds, RVs, or trailers between the hours of 9:00 PM and 6:00 AM.
2. The window for a property owner to be cited is twelve months following the notice of a violation.
3. The ordinance allows for trucks to queue for loading or unloading for up to four hours.

When the ordinance was introduced, Council asked how other cities addressed this concern. While staff is aware of similar parking concerns in other communities, it is not aware of any specific methods to address the concern. Council also discussed the appropriateness of prohibiting the overnight parking of RVs; Council will need to decide if this prohibition should be included.

The hope is that Coon Rapids develops the reputation in the trucking industry for prohibiting such parking, and that active enforcement of the ordinance will be rare.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Quality of Life and Public Safety** section of the 2030 Strategic Vision by address aesthetic and safety concerns in the City's commercial and office districts.

**RECOMMENDATION**

Staff recommends Council adopt the proposed ordinance regulating the overnight parking and storage of trucks, semi-tractors, and trailers, in the Commercial and Office Districts.

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**Attachments**

Ordinance

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ORDINANCE NO.

AN ORDINANCE REGULATING OVERNIGHT PARKING AND STORAGE OF TRUCKS, SEMI TRACTORS, AND TRAILERS IN COMMERCIAL AND OFFICE DISTRICTS

The City of Coon Rapids does ordain:

Section 1. Revised City Code – 1982 is hereby revised by adding new sections as follows: (additions double underlined)

9-204 Parking and Storage of Trucks, Semi Tractors and Trailers in Commercial and Office Districts

(1) Purpose. The maintenance of certain vehicles in areas outside of designated loading bays and loading zones is unsightly, causes public safety concerns, impacts site parking and traffic circulation, and degrades surrounding property values. Regulation is necessary to alleviate these impacts, and to provide land use uniformity for businesses to operate competitively.

(2) Violation. It is a misdemeanor to stand, park, store, or allow to stand, be parked, or be stored, in a place affected with a public interest, a recreational vehicle, a truck whose gross vehicle weight is 26,000 pounds or more, a semi tractor, or a trailer, between the hours of 9:00 p.m. and 6:00 a.m., except when the vehicle:

- a) is in a queue approved on a site plan or by the Community Development Director, for a loading dock or loading area, for not more than four hours; or
- b) is being actively loaded or unloaded.

(3) Enforcement.

a) Community Service Officers may issue citations for violations of Section 9-204(2) and may be processed in a Citizen Awareness Project diversion program.

b) Violations may also be subject to civil process and abatement under Chapter 8-1100.

9-205 Liability of Property Owners for Violations of 9-204.

(1) Any owner of real property on which a violation exists is deemed to allow, and may be prosecuted for, a violation of Section 9-204(2), provided:

a) the owner has notice of a previous violation of Section 9-204(2); and

b) the new violation occurs within 12 months of the giving of the notice.

2) Nothing herein limits the liability of the actual driver or user of the vehicle, or the presumption afforded in Section 9-102, (liability of vehicle owners for violations).

Section 2. Section 1 is effective January 1, 2013.

Introduced this 16th day of October, 2012.

Adopted this \_\_\_\_ day of \_\_\_\_\_.

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

ATTEST:

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



**City Council Regular**

**8.**

**Meeting Date:** 11/07/2012

**Subject:** PC 12-25 Shamrock Development Introduction of an Ordinance rezoning property at Springbrook Dr. & 87th Ave. from Community Commercial to Industrial.

**From:** Scott Harlicker, Planner

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**INTRODUCTION**

The applicant is requesting the introduction of an ordinance rezoning certain property from Community Commercial to Industrial. The applicant has also submitted a request for a corresponding change to the Comprehensive Land Use Plan from Community Commercial to Industrial. Providing the Council introduces the zoning request, both the Land Use Plan amendment and rezoning are scheduled for the Council's November 20th meeting.

**DISCUSSION**

**Background**

In 1994, at the request of the property owner, the zoning of the subject parcel was changed from Industrial to Community Commercial; there was also a corresponding change to the Comprehensive Land Use Plan designation. In 2009 the City Council adopted the 2030 Comprehensive Land Use Plan, which identified the subject parcel as Office. In December 2010 the City Council considered rezoning the property to Office so that it was consistent with the Comprehensive Land Use Plan. Due to the lack of demand for office space and the changing market, the Council voted to deny the zone change from Community Commercial to Office. Subsequently, in April 2011, the City Council approved an amendment to the Comprehensive Land Use Plan changing the subject property's land use designation from Office to Community Commercial.

The subject area is approximately 5.8 acres and part of a larger 23 acre parcel. The other 17 acres are zoned Industrial.

**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 occur under the current zoning.

**Mistake in the Original Zoning**

The subject property was zoned Industrial until 1994, when it was changed to Community Commercial. At that time there was a significant amount of undeveloped industrial land in the city, the Springbrook Target had just been completed and the property owner thought there would be a need for additional commercial property along Springbrook Drive. Since that time, four commercial buildings have been constructed in the area, the latest in 2007. No new commercial development has occurred since then. The site is suitable for either commercial or industrial zoning. Staff does not believe that there was a mistake in the original zoning.

**Reasonable Use of the Property**

The subject property is part of a larger parcel that is currently undeveloped. Rezoning this area to Industrial will unify the zoning on the larger parcel and perhaps make it more desirable for development. Since the subject area was zoned Commercial, most of the Industrial zoned land has been developed. Rezoning the subject property to Industrial will create the largest undeveloped tract of Industrial zoned land in the the City.

With the need for additional industrial zoned land in the City, the proximity to Evergreen Industrial Park, and unified land use, the rezoning of this subject property to Industrial can be considered a reasonable and appropriate.

The Council should also give consideration to the evaluation criteria found in Section 11- 307 when making their recommendation on 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 Evergreen Industrial Park.
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 Industrial
Conformance with any applicable development district.	<b>OK</b> – There is no applicable district plan in this area.

Planning Commission Meeting

At the October 18th Planning Commission meeting no one spoke at the public hearing. The Commission's discussion included whether or not it is appropriate for industrial development, and the associated traffic, adjacent to Springbrook Drive. The Commission concluded that Industrial zoning was not appropriate for the eastern most portion of the subject property, which fronts on Springbrook Drive. It noted that the adjacent uses and Springbrook Drive itself were commercial in nature, and stated that the portion of the subject property, beginning at Springbrook Drive on the east and extending approximately 500 feet to the west, and bounded by 87th Avenue on the south and the grocery store to the north, should remain Community Commercial. However, the Commission concluded the balance of the subject property could reasonably be rezoned to Industrial.

The Planning Commission, by a vote of 4:0, recommended denial of the proposed rezoning as presented, but offered the aforementioned alternative. The applicant has since revised their request to reflect that alternative.

**ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Community Development and Redevelopment** section of the 2030 Strategic Vision in the following way: The proposed zone change increases the amount of vacant industrial land thereby creating additional opportunities for industrial development and the corresponding increase in jobs and a strengthened economic base.

**RECOMMENDATION**

The Planning Commission recommended denial of the proposed zone change at its October 18, 2012 meeting. The applicant has since revised its application to reflect the alternative discussed by the Planning Commission, although the Commission has not formally considered it. The attached ordinance reflects the applicant's revision, leaving the portion of the site along Springbrook Drive zoned as Community Commercial and rezoning the balance of the subject property to Industrial. The Council has the following options in **Planning Case 12-25**:

- a. Deny introduction of the attached ordinance, thereby denying the proposed rezoning; or
- b. Introduce the attached ordinance, placing consideration of its adoption on the November 20, 2012 agenda; or
- c. Refer the revised application back to the Planning Commission for consideration and recommendation.

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**Attachments**

Ordinance

Zoning Map

Land Use Map

Proposed Rezoning

Original Rezoning Request

Draft 10-18 PC Minutes

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**ORDINANCE NO.**

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF  
THE CITY OF COON RAPIDS SO AS TO PROVIDE CHANGES  
IN THE ZONING CLASSIFICATION (PC 12-25)**

**The City of Coon Rapids does ordain:**

Section 1. The official zoning map of the City of Coon Rapids is hereby amended to change the classification of the following described property from Community Commercial to Industrial:

That part of Tract A, Registered Land Survey No. 246, Anoka County, Minnesota, lying easterly of the following described line:

Beginning at the southwest corner of Tract A, Registered Land Survey No. 226; thence South 0 degrees 02 minutes 26 seconds West along the southerly extension of the westerly line of said Tract A, Registered Land Survey No. 226, a distance of 804.27 feet to the southeasterly line of said Tract A, Registered Land Survey No. 246 and said line there terminating.

EXCEPT that part of Tract A, Registered Land Survey No. 246 lying easterly of the following described line:

Beginning at the northwest corner of Tract F, Registered Land Survey No. 246; thence North 0 degrees 03 minutes 51 seconds East along the northerly extension of the west line of said Tract F, a distance of 189.36 feet to the South line of Tract A, Registered Land Survey No. 226 and said line there terminating.

Introduced the 7th day of November, 2012.

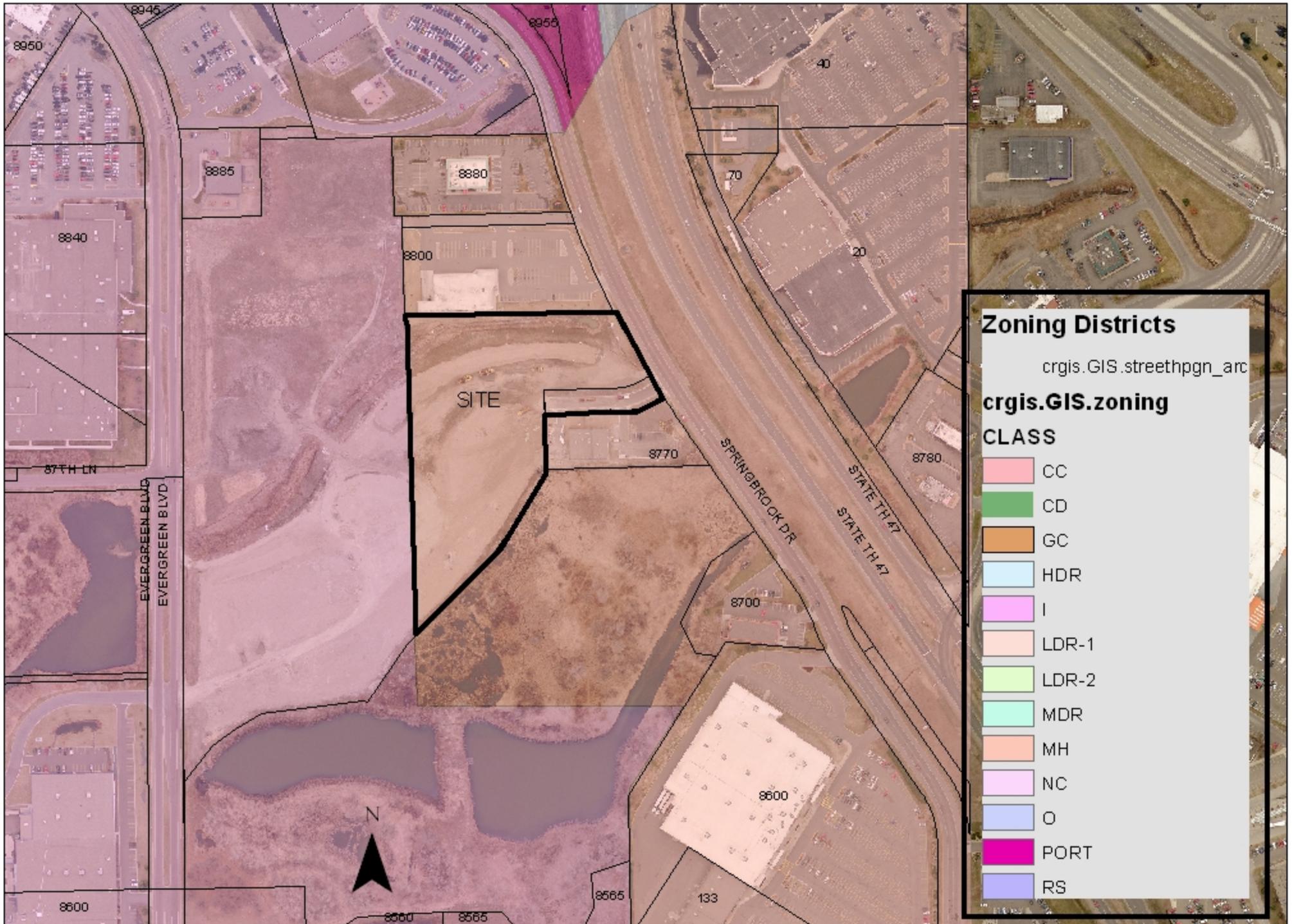
Adopted on the \_\_\_\_ day of \_\_\_\_\_, 2012.

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

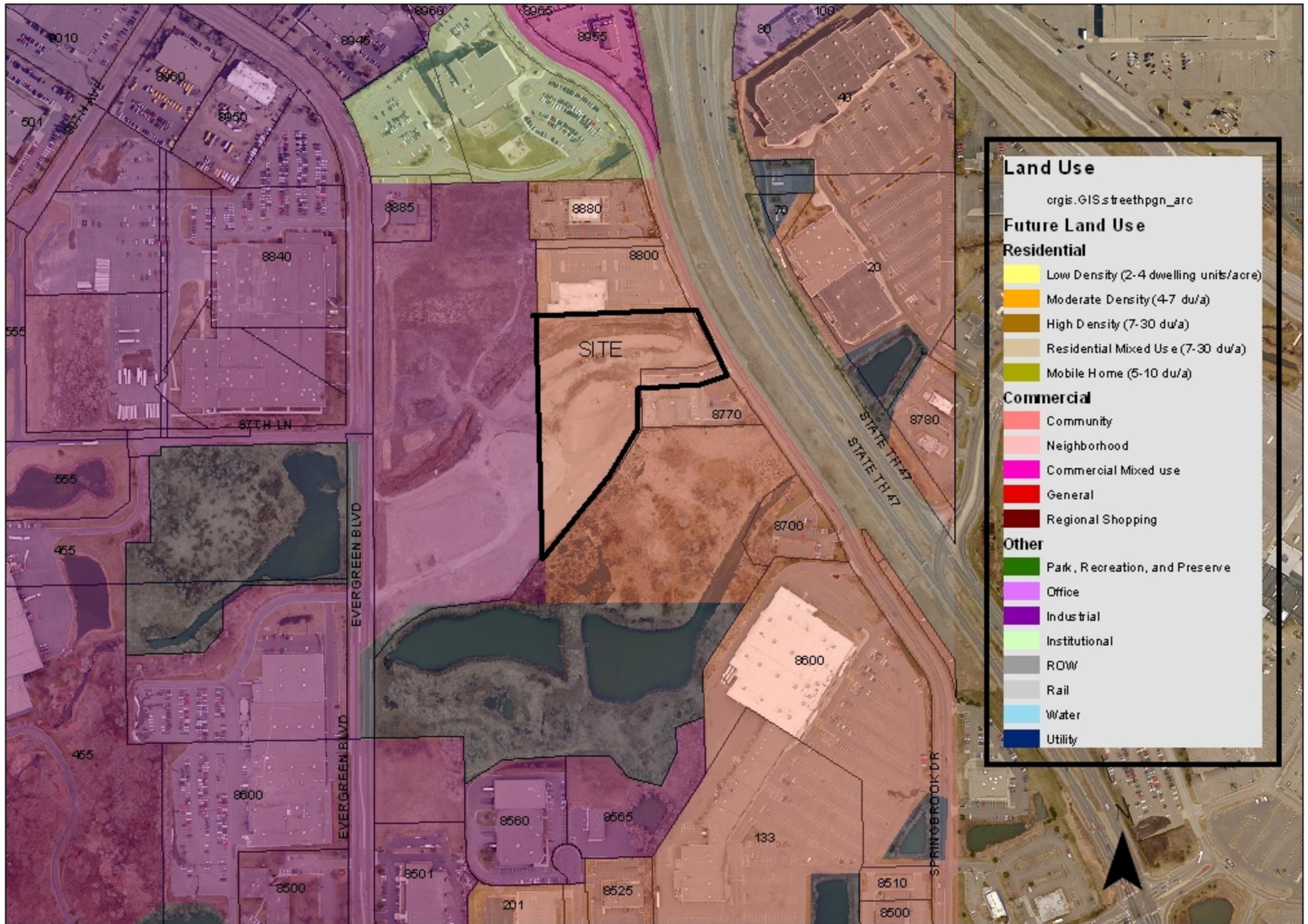
**ATTEST:**

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

# Zoning Map



# Land Use Map



# Proposed Rezoning Map



# Original Rezoning Request



2. **PLANNING CASE 12-24 – SHAMROCK DEVELOPMENT – LAND USE PLAN AMENDMENT TO CHANGE THE LAND USE DESIGNATION FROM COMMUNITY COMMERCIAL TO INDUSTRIAL – PUBLIC HEARING**

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It was noted the applicant is requesting approval of an amendment to the City's Comprehensive Land Use Plan to change the land use designation from Community Commercial to Industrial for the property located west of Springbrook Drive and 87<sup>th</sup> Avenue. The site is approximately 5.8 acres in size. Staff discussed the surrounding uses and recommended approval of the land use plan amendment.

Acting Chair Schwartz opened and closed the public hearing at 6:54 p.m., as no one wished to address the Planning Commission.

Commissioner Geisler commented this site has been discussed in the past. She agreed with the comprehensive plan and would not support the land use plan amendment.

Commissioner Naeve agreed with Commissioner Geisler, stating this was spot rezoning and Industrial did not fit this site. She was concerned with access to and from this property if changed to Industrial. She commented she would support a portion of this site being Industrial (not the land adjacent to Springbrook Drive), but not the entire 5.8 acres.

Acting Chair Schwartz agreed with these comments. He did not support the plan as presented.

Jerry Teeson, 2970 122<sup>nd</sup> Avenue, representing Shamrock Development, commented the Comprehensive Plan was amended last year and this entire property was to be rezoned to Industrial. He preferred to have the whole parcel Industrial and not just a portion.

Commissioner Geisler recalled the parcel being discussed last year as Office and Community Commercial. She did not recall the Commission proposing Industrial at Springbrook Drive.

Commissioner Naeve agreed with this recollection and that Industrial did not belong along Springbrook Drive.

**MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER STEVENS, TO DENY PLANNING CASE 12-24, THE PROPOSED LAND USE AMENDMENT BASED ON THE FOLLOWING FINDING:**

- 1. THE PROXIMITY OF THE PROPERTY TO SPRINGBROOK DRIVE MAKES IT INCOMPATIBLE WITH AN INDUSTRIAL ZONING.**

**THE MOTION PASSED UNANIMOUSLY.**

This is a recommendation to the City Council that will be considered at the November 20, 2012 City Council meeting.

3. PLANNING CASE 12-25 – SHAMROCK DEVELOPMENT – REQUEST FOR ZONE CHANGE FROM COMMUNITY COMMERCIAL TO INDUSTRIAL – PUBLIC HEARING

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It was noted the applicant is requesting to change the zoning from Community Commercial to Industrial for the property located west of Springbrook Drive at 87<sup>th</sup> Avenue. Staff recommended approval of the zone change.

Acting Chair Schwartz opened and closed the public hearing at 6:54 p.m., as no one wished to address the Planning Commission.

MOTION BY COMMISSIONER GEISLER, SECONDED BY COMMISSIONER NAEVE, TO DENY PLANNING CASE 12-25, THE PROPOSED REZONING BASED ON THE FOLLOWING FINDING:

1. THE REZONING TO INDUSTRIAL WOULD NOT BE CONSISTENT WITH THE COMPREHENSIVE PLAN.
2. INDUSTRIAL ZONING WOULD NOT BE APPROPRIATE FOR THIS PROPERTY.

THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the November 7, 2012 City Council meeting.



**City Council Regular**

**9.**

**Meeting Date:** 11/07/2012

**Subject:** Ordinances Revising Fees for 2013

**Submitted For:** Kevin Vouk, Manager of Accounting/Treasurer

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

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**INTRODUCTION**

Council is being asked to consider introducing ordinances to adjust certain fees and building inspection fees for 2013.

**DISCUSSION**

The ordinances include fees which are recommended for 2013. Fees set by resolution will be presented when these ordinances are considered for adoption at the November 20, 2012 City Council meeting.

The fees for 2013 have been adjusted by the 2012 annual adjustment of 1.5% with exceptions noted below. A request for a rate change is made only if the adjustment is enough for the fee to be rounded to the next significant dollar amount. Items to note are as follows:

**Ordinance Adjusting Certain Fees (see reference number in ordinance)**

1. *Fees set by State Statute.* Certain fees under Section 5-209 (alcoholic beverages) and the gambling investigation fee under Section 5-2008 of the City Code are set by Minnesota Statutes and did not change for 2013.
2. *On-sale liquor license.* The on-sale liquor license was compared to the amount charged by other cities. Based on this review, staff determined that it should remain at the current rate of \$9,350 for 2013.
3. *Property Monitoring Fees.* A property monitoring fee was approved by the City Council in 2006. The 2007 fees were set at \$600 per year for residential property and \$1,000 per year for commercial property to cover related costs. Staff recommends no change for 2013.
4. In certain cases there may be no change in the fee due to rounding. For example, the tobacco license investigation fee which is rounded to the nearest \$5 had a calculated base amount of \$120.60 in 2012 and was rounded to \$120. For 2013, the calculated base increased to \$122.41, which rounded to the nearest \$5 leaves the fee at \$120.
5. Staff recommends that certain other fees not be increased for 2013 if they are adequate to cover current costs, are seldom used and therefore difficult to establish a cost basis, and/or are comparable to rates charged by other cities.

**Ordinance Adjusting Building Inspection Fees**

Staff is recommending the following changes to the building inspections fee schedule for 2013:

- The tier of \$1,000,001 and up has been eliminated in Table A-2013, so the highest tier is now \$500,001 and

up. Structures over \$1,000,000, because of their size, typically require multiple inspection visits for certain components of the construction (e.g., all of the footings may not be ready for inspection at the same time), so inspection costs are increasing while the \$1,000,001 and up tier was charging a lower fee per thousand for the amount beyond \$1,000,000. Elimination of this tier will have the effect of increasing the permit by \$50 for every \$100,000 of valuation over \$1,000,000.

- The inspection of garage door replacements, which is required by the State of Minnesota, has not previously been in the ordinance. This is now included as an item under Building Permit fees.
- A fee has been added for a Loan Property Condition Inspection and Report in the amount of \$250.
- The section on Sewer and Water Permit Fees now indicates that these fees will be calculated according to Table A-2013 with the exception of residential properties which will use flat rates as stated.

Other sections of the inspection fee ordinance will be unchanged for 2013.

### **Public Hearing for 3.2 Malt Liquor Licenses**

State law requires a public hearing for an increase to certain fees for the sale of alcoholic beverages. Fees are proposed to increase by \$5 for on-sale 3.2 malt liquor licenses. Council is asked to set a public hearing regarding this fee increase for November 20, 2012 at 7:00 p.m.

### **ALIGNMENT WITH STRATEGIC VISION**

This item relates to the **Excellence in Government** section of the City's long-term strategic vision by ensuring that fees cover the cost of providing the related service or the amount allowed under State Statutes.

### **RECOMMENDATION**

Ordinances Revising Fees for 2013:

- a. Introduce an Ordinance to Revise Certain License Fees, Service Fees and Related Charges effective January 1, 2013; and
- b. Introduce an Ordinance Establishing Permit and Inspection Fees for the Building Inspections Division as Authorized by Minnesota Statutes Section 16B.62, subdivision 1 effective January 1, 2013; and
- c. Set a public hearing for November 20, 2012 at 7:00 p.m. regarding the fee increase for on-sale 3.2 malt liquor.

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### **Attachments**

building fees

Fee Ordinance

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**ORDINANCE NO.**

**AN ORDINANCE ESTABLISHING PERMIT AND INSPECTION FEES FOR  
THE BUILDING INSPECTIONS DIVISION AS AUTHORIZED BY MINNESOTA  
STATUTES SECTION 16B.62, SUBD. 1**

**The City of Coon Rapids does ordain:**

Section 1. The City Council for the City of Coon Rapids establishes the following permit and inspection fees for the Building Inspection Division:

**2013  
INSPECTION DIVISION FEE SCHEDULE  
( ref. MN Rules 1300.0160, subd. 1, subd. 2 )**

Table A - 2013

VALUATION		FEE
FROM	TO	
\$0	\$300	\$15.00
\$301	\$1000	\$15.00 for the first \$300 plus \$5.00 for each additional \$100 or fraction thereof, up to and including \$1,000
\$1001	\$2000	\$50.00 for the first \$1,000 plus \$3.05 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2001	\$25,000	\$80.50 for the first \$2,000 plus \$14.00 for each additional \$1,000 or fraction thereof, up to and including \$25,000
\$25,001	\$50,000	\$402.50 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, up to and including \$50,000
\$50,001	\$100,000	\$655.00 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001	\$500,000	\$1,005.00 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001	and up	\$3,245.00 for the first \$500,000 plus \$4.75 per \$1,000 or fraction thereof.

\$40 Trip charge will be added to all permits of less than \$50 that require a separate inspection.

**Re-Inspection Fee:**

First	\$100
Second	\$200
Third and subsequent	\$300

Re-inspections fees will be charged by the Chief Building Official, or designee, where additional time and expense is incurred by the City in order to complete a required inspection. Incidents where such fees may be charged include, but are not limited to: work unprepared for a scheduled inspection; failure to cancel a scheduled inspection; work required by correction orders that is not completed; or work does not pass a secondary inspection.

**Building Permit Fees:**

Minimum permit fee shall be \$15.00 for work valued up to \$300. A plan check fee of 65% of the permit fee will be charged on all projects for which plans are submitted except as noted in MR1300.

Exceptions to Table A-2013:

The permits for the described work on residential properties (three units or less) will be as follows per unit:

Re-roof	as provided in Table A-2013 but not to exceed \$250
Re-side	as provided in Table A-2013 but not to exceed \$250
Replacement of Garage Doors	as provided in Table A-2013 but not to exceed \$250
Mobile Home Installation	\$ 75
Residential Curb or Street Cut/Driveway	as provided in Table A-2013 but not to exceed \$250

Demolition	Table A-2013
Move Building Out of City	Table A-2013

Commercial/Industrial Parking Lot	Table A-2013
Site visit without improvements	\$ 75

Certificate of Occupancy Fee Commercial and Residential buildings 4 or more units  
\$100.00 or 5% of building permit fee whichever is greater.

Loan Property Condition Inspection and Report	\$250
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**Plumbing Permit Fees:**

Table A-2013 will be used to calculate permit fees. Minimum permit fee shall be \$25.00.

Exceptions to Table A-2013: The permits for the described work on residential properties (three units or less) shall be as follows per unit:

Residential Water Heater	\$60.00
Residential Water Softner	\$40.00

When applicable, a plan review charge equal to 35 percent of the permit fee will be added.

**Sewer and Water Permit Fees:**

Table A-2013 will be used to calculate permit fees. Minimum permit fee shall be \$25.00.

Exceptions to Table A-2013: The permits for the described work on residential properties (three units or less) shall be as follows per unit:

Residential Water Connection	\$100
Residential Sewer Connection	\$100
Residential Water/Sewer Repair	\$100
Residential On Site Sewer	\$250

When applicable, a plan review charge equal to 35 percent of the permit fee will be added.

**Grading Permit:**

Table A-2013 will be used to calculate grading permit fees. A plan check fee of 65% of the permit fee will be charged on all grading projects.

**Mechanical Permit Fees (Heating, Ventilation, Air Conditioning):**

Table A-2013 will be used to calculate permit fees. Minimum permit fee shall be \$25.00..

Exceptions to Table A-2013: The permits for the described work on residential properties (three units or less) shall be as follows per unit:

Residential Furnace and/or A/C replacement as provided in Table A-2013 but not to exceed \$250

When applicable, a plan review charge equal to 35 percent of the permit fee will be added.

**Electrical Permit Fees**

The permit fee shall be \$40 plus 1.75 percent of the value of the work to be done, except the fee to install, replace or repair one electrical item including the equipment served shall be \$40.

When applicable, a plan review charge equal to 35 percent of the permit fee will be added.

**Plumbing Permit Fees for a Medical Gas System:**

Table A-2013 will be used to calculate permit fees. Minimum permit fee is \$15.00 for work valued up to \$300.

When applicable, a plan review charge equal to 35 percent of the permit fee will be added.

**Gas Piping Fees**

Per Opening	\$ 12
Minimum Fee (if gas only)	\$ 40

**Fuel Storage Tanks**

Underground Remove/Install	\$200
Aboveground Remove/Install	\$200
Replace Existing with Similar	\$250

**Fire Protection Systems.**

Sprinkler System:

First 10 Heads	\$100
Each Additional 10 Head	\$ 20
Fire Pump	\$100
Special Fire Suppression System	\$100
Fire Alarm Permit	\$100
Each Additional Panel	\$100
Each Alarm Device	\$ 2

**Refund of Permit Fees (ref. Mn Rules 1300.0160, Subd. 9) :**

The City may refund fees for permits on which no work has been done and no inspections have been made. Requests for refunds must be in writing and signed by the permit holder. The Chief Building Official must approve each refund and the City shall retain the following:

\$50.00 for requests made within 30 days

\$50.00 or 20% of the permit whichever is greater for requests made within 60 days

\$50.00 or 40% of the permit whichever is greater for requests made within 90 Days

\$50.00 or 60% of the permit whichever is greater for requests made within 120 days

\$50.00 or 80% of the permit whichever is greater for requests made within 180 days

NO REFUND is available after 180 days.

Plan check fees, state surcharge fee, and re-inspection fees are not refundable.

Section 2 The City Council for the City of Coon Rapids authorizes the Building Inspection Division to collect a surcharge on behalf of the State as established by Minnesota Statutes Section 326B.148 or any other governmental agency in addition to the City fee.

Section 3. . Effective Date of Ordinance. This ordinance shall be effective for all annual permits and/or licenses issued for 2013 and succeeding years, and for all other permits and licenses issued after January 1, 2013

Introduced this 7<sup>th</sup> day of November, 2012.

Adopted this \_\_\_\_ day of \_\_\_\_\_.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk

**ORDINANCE NO.**

**AN ORDINANCE TO REVISE CERTAIN LICENSE FEES, SERVICE FEES AND RELATED CHARGES AND ESTABLISHING AN EFFECTIVE DATE THEREFOR**

**The City of Coon Rapids does ordain:**

Section 1. The following fees are hereby established for the licenses and permits in Title 5 of Revised City Code - 1982:

<u>Description</u>	<u>2012 fees</u>	<u>2013 fees</u>	<u>Section City Code</u>	<u>For ref. only see memo</u>
Off-sale 3.2 Malt Liquor	\$140	\$140	5-209	4
On-sale 3.2 Malt Liquor	\$655	\$660	5-209	
Temporary 3.2 Malt Liquor, On-sale (per day)	\$30	\$30	5-209	5
Temporary On-sale Liquor License (per 4 hour event)	\$30	\$30	5-209	5
Tavern License (including public dancing)	\$560	\$570	5-209	
Bottle Clubs (including public dancing)	\$300	\$300	5-209	1
Public Drinking Place	\$560	\$570	5-209	
Intoxicating liquor, clubs, as defined in Minnesota Statutes Section 340A.101, Subd.7:				
(a) Clubs with membership of 200 or less	\$300	\$300	5-209	1
(b) Clubs with membership of 201 to 500 members	\$500	\$500	5-209	1
(c) Clubs with membership of 501 to 1,000 members	\$650	\$650	5-209	1
(d) Clubs with 1,001 and 2,000 members	\$800	\$800	5-209	1
(e) Clubs with 2,001 and 4,000 members	\$1,000	\$1,000	5-209	1
(f) Clubs with 4,001 and 6,000 members	\$2,000	\$2,000	5-209	1
(g) Clubs with 6,001 members or more	\$3,000	\$3,000	5-209	1
Off-Sale Intoxicating Liquor License	\$300	\$300	5-209	1
On-Sale Intoxicating Liquor License	\$9,350	\$9,350	5-209	2
Sunday sales	\$200	\$200	5-209	1
On-Sale Wine License				
(a) for seating capacity of at least 35 but no more than 99	\$1,000	\$1,000	5-209	1
(b) for seating capacity of 100 or more	\$2,000	\$2,000	5-209	1
On-Sale establishments open after 1:00 AM	\$300	\$300	5-209	1
Liquor Licensing Investigation Fee	\$465	\$475	5-211	
Liquor Manager Investigation Fee	\$120	\$120	5-211	4
Amusement Center License	\$430	\$435	5-305	
Archery Club License	\$70	\$70	5-405	4
Bowling License	\$60	\$60	5-604	4
Carnival License for 0-5 Ride	\$290	\$290	5-704	4
Carnival License - Additional Ride	\$34	\$35	5-704	
Circus License	\$360	\$365	5-704	

<u>Description</u>	<u>2012 fees</u>	<u>2013 fees</u>	<u>City Code Section</u>	<u>For ref. only see memo</u>
Circus License-Additional Day	\$41	\$41	5-704	4
Christmas Tree Sales License	\$75	\$76	5-804	
Tobacco License	\$170	\$170	5-905	4
Tobacco License Investigation Fee	\$120	\$120	5-905	4
Dancing Permit - annual	\$140	\$145	5-1004	
Dancing Permit - per event	\$30	\$30	5-1004	4
Gun Club License	\$70	\$70	5-1105	4
Parade Permit	\$25	\$25	5-1204	5
Taxi License - vehicle	\$41	\$41	5-1308	4
Taxi License - driver	\$27	\$27	5-1308	4
Taxi License Investigation	\$30	\$30	5-1308	4
Theatre - 1st screen	\$310	\$315	5-1406	
Theatre - additional screens	\$44	\$45	5-1406	
Peddler License - Fireworks/All Other per day	\$60/10	\$60/10	5-1507	5
Peddler License - Fireworks/All Other per week	\$150/30	\$150/30	5-1507	5
Peddler License - Fireworks/All Other per month	\$300/60	\$300/60	5-1507	5
Peddler License - All Other for 6 months	\$300	\$300	5-1507	5
Peddler License Investigation Fee – each applicant	\$25	\$25	5-1507	5
Tree Trimmer License	\$64	\$65	5-1607	
Massage Parlor Business License	\$4,430	\$4,500	5-1811	
Masseur/Masseuse License	\$160	\$160	5-1811	4
Massage Parlor Investigation Fee	\$2,210	\$2,250	5-1811	
Masseur License Investigation Fee	\$385	\$390	5-1811	
Conversation Parlor License	\$3,510	\$3,570	5-1905	
Gambling Investigation Fee	\$250	\$250	5-2008	1
Adult Oriented Business - Annual License	\$6,800	\$6,900	5-2209	
Adult Oriented Business - Investigation Fee	\$2,040	\$2,070	5-2209	
Adult Oriented Business per 5-2202(17) - Annual License	\$165	\$165	5-2209	4
Adult Oriented Business per 5-2202(17) - Investigation Fee	\$450	\$455	5-2209	
Fireworks Display Permit	\$100	\$100	5-2307	5
Pawnshop License	\$2,720	\$2,760	5-2405	
Pawnshop Investigation Fee	\$385	\$390	5-2405	
Pawnshop New Manager Investigation Fee	\$120	\$120	5-2410	4
Pawnshop Transaction Fee -modem reporting	\$1.50/trans	\$1.50/trans	5-2405	5
-manual reporting	\$2.50/trans	\$2.50/trans	5-2405	5
Special Event Parking Permit	\$70	\$70	5-2508	4
Secondhand/Antique Dealers License-A	\$305	\$310	5-2612	
Secondhand/Antique Dealers License-B	\$145	\$145	5-2612	4
Secondhand/Antique Dealers Investigation Fee-A	\$360	\$365	5-2612	
Secondhand/Antique Dealers Investigation Fee-B	\$72	\$73	5-2612	

<u>Description</u>	<u>2012 fees</u>	<u>2013 fees</u>	<u>City Code Section</u>	<u>For ref. only see memo</u>
Secondhand/Antique Dealers New Manager Investigation Fee	\$115	\$120	5-2605	
Secondhand/Antique Dealers Transaction Fee -modem reporting	\$1.50/trans	\$1.50/trans	5-2612	5
-manual reporting	\$2.50/trans	\$2.50/trans	5-2612	5
Exhibition Operator Permit (per event)	\$1,020	\$1,040	5-2628	
Exhibitor Permit (per event)	\$41	\$41	5-2628	4
Precious Metals License	\$2,720	\$2,760	5-2711	
Precious Metals Investigation Fee	\$360	\$365	5-2711	
Precious Metals New Manager Investigation Fee	\$115	\$120	5-2711	
Precious Metals Transaction Fee -modem reporting	\$1.50/trans	\$1.50/trans	5-2711	5
-manual reporting	\$2.50/trans	\$2.50/trans	5-2711	5
Currency Exchange License	\$70	\$70	5-2805	4
Therapeutic Massage Enterprise License	\$310	\$315	5-2907	
Massage Therapist License	\$44	\$44	5-2907	4
Therapeutic Massage Enterprise Investigation Fee	\$385	\$390	5-2907	
Massage Therapist - Investigation Fee	\$44	\$44	5-2907	4

Section 2. The following fees are hereby established for the services in Title 8 of

Revised City Code - 1982:

<u>Description</u>	<u>2012 fees</u>	<u>2013 fees</u>	<u>City Code Section</u>	<u>For ref. only see memo</u>
Waste and Recycling Hauler License				
First Vehicle	\$160	\$165	8-211	
Each Additional Vehicle	\$27	\$27	8-211	4
Response to False Alarms (4-5)	\$47	\$47	8-1403	4
Response to False Alarms (6-9)	\$93	\$96	8-1403	
Response to False Alarms (10 or more)	\$185	\$190	8-1403	

Section 3. The following fees are hereby established for the permits and approvals in

Title 11 of Revised City Code - 1982:

<u>Description</u>	<u>2012 fees</u>	<u>2013 fees</u>	<u>For ref. only see memo</u>
Conditional Use Permit with Site Plan Review*	\$530	\$535	
Conditional Use Permit without Site Plan Review*	\$310	\$315	
Conditional Use Permit/Mining Permit	\$210	\$210	4
Planned Unit Development	\$1,350	\$1,370	
Revision to Final Planned Unit Development	\$300	\$305	

<u>Description</u>	<u>2012 fees</u>	<u>2013 fees</u>	<u>For ref. only see memo</u>
Site Plan Review - Residential	\$800	\$815	
Site Plan Review - Commercial	\$430	\$435	
Lot Split or Registered Land Survey in lieu of lot split	\$270	\$270	4
Preliminary Plat	\$440	\$450	
Final Plat	\$150	\$150	4
Registered Land Survey in lieu of plat*	\$440	\$450	
Comprehensive Plan Amendment	\$635	\$645	
Rezoning	\$420	\$425	
Variance*	\$250	\$255	
Vacation	\$285	\$290	

\*Plus recording fees

Section 4. The following fees are hereby established for the services in Title 12 of

Revised City Code – 1982:

<u>Description</u>	<u>2021 fees</u>	<u>2013 fees</u>	<u>Section of City Code</u>	<u>For ref. only see memo</u>
Sign Contractor License	\$50	\$50	12-106	5
Vacant Residential Property Monitoring*	\$600	\$600	12-312	3
Vacant Commercial Property Monitoring*	\$1,000	\$1,000	12-312	3
Excessive Consumption of Inspection Services Fee	\$150	\$150	12-317	4

\*Per year

Section 5. The City Council for the City of Coon Rapids authorizes the collection of any surcharge imposed by the State of Minnesota or other governmental agency in addition to the City fee.

Section 6. Effective Date of Ordinance. This ordinance shall be effective for all annual permits and/or licenses issued for 2013 and succeeding years, and for all other permits and licenses issued after January 1, 2013.

Introduced the 7th day of November, 2012.

Adopted the \_\_\_ day of \_\_\_\_\_, 2012.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk