



Council Work Session - 6:15 p.m.
HRA Meeting - 6:50 p.m.

CITY COUNCIL AGENDA
Tuesday, December 17, 2013
7:00 p.m.
Coon Rapids City Center
Council Chambers

Open Mic/Public Comment

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

1. Retirement Proclamation for Dave Full

Approval of Minutes of Previous Meeting(s)

December 3, 2013 Regular Meeting

Consent Agenda

2. Accept Easement for Sidewalk, Snow Storage, and Drainage and Utility Purposes from Shamrock Development, Inc. and Authorize Payment
3. Coon Rapids Mortgage Assistance Foundation:
 - a. Receive Report
 - b. Amend Coon Rapids Housing Program Guidelines as Recommended
4. Cons. Resolution No. 13-114 Accepting the Grant from the Coon Rapids Mortgage Assistance Foundation for the *Home for Generations II* Program
5. Approve Option 3 of the Retro-Rated Plans with the League of Minnesota Cities Insurance Trust
6. Accept Quote from League of Minnesota Cities Insurance Trust (LMCIT) for Property and Liability Insurance for December 1, 2013 Through November 30, 2014 as Recommended
7. Approve 2014 License Renewals
8. Approve Issuance of Therapeutic Massage Enterprise License, Simonson's Salon & Spa, 3490 Northdale Boulevard

Reports on Previous Open Mic

None

Public Hearing

9. 2014 Community Development Block Grant Program:
 - a. Public Hearing
 - b. Authorize Application for Community Development Block Grant Funds for Program Year 2014 for Housing Rehabilitation Program
 - c. Authorize Mayor and City Manager to Execute CDBG Agreement and Any Other Necessary Documents with Anoka County Regarding Implementation of 2014 CDBG Program

Bid Openings and Contract Awards

10. Award Generator Maintenance Contract

Old Business

11. Cons. Adoption of Ordinance to Amend Title 11 Regarding Junk Vehicles, Number of Trailers Allowed and Minimum Number of Stacking Spaces

New Business

12. Cons. Joint Powers Agreement with Anoka County for Intersection Reconstruction at Springbrook Drive and Coon Rapids Boulevard and Authorize Staff to Sign Final Construction Drawings
13. Cons. Resolution 13-115 Authorizing Coon Creek Watershed District to Serve as the City's Legal Authority on Wetland Issues
14. Approve Amendment to the Joint Powers Agreement for the Lower Rum River Watershed Management Organization (LRRWMO) Removing the City of Coon Rapids as a Member
15. Cons. Resolution No. 13-112 Approving Labor Agreement between the City and Teamsters Local No. 320
16. Cons. Resolution 13-111 Approving Labor Agreement between the City and the International Association of Firefighter Union Local No. 1935
17. Cons. Resolution 13-113 Establishing the 2014 Compensation Plan for Unrepresented Employees
18. Cons. Resolution 13-110 Re-Appropriating Funds within the 2013 General Fund Budget and Amending the 2013 and 2014 Budgets

Other Business

Adjourn



City Council Regular

Meeting Date: 12/17/2013

SUBJECT: Minutes

Attachments

12-3-13 Council Meeting

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF DECEMBER 3, 2013

OPEN MIC/PUBLIC COMMENT

No one appeared.

CALL TO ORDER

The first regular meeting of the Coon Rapids City Council for the month of December was called to order by Mayor Tim Howe at 7:04 p.m. on Tuesday, December 3, 2013, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Howe led the Council in the Pledge of Allegiance.

ROLL CALL

Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Ron Manning, Paul Johnson, Jerry Koch, Bruce Sanders and Steve Wells

Members Absent: None

ADOPT AGENDA

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

PROCLAMATIONS/PRESENTATIONS

None.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

NOVEMBER 19, 2013, COUNCIL MEETING

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, FOR APPROVAL OF THE MINUTES OF THE NOVEMBER 19, 2013, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

1. AUTHORIZE FINAL PAYMENT, PROJECT 12-23, BUNKER HILLS PRACTICE FACILITY
-

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER SANDERS, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

REPORTS ON PREVIOUS OPEN MIC

None.

PUBLIC HEARING

2. TRUTH-IN-TAXATION AND 2014 BUDGET AND TAX LEVY:
 - A. TRUTH-IN-TAXATION HEARING, 7:00 P.M.
 - B. CONSIDER RESOLUTION 13-107 ADOPTING THE 2014 BUDGET
 - C. CONSIDER RESOLUTION 13-108 ADOPTING THE 2014 TAX LEVY
-

The staff report was shared with Council.

Councilmember Manning requested further information on the reserve fund. Finance Director Legg commented the City was required to have a 45% fund balance in order to cover expenses as property taxes were paid to the City twice a year.

Mayor Howe opened and closed the Truth-In-Taxation hearing at 7:32 p.m. since no one appeared to address the Council.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 13-107 ADOPTING THE 2014 BUDGET. THE MOTION PASSED UNANIMOUSLY.

Mayor Howe thanked Finance Director Legg and the entire Finance Department for their efforts on the 2014 budget.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT RESOLUTION NO. 13-108 ADOPTING THE 2014 TAX LEVY. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

None.

NEW BUSINESS

3. **ADOPT RESOLUTION 13-106 SUPPORTING THE RETROFIT OF EXISTING DOT-111
RAIL TANK CARS**

The staff report was shared with Council.

Councilmember Johnson discussed this matter in detail and found it to be critical to have the Federal rail cars retrofitted for public safety. He supported the proposed resolution.

Councilmember Koch agreed stating the \$500 expense to retrofit the tank cars seemed reasonable.

Councilmember Sanders also supported the resolution as the hazard to surrounding areas and clean up costs from train derailments was astronomical.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT RESOLUTION NO. 13-106, SUPPORTING THE RETROFIT OF EXISTING DOT-111 RAIL TANK CARS THAT TRANSPORT PACKING GROUPS I AND II HAZMAT BEFORE THE PIPELINES AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION IN DOCKET NO. PHMSA-2012-0082 (HM-251). THE MOTION PASSED UNANIMOUSLY.

4. **CONSIDER RESOLUTION 13-109 AUTHORIZING THE SALE OF G.O.
IMPROVEMENT AND WATER REVENUE BONDS, SERIES 2013B**

The staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 13-109, AUTHORIZING THE SALE OF G.O. IMPROVEMENT AND WATER REVENUE BONDS, SERIES 2013B, SUBJECT TO CERTAIN PARAMETERS, FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT. THE MOTION PASSED UNANIMOUSLY.

5. CONSIDER INTRODUCTION OF AN ORDINANCE AMENDING TITLE 11, REGARDING JUNK VEHICLES, NUMBER OF TRAILERS ALLOWED AND MINIMUM NUMBER OF STACKING SPACES FOR DRIVE THRU WINDOWS, PC 13-27
-

The staff report was shared with Council.

Councilmember Koch questioned if the Council would consider allowing more than two trailers if properly screened from adjoining properties. He suggested staff review the language used by the City of Blaine regarding this matter. Community Development Director Nevinski indicated he would investigate this further.

Councilmember Johnson expressed concern with Section 11-201 where it addressed classic cars. He anticipated that it would likely take a resident more than 20 days to rebuild a car and requested this language be revised. He then discussed Section F on 11-601.3 regarding classic cars. He did not recommend the City limit the number of classic cars a homeowner could have if the vehicles were stored within a garage or accessory structure.

Mayor Howe agreed that the City should stay away from legislating this matter and allow homeowners to rebuild cars in their own time, if completed indoors. Community Development Director Nevinski explained this language was included in the Code based on the fact the City receives complaints from time to time.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER SANDERS, TO INTRODUCE AN ORDINANCE APPROVING THE FOLLOWING CHANGES:

1. AMEND THE SECTION 11-201 DEFINITION OF JUNK VEHICLE TO INCLUDE THE REQUIREMENT THAT CURRENT REGISTRATION MUST BE DISPLAYED AND 20 DAY TIME PERIOD FOR REPAIR WORK ON A VEHICLE.
2. ADD REGULATIONS FOR THE STORAGE OF JUNK VEHICLES TO SECTION 11-801.6 THE INDUSTRIAL DISTRICT.
3. AMEND SECTION 11-601.3 TO REMOVE THE STANDARD FOR TOTAL NUMBER OF TRAILERS ALLOWED AND AMEND SECTION 11-601.4 TO ADD THE STANDARD FOR TOTAL NUMBER OF TRAILERS ALLOWED.
4. AMEND SECTION 11-1207.7(4) TO ADD MINIMUM NUMBER OF STACKING SPACES FOR DRIVE THRU SERVICE WINDOWS,

THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

Councilmember Koch indicated the City received a Heart Safe Community Award several weeks ago and that there will be a spaghetti dinner fundraiser held at the American Legion on Monday, December 9, 2013 from 5:00 p.m. to 8:00 p.m. to assist in creating a professional training video on the importance of CPR and AEDs.

Mayor Howe discussed the video further stating the goal would be to inform the public on the importance of CPR in cardiac arrest situations in order to save more lives.

Mayor Howe reviewed the many wonderful events planned for the 2014 Snowflake Days. He indicated the 50th anniversary of this celebration will span three weeks, beginning January 23, 2014 and that over 25 activities have already been planned.

ADJOURN

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER WELLS, TO ADJOURN THE MEETING AT 7:54 P.M. THE MOTION PASSED UNANIMOUSLY.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk



City Council Regular

1.

Meeting Date: 12/17/2013

Subject: Dave Full Retirement

Submitted For: Steve Gatlin, City Manager

From: Cathy Sorensen, City Clerk

INTRODUCTION

Council is asked to present Mr. Dave Full with a Proclamation in honor of his retirement.

DISCUSSION

Dave Full, Engineering Project Manager, will be retiring in December after almost 30 years of service to the City. Dave and his wife will be present at the Council meeting to accept the Proclamation.

RECOMMENDATION

Council is asked to present the Proclamation.

Attachments

Proclamation



PROCLAMATION

DAVE FULL RETIREMENT

Whereas, David F. Full was hired by the Coon Rapids Engineering Department on March 5, 1984 as Senior Engineering Technician; and

Whereas, Dave was promoted to Project Manager on March 7, 1988; and

Whereas, Dave has always strived to provide excellent service to the Council, staff, and citizens of Coon Rapids and earned the respect of those he dealt with; and

Whereas, Dave's performance of his duties and responsibilities, as well as his working relationships, were always characterized by a sincere dedication to the City; and

Whereas, Dave officially retires from the City of Coon Rapids on December 27, 2013, and is being honored by friends and co-workers who wish to publicly recognize Dave for his years of exemplary public service and extend their gratitude for his dedicated performance of duty.

Now, therefore, I, Tim Howe, Mayor of the City of Coon Rapids, on behalf of the City Council, staff and citizens of our City, officially express our sincere appreciation to Dave Full for his outstanding performance of duty and for his almost 30 years of distinguished service to the community as a valuable and dedicated employee of the City, and present him with a commemorative plaque as a tangible symbol of our gratitude.

Be it further resolved, that the City Council, staff, and citizens extend their congratulations and best wishes to Dave and his wife for many years of health, happiness, and success during his retirement. He will be missed.

Proclaimed this 17th day of December, 2013.

Tim Howe, Mayor

Catherine M. Sorensen, City Clerk



City Council Regular

2.

Meeting Date: 12/17/2013

Subject: Accept Sidewalk Easement at the Intersection of Springbrook Drive and Holly Street

From: Tim Himmer, Public Works Director

INTRODUCTION

Council is asked to accept an easement from Shamrock Development, Inc. for sidewalk, snow storage, and drainage and utility purposes over portions of their property located at Outlot A, SPRINGBROOK COMMERCIAL ADDITION (see location map).

DISCUSSION

This easement acquisition was requested by City staff so a sidewalk segment could be installed along the west side of Springbrook Drive, from the existing terminus on the Kwik Trip property to the intersection of Holly Street. The sidewalk is intended to be constructed as part of the Anoka County intersection improvement project planned for the summer of 2014 at the intersection of Springbrook Drive and Coon Rapids Blvd. A Joint Powers Agreement for this project will be discussed as a separate item on tonight's evening.

ACTION REQUESTED

Staff recommends acceptance of the attached easement for sidewalk, snow storage, and drainage and utility purposes from Shamrock Development, Inc. and authorize payment of the negotiated price as indicated.

Attachments

Location Map

Easement



Easement Property



EASEMENT AGREEMENT

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THIS INDENTURE, made this ____ day of _____, 2013, between Shamrock Development, Inc., a Minnesota corporation, herein referred to as the Landowner, and the CITY OF COON RAPIDS, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to a the "City".

WITNESSETH:

That the said Landowner in consideration of the sum of One Dollar and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the said City, its successors and assigns, forever, a permanent easement for sidewalk, snow storage and drainage and utility purposes over, under and across the following described property:

See attached Exhibit A.

EXEMPT FROM STATE DEED TAX

This easement shall convey to the City, its contractors, agents, officers and employees the right to enter upon said premises at all reasonable times for the purpose of construction, grading, sloping and restoration, and maintenance, and all such purposes ancillary thereto, together with the right of said City, its contractors, agents, officers and employees to remove trees, brush, undergrowth and other obstructions from the easement area, as well as the right to deposit earthen materials and snow within the easement area.

The City agrees to indemnify and hold the Landowner harmless from damages or claims resulting directly and solely from the use of the easements. This indemnification, however, shall not include and the City shall not be responsible for any and all costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any

hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the property prior to the date hereof and which were not caused by the City.

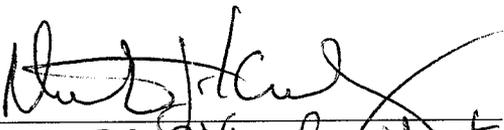
Upon the completion of any construction, maintenance, or replacement project, the City will restore any disturbed areas including, but not limited to, the replacement of any damaged turf and plantings.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner, its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided in Minnesota Statutes Chapter 466.

And the said Landowner, for itself, its successors and assigns, does covenant with the City, its successors and assigns, that it is well seized in fee of the lands and premises aforesaid and has good right to grant and convey the easement herein to said City.

IN WITNESS WHEREOF, the said Landowner has caused this agreement to be executed as of the day and year first above written.

SHAMROCK DEVELOPMENT, INC.

By: 
Its: CFO & Vice President

CITY OF COON RAPIDS

By: _____
Tim Howe, Mayor

By: _____
Steven D. Gatlin, City Manager

[Signatures continue on following page]

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this 26th day of November 2013, before me a Notary Public within and for said County, personally appeared Michael J. Kraling the CEO/VP/President of Shamrock Development, Inc., a Minnesota corporation, on behalf of the corporation.



Kim C McFarlin
Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this ___ day of _____, before me a Notary Public within and for said County, personally appeared Tim Howe and Steven D. Gatlin, the Mayor and City Manager for the City of Coon Rapids, a municipal corporation under the laws of the State of Minnesota, on behalf of the municipal corporation.

Notary Public

This instrument was Drafted by:

David J. Brodie
Coon Rapids City Attorney
11155 Robinson Drive
Coon Rapids, Minnesota 55433
(763) 767-6495

EXHIBIT A

A 10.00 foot permanent easement for sidewalk and snow storage purposes over, under and across the following described property:

Outlot A, SPRINGBROOK COMMERCIAL ADDITION, Anoka County, Minnesota.

Said permanent easement is described as follows:

The east 10 feet of said Outlot A. The east line of said easement described as follows:

Commencing at the East Corner of said Outlot A. Thence an assume bearing along the westerly right of way of Springbrook Drive South 48 degrees 49 minutes 33 seconds West, a distance of 12.53 feet; thence southerly along the right of way along a tangential curve, concave to the east, radius 490.00 feet, central angle 30 degrees 08 minutes 52 seconds, 257.48 feet to the south corner of Outlot A, said east line there terminating.

The westerly sideline of said easement are prolonged or shortened to terminate on the north and south line of said Outlot A.

Along with A 5 foot permanent drainage and utility easement over, under and across the following described property:

Outlot A, SPRINGBROOK COMMERCIAL ADDITION, Anoka County, Minnesota.

Said permanent easement is described as follows:

The west 5 feet of the east 15 feet of said Outlot A. The east line of said easement described as follows:

Commencing at the East Corner of said Outlot A. thence North 41 degrees 14 minutes 34 seconds West along an assumed bearing along the north line of said Outlot A, a distance of 10 feet to the Point of Beginning of the described east line: thence South 48 degrees 49 minutes

33 seconds West parallel to the westerly right of way of Springbrook Drive, a distance of 12.53 feet; thence southerly parallel to the right of way along a tangential curve, concave to the east, radius 500.00 feet, central angle 30 degrees 08 minutes 52 seconds, 263.09 feet to the south line of Outlot A, said east line there terminating.

The westerly sideline of said easement are prolonged or shortened to terminate on the north and south line of said Outlot A.

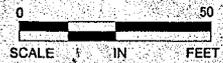


PROPOSED SIDEWALK

EXISTING R/W

EXISTING DRAINAGE
& UTILITY EASEMENT

HOLLY STREET NW



LEGEND

- CONST. LIMITS
- EXISTING FEATURES
- PROPOSED FEATURES
- TREE REMOVAL
- TREE REMOVAL

AREAS (SQ FT)

NEW R/W	NEW P.E.	T.E.
0	0	0

UNASSIGNED SITUS
 PIN # 36-31-24-12-0036
 S.P. 002-596-020

PARCEL # 003

10/16/13



City Council Regular

3.

Meeting Date: 12/17/2013

Subject: CRMAF Report to the City Council - 2013 Annual Meeting of December 5, 2013

Submitted For: Donna Naeve, President, Mortgage Assistance Foundation

From: Cheryl Bennett, Housing and Zoning Coordinator

INTRODUCTION

The Bylaws of the Coon Rapids Mortgage Assistance Foundation (CRMAF), Article III, Section 14, require that minutes of the meetings of the Board of Directors be forwarded to the Coon Rapids City Council. Forwarded herewith are minutes of the 2013 Annual Meeting held on December 5, 2013.

DISCUSSION

The minutes of the Annual Meeting of the Foundation for December 5, 2013, are attached. Elections to the Foundation Board of Directors were held; the CRMAF Bylaws provide that the City Council may veto the election of any individual to serve as a member of the Board of Directors. Included in the meeting minutes are the following actions:

1. Brad Crandall, Tim Howe and Donna Naeve were re-elected to three-year terms on the Board of Directors.
- 2.. Donna Naeve, Jim Stanton, Lyle Haney and Scott Schulte were re-elected to the offices of President, Vice President, Treasurer and Secretary, respectively.
3. The statuses of the Coon Rapids Housing Loan Program and the ReGenerations Down Payment Assistance Loan funding were considered. The Foundation is not recommending any modifications to the level of financial programming at this time. The status of delinquent loans was considered; collection on delinquent loans will be pursued.
4. The Board of Directors took action to affirm the current non-subordination policy of the loan programs and considered but declined to recommend non-secured home improvement loans be allowed. In other action, the Board is recommending that a current market appraisal, ordered by the City and paid for by the borrower, also be allowed by program guidelines to establish the value of a property when determining the loan to value ratio of a loan application. Currently this ratio is based only on the assessor's estimated market value of the property, which will lag real property values when values are rising.
5. The potential of new programming efforts was discussed and staff was directed to bring forward new program funding or investment opportunities related to senior housing.
6. The Foundation awarded a \$7,500 grant through its Fund 82000 to the City of Coon Rapids to underwrite the cost of providing architectural consultations for homeowners participating in the Home for Generations II major remodeling program.

RECOMMENDATION

- a. The CRMAF Board of Directors requests the City Council receive this report with attached minutes and place it on file with the City.
- b. The CRMAF Board of Directors recommends the City Council amend the Program Guidelines of the Coon Rapids Housing Program to allow a current market appraisal be permitted, as an alternative to the assessor's estimated market value, to calculate the loan to value ratio in loan underwriting requirements of the program.

Article III, Section 3., of the Bylaws of the Coon Rapids Mortgage Assistance Foundation provides City Council

with the power of veto over the election of directors elected at its Annual Meeting. If no veto is forthcoming, the elections of Brad Crandall, Tim Howe and Donna Naeve to the Board of Directors will stand.

Attachments

CRMAF Annual Meeting Minutes of December 5, 2013

COON RAPIDS MORTGAGE ASSISTANCE FOUNDATION – ANNUAL MEETING

The December 5, 2013, meeting was called to order by President Naeve at 8:39 a.m.

1. Roll Call

Members Present	Donna Naeve, President Lyle Haney, Treasurer Al Hofstedt, Director Scott Schulte, Director	Jim Stanton, Vice President Brad Crandall, Secretary Tim Director Howe, Director
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Members Absent None

Others Present Cheryl Bennett, Housing & Zoning Coordinator
Kevin Vouk, Manager of Accounting/Treasurer
Cindy Hintze, Administrative Specialist

2. Consider adoption of the agenda.

MOTION BY DIRECTOR SCHULTE, SECOND BY TREASURER HANEY, TO ADOPT THE AGENDA. MOTION PASSED UNANIMOUSLY.

3. Consider approval of minutes: September 16, 2013, Board of Directors meeting.

MOTION BY DIRECTOR SCHULTE, SECOND BY VICE PRESIDENT STANTON, TO APPROVE THE MINUTES. MOTION PASSED WITH TREASURER HANEY, DIRECTOR HOFSTEDT, AND DIRECTOR HOWE ABSTAINING.

4. Consider financial reports.

Mr. Vouk reviewed the financial documents. President Naeve inquired as to the composition of funds available in Fund 19000 for loan purposes. Ms. Bennett stated that funds available for lending do not include principal and interest payments on loans as previously directed by the Board and that the current amount available is included in information found in item seven on this agenda.

President Naeve declared the report received.

5. Elections: Elect Directors for three-year terms.

President Naeve stated the directors with expiring terms have indicated they are interested and willing to continue service. She called for nominations. Treasurer Lyle Haney nominated Brad Crandall, Tim Howe and Donna Naeve as Directors. Director Hofstedt seconded the nominations. There were no further nominations.

MOTION BY VICE PRESIDENT STANTON, SECOND BY DIRECTOR SCHULTE, TO PASS A UNANIMOUS BALLOT. MOTION PASSED UNANIMOUSLY.

6. Election of Officers: President, Vice President, Treasurer and Secretary.

President Naeve stated current officers are interested and willing to carry on. Director Schulte nominated Director Naeve as president, Director Stanton as vice president, Director Haney as Treasurer and Director Crandall as Secretary. Director Hofstedt seconded the nominations. There were no further nominations.

MOTION BY DIRECTOR SCHULTE, SECOND BY DIRECTOR HOFSTEDT, TO PASS A UNANIMOUS BALLOT. MOTION PASSED UNANIMOUSLY.

7. Receive report from staff summarizing the status of the Housing Loan Program.

Ms. Bennett reported that the number of loans has increased over last year. She noted that additional efforts in program marketing have been made, including through *Coon Rapids Connection*, two open house events, the home show and advertising for the new Home for Generations II program. She advised the Board of new Truth in Lending laws that take effect January 10, 2014. Staff is currently reviewing a provision of the new laws to determine if the city is exempt from the "ability to repay" requirement which would allow the program to continue its current debt to income ratio of 55 percent, noting that if the city is not exempt, the program ratio would be limited to 43 percent. Ms. Bennett noted she is reviewing this issue with City Attorney, Dave Brodie.

Secretary Crandall anticipated a decrease in loans if the city was not exempt. He requested Ms. Bennett keep the Board apprised.

Director Howe asked if the average debt to income ratio is known for the current loans or if it's confidential information. Ms. Bennett stated she may be able to find obtain information from the program administrator.

President Naeve declared the report received.

8. Receive report from staff summarizing the status of the ReGenerations Down Payment Assistance Loan Program.

Ms. Bennett reported a shift in the housing market this year to more of a seller's market with multiple offers on properties. She noted all three loans made through this program occurred early in 2013 but that there has recently been increased interest expressed in the program by buyers, real estate agents and lenders. She noted it does take the right players to navigate the more complex loan process of

the FHA 203(k), which results in one principal loan and one payment. She advised that one down payment assistance loan has been paid back in full with interest.

President Naeve inquired as to where the interest was accounted for on the repaid loan. Ms. Bennett stated the funds were returned to the program, but have not been made available for loans. She indicated that it was anticipated that most of these loans will not be paid back as they are forgivable. She stated the loan was repaid when the homeowners refinanced for a lower interest rate on the principal mortgage.

President Naeve declared the report received.

9. Receive report on delinquent loans.

Ms. Bennett stated the delinquency rate was 9.962 as of October 31. In response to Treasurer Crandall's questions, she stated that it compared to a rate 8.343 as of October 31, 2012. She noted that one loan of just over \$21,000 became delinquent in the last twelve month period. She advised that the property had been foreclosed upon but that the borrowers continued to pay but that both are now deceased. She stated that the City would not attempt further collection and that the loan would be charged off.

President Naeve inquired as to when a loan should be declared a loss. Ms. Bennett stated the process developed by the City takes legal staff time in order to get a judgment, which City Attorney Brodie has committed to stepping up this year. Once a judgment has been issued, the City will turn the defaulted loans over to a collection agency. She stated that the program will use the same collection agency currently contracted with the City and that the agency will not use strong arm collection tactics with borrowers. She noted it would affect a borrower's credit report.

Secretary Crandall inquired as to the collection arrangement and whether the loans could be turned over to collections on a case by case basis. Mr. Vouk stated he believed the collection agreement was in the 40-45 percent range. Ms. Bennett stated delinquent loans would be handled individually.

Vice President Stanton inquired as to a late charge and where that money is kept. Ms. Bennett stated the loan servicer sends all late payment letters and does the initial work. She noted that the servicer maintains the late fees by contract.

Secretary Crandall inquired at what point in the loan history had these loans gone delinquent and asked if the borrower were at 55 percent debt to income. If so, adjustment to the program may be needed. Ms. Bennett stated she would find out from the servicer if there are commonalities among the defaulted loans.

President Naeve declared the report received.

10. Receive report on Coon Rapids Housing Program regarding:
- a. loan to value ratios,
 - b. unsecured loans to homeowners,
 - c. non-subordination policy.

Director Schulte stated he did not want see a change to the non-subordination policy.

MOTION BY DIRECTOR SCHULTE, SECOND BY VICE PRESIDENT STANTON, TO MAINTAIN THE CURRENT NON-SUBORDINATION POLICY.

Ms. Bennett stated the program loan to value ratio is currently established by program guidelines at 100 percent. She noted that the guidelines specify the estimated market value be used for this purpose, which, depending upon the timing of the loan, could be as much as 18 months old. She noted that property values are increasing and recommended allowing a current market value, established by a private appraiser, be allowed. The cost would be the expense of the borrower. She noted that all loan fees are currently covered by the program and did not believe this cost to the homeowner would prevent loans from moving forward.

Secretary Crandall commented that any current market appraisal used should be ordered and owned by the city. Discussion took place regarding the age of an existing appraisal and whether an appraisal up to 6 months old could be used and/or required to be recertified. Further discussion determined that it would not be necessary to consider the age if the appraisal was ordered by the City.

Secretary Crandall inquired as to whether the City had an approved appraiser. Ms. Bennett stated the City did not have a bank of approved appraisers for this use but that she would check with the program administrator as to how they handle appraisals in administration of similar programs.

MOTION BY SECRETARY CRANDALL, SECOND BY DIRECTOR SCHULTE, TO MAINTAIN THE LOAN TO VALUE RATIO AT 100 PERCENT BUT RECOMMEND THAT A CURRENT MARKET APPRAISAL, ORDERED AND OWNED BY THE CITY AND PAID FOR BY THE BORROWER, BE ALLOWED TO BE USED TO ESTABLISH A CURRENT MARKET VALUE. MOTION PASSED UNANIMOUSLY.

Discussion moved to issuing unsecured loans to homeowners having no equity in their properties. Ms. Bennett stated this type of loan is currently available through Minnesota Housing's programs and does not recommend unsecured loans.

MOTION BY DIRECTOR SCHULTE, SECOND BY VICE PRESIDENT STANTON, TO NOT CONSIDER UNSECURED LOANS. MOTION PASSED UNANIMOUSLY.

11. Receive report on program marketing.

President Naeve stated staff did not need to review and/or correct former expenses that may not have been classified as marketing.

Director Howe stated it was important to have the City's Communications and Marketing Coordinator, Stephanie Ring, include Coon Rapids Mortgage Assistance Foundation information in public media and marketing. Director Howe also noted that he could not pull up information on the city's down payment assistance program on a web tool that he was made aware of. Ms. Bennett stated she was aware of the web tool issue and had advised the web host of the problem. She stated that Ms. Ring has been working toward having a cohesive presence for all City materials, which has been taking time to implement.

President Naeve declared the report received.

12. Discussion – senior housing/accessibility needs/funding.

President Naeve began the discussion by asking if a program should be tailored to seniors. Ms. Bennett asked if the Foundation would participate in funding senior housing through gap financing. The general discussion was that there is a need to have a program to help seniors move from their current home into senior housing, freeing up that housing stock for younger families. No interest was expressed in creating a program to provide funding to incentivize seniors to stay in their homes by making them more accessible; it was noted that general improvements that may need to be made in order to sell a house could be covered by existing programs already in place.

In general discussion, Board members expressed interest in participating in financing for a senior housing development, noting that housing opportunities for seniors from age 55 to when they might need supported or assisted living arrangements are lacking in Coon Rapids. Questions arose as to how to pursue a developer, how much money to offer, and whether there should be a return on investment. Consensus was the funds would not be a grant. Discussion included whether the development should be detached living or a multi-unit building and, if multi-unit, would units be sold or rented.

Discussion took place about how to move forward with this type of project and how much money should be offered, how to further develop this program, and whether a program needs to be in place before talking with developers. It was noted that speaking with developers may be useful in developing a program based on their feedback.

Discussion took place on senior housing currently available in the City and it was noted that some are just too expensive and others are older and lack amenities. The point of this program would not be to

have Section 8 units, or low rent units, but to have an option with amenities that would be enticing enough for seniors to sell their homes and move into a senior development.

A dollar amount of \$2 million was discussed. Secretary Crandall expressed his concern of extending more than half of the fund balance and the associated risks. He mentioned another option offering seniors 50 percent of closing costs to be paid by the Foundations versus foundation insertion of funding in a big project.

Director Howe mentioned that while he was campaigning, he visited with many seniors currently in detached dwellings who are ready for a high rise senior living arrangement. He also stated the available land in Port Riverwalk could provide an area for all senior needs – senior housing, assisted living, and nursing home facilities.

President Naeve requested Board members provide their thoughts and ideas to Ms. Bennett who will also gather information and present it back to the Board for further discussion. President Naeve also stated this would be a multi-stage process and would not expect a full program to be developed and presented until further discussion and consideration occurred.

13. Receive report on green/sustainable development.

Ms. Bennett referred to the report and inquired as to interest in a specific loan program or a demonstration program. Following discussion, President Naeve stated the funding options are already available through the existing loan programs and that there was no need to develop a specific program.

President Naeve declared the report received.

14. Consider annual funding level and award period for Fund 82000.

President Naeve stated a preference for using a September 30 cutoff date as it was the fiscal year end for the Foundation. She also stated it was her preference that any funds not awarded be returned to the fund corpus.

Director Howe stated his concern of the fund being in violation of 501(c)3 requirements by not spending funds. President Naeve noted that funds are being spent and that housing is the purpose of the fund. Director Schulte agreed with President Naeve, adding that he is not opposed to spending at a faster rate than what has been spent. Director Howe challenged the Board to put the money to use and felt the architectural consultations was a good use. President Naeve expressed her concern of granting the money away.

Consensus was to reinvest unspent funds back into the corpus. Ms. Bennett posed the question of which date to use for rolling the funds.

MOTION BY DIRECTOR SCHULTE, SECOND BY VICE PRESIDENT STANTON TO USE SEPTEMBER 30 FOR ESTABLISHING THE AWARD AMOUNT AND OCTOBER 1 AS THE DATE TO ROLL ANY UNAWARDED AMOUNT BACK TO THE FUND CORPUS. MOTION PASSED UNANIMOUSLY.

Director Schulte left the meeting at 10:45 a.m.

15. Consider funding application under the Project Funding Guidelines for Fund 82000 from the City of Coon Rapids, Home for Generations II Program – Architectural Assistance.

Ms. Bennett stated the interest in the Home for Generation II program is high and that additional funding has been requested to continue to cover the cost of the architectural consultations.

Vice President Stanton asked how many remodel projects have taken place after an architectural consultation. Ms. Bennett stated 27 consultations have taken place and 10 projects have pulled permits as of the date of this request. The applications received for the Home for Generations II program are widely dispersed throughout the city, without concentration in any one area.

President Naeve asked Board members if the full \$10,000 request should be granted or if the Foundation should grant part of the request. Vice President Stanton stated he had no concern funding the full request as it appears many are moving toward remodeling projects. President Naeve felt \$5,000 should be granted and then consider what the response continues to be and what amount of remodeling activity takes place. Vice President Stanton restated that he had no problem with the full \$10,000 request and that the Board could revisit the program next year.

President Naeve asked if staff was intending to reimburse the HRA for architectural visits paid for by the HRA. Ms. Bennett noted that the HRA had provided some funding for the architectural consultations after the initial funding from the Foundation was depleted and that she understood staff intended to reimburse that account, making those funds available for other program incentives. She asked if there was interest in reimbursing the HRA account. Treasurer Haney stated the HRA should not be reimbursed; other Board members concurred.

A partial funding in the amount of \$7,500 was discussed with the remaining \$2,500 to be reviewed at a later date. Ms. Bennett cautioned the Board that such action would essentially be reserving those funds for Home for Generations II, noting the application process is an open pipeline.

MOTION BY VICE PRESIDENT STANTON, SECOND BY SECRETARY CRANDALL, TO GRANT \$7,500 TO HOME FOR GENERATIONS II FOR ARCHITECTURAL CONSULTATION

ASSISTANCE WITH NO REIMBURSEMENT TO BE MADE TO THE HRA. MOTION PASSED UNANIMOUSLY.

16. Set time and date for 2014 Annual Meeting.

President Naeve noted the Bylaws establish the first Thursday in December of each year and announced that the next annual meeting will be held December 4, 2014.

17. Consider other business.

President Naeve asked if there was interest in having a presence at the Green Expo. Ms. Bennett stated it is hard to determine the success of having a booth at the Expo. Director Hofstedt stated that it does give the Foundation exposure. President Naeve stated the most frequent comments heard at the last Expo were that homeowners were underwater on their mortgages and, therefore, not eligible for program loans.

President Naeve asked for volunteers to work at the Green Expo. As no one volunteered and it was decided to not require personnel at the expo but to provide marketing material at the event.

18. Adjourn.

MOTION BY TREASURER HANEY, SECOND BY DIRECTOR HOFSTEDT, TO ADJOURN THE MEETING.

President Naeve declared the meeting adjourned at 10:56 a.m.



City Council Regular

4.

Meeting Date: 12/17/2013

Subject: Accept Grant from Coon Rapids Mortgage Assistance Foundation

Submitted For: Donna Naeve, President, Mortgage Assistance Foundation

From: Cheryl Bennett, Housing and Zoning Coordinator

INTRODUCTION

The City of Coon Rapids, through its Community Development Department, applied for a grant from the Coon Rapids Mortgage Assistance Foundation to help finance the cost of the Architectural Design Consultations required under the *Home for Generations II* program. On December 5, 2013, the Foundation awarded grant funds for this purpose in the amount of \$7,500. The award is brought forward to the City Council to adopt Resolution 13-114 accepting this grant.

DISCUSSION

The Coon Rapids Mortgage Assistance Foundation offers funding opportunities through its Fund 82000 to support housing related projects. Project 82000 Funding Guidelines consider projects that support housing structure preservation, value enhancements and accessibility improvements that reinforce a housing related need in the City of Coon Rapids as identified by the City's Comprehensive Plan.

The Home for Generation II program provides incentives to homeowners to encourage the undertaking of major remodeling of single-family homes. The project must include value-added improvements in which the total project cost must exceed \$35,000. A two hour Architectural Design Consultation regarding project considerations is required by homeowners participating in the program and the City's program underwrites all but \$25 of that cost. The Coon Rapids Mortgage Assistance Foundation has previously approved a low interest loan program specifically for eligible participants in the *Home for Generations II* program. The Foundation has previously provided \$5,000 for these program required design consultations.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 13-114 accepting the \$7,500 grant from the Coon Rapids Mortgage Assistance Foundation to underwrite the cost of the Architectural Design Consultations of the *Home for Generations II* program.

Attachments

Resolution 13-114

RESOLUTION NO. 13-114

**A RESOLUTION TO ACCEPT THE GRANT OF MONIES
TO BE USED TOWARD THE PROVISION OF ARCHITECTURAL DESIGN
CONSULTATIONS UNDER THE HOME FOR GENERATIONS II PROGRAM FROM
THE COON RAPIDS MORTGAGE ASSISTANCE FOUNDATION**

WHEREAS, the Coon Rapids Mortgage Assistance Foundation has awarded a grant in the amount of \$7,500 to the Coon Rapids Community Development Department; and

WHEREAS, the Coon Rapids Mortgage Assistance Foundation grant will be used toward the cost of Architectural Design Consultations for participants in the Coon Rapids Home for Generations II remodeling incentive program; and

WHEREAS, Minn. Stat. §465.03 allows cities to accept donations of real or personal property by resolution of two-thirds majority of the City 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 the City of Coon Rapids, Minnesota, that the grant of \$7,500 is hereby accepted.

BE IT FURTHER RESOLVED, that the City of Coon Rapids hereby extends its gratitude to the Coon Rapids Mortgage Assistance Foundation for its generosity.

Adopted by the Coon Rapids City Council this 17th day of December 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

5.

Meeting Date: 12/17/2013

Subject: 2013 Worker's Compensation Coverage

From: Sharon Legg, Finance Director

INTRODUCTION

The City of Coon Rapids has been carrying its worker's compensation coverage through the League of Minnesota Cities Insurance Trust (LMCIT). The policy is now up for renewal.

DISCUSSION

The City has received a quotation for worker's compensation coverage for the period January 1, 2014 through December 31, 2014. Worker's compensation insurance covers City employees injured on the job, paying their lost time and medical bills.

The LMCIT offers a number of alternatives to the City for this coverage. The City could choose to buy the regular premium option at \$691,652 or one of three retro-rated plans. Since 1988, the City has chosen one of the retro-rated plans whereby the standard premium was discounted. Under this type of plan, claims paid on behalf of the City are added to the minimum premium up to a maximum. The City risks paying a higher premium in order to hopefully save premium dollars. There is very much an incentive for the City to manage worker's compensation claims.

The **regular premium** option is as follows:

Standard Premium 783,521
 Premium Discount 91,769
 Net Deposit 691,652

For the upcoming policy year, the following three options of the **retro-rated** plan have been offered to the City:

Retro-Rated Options					
Option	Standard Premium	Minimum Factor	Minimum Premium	Maximum Factor	Maximum Premium
1)	\$ 783,421	.319	\$ 249,911	1.3	\$ 1,018,447
2)	\$ 783,421	.259	\$ 202,906	1.5	\$ 1,175,132
3)	\$ 783,421	.177	\$ 138,666	2.0	\$ 1,566,842

The recommendation for 2014 includes a potential savings of \$552,986 versus the potential additional costs of \$875,190 of opting for Option 3. A total savings of \$544,869 has been realized since 1988 through July 31, 2013. See the attachment for the savings by year. Beginning with 2004, the City has opted for retro-rated Option 3, after selecting Option 2 since 1999.

The experience modification factor for the City is 1.21 for the upcoming policy year, up from 1.16 from the previous year. This factor is an indication of what the City's past experience has been. The lower the factor, the lower the City's worker's compensation premium. The experience modification factor is based on expected losses for the payrolls compared to actual claims paid over the three years prior to the current year (2010, 2011 and 2012).

Unfortunately, due to a number of claims that the City incurred in primarily 2010, the factor is rather high.

RECOMMENDATION

Staff recommends Option 3 of the retro-rated plans with the League of Minnesota Cities Insurance Trust be approved.

Attachments

Retro premium summary

7/31/2013
Retro Plan History
As of 7/31/13 claims run

Option selected	Year	Minimum	Claims	Reduce to maximum	Total	Actual Audited Premium	Savings or -Loss	Savings - Loss as a % of Audited Std Prem
Retro 1	1989 c	81,417	73,313		154,730	232,620	77,890	33.48
Retro 1	1990 c	104,674	107,600		212,274	299,068	86,794	29.02
Retro 1	1991 c	175,884	75,120		251,004	374,221	123,217	32.93
Retro 1	1992 c	179,508	143,275		322,783	381,931	59,148	15.49
Retro 1	1993 o	151,499	520,707	-200,807	471,399	322,338	-149,061	(46.24)
Retro 1	1994 c	149,767	62,320		212,087	336,911	124,824	37.05
Retro 1	Dec-94 c	12,113	2,609		14,722	28,227	13,505	47.84
Retro 1	1995 c	135,391	37,274		172,665	302,892	130,227	42.99
Retro 1	1996 c	116,818	99,049		215,867	236,451	20,584	8.71
Retro 1	1997 c	104,917	133,437		238,354	201,663	-36,691	(18.19)
Retro 1	1998 c	96,622	80,443		177,065	185,945	8,880	4.78
Retro 2	1999 c	72,419	102,145		174,564	180,318	5,754	3.19
Retro 2	2000 c	69,754	104,623		174,377	173,788	-589	(0.34)
Retro 2	2001 c	71,063	76,368		147,431	176,996	29,565	16.70
Retro 2	2002 c	81,250	92,445		173,695	202,546	28,851	14.24
Retro 2	2003 o	107,676	1,026,243	-723,984	409,935	242,638	-167,297	(68.95)
Retro 3	2004 c	92,020	94,499		186,519	262,459	75,940	28.93
Retro 3	2005 o	90,519	435,321		525,840	351,183	-174,657	(49.73)
Retro 3	2006 c	88,496	100,030		188,526	387,229	198,703	51.31
Retro 3	2007 c	69,982	135,348		205,330	454,840	249,510	54.86
Retro 3	2008 c	85,706	152,749		238,455	430,711	192,256	44.64
Retro 3	2009 o	85,675	384,768		470,443	456,185	-14,258	(3.13)
Retro 3	2010 o	99,602	1,817,764	-1,020,050	897,316	398,143	-499,173	(125.38)
Retro 3	2011 o	107,731	152,956		260,687	428,486	167,799	39.16
Retro 3	2012 o	115,239	436,823		552,062	545,210	-6,852	(1.26)
Total		2,545,742	6,447,229	-1,944,841	7,048,130	7,592,999	544,869	7.18

o = open claims
c = all claims closed



City Council Regular

6.

Meeting Date: 12/17/2013

Subject: 2012-2013 Insurance Renewals

From: Sharon Legg, Finance Director

INTRODUCTION

Staff recommends accepting the quote from the League of Minnesota Cities Insurance Trust (LMCIT) for property and liability insurance for the period December 1, 2013 through November 30, 2014.

DISCUSSION

Mr. Mark Lenz, Bearence Management Group, the City's insurance agent, has presented a quotation for the property and liability policy, which includes a \$50,000 deductible up to an aggregate of \$200,000 as in previous policies. The premium savings, by utilizing the \$50,000 deductible rather than a \$1,000 deductible, will be \$186,568. The City paid \$78,884 in property and liability losses in 2013.

Property Rates Property rates remained the same as 2013. Coon Rapids is insuring \$117.1 million in buildings/contents and 191 vehicles as compared to \$108 million in buildings/contents and 171 vehicles for the prior year. Beginning with this renewal, trailers have been listed separately for vehicle coverage whereas there was blanket coverage in the past. The number of vehicles is dependent on how quickly older vehicles are deleted from the fleet. Property values increased overall by nearly four percent.

Liability Premium The LMCIT changed the way liability premiums are calculated beginning with renewals after November 15, 2012. The new rating system is designed to be simpler, do a better job of allocating premium costs to members, and uses just five key factors: number of households, sewer connections, city employees, police officers and overall city expenditures. This change affects the municipal liability and auto liability premiums. Experience shows that these categories consistently accounted for most of the LMCIT's liability loss costs, about 79% of the total. Land use, measured by number of homes, accounted for 21%, police about 26%, employment claims about 16% and sewer backup 16%. Everything else was about 21%. That category includes claims related to water and other utilities, parks and recreation, licensing, airports, etc. Therefore, premium costs will shift toward cities with police operations. Liability premium increases were capped at 30 percent for the first year of the rating system and again, another 30 percent.

The experience rating factor also changed and is based on six categories of losses: police, land use, employment, sewer backups, automobile and all other. Actual losses are compared to expected losses in cities with comparable numbers over the past three years. The experience modification factor increased from .804 to .844. When less than one, the rating represents a discount from the standard premium. This year's premium is based on 2010, 2011 and 2012 losses. The smaller the factor, the better.

Legal Limit Statutory limits are \$500,000 per claimant and \$1.5 million per occurrence. The City has the option to waive these limits, allowing the LMCIT to pay claims in excess of the statutory limit. Waiving the limit does increase the premium. Staff recommends the City not to waive the statutory limit.

No Fault Sewer Back-up Coverage The City carried this coverage from 2002 through 2010 but declined since 2011. Staff recommends that the City not purchase this coverage which would cost roughly \$15,340 for a \$10,000

limit. Since the City has had a \$50,000 deductible, the City would actually cover that limit since it is under \$50,000.

RECOMMENDATION

Staff recommends authorization for the following:

- Purchasing insurance through the LMCIT with a \$50,000 deductible up to an annual aggregate of \$200,000.
- Maintaining statutory legal limits of \$1.5 million per occurrence.
- Not purchasing sewer backup liability insurance.

BUDGET IMPACT:

The 2014 budget for insurance premiums is as follows:

General Fund	\$169,692
Water Fund	\$37,928
Sewer Fund	\$49,963
Golf Fund	\$12,402
Storm Drain Fund	\$3,053
Miscellaneous Fund	<u>\$6,541</u>
	\$279,579
Less Agent's Commission	(\$15,500)
Total Budget	<u>\$264,079</u>
Property/Liability thru L.M.C.I.T.	\$252,666
Employee dishonesty bond	1,267
Accident policy for volunteers	\$1,450
Lawyer's professional coverage	3,574
Total premiums	\$258,957

Attachments

Premium comparison

City of Coon Rapids, MN

Proposed Insurance Premiums 2012/13 as compared to prior years

Deductible: 50,000/200,000

	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06	2004/05	2003/04	2002/03
Insured property in millions	114.6	107.8	89.8	71.4	69.3	67.1	63.6	59.4	55	53.2	49.6
Number of vehicles/trailers (1)	171	200	189	186	195	190	181	196	196	174	173
Expenditures (\$ millions) for liability coverage		30.7	28.8	28.7	29.3	28.8	27	26.2	27.2	22.5	21.6
Expenditures (\$ millions) for error & omission coverage		48.5	53.3	48.3	50.3	51.7	49.1	49.2	51.3	39.2	44.1
Expenditures (\$millions) total	55.7										
Statutory limits:											
Per claimant	500,000	500,000	500,000	500,000	400,000	300,000	300,000	300,000	300,000	300,000	300,000
Per occurrence (\$ millions)	1.5	1.5	1.5	1.5	1.2	1.2	1	1	1	1	1
Experience rating	0.804	0.739	0.836	0.846	0.91	0.986	0.94	N/A	N/A	N/A	N/A
Premium:											
Property	47,538	60,524	42,352	39,527	39,975	42,044	39,082	29,614	28,200	33,597	25,523
Inland marine	9,048	10,716	7,725	8,511	9,754	10,350	8,207	6,749	7,610	7,370	7,141
Municipal liability	116,528	89,881	100,975	106,182	126,011	134,372	113,784	94,234	93,997	99,851	97,524
Automobile liability & physical	25,438	23,706	27,007	28,621	34,966	35,669	30,176	28,055	29,031	29,268	26,804
Petrofund reimbursement	Included	576	621	698							
Open meeting law	Included	Included	Included	Included	1,496	1,657	1,742	1,599	1,738	1,812	2,077
Bonds	1,268	1,303	1,373	1,656	1,595	1,491	1,374	1,350	1,405	1,384	1,646
No fault sewer back-up	0	0	0	9,024	10,718	10,529	9,672	11,069	7,990	8,486	8,262
Equipment breakdown	16,217	15,028	12,511	9,967	9,664	10,988	10,416	9,490	8,703	8,428	7,844
Accident plan for volunteers (est)	1,450	1,450	1,595	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175
Total LMCIT policy	217,487	202,608	193,538	205,663	236,354	249,275	216,628	184,335	181,425	192,992	179,694
Other vendors											
Lawyer's professional (Aug 1 renewal)		3,534	3,574	3,574	3,759	3,942	3,942	3,942	3,876	3,876	3,555
Clinic professional (June 1 renewal)	n/a	n/a	n/a	n/a	n/a	n/a	4,756	4,754	4,756	4,756	3,805
Total other vendors	0	3,534	3,574	3,574	3,759	3,942	8,698	8,696	8,632	8,632	7,360
Excess liability (\$1,000,000)	n/a										
Total premium	217,487	206,142	197,112	209,237	240,113	253,217	225,326	193,031	190,057	201,624	187,054

(1) Based on number of vehicles at time of application. Fluctuations occur due to overlap in delivery of new units and disposal of old ones.

City of Coon Rapids, MN
Proposed Insurance Premiums 2013/14 as compared to prior years
Deductible: 50,000/200,000

	2013/14	2012/13	2011/12	2010/11
Insured property in millions	117.1	114.6	107.8	89.8
Number of vehicles/trailers (1)	191	171	200	189
Expenditures (\$ millions) for liability coverage			30.7	28.8
Expenditures (\$ millions) for error & omission coverage			48.5	53.3
Expenditures (\$millions) total	55.2	55.7		
Statutory limits:				
Per claimant	500,000	500,000	500,000	500,000
Per occurrence	1,500,000	1,500,000	1,500,000	1,500,000
Experience rating	1	1	1	1
Premium:				
Property	49,463	47,538	60,524	42,352
Inland marine	9,459	9,048	10,716	7,725
Municipal liability	150,805	116,528	89,881	100,975
Automobile liability & physical	26,111	25,438	23,706	27,007
Petrofund reimbursement	Included	Included	Included	Included
Open meeting law	Included	Included	Included	Included
Bonds	1,267	1,268	1,303	1,373
No fault sewer back-up	0	0	0	0
Equipment breakdown	16,828	16,217	15,028	12,511
Accident plan for volunteers (est)	1,450	1,450	1,450	1,595
 Total LMCIT policy	 255,383	 217,487	 202,608	 193,538
 Other vendors				
Lawyer's professional (Aug 1 renewal)	3,574	3,574	3,534	3,574
Clinic professional (June 1 renewal)	n/a	n/a	n/a	n/a
 Total other vendors	 3,574	 3,574	 3,534	 3,574
 Excess liability (\$1,000,000)	 n/a	 n/a	 n/a	 n/a
 Total premium	 258,957	 221,061	 206,142	 197,112

(1) Based on number of vehicles at time of application. Fluctuations occur due to overlap in delivery of new units and disp

2009/10	2008/09	2007/08	2006/07	2005/06	2004/05	2003/04	2002/03	2001/02
71.4	69.3	67.1	63.6	59.4	55	53.2	49.6	47.6
186	195	190	181	196	196	174	173	176
28.7	29.3	28.8	27	26.2	27.2	22.5	21.6	21.5
48.3	50.3	51.7	49.1	49.2	51.3	39.2	44.1	43.3
500,000	400,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
1	1	1	1	n/a	n/a	n/a	n/a	n/a
39,527	39,975	42,044	39,082	29,614	28,200	33,597	25,523	21,875
8,511	9,754	10,350	8,207	6,749	7,610	7,370	7,141	5,486
106,182	126,011	134,372	113,784	94,234	93,997	99,851	97,524	92,039
28,621	34,966	35,669	30,176	28,055	29,031	29,268	26,804	32,221
Included	Included	Included	Included	Included	576	621	698	698
Included	1,496	1,657	1,742	1,599	1,738	1,812	2,077	2,078
1,656	1,595	1,491	1,374	1,350	1,405	1,384	1,646	1,453
9,024	10,718	10,529	9,672	11,069	7,990	8,486	8,262	7,819
9,967	9,664	10,988	10,416	9,490	8,703	8,428	7,844	7,520
2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175
205,663	236,354	249,275	216,628	184,335	181,425	192,992	179,694	173,364
3,574	3,759	3,942	3,942	3,942	3,876	3,876	3,555	2,963
n/a	n/a	n/a	4,756	4,754	4,756	4,756	3,805	3,260
3,574	3,759	3,942	8,698	8,696	8,632	8,632	7,360	6,223
n/a	39,240							
209,237	240,113	253,217	225,326	193,031	190,057	201,624	187,054	218,827

osal of old ones. Beginning in 2014, trailers were listed.

1998/99	1997/98	1996/97		1995/96		1994/95		1993/94*
16,418	14,274	13,358		24,889		21,057		27,111
3,696	3,563	3,372		2,187		1,980		2,331
96,128	95,024	93,712		100,924		148,000		125,670
27,923	24,521	20,022		21,695		24,341		20,516
468	389	840		650		788	N/A	
2,957	2,957	1,408		3,125		3,484		1,890
1,322	1,282	1,252		4,176				
6,770	6,426	5,592		4,632		1,363		1,292
2,175	2,175	2,175		2,175		2,132		
157,857	150,611	141,731	0	164,453	0	203,145	0	178,810
2,712	2,927	2,936		2,936		2,438		2,239
3,203	3,203	2,213		2,213		3,483		3,004
5,915	6,130	5,149		5,149		5,921		13,615
45,307	45,307	42,615		46,439		71,421		126,436
209,079	202,048	189,495		216,041		280,487		317,821



City Council Regular

7.

Meeting Date: 12/17/2013

Subject: Approve 2014 License Renewals

From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

City Code Section 5 contains provisions for licensing of certain establishments within the City of Coon Rapids. Attached is a tabulation of those licenses which require City Council approval.

DISCUSSION

All of the license applications are renewals. As indicated on the tabulation, most license renewals are complete, with the exception of those businesses missing the indicated items.

Certain licenses such as tobacco and massage therapists are approved by staff.

Renewals were processed using the 2014 fee schedule.

Missing items are expected to be received on Monday, December 16, 2013.

RECOMMENDATION

Council approval of 2014 license renewals as listed on the attached tabulation, subject to receipt of additional information, Certificates of Insurance and fees as noted.

Attachments

2014 License Renewals

Business Name	Licensee	License 1	License 2	License 3	License 4	License 5	Complete	Missing
Massage Envy	Terra Firma Enterprise 7 LLC	Massage Enterprise					X	
Shortstop Bar & Grill	Entertainment Properties, Inc	On-Sale A	Sunday	Tavern	2 AM		X	
Lifetime Fitness of Coon Rapids	LTF Club Operations Company, Inc	Massage Enterprise					X	
Kwik Trip #465	Kwik Trip, Inc	Tobacco	Off-Sale 3.2				X	
Rapids Warehouse Liquor	Pettis Enterprises Inc	Tobacco	Off-Sale Liquor				X	
Costco Wholesale #372	Costco Wholesale Corporation	Off-Sale Liquor B					X	
Davanni's Pizza & Hot Hoagies	Davanni's Inc	On-Sale 3.2					X	
The Image Creator Hair Salon	Denise Turnquist	Massage Enterprise					X	
Grand Slam Sports	Excellent Entertainment Enterprises	Amusement Center					X	
Willy's Neighborhood Bar & Grill	Slick Willy's Restaurant Inc	On-Sale A	Sunday	Tavern			X	
MGM Liquor Warehouse	Doddhouse Inc	Tobacco	Off-Sale Liquor				X	
Boston's Gourmet Pizza Restaurant & Sports Bar	Blackshirts Inc	On-Sale A	Sunday				X	
Applebee's Neighborhood Grill & Bar	Apple Minnesota LLC	On-Sale A	Sunday				X	
La Casita	AZAR LLC	On-Sale A	Sunday				X	
Classic Bowl	Classic M & M Inc	Bowling	On-Sale A	Sunday	Tavern		X	
The Olive Garden Italian Restaurant #1459	GMRI, Inc	On-Sale A	Sunday				X	
Osaka Sushi & Hibachi	Osaka Sushi & Hibachi Inc	On-Sale A	Sunday				X	
Sammy's Pizza & Restaurant	Perrella Enterprises Inc	Wine	On-Sale 3.2				X	
Max It Pawn	Cash-N-Pawn International, LTD	Pawnbroker					X	
Max It Pawn	Cash-N-Pawn International, LTD	Precious Metals					X	
Outback Steakhouse	Outback Steakhouse of Florida LLC	On-Sale A	Sunday				X	
Cub Foods North	Williston Corp	Tobacco	Off-Sale 3.2				X	
Noodles & Company	The Noodle Shop, Co - Colorado Inc	Wine	On-Sale 3.2				X	
Pawn America	Pawn America Minnesota, LLC	Pawnbroker	Currency				X	
JCPenney Styling Salon	JCPenney Corp Inc	Massage Enterprise					X	
Texas Roadhouse	Texas Roadhouse Holdings LLC	On-Sale A	Sunday				X	
TGI Friday's	TGI Friday's of Minnesota Inc	On-Sale A	Sunday	2 AM			X	
Famous Dave's	D&D of Minnesota, Inc	On-Sale A	Sunday				X	
Coon Rapids VFW Post 9625	VFW Post 9625	Bottle Club					X	
Acapulco Mexican Restaurant	Acapulco of MN, Inc	On-Sale A	Sunday				X	
Star Liquors	STS Liquors LLC	Tobacco	Off-Sale Liquor				X	
Coon Rapids Liquor	J & K Varhol Inc	Off-Sale Liquor	Tobacco				X	
The Well Sports Tavern & Grill	Johnson Endeavors LLC	Tobacco	On-Sale A	Sunday	Tavern	2 AM	X	
Buffalo Wild Wings Grill & Bar #76	Blazin Wings, Inc	On-Sale A	Sunday				X	
Oriental Massage	Therapeutic Inc	Massage Enterprise					X	
El Loro Mexican Restaurant	San Jose Inc	On-Sale A	Sunday				X	
Riverdale Liquors	Riverdale Liquors, Inc	Tobacco	Off-Sale Liquor				X	
Split Second Car Wash/Holiday #3500	Fuhr Enterprises Inc	Tobacco	Off-Sale 3.2				X	
Scoops Sports Bar	Scoops Sports Bar Inc	Tobacco	On-Sale A	Sunday	Tavern		X	
AMC Coon Rapids 16	American Multi-Cinema, Inc.	Theatre					X	
Ike's Wine & Spirits	Ike's Wine & Spirits of Coon Rapids Inc	Tobacco	Off-Sale Liquor				X	
Lindees	Matthew Voss	On-Sale A	Sunday	2 AM			X	
Super America #4290	Northern Tier Retail LLC	Tobacco	Off-Sale 3.2				X	
Super America #4197	Northern Tier Retail LLC	Tobacco	Off-Sale 3.2				X	
Rainbow Foods #8872	RBF, LLC of Wisconsin	Tobacco	Off-Sale 3.2				X	
Cub Foods South	Coon Rapids 2002 LLC	Tobacco	Off-Sale 3.2				X	
Chipotle Mexican Grill	Chipotle Mexican Grill of Colorado LLC	Wine	On-Sale 3.2				X	
Tiny Apple Massage Therapy	Debra Johnson	Massage Enterprise					X	
Game Stop #4854	Game Stop, Inc	Secondhand Goods					X	
Game Stop #2352	Game Stop, Inc	Secondhand Goods					X	
Khan's Mongolian BBQ	Paisan Incorporated	On-Sale A	Sunday					Anoka County Food License
Team Liquor Wine & Spirits	TL Coon Rapids INC	Tobacco	Off-Sale Liquor					Application
The Harvest Grill	Potluck Catering Inc	On-Sale A	Sunday					Proof of Worker's Compensation Insurance, Liquor Liability Insurance, Anoka County Food License, Site Plan, Payment
Jung Ja Salon & Spa	Jung Ja Brist	Massage Enterprise						Application
Broadway Bar & Pizza	KB&J Enterprises Inc	On-Sale A	Sunday					Proof of Worker's Compensation Insurance, Liquor Liability Insurance, Anoka County Food License, Site Plan, Payment
Valu Plus Liquors	Valu Plus Liquors LLC	Tobacco	Off-Sale Liquor					Liquor Liability Insurance
Pizza Flame	Dyno Inc	Wine	On-Sale 3.2					Liquor Liability Insurance
Highway 10 Mobil Car Care Center	JTS Auto Service Inc	Tobacco	Off-Sale 3.2					New Manager Investigation
American Legion Post 334	American Legion 334	Sunday	Bottle Club	Tavern				New Manager Investigation
610 Express	610 Express Inc	Tobacco	Off-Sale 3.2					Off-Sale 3.2 Application
Osaka Steakhouse	Osaka Northtown Inc	On-Sale A	Sunday					Site Plan; Anoka County Food License



City Council Regular

8.

Meeting Date: 12/17/2013

Subject: Approve Therapeutic Massage Enterprise License for Simonson's Salon & Spa, 3490 Northdale Boulevard

From: Vincent Vu, Management Analyst/Deputy Clerk

INTRODUCTION

Kyle Simonson of Simonson's Salon & Spa has submitted an application for a Therapeutic Massage Enterprise license for use at 3490 Northdale Boulevard.

DISCUSSION

Ms. Simonson has paid the background investigation and license fee for a Therapeutic Massage Enterprise. The Police Department is currently conducting a background investigation. Ms. Simonson anticipates procuring a final inspection and obtaining a Certificate of Occupancy upon successful issuance of the license.

RECOMMENDATION

Council is requested to approve the issuance of a Therapeutic Massage Enterprise license to Ms. Kyle Simonson for Simonson's Salon & Spa located at 3490 Northdale Blvd pending a successful background investigation, a final inspection, and procurement of a Certificate of Occupancy.



City Council Regular

9.

Meeting Date: 12/17/2013

Subject: Authorize Application for 2014 Community Development Block Grant Program

Submitted For: Cheryl Bennett, Housing and Zoning Coordinator

From: Cindy Hintze, Administrative Specialist

INTRODUCTION

Staff requests the City Council authorize the Community Development Block Grant application for 2014 encompassing an 18-month program running from July 1, 2014, through December 31, 2015. Council is requested to conduct a public hearing on the proposed use of the funds for a Housing Rehabilitation Program. The 2014 CDBG project application must be placed on file with the Anoka County Community Development Department by January 16, 2014.

DISCUSSION

The City receives funds from the federal Community Development Block Grant (CDBG) program through a Joint Cooperation Agreement with the Anoka County Housing and Redevelopment Authority. The Agreement, in effect since program year 2001, provides for pass-through funding from Anoka County to the City, removing the City from the county's competitive application process for CDBG funds. The City receives an allocation in accordance with the funding guidelines established by the U.S. Department of Housing and Urban Development (HUD). The Anoka County Community Development Department requests the City complete the application process to provide program description and project documentation for HUD purposes.

Staff recommends the CDBG allocation continue to be designated for a Housing Rehabilitation Program reflecting previous Council direction to use block grant funding to assist the City's housing program efforts. Housing rehabilitation activities assisting low/moderate-income persons is a Housing Goal of the Anoka County Consolidated Plan, a required component of the federal block grant program. Low/moderate income is defined by HUD as a family or individual whose income is not more than 80 percent of the median income of a defined area. Coon Rapids falls within the Minneapolis-St. Paul-Bloomington, MN-WI Metropolitan Statistical Area as determined by HUD. At present, low/moderate income for a household of four persons may not exceed \$64,400.

The amount of the CDBG award will be made according to HUD's allocation guidelines. However, because funding levels have not yet been established for program year 2014, last year's funding level has been used for planning purposes. The 2013 funding allocation totaled \$283,236; this allocation would result in \$198,265 for housing rehabilitation projects in Coon Rapids. This represents 70 percent of our allocation; the remaining 30 percent is set aside for Anoka County program administration costs (15 percent) and county-administered public service program funding (15 percent) as provided for in a Memorandum of Understanding that is part of the Joint Cooperation Agreement. In addition, staff proposes to revolve \$18,608.50 recently received in loan repayments into the 2014 program. Loan repayments, defined as program income, are not subject to the 30 percent set aside for administration and public service funding.

The City's CDBG Housing Rehabilitation Loan Program provides deferred, zero-interest loans to low/moderate-income households; 50 percent of the loan is forgiven after five years. The loan funds assist homeowners with maintaining minimum housing standards and energy-related improvements in single- and two-family dwellings, including interior improvements on townhouse and other common interest community

properties. Funds can also be used on exterior rehab work on a dwelling unit within a common interest community property when the homeowner, and not the association, is responsible for the work. A one-year tenancy requirement of the program is waived for the rehabilitation of foreclosed properties. This allows residents of low/moderate-income who have purchased a foreclosed property to begin the rehabilitation process immediately upon purchase.

The Home Energy Loan Program, a specialty program of the Coon Rapids CDBG Housing Rehabilitation Loan Program, is designed to address the burden low/moderate-income households with high energy consumption and increasing fuel and energy expenses. This program provides for replacement of heating and air-conditioning systems and water heaters with new units meeting meet federal energy efficiency standards. This program also addresses inadequate insulation and other energy-related items. This program provides deferred, zero interest loans of up to \$10,000 that are completely forgiven after ten years.

It is anticipated that the proposed project funding will provide assistance for twelve to sixteen homeowners. The maximum rehab loan amount is \$20,000; additional funds of not more than \$4,999 per project may be provided to homeowners for lead-based paint abatement projects or other rehabilitation needs. Funds used for assessment work to identify lead-based paint issues are granted to the homeowner and do not become part of the loan amount.

The application process requires the City Council hold a public hearing to take comments on the proposal. Council is also requested to authorize the application for Community Development Block Grant funds for program year 2014 and to authorize the Mayor and City Manager to execute all necessary documents with Anoka County to implement the 2014 CDBG program.

RECOMMENDATION

Staff recommends the City Council:

- a. Hold a public hearing and take public comment on the application for Community Development Block Grant funds for program year 2014;
- b. Authorize the application for Community Development Block Grant funds for program year 2014 for a Housing Rehabilitation Program;
- c. Authorize the Mayor and City Manager to execute a CDBG Agreement, together with any other necessary documents, with Anoka County regarding the implementation of the 2014 CDBG program.

Attachments

2014 CDBG Application



Community Development Block Grant

2014 Project and Planning Application

An Application Guide is available with directions on completing the application, submission details, and contact information for questions.

General Information

Project Title: Coon Rapids Housing Rehabilitation Loan Program

Applicant: City of Coon Rapids

Type of Organization

- Local Government
- Non-Profit Organization
- For-Profit Organization

- Faith-Based Organization
- Institution of Higher Education
- Anoka County Department:

Contact Person: Cheryl Bennett

Title: Housing and Zoning Coordinator

Address: 11155 Robinson Dr NW

City: Coon Rapids **State:** MN **Zip:** 55433

Phone: 763-767-6422 **Fax:** 763-767-6573

Email* cbennett@coonrapidsmn.gov

*Meeting notices will be sent by email only.

Project Information

Project Address: City Wide

Project Service Area: City of Coon Rapids

This project will be completed in: 6 months 12 months 18 months

Project Activity

(Select the ONE HUD activity listed in the Application Guide that best fits this project; example: 030 Fire Station)

14A Rehabilitation: Single-Unit Residential

Funding Request

Amount (\$) of CDBG Request TBD

Amount (\$) of Applicant Resources

Amount (\$) from other loan/grant Sources

Total Program/Development Costs (\$)

TBD

Does the total project cost account for federal prevailing wages if applicable? (Reference the Application Guide for information on federal wages)

Yes No

Is there a fiscal financial agent other than the applicant? No Yes: who

Will CDBG funding be used to leverage additional funding? Yes No

Can this project be partially funded?

Yes No

If application is requesting funds for multiple items, prioritize items and amounts needed:

Priority 1:

Priority 2:

Priority 3:

Budget

Consult the Application Guide for requirements on this section. **The budget proposal is in an Excel document available on our Web site; a hard copy of the budget in that form must be submitted with this proposal.**

The City of Coon Rapids will hire a program administrator. In our current program year, we have contracted with the Greater Metropolitan Housing Corporation to perform these services for 15 percent of the rehabilitation program budget. The remaining funds are dedicated to rehabilitation costs. The City provides program administration at no additional cost to the program.

Project Narrative

Program Description

Deferred financing for single-family housing rehabilitation activity benefitting low-income persons. Single-family units include detached dwelling units and individual dwelling units in common interest communities.

Describe the need and urgency for the proposed project. Include the consequences if the project is not funded.

Coon Rapids has a long-standing program of assisting homeowners with financing for housing rehabilitation needs. Without this assistance, some homeowners may not be able to make needed repairs that help provide safe, decent housing.

Describe the organization's fiscal management including financial reporting and recording keeping.

Fiscal agent for a local unit of government.

Public Infrastructure

Does this project involve infrastructure? No Yes, complete the following

If the project application is requesting assistance for water/sewer improvements, street improvements, or other infrastructure, answer the following questions:

1. Identify the urgency of the improvement.
2. Is the improvement included in the city/town improvement plan?
3. What circumstances led to the need for federal assistance?

Slum/Blight Removal (National Objective)

Does this project qualify as Slum/Blight? No Yes, complete the following;

If this project is for slum/blight removal, verification must be made in order to assure that a CDBG-funded activity meets the national objective regarding slums and blight. Verification for this project falls within one of the following categories:

Elimination of Slums and Blight **Area Basis** (SBA)

Elimination of Slums and Blight **Spot Basis** (SBS)

Describe/identify the site location or boundaries. Include map attachment.

Indicate the percent of building or public improvements that were deteriorated when the project was designated as slum/blight, and the year of designation:

_____ % designated in _____ (year)

Public Improvement/Type of Condition:

Describe the conditions that qualify the project as slum or blight.

Benefit to Low and Moderate Income People (National Objective)

Does this project meet the Benefit to Low and Moderate Income People national objective?

No Yes, complete the following:

Identify **ONE** benefit group that will meet the Low/Moderate Income national objective. *Carefully review the following activity definitions in the Application Guide before selecting an option.*

Low/Moderate Income Jobs (LMJ) (Creation or Retention)

Low/Moderate Income Clientele (LMC) (Public facilities or organizations)

Low/Moderate Income Area Benefit (LMA) - *Required: outlined in service area map*

Low/Moderate Income Housing (LMH) (New construction and rehabilitation)

Single-family housing

Multi-family housing

Housing Activities

Is this project for a housing activity? No Yes, complete the following:

*All housing activities will be considered for HOME funds before the use of CDBG

Type of Housing: Single-family Townhome
 2-, 3-, or 4-plex Single-Room Occupancy
 Multi-family Other:

Tenancy: Owner-occupied
 Renter-occupied

Income Level of Clients 0-30% Area Median Income 31-50% Area Median Income
 51-80% Area Median Income

Benefit to Homeless Not applicable
 Homeless individuals
 Homeless families

Non-Homeless Special Need Population Served:

Elderly (62 years +) Alcohol/drug abuse
 Developmentally disabled Physical disability
 Severe mental illness Victims of domestic violence
 HIV/AIDS

Total Number of Units Overall in Project Number Occupied: 12-16
Number Vacant: n/a

ALL - Acquisition, Rehabilitation, Demolition, Clearance, and Conversion projects to complete

Type of project Single- or Multi-Family Housing
 Farm land and structures
 Vacant land; free from any structures
 Business, commercial, or industrial

Site Control Indicate the status of the project site and attach documentation:

Applicant owns property: Date acquired
 Lease: Expiration date
 Option to purchase: Expiration date
 Other: Describe

Zoning Is the site zoned for the proposed activity? Yes No
If no, provide an explanation and timetable to change zoning or obtain variance:

Appraisal If request is for property acquisition, has an appraisal been completed within the last 12 months?
 Yes; attach copy to application.
 No; current fair market value is: \$

Relocation Will the project require relocation (moving) of any occupants of a structure?
 Temporary
 Permanent
 No relocation necessary

General Information Notice
Has a General Information Notice to sellers and/or tenants of Relocation or No Relocation benefits been completed?
 Yes; provided to occupants on MM/dd/yyyy No; will be completed on MM/dd/yyyy

Environmental Considerations

Is the project currently underway?
 Yes; and a federally-accepted environmental review has been completed.
 Yes; but there has not been an environmental review.
 No; project will not begin before an environmental review is completed by Anoka County.

Noise Abatement and Control
Distance from nearest railroad: More, or Less than 3,000 feet
Distance from nearest major roadway: More, or Less than 1,000 feet
Distance from nearest municipal or military airport: More, or Less than 5 miles

Wetland Protection
Is there a wetland associated with the proposed project? Yes No

Flood Hazard Area
Is there evidence or knowledge that a portion of the proposed project is located in a 100- or 500-year flood plain? Yes No

Other Does the project:

- Include repair, rehabilitation, or conversion of existing building/facilities?
 Yes No
- Involve new construction, acquisition of undeveloped land or any construction that requires ground disturbance?
 Yes No

Conflict of Interest

As an applicant requesting funding, will any of your employees, agents, consultants, officers, or elected officials meet any of the following conflicts of interest:

- Yes No Participate in the decision making process for the approval of this application? (i.e., an Anoka County Commissioner or HRA Trustee)
- Yes No Have a financial interest or reap a financial benefit from this activity?
- Yes No Have an interest in any contract, subcontract, or agreement with respect to this application either for themselves or those with whom they have family or business ties during the program year and for one year thereafter?

If "Yes" to any of the above, please identify the situation:

Project Beneficiaries

What type of beneficiaries will this project address and what is the expected number of accomplishments?

Select **ONLY ONE**

- Households - enter # of households *12-14*
- People - enter # of unduplicated people
- Businesses - enter # of businesses
- Housing Units - enter # of individual housing units
- Jobs Created - enter # of jobs to be created, min 1 per \$35k
- Jobs Retained - enter # of jobs to be retained, min 1 per \$35k
- Public Facilities - enter # of public facility locations
- Demolition/clearance - enter # of units to be demolished
- Planning: Outline the community benefit in a brief narrative.

Use of Contractors, Consultants

In accordance with federal regulations, CDBG funds may not be used to directly or indirectly employ, award contracts to, or otherwise engage the services or any contractor or Subrecipient during any period of debarment, suspension, or placement of ineligibility status.

Will you hire a contractor or consultant to complete this project? No Yes, complete the following:

1. Name of consultant/firm and owner:
licensed contractors
2. How were they selected?
competitive bid

3. Is the consultant/firm already under contract with your organization? Yes No

4. Is this consultant/firm a women or minority owned business? Yes No

If you are unable to complete this section at the time of application, all contracts must be reviewed for debarment before a CDBG release of funds, contact Anoka County with updated information.

Section 3 Requirements

Attach the following documents:

- Acknowledgement of receipt of Anoka County Section Plan 2010 (available at http://ww2.anokacounty.us/v3_cd/doing-business/Section3.aspx - download and read the Section 3 Plan, acknowledgement is last page of Plan)
- Section 3 Action Plan (available at http://ww2.anokacounty.us/v3_cd/doing-business/Section3Forms.aspx)

For information on the Anoka County Section 3 program, Contact Barb McKusick 763-323-5722 or barb.mckusick@co.anoka.mn.us

Required Documentation

The following documents are **required to be attached, if applicable, with the application submission.**

- Resolution of governing body requesting funds or board minutes approving submission of application
- Supporting documentation such as, survey, Phase I/II Environmental, census data, etc
- If Nonprofit - State and Federal Tax Exemption Determination letter - 501(c)(3)
- List of Board of Directors/Council or Trustees for Nonprofit applications
- Project Timeline or schedule
- Building/area information and photographs
- Appraisals
- Phase Level Environmental Report
- Map or sketch of project area
- Professional certification, analysis of feasibility and/or cost estimate
- Letters of support/Project commitment letters
- Acknowledgement of receipt of Anoka County Section Plan 2010
- Section 3 Action Plan
- Budget proposal – using the Excel document provided on the Web site

A copy of the applicant's Audit, Management & Compliance Report and Certificate of Liability insurance will be required before the Subrecipient Agreement can be completed.

Certification

I hereby acknowledge that by applying for CDBG funds, this activity may require compliance in the following areas:

- Utilization of minority and women contractors
- Labor Standards provisions (Davis-Bacon Act)
- Uniform Relocation Act and Section 104(d)
- Section 3
- Environmental Regulations
- Flood Insurance
- Lead-Based Paint Assessment and/or Remediation or Abatement
- Debarred, suspended and ineligible contractors and subrecipients
- Handicapped accessibility
- Title VI of the Civil Rights Act of 1964
- Title VIII of the Civil Rights Act of 1969 - Fair Housing Act

DUNS #:

If not disclosed on this application the DUNS number will be required upon the finalization of the Subrecipient Agreement.

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief. I further certify that no contracts have been awarded, funds committed or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the program Administrator.

Signature of Authorized Official

Print name of Authorized Official

Title

Date

Section 3 Acknowledgement

By signing below, you are acknowledging that you have read the Anoka County Section 3 Plan, 2010, and understand the requirements of Section 3 as it applies to your agency and that your agency will comply with all Section 3 requirements and submit necessary documentation to Anoka County.

Any failure to comply with Section 3 regulations may result in revocation of funds from Anoka County and may jeopardize future funding opportunities from Anoka County.

Signature of Authorized Official

Name of Authorized Official

Title

Date

**City of Coon Rapids CDBG Project Application
Program Year 2014**

Coon Rapids City Council Members as of December 17, 2013

Mayor Tim Howe

Councilmember Denise Klint, Ward 1

Councilmember Ron Manning, Ward 2

Councilmember Paul Johnson, Ward 3

Councilmember Jerry Koch, Ward 4 _____

Councilmember Bruce Sanders, Ward 5

Councilmember Steve Wells, At-Large



City Council Regular

10.

Meeting Date: 12/17/2013

Subject: Award Generator Maintenance Contract

Submitted For: Sharon Legg, Finance Director

From: Stephanie Lincoln, Purchasing Clerk

INTRODUCTION

Staff requests awarding the generator maintenance contract to Cummins N Power LLC.

DISCUSSION

The following two bids were opened on December 6, 2013 for generator maintenance. A summary of the proposals is attached. A three year maintenance contract is recommended with an option to renew for two additional one year periods. Currently, the City has 18 backup generators at water and sewer facilities, several portable generators as well as four generators for backup at the three fire stations and the City Center. The contract is divided into regular services and on demand/as needed services. The regular services (levels 1-3) include inspections, preventative maintenance, and cooling system services. The on demand/as needed services (level 4-5) include load bank testing, valve adjustments, and battery replacements and were bid under the assumption that all generators needed the service in order to compare prices.

Vendor	Year 1	Year 2	Year 3	Total	On Demand /As Needed
Cummins N Power	\$ 36,275.00	\$ 15,966.00	\$ 16,198.00	\$ 68,439.00	\$ 84,266.00
Ziegler Inc	\$ 37,870.00	\$ 20,440.00	\$ 21,490.00	\$ 79,800.00	\$ 78,735.00

RECOMMENDATION

Award the Generator Maintenance Contract to Cummins N Power LLC in the amount of \$68,439 for the 3-year contract with the option to renew for two additional years if desired.

BUDGET IMPACT:

The 2014 Budget includes funds for generator maintenance costs.

Attachments

Bid Tab

2014									2014 Grand Total
Vendor	Regular Services				On Demand/As Needed				
	Level 1	Level 2	Level 3	Total	Level 4	Level 5	Batteries	Total	
Cummins	\$ 5,363.00	\$ 10,227.00	\$ 20,685.00	\$ 36,275.00	\$ 11,035.00	\$ 11,724.00	\$ 4,660.00	\$ 27,419.00	\$ 63,694.00
Ziegler Inc	\$ 8,055.00	\$ 11,425.00	\$ 18,390.00	\$ 37,870.00	\$ 16,765.00	\$ 750.00	\$ 7,465.00	\$ 24,980.00	\$ 62,850.00

2015									2015 Grand Total
Vendor	Regular Services				On Demand/As Needed				
	Level 1	Level 2	Level 3	Total	Level 4	Level 5	Batteries	Total	
Cummins	\$ 5,446.00	\$ 10,520.00	\$ 15,966.00	\$ 15,966.00	\$ 11,199.00	\$ 12,068.00	\$ 4,815.00	\$ 28,082.00	\$ 44,048.00
Ziegler Inc	\$ 8,480.00	\$ 11,960.00	\$ 20,440.00	\$ 20,440.00	\$ 17,590.00	\$ 790.00	\$ 7,820.00	\$ 26,200.00	\$ 46,640.00

2016									2016 Grand Total
Vendor	Regular Services				On Demand/As Needed				
	Level 1	Level 2	Level 3	Total	Level 4	Level 5	Batteries	Total	
Cummins	\$ 5,529.00	\$ 10,669.00	\$ 16,198.00	\$ 16,198.00	\$ 11,362.00	\$ 12,433.00	\$ 4,970.00	\$ 28,765.00	\$ 44,963.00
Ziegler Inc	\$ 8,910.00	\$ 12,580.00	\$ 21,490.00	\$ 21,490.00	\$ 18,470.00	\$ 830.00	\$ 8,255.00	\$ 27,555.00	\$ 49,045.00

	3 Year Total for Regular Services	3 Year Total with On Demand Services
Cummins	\$ 68,439.00	\$ 152,705.00
Ziegler Inc	\$ 79,800.00	\$ 158,535.00

2017 Optional Year									2017 Grand Total
Vendor	Regular Services				On Demand/As Needed				
	Level 1	Level 2	Level 3	Total	Level 4	Level 5	Batteries	Total	
Cummins	\$ 5,635.00	\$ 10,886.00	\$ 21,691.00	\$ 38,212.00	\$ 11,539.00	\$ 12,685.00	\$ 5,080.00	\$ 29,304.00	\$ 67,516.00
Ziegler Inc	\$ 9,410.00	\$ 13,230.00	\$ 20,235.00	\$ 42,875.00	\$ 19,420.00	\$ 880.00	\$ 8,725.00	\$ 29,025.00	\$ 71,900.00

2018 Optional Year									2018 Grand Total
Vendor	Regular Services				On Demand/As Needed				
	Level 1	Level 2	Level 3	Total	Level 4	Level 5	Batteries	Total	
Cummins	\$ 5,720.00	\$ 11,102.00	\$ 16,822.00	\$ 16,822.00	\$ 11,760.00	\$ 13,066.00	\$ 5,080.00	\$ 29,906.00	\$ 46,728.00
Ziegler Inc	\$ 9,910.00	\$ 13,930.00	\$ 23,840.00	\$ 23,840.00	\$ 20,375.00	\$ 920.00	\$ 9,205.00	\$ 30,500.00	\$ 54,340.00

	Optional 2 Year Total for Regular Services	5 Year Total for Regular Services	Optional 2 Year Total with On Demand Services	5 Year Total with On Demand Services
Cummins	\$ 55,034.00	\$ 123,473.00	\$ 114,244.00	\$ 266,949.00
Ziegler Inc	\$ 66,715.00	\$ 146,515.00	\$ 126,240.00	\$ 284,775.00



City Council Regular

11.

Meeting Date: 12/17/2013

Subject: PC 13-27 Approve an Ordinance to Amend Title 11 Regarding Junk Vehicles, Number of Trailers Allowed and Minimum Number of Stacking Spaces

From: Scott Harlicker, Planner

INTRODUCTION

The City is requesting the approval of an ordinance amendment to address issues relating to junk vehicles, number of trailers allowed and number of stacking spaces for a drive thru window.

DISCUSSION

At the City Council meeting held on December 3rd the Council introduced the proposed ordinance. The Council raised questions regarding 1) the number of days allowed for automobile repair; and 2) the number of trailers allowed.

1) Number of days allowed to work on a vehicle

Staff proposed that the number of days to work on a car be limited to 20 days. This was a carry over from the previous code and was included to limit the ability to operate a car repair business from a home. Council expressed concerns about the potential impact for an individual to work on his or her own vehicle. Therefore, staff suggests alternative language that a vehicle being worked on must be owned by a resident of the home. The change would read as follows:

(c) One vehicle owned by and being actively repaired by a resident of the premise, inside a building, garage or accessory structure, ~~in which the vehicle is located for a period not to exceed 20 days.~~

2) Trailer storage

Council was concerned that the proposed language would prohibit someone from having two boats on trailers and two utility trailers. The proposal moves the utility trailer regulations from Section 11-11-601.3 Major Recreational Equipment in Residential Districts to Section 11-601.4 Number of Vehicles. The total number of other trailers, such as utility trailers, is not changed, it remains at two. Under the proposed language, a boat and the trailer it sits on would be considered one major recreational vehicle. A utility trailer would not be included as a major recreational vehicle; it would be considered under separate regulations in Section 11-601.4 that includes utility trailers. Also allowed under the proposed language is the scenario where a property owner has a boat/trailer, an RV, snowmobiles/trailer and a utility trailer. A property owner would be allowed to have two major recreational vehicles, such as a boat/trailer and RV and up to two other trailers, such as a utility trailer and snowmobiles/trailer.

The ordinance amendments modified since being introduced on December 3rd and discussed above, are proposed to read as follows:

Trailer Storage

11-601.3 Major Recreational Equipment in Residential Districts.

(1) Standards. Major Recreational Equipment in a residential district must conform to the following standards, in addition to the standards in Title 9 (Traffic and Transportation). These standards are enforceable against the property owner, the vehicle owner, and the vehicle possessor(s), joint and severally. For this purpose, the vehicle owner is presumed to be the registered owner, unless rebutted.

(a) No Major Recreational Equipment may be used for living, sleeping, or housekeeping purposes, except that one major recreational vehicle not exceeding the limitations of 11-601.3 is allowed for occasional living purposes, not to exceed three days per 30 day period, to accommodate visitors, provided the vehicle is parked on private property.

(b) Major Recreational Equipment stored outside must be in a condition for the safe and effective performance of its intended function or repaired to put such equipment in such condition. Equipment being repaired may not be stored longer than 20 days.

(c) Maximum Number: Major Recreational Equipment is limited to two per residential dwelling unit, whether stored inside or outside a building.

(d) Size limitations for Major Recreational Equipment parked or standing in residential districts more than 12 hours:

(i) Maximum Height: Thirteen and one half feet measured from the ground to the highest point on the vehicle at the recommended tire pressure. For the purposes of measuring height, all accessories, attachments, and material carried on the vehicle shall be considered part of the vehicle.

(ii) Maximum Length: Forty-five feet, measured from the longest point on the vehicle or, if a trailer, the horizontal distance between the front and rear edges of the trailer bed. For the purposes of measuring length, all accessories, attachments, and material carried upon a vehicle is considered a part of the vehicle or trailer bed.

(iii) Maximum Width: Eight and one half feet in width, measured from the widest point on the vehicle or, if a trailer, the horizontal distance between the left and right edges of the trailer bed. For the purposes of measuring width, all accessories, attachments, and material carried upon a vehicle is considered a part of the vehicle or trailer bed.

(e) Vehicles must be both operable and currently registered.

~~(f) The total number of trailers allowed stored outside on a residential property is two.~~

11-601.4 Number of Vehicles.

(1) The number of vehicles on a residential parcel may exceed by only two the number of persons with valid drivers licenses residing on the premises. The following vehicles shall be exempted from this requirement:

(a) Temporary visitor parking.

(b) Major Recreational Equipment.

(c) A maximum of two collector vehicles registered as pioneer, classic, collector or street rod vehicles. The collector plates must be displayed on the vehicle.

(d) Trailers, trucks, and other vehicles used in loading, unloading, maintenance, or construction on the premises.

The total number of trailers allowed stored outside on a residential property is two.

(e) Two- or three-wheeled vehicles.

The ordinance amendments as introduced on December 3rd are proposed to read as follows:

Definition of Junk Vehicles

11-201 Definitions. Junk Vehicle- Includes any motor vehicle or trailer which is not in an operable condition; or which is partially dismantled; or which is used for the sale of parts; or as a source of repair and replacement parts for other vehicles; or which is kept for scrapping, dismantling, or salvage; or is unlicensed or ~~unregistered~~, does not display current registration; or is parked off an improved surface in a front or side yard or any combination therein.

The following vehicles are not considered junk vehicles:

(a) An unlicensed vehicle for sale in an automobile sales lot.

(b) A collector vehicle registered as a pioneer, classic, collector or street vehicle, as defined in M.S.A. 168.10, if actively being restored.

(c) One vehicle owned by and being actively repaired by a resident of the premise, inside a building, garage or accessory structure, ~~in which the vehicle is located for a period not to exceed 20 days.~~

Junk Vehicles in the Industrial District

11-801.6 Junk Vehicles. The parking, storage, or maintenance of junk vehicles is allowed only if incidental to a permitted use and if the vehicles are being actively repaired. Such vehicles must be stored within an enclosed building or be so screened that they are not visible from public streets or adjoining properties.

Stacking Spaces Drive Thru Lanes

11-1202.7 Stall, Aisle, Stacking and Loading Space Dimensions. Stall, aisle, stacking and loading spaces must be constructed to the following minimum specifications:

(1) Standard Parking Stalls.

Parking Angle	Stall Width (Including Striping)	Stall Length	Aisle Width	Bay Width	
				Interlock to Interlock	Wall to Wall
90 degrees	nine feet	20 feet	24 feet	64 feet	64 feet
60 degrees	nine feet	20 feet	16 feet	55.5 feet	60 feet
45 degrees	nine feet	20 feet	16 feet	50.5 feet	57 feet
Parallel	eight feet	22 feet	12 feet (one way) 24 feet (two way)	n/a	n/a
Tandem	eight feet	25 feet	24 feet	n/a	n/a

Stall length for 90, 60, and 45 degree angles parking stalls may be reduced by the amount of the curb overhang up to a maximum of two feet.

(2) Accessible Parking Stalls. Accessible parking spaces must be provided according to Chapter 1341 of Minnesota Rules (the Minnesota Accessibility Code).

(3) Off-Street Loading or Stacking Space. An off-street loading or stacking space must be a minimum of 12 feet wide, 50 feet long and 15 feet high, unless the maximum size of trucks used does not necessitate such space.

(4) Drive-Thru Stacking Space. A stacking space shall be a minimum of 12 feet wide and 20 feet long. Six stacking spaces are required per drive thru service window or wash bay.

RECOMMENDATION

In Planning Case 13-27, the City Council adopt the proposed ordinance approving the following changes:

1. Amend the Section 11-201 definition of junk vehicle to include the requirement that current registration must be displayed.
2. Add regulations for the storage of junk vehicles to Section 11-801.6 the Industrial District.
3. Amend section 11-601.3 to remove the the standard for total number of trailers allowed and amend Section 11-601.4 to add the standard for total number of trailers allowed.
4. Amend Section 11-1207.7(4) to add minimum number of stacking spaces for drive thru service windows,

Attachments

Proposed Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING TITLE 11, SECTION 11-201 DEFINITIONS TO CHANGE THE DEFINITION OF JUNK VEHICLE; CHANGE TO TITLE 11, SECTION 11-801 TO ADD A NEW SECTION THAT ADDRESSES JUNK VEHICLES; CHANGE TO TITLE 11 SECTION 11-601.3 TO ELIMINATE THE STANDARD FOR TOTAL NUMBER OF TRAILERS ALLOWED; CHANGE TO TITLE 11 SECTION 11-601.4 TO ADD STANDARD FOR TOTAL NUMBER OF TRAILERS ALLOWED; CHANGE TO TITLE 11 SECTION 11-1207.7(4) TO ADD MINIMUM NUMBER OF STACKING SPACES FOR DRIVE THRU SERVICE WINDOWS.

The City of Coon Rapids does ordain:

Section 1. Revised City Code – 1982 Section 11-201 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

Junk Vehicle - Includes any motor vehicle or trailer which is not in an operable condition; or which is partially dismantled; or which is used for the sale of parts; or as a source of repair and replacement parts for other vehicles; or which is kept for scrapping, dismantling, or salvage; or is unlicensed or [unregistered] does not display current registration; or is parked off an improved surface in a front or side yard or any combination therein. The following vehicles are not considered junk vehicles:

- (a) An unlicensed vehicle for sale in an automobile sales lot.
- (b) A collector vehicle registered as a pioneer, classic, collector or street vehicle, as defined in M.S.A. 168.10, if actively being restored.
- (c) One vehicle owned by and being actively repaired by a resident of the premise, inside a building, garage or accessory structure[, in which the vehicle is located for a period not to exceed seven days].

Section 2 Revised City Code- 1982 Section 11-801 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

11-801.6 Junk Vehicles. The parking, storage, or maintenance of junk vehicles is allowed only if incidental to a permitted use and if the vehicles are being actively repaired. Such vehicles must be stored within an enclosed building or be so screened that they are not visible from public streets or adjoining properties.

Section 3. Revised City Code – 1982 Section 11-601.3 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

11-601.3 Major Recreational Equipment in Residential Districts.

- (1) Standards. Major Recreational Equipment in a residential district must conform to the following standards, in addition to the standards in Title 9 (Traffic and Transportation). These standards are enforceable against the property owner, the vehicle owner, and the vehicle possessor(s), joint and severally. For this purpose, the vehicle owner is presumed to be the registered owner, unless rebutted.

(a) No Major Recreational Equipment may be used for living, sleeping, or housekeeping purposes, except that one major recreational vehicle not exceeding the limitations of 11-601.3 is allowed for occasional living purposes, not to exceed three days per 30 day period, to accommodate visitors, provided the vehicle is parked on private property.

(b) Major Recreational Equipment stored outside must be in a condition for the safe and effective performance of its intended function or repaired to put such equipment in such condition. Equipment being repaired may not be stored longer than 20 days.

(c) Maximum Number: Major Recreational Equipment is limited to two per residential dwelling unit, whether stored inside or outside a building.

(d) Size limitations for Major Recreational Equipment parked or standing in residential districts more than 12 hours:

(i) Maximum Height: Thirteen and one half feet measured from the ground to the highest point on the vehicle at the recommended tire pressure. For the purposes of measuring height, all accessories, attachments, and material carried on the vehicle shall be considered part of the vehicle.

(ii) Maximum Length: Forty-five feet, measured from the longest point on the vehicle or, if a trailer, the horizontal distance between the front and rear edges of the trailer bed. For the purposes of measuring length, all accessories, attachments, and material carried upon a vehicle is considered a part of the vehicle or trailer bed.

(iii) Maximum Width: Eight and one half feet in width, measured from the widest point on the vehicle or, if a trailer, the horizontal distance between the left and right edges of the trailer bed. For the purposes of measuring width, all accessories, attachments, and material carried upon a vehicle is considered a part of the vehicle or trailer bed.

(e) Vehicles must be both operable and currently registered.

[f) The total number of trailers allowed stored outside on a residential property is two.]

Section 4. Revised City Code – 1982 Section 11-601.4 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

11-601.4 Number of Vehicles.

(1) The number of vehicles on a residential parcel may exceed by only two the number of persons with valid drivers licenses residing on the premises. The following vehicles shall be exempted from this requirement:

(a) Temporary visitor parking.

(b) Major Recreational Equipment.

(c) A maximum of two collector vehicles registered as pioneer, classic, collector or street rod vehicles. The collector plates must be displayed on the vehicle.

(d) Trailers, trucks, and other vehicles used in loading, unloading, maintenance, or construction on the premises. The total number of trailers allowed stored outside on a residential property is two.

(e) Two- or three-wheeled vehicles.

Section 5. Revised City Code – 1982 Section 11-1202.7 is hereby amended as follows:

(Deletions in brackets, additions double underlined>)

11-1202.7 Stall, Aisle, Stacking and Loading Space Dimensions. Stall, aisle, stacking and loading spaces must be constructed to the following minimum specifications:

(1) Standard Parking Stalls.

Parking Angle	Stall Width (Including Striping)	Stall Length	Aisle Width	Bay Width	
				Interlock to Interlock	Wall to Wall
90 degrees	nine feet	20 feet	24 feet	64 feet	64 feet
60 degrees	nine feet	20 feet	16 feet	55.5 feet	60 feet
45 degrees	nine feet	20 feet	16 feet	50.5 feet	57 feet
Parallel	eight feet	22 feet	12 feet (one way) 24 feet (two way)	n/a	n/a
Tandem	eight feet	25 feet	24 feet	n/a	n/a

Stall length for 90, 60, and 45 degree angles parking stalls may be reduced by the amount of the curb overhang up to a maximum of two feet.

(2) Accessible Parking Stalls. Accessible parking spaces must be provided according to Chapter 1341 of Minnesota Rules (the Minnesota Accessibility Code).

(3) Off-Street Loading or Stacking Space. An off-street loading or stacking space must be a minimum of 12 feet wide, 50 feet long and 15 feet high, unless the maximum size of trucks used does not necessitate such space.

(4) Drive-Thru Stacking Space. A stacking space shall be a minimum of 12 feet wide and 20 feet long. Six stacking spaces are required per drive thru service window or wash bay.

Introduced this 3rd day of December, 2013.

Adopted this ____ day of _____.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

12.

Meeting Date: 12/17/2013

Subject: Cons. Joint Powers Agreement with Anoka County for the Intersection Reconstruction at Springbrook Drive and Coon Rapids Boulevard

From: Tim Himmer, Public Works Director

INTRODUCTION

The City Council is being asked to approve the Joint Powers Agreement (JPA) with Anoka County for the reconstruction of the intersection of Coon Rapids Boulevard and Springbrook Drive, scheduled for 2014. The attached final agreement includes the most current design that will serve as the basis for land acquisition and final construction documents, and an updated project budget with estimated City participation costs.

DISCUSSION

The project is being proposed to increase safety and capacity in and near the intersection of Coon Rapids Boulevard and Springbrook Drive. It includes significant funding through federal aid, with the local portion being shared by the City and Anoka County. Proposed improvements include extended dedicated left turn lanes, the addition of northbound and eastbound right turn lanes, a raised concrete median on the south leg for access control near the intersection, concrete curb & gutter, sidewalk construction, traffic signal replacement, and reconstruction of Springbrook Drive to Holly Street (to tie into the City's recon project that was completed 2012).

Anoka County did conduct an open house for this project, in conjunction with previous intersection improvement projects, in early 2013 at City Hall.

RECOMMENDATION

Staff is recommending that the City Council approve the JPA with Anoka County for the reconstruction of the Coon Rapids Boulevard/Springbrook Drive intersection.

It is further recommended that Council authorize staff to sign the final construction drawings upon completion and prior to bidding.

BUDGET IMPACT:

The cost of the proposed improvements has been estimated at \$646,120, with the City share (before applying federal aid) estimated to be \$270,000. The City's share will be split between federal aid (\$195,600) and municipal state aid (\$74,400) funds. Project costs and funding distributions will be updated after bidding and construction, and will reflect actual project costs.

Attachments

JPA

JPA Exhibit A - Project Layout

JPA Exhibit B - Estimated Costs

**JOINT POWERS AGREEMENT
FOR THE INTERSECTION IMPROVEMENT PROJECT
AT THE INTERSECTION OF
COUNTY ROAD 3 (COON RAPIDS BLVD. NW) AND SPRINGBROOK DR. NW
IN THE CITY OF COON RAPIDS, MN
(SP 002-596-020, SAP 114-130-007, CP 12-26)**

THIS AGREEMENT is made and entered into this _ day of _____, 2013 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 "County", and the City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433, hereinafter referred to as "City".

WITNESSETH

WHEREAS, the parties to this agreement agree it is in the best interest of the traveling public to improve the intersection of CR 3 (Coon Rapids Blvd. NW) and Springbrook Dr. NW and,

WHEREAS, said parties mutually agree that the intersection of CR 3 and Springbrook Dr. NW is in need of improvement; and,

WHEREAS, the County has prepared preliminary design plans for the intersection improvement of CR 3 and Springbrook Dr. NW in accordance with Anoka County and the Minnesota Department of Transportation standards to a staff approved layout condition; and,

WHEREAS, Anoka County has jurisdiction over CR3 and the City of Coon Rapids has jurisdiction over Springbrook Dr. NW and,

WHEREAS, the parties agree that it is in their best interest that the cost of said project be shared; and,

WHEREAS, Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of adding left turn lanes on Springbrook Dr. NW and replacing the signal system as described in the preliminary design plans. The County project number for the reconstruction is SP 002-596-020 the City project number is SAP 114-130-007 and CP 12-26. Said engineering plans are filed in the office of the Anoka County Highway Department and incorporated herein by reference.

The parties to this Joint Powers Agreement (JPA) agree in principle that construction of County State Aid Project No. 002-596-020 at the intersection of CR 3 and Springbrook Dr. NW is in the best interest of the traveling public and that the Preliminary Layout as shown in Exhibit "A" defines the preliminary design of the Project.

It is agreed that the Exhibit "A" Layout dated October 15, 2013 has been reviewed and accepted by the parties and is suitable for preparation of final construction documents. Any significant changes made hereafter to the design as presented in the Exhibit "A" Layout will require approval by the parties as an amendment to this JPA. These same changes will require a change in the cost share to include any additional design engineering costs that may occur.

II. METHOD

The County shall cause the construction of Anoka County Project SP 002-596-020, City project numbers S.A.P. 114-130-007 & CP 12-26, in conformance with proposed engineering plans and specifications.

IMPROVEMENTS

It is agreed by the parties that in 2014 left turn lanes will be constructed on Springbrook Drive at the intersection with CR 3. The roadway will have a concrete median to the extent shown in "Exhibit A". Improvements include but are not limited to: roadway widening, traffic signal rebuilding, left turn lanes, curb & gutter, sidewalk, mill & overlay. The costs of these improvements have been estimated for this agreement and will be finalized after bids have been received. These costs will be shared by the County and the City.

RIGHT OF WAY:

The parties agree that the County will acquire all necessary right-of-way and easements for the Project. Acquisition of any additional right-of-way and/or easements needed for improvements to the City street intersections beyond what is defined in the Exhibit "A" Layout will be the responsibility of the City. It is agreed by the parties that all necessary right of way and easements will be in legal possession of the County prior to acceptance of bids for the project. Any City owned property or easements required for the construction will be conveyed to the County at no cost.

TRAFFIC SIGNALS:

The parties agree that the existing traffic control signal will be rebuilt with this project. The parties agree that the cost of constructing the signal shall be standard County cost share, with 100% of the EVP costs and 75% of the traffic signal costs to the City of Coon Rapids, and 25% of the traffic signal costs to the County.

Following construction, the ongoing traffic signal maintenance will be consistent with Anoka County warranted traffic signal maintenance practices, with the County 100 % responsible for all ongoing traffic signal maintenance, the City of Coon Rapids reimbursing the County 100% for all ongoing EVP maintenance, the City of Coon Rapids 100% responsible for all luminaire maintenance, and 100% responsible for the ongoing supply of electrical power for the traffic signal system.

DRAINAGE:

The City shall pay for a percentage of the cost of the storm sewer system. The City portion of the cost is based on contributing flow through the storm sewer system determined by the product of contributing area and runoff coefficient.

CONCRETE SIDEWALK:

The parties agree that the City wishes to include sidewalk on both sides of Springbrook Drive as shown on Exhibit A. The parties agree that the City will be responsible for the local match in areas where no sidewalk exists and the County will be responsible for the local match where a sidewalk currently exists.

The parties understand that the cost for the sidewalk includes: concrete, aggregate base, excavation (including muck excavation), borrow material (granular and topsoil), and turf establishment. The parties agree that the County will pay for the design of the sidewalk, wetland mitigation required by impacts caused by the sidewalk, and any removal items, with the exception of any soils correction in areas of existing trail, required to construct the trail. The City will be responsible for the additional right of way and easements required to construct the sidewalk at the proper location.

TRAFFIC CONTROL:

The parties understand and agree that CR 3 and Springbrook Drive will be open to thru traffic during construction. The parties agree and understand the cost share for traffic control for the city shall be a prorated share based on the City project cost divided by the total project cost.

DRIVEWAYS:

The parties agree that all driveways affected by the Project will be reconstructed in kind at 100% project cost with the cost of any upgrades requested by the City, including concrete aprons, to be the sole responsibility of the City.

LANDSCAPING/STREETSCAPING:

The parties agree that if the City wishes to include landscaping or streetscape features in the project, they shall be designed in accordance with Anoka County Highway Department Landscape/Streetscape Guidelines. The City shall supply the signed plan sheets and specifications for the proposed landscape/streetscape. The total cost of the design as well as the construction cost above standard median cost will be at the expense of the requesting City. All construction documents must be submitted to the County by December 2, 2013. Maintenance of any landscaping/streetscaping will be the sole responsibility of the City.

UTILITIES:

The parties agree that the Exhibit "A" Layout does not include specific proposed utility locations. The City will be responsible for the design of any sanitary sewer and water main improvements and/or relocations due to road reconstruction, which will be incorporated into the project bid documents. The cost of the design of these features shall be the responsibility of the City. The cost of construction of these features shall be the responsibility of the City. In areas where relocations are solely due to road reconstruction federal funds shall be applied. The City's design of the sanitary sewer and water main utilities are to include signed plans, specifications, and estimated quantities and cost. All construction documents must be submitted to the County by December 2, 2013.

PERMITS:

The parties agree that the County will secure all necessary permits for this Project. The City agrees to coordinate with the County in securing the permits required by the Coon Creek Watershed District, city permits, as well as any other permits that may be required. The County also requests that the City inform the County of any ordinances or city regulations that affect construction at the time of the signing of this JPA. (e.g. setbacks, tree clearing ordinances, or any other city ordinances.)

III. COSTS

The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the actual "construction costs" and shall be so referred to herein. "Estimated costs" are good faith projections of the costs, which will be incurred for this project. Actual costs will vary and those will be the costs for which the relevant parties will be responsible.

The estimated construction cost of the total project is \$598,259.50. Federal funds available for the Project are capped at \$468,000. The federal funds shall be split based on the ratio of eligible cost incurred by each party to the total eligible project cost. Eligible costs are the costs of items that can participate in federal funding as shown on Exhibit B.

The total estimated construction cost to the City is \$250,026.54 (prior to application of federal funds available). After federal funding percentage is applied, the cost to the City for their share of the construction items of the Project is \$54,438.47 (\$250,026.54, minus \$195,588.07), the federal funds available to the City).

The City participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of \$250,026.54. The estimated cost to the City for construction engineering is \$20,002.12. In summary, the total City share of this project is \$270,028.66 (includes construction and construction engineering costs). The total cost to the City after federal funds have been applied including construction engineering is *** \$74,440.59 (see summary below).**

*($\$250,026.54 - \$195,588.07 + \$20,002.12 = \$74,440.59$, note: construction engineering costs are not federally eligible)

Upon award of the contract, the City shall pay to the County, upon written demand by the County, ninety five percent (95%) of its portion of the cost of the project estimated at \$70,718.56. Prior to billing, this estimate will be updated by the County to reflect the actual bid prices as awarded. An updated cost estimate shall be provided to the City at the time of billing. The City's share of the cost of the project shall include only construction and construction engineering expense and does not include engineering design and administrative expenses incurred by the County.

Upon final completion of the project, the City's share of the construction cost will be based upon actual construction costs. If necessary, adjustments to the initial ninety five percent (95%) charged to the city will be made in the form of credit or additional charges to the City's share. Also, the remaining five percent (5%) of the City's portion of the construction costs shall be paid.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformance to the State laws.

VII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds and report of all receipts shall be made upon request by either party. Prior to City payment to the County, Anoka County shall provide the City a copy of all cost participation documents submitted to MnDOT State Aid to assist the City in their application for MSA funding.

VIII. TERMINATION

This Agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered by mail or in person to the other party. If notice is delivered by mail, it shall be deemed to be received two days after mailing. Such termination shall not be effective with respect to any solicitation of bids or any purchases of services or goods which occurred prior to such notice of termination. The City shall pay its pro rata share of costs which the County incurred prior to such notice of termination.

IX. SIGNALIZATION POWER

The City shall at their sole expense, install and cause the installation of an adequate electrical power source to the service cabinet for all the previously mentioned CR 3 traffic control signal systems including any necessary extension of power lines. The City shall be the lead agency in this matter. Upon completion of said traffic control signal installations, the ongoing cost of the electrical power to the signals shall be the sole cost and expense of the City.

X. MAINTENANCE

- A. Maintenance of the completed storm sewer (except catch basins and catch basin leads on CR 3) and, detention basins (including ponds and their outlet structures and grit chambers/collectors) shall be the sole obligation of the City.
- B. Maintenance of all sidewalks, including snow plowing, shall be the sole responsibility of the City.
- C. Maintenance of the bituminous trails located shall be the responsibility of the City. The City shall be responsible for general routine maintenance, such as, sweeping, clearing, plowing, trash removal and other incidental items and shall be responsible for long-term maintenance, such as bituminous overlays, crack sealing and replacement.
- D. Maintenance of crosswalk pavement markings on City streets shall be the responsibility of the

City. The County will be responsible for all crosswalk pavement markings for the crossings at all County streets.

- E. Maintenance of streetlights and cost of electrical power to the streetlights shall be the sole obligation of the City.
- F. Maintenance of the completed traffic control signals and signal equipment at the intersection of CR 3 and Springbrook Drive shall be the sole obligation of the County.
- G. The County shall maintain the said traffic signal controllers, traffic signals and pedestrian indications, loop detectors and associated wiring of the said traffic control signals at the sole obligation of the County.
- H. Painting of the traffic signal shall be the sole obligation of the County. Any variation of painting color standards will be billed to the City.
- I. Timing of the traffic signal shall be determined by the County.
- J. Only the County shall have access to the controller cabinet.
- K. The traffic control signal shall be the property of the County.
- L. The City shall be responsible for maintenance of the luminaries, luminaire relamping, and luminaire painting.
- M. All maintenance of the EVP Systems shall be completed by the County. The City shall be billed by the County on a quarterly basis for all incurred costs.
- N. EVP Emitter Units may be installed on and used only by Emergency Vehicles responding to an emergency as defined in Minnesota Statutes §169.01, Subdivision 5, and §169.03. The City shall provide a list to the County Engineer, or the County's duly appointed representative, of all such vehicles with emitter units on an annual basis.
- O. Malfunctions of the EVP System shall be immediately reported to the County.
- P. All timing of said EVP System shall be determined by the County.
- Q. In the event said EVP System or components are, in the opinion of the County, being misused, or the conditions set forth are violated, and such misuse or violation continues after receipt by the City, written notice thereof from the County, the County shall remove the EVP System. Upon removal of the EVP System pursuant to this paragraph, the field wiring, cabinet wiring, detector receiver, infrared detector heads and indicator lamps and all other components shall become the property of the County.

XI. NOTICE

For purposes of delivery of any notices herein, the notice shall be effective if delivered to the County Administrator of Anoka County, 2100 Third Avenue, Anoka, Minnesota 55303, on behalf of the County, and to the City Manager of City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433, on behalf of the City.

XII. INDEMNIFICATION

The City and County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XIII. ENTIRE AGREEMENT REQUIREMENT OF WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands on the dates written below.

COUNTY OF ANOKA

CITY OF COON RAPIDS

By: _____
Rhonda Sivarajah, Chair
Board of Commissioners

By: _____
Tim Howe
Mayor

Dated: _____

Dated: _____

ATTEST

By: _____
Jerry Soma
County Administrator

By: _____
Steven Gatlin
City Manager

Dated: _____

Dated: _____

RECOMMENDED FOR APPROVAL

By: _____
Douglas W. Fischer, P.E.
County Engineer

By: _____
David Brodie
City Attorney

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Dan Klint
Assistant County Attorney

Dated: _____

EXHIBIT "C"

COST-SHARING AGREEMENT FOR PROJECTS CONSTRUCTED IN ANOKA COUNTY USING COUNTY STATE AID FUNDS OR LOCAL TAX LEVY DOLLARS

<u>ITEMS</u>	<u>COUNTY SHARE</u>	<u>CITY SHARE</u>
Concrete Curb & Gutter	50%	50%
Concrete Curb & Gutter for Median Construction	100%	0%
Concrete Median	100%	0 ^{*1}
Concrete Sidewalk	0%	100%
Concrete Sidewalk Replacement	100%	0%
Bikeways	0%	100%
Bikeway Replacement	100%,	0%
	Unless existing trail not placed at edge of R/W	
Construction or Adjustment of Local Utilities	0%	100%
Grading, Base and Bituminous	100%	0%
Storm Sewer	based on state aid letter ^{*2}	based on state aid letter ^{*2}
Driveway Upgrades	100%, in-kind	100%, of up-grades
Traffic Signals, new & replacements (communities larger than 5,000) w/ State Aid approved SJR	½ the cost of it's legs of the intersection	the cost of its legs of the intersection plus ½ the cost of the County legs of the intersection
Traffic Signals, new & replacements (communities less than 5,000) w/ State Aid approved SJR	100%	0%
Traffic Signal, w/o State Aid approved SJR	0%	100%
EVP	0%	100%
Engineering Services	^{*3}	^{*3}
Right-of-Way	100% ^{*4}	0%
Street Lights	0%	100%
Noise Walls	100% ^{*5}	0% ^{*5}

- ^{*1} The County pays for 100% of Standard Median Design such as plain concrete. If a local unit of government requests decorative median such as brick, stamped concrete, or landscaping, the local unit will pay the additional cost above the cost of standard median.
- ^{*2} In the event no State Aid is being used, or in the event the state aid letter does not determine cost split percentages, drainage cost shares will be computed by the proportion of contributing flow outside the County right of way to the total contributing flow.
- ^{*3} Engineering shall be paid by the Lead Agency except that any participating agency will pay construction engineering in the amount of 8% of the construction costs paid by that agency.
- ^{*4} In the event that the Township or City requests purchase of right-of-way in excess of those right-of-ways required by County construction, the Township or City participates to the extent an agreement can be reached in these properties. For instance, a Township or City may request a sidewalk be constructed alongside a County roadway which would require additional right-of-way, in which case the Township or City may pay for that portion of the right-of-way. Acquisition of right-of-way for new alignments shall be the responsibility of the Township or City in which the alignment is located. This provision may be waived by agreement with the County Board if the roadway replaces an existing alignment and the local unit of government takes jurisdiction of that existing alignment. In addition, any costs, including right-of-way costs, incurred by the County because a Township or City did not acquire sufficient right-of-way during the platting process or redevelopment process as requested by the County shall be paid by the Township or City.
- ^{*5} If previously notified, the City shall be responsible for future noise wall maintenance. Notification includes any letter to the agency indicating that noise will potentially be an issue in the future, likely received during the Plat Review Process. The County shall pay 100% of Standard Noise Wall Cost. If a local agency requests decorative noise walls, then the requesting agency will pay the additional cost above the cost of standard noise wall. Furthermore, should an agency request a noise wall to be built where not required by the applicable federal or state standard, the entire cost of the wall shall be borne by the requesting agency.

SP 002-596-020
 CR 3 (COON RAPIDS BLVD)@ SPRINGBROOK DR
 SIGNAL REPLACEMENT PROJECT

EXHIBIT "A"

OCTOBER 15, 2013

PRELIMINARY DESIGN LAYOUT

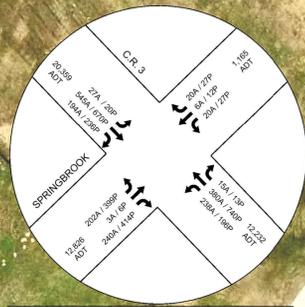
- PROPOSED ROADWAY
- PROPOSED CURB & MEDIAN
- RECLAIM & OVERLAY
- SIDEWALK
- DRIVEWAY
- POND
- EXISTING RW
- EXISTING TOPOGRAPHY
- PROPOSED GEOMETRICS
- CONSTRUCTION LIMITS
- PROPOSED RW
- TEMPORARY EASEMENT
- PERMANENT EASEMENT

INPLACE/PROPOSED SIGNAL SYSTEM

SCALE: 1" = 40' FEET

DESIGN: P:\SP-002-596-020\PROPOSED\CR3_048.dwg DRAWN BY: REVISOR: 10/15/2013



ANOKA COUNTY TRAFFIC COUNT
 AUGUST 1, 2011



EXHIBIT "B"

ITEM NO	BACK SLASH	ITEM DESCRIPTION	UNIT	TOTAL PROJECT QUANTITIES ESTIMATED	ENGINEER'S ESTIMATE		PARTICIPATING- FEDERAL FUNDS					
					UNIT PRICE	TOTAL COST	ANOKA COUNTY 002-596-020 ROADWAY QUANTITIES ESTIMATED	ANOKA COUNTY 002-596-020 COST	CITY OF COON RAPIDS 002-596-020 ROADWAY QUANTITIES ESTIMATED	CITY OF COON RAPIDS 002-596-020 COST	DRAINAGE QUANTITIES ESTIMATED	DRAINAGE COST
2021.501	00010	MOBILIZATION	LUMP SUM	1	5% TOTAL	\$ 28,000.00	58.21%	\$ 16,298.80	41.79%	\$ 11,701.20		\$ -
2101.502	00010	CLEARING	TREE	6	\$ 150.00	\$ 900.00	6	\$ 900.00				
2101.507	00010	GRUBBING	TREE	6	\$ 140.00	\$ 840.00	6	\$ 840.00				
2102.502	00010	PAVEMENT MARKING REMOVAL	LIN FT		\$ 1.00	\$ -		\$ -		\$ -		\$ -
2104.505	00120	REMOVE BITUMINOUS PAVEMENT	SQ YD	745	\$ 1.00	\$ 745.00	745	\$ 745.00		\$ -		\$ -
2104.513	00011	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	1323	\$ 1.50	\$ 1,984.50	1,323	\$ 1,984.50		\$ -		\$ -
2104.523		SALVAGE SIGN TYPE C	EACH			\$ -		\$ -		\$ -		\$ -
2104.523		SALVAGE SIGN TYPE SPECIAL	EACH			\$ -		\$ -		\$ -		\$ -
2105.501	00010	COMMON EXCAVATION	CU YD	1579	\$ 10.00	\$ 15,790.00	1,579	\$ 15,790.00		\$ -		\$ -
2105.507	00010	SUBGRADE EXCAVATION	CU YD	1444	\$ 12.00	\$ 17,328.00	1,444	\$ 17,328.00		\$ -		\$ -
2211.501	00050	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	695	\$ 25.00	\$ 17,375.00	695	\$ 17,375.00		\$ -		\$ -
2331.604	00060	BITUMINOUS PAVEMENT RECLAMATION	SQ YD	2726	\$ 1.50	\$ 4,089.00		\$ -	2726	\$ 4,089.00		\$ -
2357.502	00010	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	468	\$ 2.00	\$ 936.00	468	\$ 936.00		\$ -		\$ -
2360.501	22200	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	3	\$ 120.00	\$ 360.00	3	\$ 360.00		\$ -		\$ -
2360.501	24200	TYPE SP 12.5 WEARING COURSE MIX (4,B)	TON	610	\$ 70.00	\$ 42,700.00	610	\$ 42,700.00		\$ -		\$ -
2360.502	23200	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	484	\$ 70.00	\$ 33,880.00	484	\$ 33,880.00		\$ -		\$ -
2563.601		TRAFFIC CONTROL	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	58.21%	\$ 2,910.50	41.79%	\$ 2,089.50		\$ -
2521.501	00040	4" CONCRETE WALK	SQ FT	7381	\$ 4.00	\$ 29,524.00	6,208	\$ 24,832.00	1173	\$ 4,692.00		\$ -
2521.501	00042	4" CONCRETE WALK SPECIAL	SQ FT	168	\$ 10.00	\$ 1,680.00	168	\$ 1,680.00		\$ -		\$ -
2521.501	00060	6" CONCRETE WALK	SQ FT	2003	\$ 6.00	\$ 12,018.00	1,781	\$ 10,686.00	222	\$ 1,332.00		\$ -
2531.501	02315	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	1065	\$ 14.00	\$ 14,910.00	533	\$ 7,455.00	532.5	\$ 7,455.00		\$ -
2531.501	02316	CONCRETE CURB & GUTTER DESIGN B618 (MOD)	LIN FT	503	\$ 16.00	\$ 8,048.00	503	\$ 8,048.00		\$ -		\$ -
2531.501	02320	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	752	\$ 15.00	\$ 11,280.00	376	\$ 5,640.00	376	\$ 5,640.00		\$ -
2531.507	00060	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	232	\$ 45.00	\$ 10,440.00	232	\$ 10,440.00		\$ -		\$ -
2531.618		TRUNCATED DOMES	SQ FT	112	\$ 40.00	\$ 4,480.00	112	\$ 4,480.00		\$ -		\$ -
2563.602		RAISED PAVEMENT MARKER TEMPORARY	EACH			\$ -		\$ -		\$ -		\$ -
2564.531		SIGN PANELS TYPE C	SQ FT			\$ -		\$ -		\$ -		\$ -
2564.537		INSTALL SIGN TYPE SPECIAL	EACH			\$ -		\$ -		\$ -		\$ -
2565.511		TRAFFIC CONTROL SIGNAL SYSTEM	SIG SYS	1	\$ 228,000.00	\$ 228,000.00	0.25	\$ 57,000.00	0.75	\$ 171,000.00		\$ -
2565.601		EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	1	\$ 16,800.00	\$ 16,800.00		\$ -	1	\$ 16,800.00		\$ -
2565.601		TRAFFIC CONTROL INTERCONNECTION	LUMP SUM	1	\$ 30,500.00	\$ 30,500.00	1.00	\$ 30,500.00		\$ -		\$ -
2565.602		SIGNAL SERVICE CABINET	EACH	1	\$ 6,000.00	\$ 6,000.00	0.25	\$ 1,500.00	0.75	\$ 4,500.00		\$ -
2565.616		TEMPORARY SIGNAL SYSTEM	SYSTEM	1	\$ 49,600.00	\$ 49,600.00	58.21%	\$ 28,872.16	41.79%	\$ 20,727.84		\$ -
2573.502	00040	SILT FENCE, TYPE MACHINE SLICED	LIN FT	125	\$ 2.00	\$ 250.00	125	\$ 250.00		\$ -		\$ -
2573.530	00010	STORM DRAIN INLET PROTECTION	EACH	6	\$ 175.00	\$ 1,050.00	6	\$ 1,050.00		\$ -		\$ -
2575.505	00050	SODDING TYPE SALT RESISTANT	SQ YD	938	\$ 4.00	\$ 3,752.00	938	\$ 3,752.00		\$ -		\$ -
2575.523	00013	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD			\$ -		\$ -		\$ -		\$ -
2582.501	02001	PAVEMENT MESSAGE (LT ARROW) PREF. THERMOPLASTIC	EACH			\$ -		\$ -		\$ -		\$ -
2582.502	41104	4" SOLID LINE WHITE - EPOXY	LIN FT			\$ -		\$ -		\$ -		\$ -
2582.502	42104	4" SOLID LINE YELLOW - EPOXY	LIN FT			\$ -		\$ -		\$ -		\$ -
2582.502	42204	4" BROKEN LINE YELLOW - EPOXY	LIN FT			\$ -		\$ -		\$ -		\$ -
2582.502	42404	4" DOUBLE SOLID LINE YELLOW - EPOXY	LIN FT			\$ -		\$ -		\$ -		\$ -
2582.503	21124	24" SOLID LINE YELLOW - PREF. THERMOPLASTIC	SQ FT			\$ -		\$ -		\$ -		\$ -
						\$ 598,259.50		\$ 348,232.96		\$ 250,026.54		

Funding Group:		Group 1	Group 2	Group 3
Totals:	\$598,259.50	\$348,232.96	\$250,026.54	
Total Federal Eligible Items:	\$598,259.50	\$348,232.96	\$250,026.54	
Federal Funds Available:	\$468,000.00	\$272,411.93	\$195,588.07	
% Federal Funding	78.23%			

002-596-020 - CR 3 @ SPRINGBROOK DRIVE INTERSECTION IMPROVEMENT PROJECT - FUNDING SPLITS									
	PROJECT TOTALS	ANOKA COUNTY TOTALS	ANOKA COUNTY FEDERAL FUNDS	ANOKA COUNTY STATE AID FUNDS	ANOKA COUNTY LOCAL FUNDS	CITY OF COON RAPIDS TOTALS	CITY OF COON RAPIDS FEDERAL FUNDS	CITY OF COON RAPIDS STATE AID FUNDS	CITY OF COON RAPIDS LOCAL FUNDS
ROADWAY	\$598,259.50	\$348,232.96	\$272,411.93	\$75,821.03		\$250,026.54	\$195,588.07	\$54,438.47	
DRAINAGE									
CONSTRUCTION TOTAL	\$598,259.50	\$348,232.96	\$272,411.93	\$75,821.03		\$250,026.54	\$195,588.07	\$54,438.47	
8% CONSTRUCTION ENGINEERING	\$47,860.76	\$27,858.64		\$27,858.64		\$20,002.12		\$20,002.12	
DESIGN ENGINEERING									
RIGHT OF WAY									
UTILITY RELOCATION									
PROJECT TOTAL	\$646,120.26	\$376,091.60	\$272,411.93	\$103,679.67		\$270,028.66	\$195,588.07	\$74,440.59	



City Council Regular

13.

Meeting Date: 12/17/2013

Subject: Cons. Resolution Authorizing the Coon Creek Watershed District to Serve as the City's Legal Authority on Wetland Issues

From: Tim Himmer, Public Works Director

INTRODUCTION

Staff is seeking City Council approval to delegate Wetland Conservation Act (WCA) activities to the Coon Creek Watershed District (CCWD).

DISCUSSION

With the pending retirement of Dave Full, City Project Manager and WCA administrator, at the end of the year the City will be without a qualified staff person to officially administer wetland applications. With this and other staffing changes in the Engineering Department staff believes it would be beneficial to delegate City WCA authority to the CCWD. This delegation of authority has already been discussed with both the CCWD and the Minnesota Board of Water and Soil Resources (BWSR), and they are in agreement with the City's proposal.

If the Council agrees and adopts the resolution the CCWD will adopt a similar resolution at their next Board meeting and forward to BWSR for concurrence. City staff will still be actively involved in all wetland application processes in the City from a supporting role but actual project review, inspections, enforcement, escrow collection, close out, etc. will be performed by the CCWD. With the pending boundary change shift (also on tonight's agenda), which will place the entire City within the jurisdiction of the CCWD, staff believes this transfer of authority will be a good fit for both entities as we continue to foster a cooperative relationship on all stormwater management issues.

RECOMMENDATION

Staff recommends that the City Council approve the attached resolution delegating City Wetland Conservation Act activities to the Coon Creek Watershed District.

BUDGET IMPACT:

There are no direct City budget implications with respect to this delegation of WCA administration. CCWD staff will now be handling these responsibilities, which will continue to be funded by their levying authority.

Attachments

Resolution

RESOLUTION 13-115

**RESOLUTION AUTHORIZING THE COON CREEK
WATERSHED DISTRICT TO SERVE AS THE CITY'S LEGAL
AUTHORITY ON WETLAND ISSUES**

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, Item E allows a city to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

WHEREAS, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

NOW, THEREFORE, BE IT RESOLVED by the City of Coon Rapids' City Council that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of the City of Coon Rapids is delegated to the Coon Creek Watershed District as of December 17, 2013 in accordance with Minnesota Rules, Chapter 8420.

Adopted this 17th day of December, 2013.

Tim Howe, Mayor

Offered by Councilmember _____, seconded by Councilmember _____,
adopted by a vote of _____ at the regular meeting of the City Council of City of Coon Rapids
on December 17, 2013.

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

14.

Meeting Date: 12/17/2013

Subject: Cons. Amendment to the Joint Powers Agreement with the Lower Rum River Water Management Organization on a Boundary Change

From: Tim Himmer, Public Works Director

INTRODUCTION

The City Council is requested to approve the attached amendment to the Joint Powers Agreement (JPA) for the Lower Rum River Watershed Management Organization (LRRWMO) removing the City of Coon Rapids as a member.

DISCUSSION

There is a small portion of Coon Rapids located in the northwest corner of the City that is currently contained within the LRRWMO (see attached map). As previously discussed with the Council staff has been working to perform a watershed boundary change such that the entire City would be contained within the Coon Creek Watershed District (CCWD). After several months the official boundary change has been approved by both the Minnesota Board of Water and Soil Resources (BWSR) and the CCWD. All that is remaining to be completed for this boundary change to become effective is the processing of an amendment to the LRRWMO JPA to remove Coon Rapids as a member. Attached is the amendment for your consideration.

Since this JPA is a contract between the four member cities of the LRRWMO, it cannot be changed without consent of all members. It has been communicated that the other three member cities are also considering this matter, and action is anticipated to be taken by the LRRWMO Board on December 19, 2013. Currently there have been no objections voiced to this amendment by any of the member communities.

RECOMMENDATION

Staff recommends that the City Council approve the amendment to the Joint Powers Agreement for the Lower Rum River Watershed Management Organization (LRRWMO) removing the City of Coon Rapids as a member.

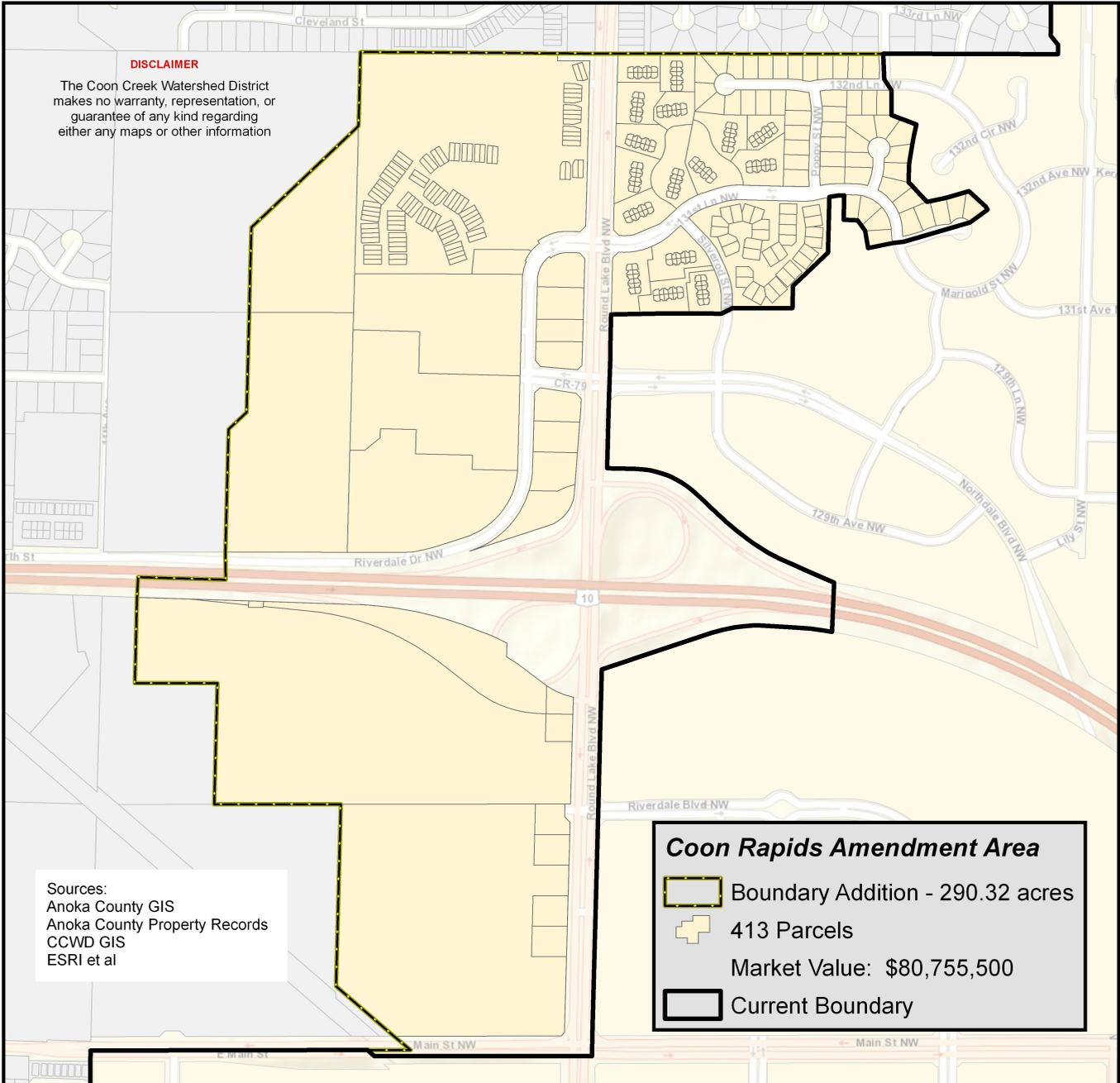
Attachments

Boundary Change Area

JPA Amendment

DISCLAIMER

The Coon Creek Watershed District makes no warranty, representation, or guarantee of any kind regarding either any maps or other information



Sources:
Anoka County GIS
Anoka County Property Records
CCWD GIS
ESRI et al

Coon Rapids Amendment Area

-  Boundary Addition - 290.32 acres
-  413 Parcels
- Market Value: \$80,755,500
-  Current Boundary

AMENDMENT TO JOINT AND COOPERATIVE AGREEMENT FOR THE
ESTABLISHMENT OF THE LOWER RUM RIVER WATERSHED MANAGEMENT
ORGANIZATION TO PLAN, CONTROL AND PROVIDE FOR THE DEVELOPMENT OF
THE LOWER RUM RIVER WATERSHED

THIS AMENDMENT is made and entered into as of the date of execution by all of the cities of Andover, Anoka, Coon Rapids and Ramsey, Minnesota (hereinafter collectively referred to as the "Parties").

WITNESSETH:

WHEREAS, the Parties have entered into a Joint Powers Agreement, effective September 5, 1995, entitled the JOINT AND COOPERATIVE AGREEMENT FOR THE ESTABLISHMENT OF THE LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION TO PLAN, CONTROL AND PROVIDE FOR THE DEVELOPMENT OF THE LOWER RUM RIVER WATERSHED (the "Joint Powers Agreement"); and

WHEREAS, the Joint Powers Agreement established the Lower Rum River Watershed Management Commission (the "Commission"), a watershed management organization pursuant to and in accordance with the Metropolitan Surface Water Management Act, Minn. Stat., Secs. 103B.201 to 103B.255, and Minn. Stat., Sec. 471.59; and

WHEREAS, the City of Coon Rapids has petitioned the Minnesota Board of Water and Soil Resources ("BWSR") to approve removing that part of the Lower Rum River Watershed Management Organization's area lying within the City of Coon Rapids from the Lower Rum River Watershed Management Organization and attaching it to the Coon Creek Watershed District; and

WHEREAS, BWSR has approved the change in boundaries of the Lower Rum River Watershed Management Organization and the Coon Creek Watershed District; and

WHEREAS, the City of Coon Rapids has requested that the Joint Powers Agreement be amended to remove Coon Rapids as a party; and

WHEREAS, the parties agree that such amendment is fair, reasonable, and in the best interests of the public.

NOW, THEREFORE, on the basis of the premises and mutual covenants and agreements hereinafter set forth, the Parties agree as follows:

1. The Joint Powers Agreement is amended as follows:
 - a) The words "Coon Rapids" are deleted from the first paragraph of the preface of the Joint Powers Agreement;

- b) The words “three cities” is substituted for the words “four cities” in the first sentence of the third paragraph of the preface;
- c) The words “three cities” is substituted for the words “four cities” in the seventh paragraph of the preface; and
- d) The words “City of Coon Rapids” are deleted from the first paragraph of Article IV.

2. Coon Rapids will continue to be responsible for all charges and assessments made for fiscal year 2013 notwithstanding its withdrawal from the LRRWMO.

3. Except as modified herein, the Joint Powers Agreement shall remain in full force and effect.

4. This Agreement shall be effective upon ratification by the City Councils of all of the Parties and the execution of this Agreement by all Parties. Upon receipt of certified copies of resolutions approving the Amendment to this Agreement and executed copies of the Amendment by all of the Parties, the Secretary of the Commission shall supply to the City Clerk of each of the Parties a copy of the resolutions and of the signed agreement.

5. This Amendment may be executed in several counterparts, each of which, when assembled to include an original signature for each of the Parties, will constitute a complete and fully executed original.

IN WITNESS WHEREOF, the undersigned, as duly authorized by action of their City Council, have caused this Agreement to be executed in accordance with the Authority of Minn. Stat., Sections 103B.201 to 103B.255 and 471.59.

CITY OF ANDOVER

Dated: _____

By: _____
Its Mayor

And by: _____
Its City Clerk

Dated: _____

CITY OF ANOKA

By: _____
Its Mayor

And by: _____
Its City Manager

Dated: _____

CITY OF COON RAPIDS

By: _____
Its Mayor

And by: _____
Its City Manager

Dated: _____

CITY OF RAMSEY

By: _____
Its Mayor

And by: _____
Its City Clerk



City Council Regular

15.

Meeting Date: 12/17/2013

Subject: 2014-2016 Teamsters Local 320 ("Public Works") Collective Bargaining Agreement

From: Matt Stemwedel, Assistant City
Manager

INTRODUCTION

The Council is requested to formally ratify the terms of the negotiated labor agreement for 2014-2016 between the City of Coon Rapids and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320, representing the Public Works bargaining unit.

DISCUSSION

A three-year (2014-2016) agreement has been reached between the City Manager and the Teamsters Local No. 320 (Union), which represents the public works bargaining unit. The Union membership ratified the Contract on December 3, 2013.

The substantive terms of the agreement are summarized below:

1. Contract duration: Three years, calendar years 2014 - 2016.

2. Wages - Appendix A:

- 2.25% increase to base wages effective January 1, 2014
- 2.5% increase to base wages effective January 1, 2015
- 2.5% increase to base wages effective January 1, 2016

3. Sick Leave - Article 19.5: Amended to provide employees a choice between the existing sick-leave incentive program (option A) and the City Wellness Program (option B). Previously this unit did not have the option to participate in the Wellness Program.

4. Appendix F - Seasonal and Temporary Employees: A Letter of Understanding (LOU) was developed to address an issue regarding the use of seasonal and temporary employees. This letter sets parameters for the use of seasonal and temporary employees performing public works related functions.

5. Appendix G - A Letter of Understanding (LOU) was developed to memorialize the City's support for Union membership participation in the Minnesota State Retirement System - Health Care Savings Plan when such a plan is ratified by the Union.

RECOMMENDATION

Staff recommends the Council adopt Resolution No. 13-112, approving the labor agreement between the City and Teamsters Local No. 320.

BUDGET IMPACT:

The wage increases have been appropriately budgeted for within the 2014 City budget. The wage increases for 2015 and 2016 will be included in future budgets. For reference, the cost of living adjustments included in this agreement mirror the adjustments included in the Firefighters' agreement, which is also up for consideration at tonight's City Council meeting.

Attachments

Teamsters Agreement Resolution

RESOLUTION 13-112

RESOLUTION APPROVING A LABOR AGREEMENT BETWEEN THE CITY OF COON RAPIDS AND MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT EMPLOYEES' UNION, LOCAL NO. 320 FOR THE TERM JANUARY 1, 2014 THROUGH DECEMBER 31, 2016

WHEREAS, the City of Coon Rapids ("City") recognizes the Minnesota Teamsters Public and Law Enforcement Employee's Union Local No. 320 ("Union"), as the exclusive bargaining representative under Minnesota Statutes, Chapter 179A, for public works job classifications identified in the collective bargaining agreement; and

WHEREAS, representatives of the City of Coon Rapids and representatives of the Minnesota Teamsters Local No. 320, representing the public works bargaining unit, reached a tentative agreement through the collective bargaining process.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Coon Rapids, Minnesota approves the terms of the tentative agreement, which are as follows:

1. Contract duration: Three years, calendar years 2014 - 2016.
2. Wages – Amend Appendix A to reflect the following:
 - 2.25% increase to base wages effective January 1, 2014
 - 2.5% increase to base wages effective January 1, 2015
 - 2.5% increase to base wages effective January 1, 2016
3. Sick Leave - Article 19.5: Amend to provide a choice between the existing sick-leave incentive program (option A) and the City Wellness Program (option B).
4. Appendix F - Seasonal and Temporary Employees: A Letter of Understanding (LOU) that sets parameters for the use of seasonal and temporary employees performing public works related functions.
5. Appendix G - A Letter of Understanding (LOU) to memorialize the City's support for Union membership participation in the Minnesota State Retirement System - Health Care Savings Plan when such a plan is ratified by the Union.
6. Miscellaneous and minor language changes as deemed appropriate by the City Manager.

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor and the City Manager to execute four copies of a contract reflecting the terms of the settlement upon receipt of the same executed by the designated bargaining unit representatives.

Adopted by the Coon Rapids City Council this 17th day of December, 2013.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk



City Council Regular

16.

Meeting Date: 12/17/2013

Subject: 2014 - 2016 International Association of Firefighters Labor Agreement

From: Matt Stemwedel, Assistant City
Manager

INTRODUCTION

The Council is requested to formally ratify the terms of the negotiated labor agreement for 2014-2016 between the City of Coon Rapids and the International Association of Firefighters Union Local No. 1935 representing the Firefighters bargaining unit.

DISCUSSION

A three-year (2014-2016) agreement has been reached between the City Manager and the International Association of Firefighters Union Local No. 1935 (Union) which represents the City's full-time firefighters. The Union membership ratified the contract on December 5, 2013.

The substantive terms of the agreement are summarized below.

1. Contract Duration: Three years, calendar years 2014 through 2016.
2. Clothing allowance - Article 14.2. Amended to increase the uniform allowance by \$10.00 per year. The uniform allowance will be \$485 in 2014, \$495 in 2015 and \$505 in 2016.
3. Health and Welfare - Article 18.3: Amended to reflect that as of January 1, 2014 newly hired full-time firefighters will not be eligible to receive post-retirement health benefits as outlined in Article 18.3.
4. Longevity - Article 21: Longevity schedule amended to 5% of base salary after 8 years, 7% after 12 years, and 9% after 16 years. The increases are currently achieved at 10, 16, and 20 years respectively.
5. Injury on Duty - Article 24: New language was added to this article to ensure that employees do not receive additional compensation while out on leave due to injury than they would have on an after-tax basis prior to injury.
6. Wages: Appendix A amended as follows:
 - 2.25% increase to base wages effective January 1, 2014
 - 2.5% increase to base wages effective January 1, 2015
 - 2.5% increase to base wages effective January 1, 2016
 - Remove specific member limits on specialty teams (ACFIT, CAT, SRT). Fire Chief will appoint members on an as-needed basis that fits within the Fire Department budget.
 - Create a separate wage schedule for employees hired after January 1, 2014. This wage schedule accelerates advancement to top firefighter pay and is meant to offset the loss of the post-retirement health insurance benefit provided to existing firefighters under Article 18.3.
 - Wage schedule for employees hired prior to January 1, 2014 has been adjusted so that employees reach top base pay after 7 years instead of after 8 years.

Several of these amendments were offered as a package to eliminate the post-retirement health benefits as outlined in Article 18.3 for new employees hired after January 1, 2014. This change is very similar to the changes made to the Police Officers' contract in 2007 both in terms of the agreement language and to the wage schedules.

RECOMMENDATION

Staff recommends the Council adopt Resolution No. 13-111, approving the labor agreement between the City and the International Association of Firefighter Union Local No. 1935.

BUDGET IMPACT:

The wage increases have been appropriately budgeted for within the 2014 city budget. The wage increases for 2015 and 2016 will be included in future budgets. For reference, the cost of living adjustments included in this agreement mirror the adjustments included in the proposed Teamsters Local No. 320 (Public Works) agreement, which is also up for consideration at tonight's City Council meeting.

Attachments

2014-2016 Firefighters Agreement Resolution

RESOLUTION 13-111

RESOLUTION APPROVING A LABOR AGREEMENT BETWEEN THE CITY OF COON RAPIDS AND MINNESOTA INTERNATIONAL ASSOCIATION OF FIREFIGHTERS UNION LOCAL NO. 1935 FOR THE TERM JANUARY 1, 2014 THROUGH DECEMBER 31, 2016

WHEREAS, the City of Coon Rapids (“City”) recognizes the International Association of Firefighters Union Local No. 1935 (“Union”), as the exclusive bargaining representative under Minnesota Statutes, Chapter 179A, for public works job classifications identified in the collective bargaining agreement; and

WHEREAS, representatives of the City of Coon Rapids and representatives of the International Association of Firefighters Union Local No. 1935, representing the public works bargaining unit, reached a tentative agreement through the collective bargaining process.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Coon Rapids, Minnesota approves the terms of the tentative agreement, which are as follows:

1. Contract duration: Three years, calendar years 2014 - 2016.
2. Clothing allowance - Article 14.2. Amend to increase the uniform allowance to the following: \$485 in 2014, \$495 in 2015 and \$505 in 2016.
3. Health and Welfare - Article 18.3: Amend to reflect that as of January 1, 2014 newly hired full-time firefighters will not be eligible to receive post-retirement health benefits as outlined in Article 18.3.
4. Longevity - Article 21: Amend longevity schedule to 5% of base salary after 8 years, 7% after 12 years, and 9% after 16 years.
5. Injury on Duty - Article 24: Amend article to include the following:
Employees drawing workers compensation benefits will not receive supplementary injury on duty pay pursuant to this Article or sick leave pay which provides for more after tax pay than the employee made while working.
6. Wages - Appendix A: amend as follows:
 - a) 2.25% increase to base wages effective January 1, 2014
 - b) 2.5% increase to base wages effective January 1, 2015
 - c) 2.5% increase to base wages effective January 1, 2016
 - d) Remove specific member limits on specialty teams: ACFIT, CAT, SRT
 - e) Separate wage schedule for employees hired after January 1, 2014. Starting wage is 70% of top base wage, three years to top base pay.

f) Amend wage schedule for employees hired prior to January 1, 2014 to reflect 7 years to top base pay rather than 8 years.

6. Miscellaneous and minor language changes as deemed appropriate by the City Manager.

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor and the City Manager to execute four copies of a contract reflecting the terms of the settlement upon receipt of the same executed by the designated bargaining unit representatives.

Adopted by the Coon Rapids City Council this 17th day of December, 2013.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk



City Council Regular

17.

Meeting Date: 12/17/2013

Subject: Resolution Establishing 2014 Compensation Plan for Unrepresented Employees

From: Matt Stemwedel, Assistant City
Manager

INTRODUCTION

This resolution is being presented in compliance with City Code Section 3-301, which requires the annual presentation of a compensation plan to the City Council. City Staff requests that the City Council adopt a resolution establishing the 2014 classification and compensation plan for unrepresented employees.

DISCUSSION

In 2012, the City retained Springsted Incorporated to conduct a Classification and Compensation Study. The results of this study were received in 2013, which included:

- A review of job descriptions, including updates in order to comply with the Americans with Disabilities Act.
- A new position evaluation system in order to maintain compliance with the Minnesota Pay Equity Act. Evaluation factors include: physical demands, independence of actions, supervision required, experience required, working conditions, training and education, and more.
- A comprehensive salary survey of 60 city positions to help the City maintain a competitive wage schedule.

The results of this study were used to create a new compensation and classification system that includes the following:

- A 2014 wage schedule for full-time and regular part-time employees with 24 pay grades and nine steps within each grade. Each salary range minimum is approximately 75 percent of its range maximum. The pay grades have been adjusted to implement the findings of the compensation study related to the Minnesota Pay Equity Act and market conditions.
- A new wage schedule for variable hour, part-time positions. This new scale will provide for more consistency across the organization for variable hour, part-time positions.
- The 2014 wage schedule for unrepresented positions includes a 2.25% cost of living adjustment to the newly created plan. The cost of living increase mirrors the proposed increases in the tentative contract agreements with the Fire and Public Works unions. Both of these contracts are being considered by the City Council at tonight's meeting.

RECOMMENDATION

Adopt Resolution 13-113 Establishing the 2014 Compensation Plan for Unrepresented Employees.

BUDGET IMPACT:

The 2014 City Budget approved by Council included funds to adequately fund the 2.25% cost of living adjustment and to implement the new compensation and classification study. An additional \$50,000 carry-forward request was made to the Council under a separate item in order to fund the implementation of the compensation and classification study. These funds were budgeted in 2013 in anticipation that the new plan might be implemented in 2013; however, the results of the study were not available in time to implement the plan in 2013.

Attachments

2014 Unrepresented Compensation Plan Resolution

RESOLUTION NO. 13-113

**A RESOLUTION ESTABLISHING 2014 COMPENSATION PLAN
FOR UNREPRESENTED EMPLOYEES**

WHEREAS, City Code Section 3-310 requires the City Manager to present a compensation plan annually for all pay grades to be approved by resolution of the City Council; and

WHEREAS, this plan is in compliance with Minnesota Statute 471, which is referred to as the Pay Equity Law; and

WHEREAS, a new classification and compensation plan has been developed to maintain compliance with the Pay Equity Law and to sustain competitive wages; and

WHEREAS, the wage schedule includes a 2.25% cost of living adjustment for unrepresented employees on January 1, 2014, which was included the 2014 budget approved by City Council.

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that the following pay schedule be adopted, effective January 1, 2014.

2014 Full-Time and Regular
Part-Time Annual Wage Schedule

Grade	Minimum	Maximum
A	\$33,049.76	\$41,184.82
B	\$35,032.74	\$43,655.91
C	\$37,134.71	\$46,275.26
D	\$39,362.79	\$49,051.78
E	\$41,724.56	\$51,994.89
F	\$44,228.03	\$55,114.58
G	\$46,881.71	\$58,421.45
H	\$49,694.62	\$61,926.74
I	\$52,676.29	\$65,642.35
J	\$55,836.87	\$69,580.89
K	\$59,187.08	\$73,755.74
L	\$62,738.31	\$78,181.09
M	\$66,502.61	\$82,871.95
N	\$70,492.76	\$87,844.27
O	\$74,722.33	\$93,114.92
P	\$79,205.67	\$98,701.82
Q	\$83,958.01	\$104,623.93
R	\$88,995.49	\$110,901.36
S	\$94,335.22	\$117,555.45
T	\$99,995.33	\$124,608.77
U	\$105,995.05	\$132,085.30
V	\$112,354.76	\$140,010.42
W	\$119,096.04	\$148,411.04
X	\$126,241.80	\$157,315.70

2014 Variable Hour Part-Time
Wage Schedule (Hourly)

Grade	Minimum	Maximum
A	\$11.92	\$14.85
B	\$12.63	\$15.74
C	\$13.39	\$16.69
D	\$14.19	\$17.69
E	\$15.04	\$18.75
F	\$15.95	\$19.87
G	\$16.90	\$21.07
H	\$17.92	\$22.33
I	\$18.99	\$23.67
J	\$20.13	\$25.09
K	\$21.34	\$26.59
L	\$22.62	\$28.19

Section 1. Full-time and regular part-time Unrepresented Employees

A new compensation and classification plan has been established for unrepresented employees for 2014. Employee positions have been evaluated and placed within the plan in a method that complies with the Pay Equity Act and maintains a competitive wage schedule.

The minimum range for a position is the rate at which a new employee usually starts. Employees with considerable work experience in similar positions may start above the minimum rate. Employees may also start above the minimum when market rate conditions dictate a higher salary in order to attract qualified candidates. The maximum rate is top salary for a position and will be reserved for employees whose performance is clearly superior and outstanding. The only exceptions are employees who exceeded the maximum rate prior to this implementation of this plan.

Trained and experienced employees will be compensated at a rate between the minimum and maximum rates, with the specific amount to be determined by the City Manager. In establishing a fair and equitable salary, the City Manager may consider salaries for comparable positions in comparable cities. Other factors of consideration will be the general prevailing wages for such a position in the metropolitan area, comparability of duties and responsibilities to other City positions, and tenure and performance of the individual employee.

Section 2. Part-time Employees (variable hours)

A wage schedule for variable hour part-time employees has been established. This schedule provides for more consistency across the organization in terms of position classifications and compensation. Part-time employees with variable hours may be eligible for step adjustments within their pay grade, but not necessarily at the same rate as full-time employees. Eligibility for pay adjustments will be determined by performance, which is the responsibility of the employee's supervisor, subject to review by the department head and Human Resources.

Section 3. Temporary and Seasonal Employees

The City Manager is hereby authorized to employ temporary and seasonal employees as provided for in the 2014 budget.

Section 4. City Manager

In accordance with the City Manager's employment agreement, dated September 18, 2012, the City Manager will receive the same increase granted to other full-time, non-union employees provided those increases do not exceed the statutory wage ceiling for local government employees. All other aspects of the City Manager's contract remain unchanged.

Resolution No. 13-113
Page 3

Adopted by the Coon Rapids City Council this 17th day of December 2013.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk



City Council Regular

18.

Meeting Date: 12/17/2013
Subject: Year End Budget Appropriations
Submitted For: Kevin Vouk, Manager of Accounting/Treasurer
From: Dianne Nelson, Advanced Accounting Technician

INTRODUCTION

At the close of each year, the General Fund budget is compared to year-to-date revenues and expenditures ensuring that each activity does not exceed budgeted amounts. Net adjustments equal to zero are being recommended.

DISCUSSION

General Fund expenditures were reviewed with activity managers or department heads. It is anticipated that overall expenditures for 2013 will be \$25,471,796 which includes \$208,489 being carried forward to next year. This is \$370,686 under the 2013 estimate shown in the 2014 budget document. The carry-forwards include budgeted amounts that will not be received before year-end or are not needed until 2014. Accounting standards require that purchases be recorded in the year the items or services are actually received.

The 2013 revenues are estimated to be \$26,665,992 or \$104,963 less than previously estimated in the 2014 budget document.

The 2013 General Fund balance is projected to increase by \$265,723, after carry-forwards, over the estimate shown in the 2014 budget.

Comparisons of the 2013 estimated General Fund revenues and expenditures to the 2013 amended budget are as follows:

REVENUES

Revenues are estimated to be \$26,665,992 which is (\$107,483) or 0.4% under the amended revenue budget of \$26,773,475. A summary of budgeted General Fund revenues compared to the current estimate is as follows:

	Amended Budget	Mid Year Estimate	Current Estimate	Current Estimate Over (Under) Amended Budget
General Property Taxes	\$18,302,200	\$18,119,178	\$18,119,178	(\$183,022)
Business Licenses	524,710	535,200	593,200	68,490
Non-business Licenses/Permits	1,127,000	1,068,800	1,213,127	86,127
Fines and Forfeitures	455,000	394,000	348,710	(106,290)
Investment Income	189,000	162,500	(328,000)	(517,000)
Intergovernmental Revenue	910,228	921,551	980,634	70,406
Charges for Services	1,689,700	1,960,400	2,073,606	383,906
Utilities Tax	3,153,137	3,173,137	3,211,137	58,000
Other	422,500	436,189	454,400	31,900
TOTAL	\$26,773,475	\$26,770,955	\$26,665,992	(\$107,483)

EXPENDITURES

Expenditures, including carry-forwards of \$208,489, are estimated to be \$25,471,796 which is \$723,200 or 2.8% under the amended budget of \$26,194,996. A summary of expenditure estimates compared to budget by department is as follows:

	Amended Budget*	Mid Year Estimate	Current Estimate (Including carry-forwards)	Current Estimate Over (Under) Amended Budget
City Manager Department	\$2,061,171	\$1,951,519	\$1,851,871	(\$209,300)
Legal Department	816,383	771,260	693,783	(122,600)
City Clerk Department	180,510	192,191	194,210	13,700
Finance Department	1,785,990	1,764,673	1,756,090	(29,900)
Community Development Dept.	1,800,957	1,762,229	1,718,057	(82,900)
Police Department	8,565,942	8,576,730	8,516,142	(49,800)
Fire Department	4,079,689	4,035,732	4,035,689	(44,000)
Public Works Department	6,836,321	6,720,115	6,637,921	(198,400)
Contingency	68,033	68,033	68,033	
TOTAL	\$26,194,996	\$25,842,482	\$25,471,796	(723,200)

*prior to reallocating funds

Personal Services

It is estimated that expenditures in the Personal Services category will be \$19,867,828 or \$19,935,861 with carry-forwards. This is \$515,300 under budget primarily due to vacancies.

Other Charges and Services

It is estimated that expenditures in the Other Charges and Services category will be \$3,882,114 or \$3,926,099 with carry-forwards. This is \$50,700 under budget primarily due to less being spent than was budgeted for professional and consulting services and maintenance and repair of equipment.

Supplies

It is estimated that expenditures in the Supplies category will be \$1,258,177 or \$1,264,402 with carry-forwards. This is \$144,000 under budget primarily due to less being spent than was budgeted for office supplies, motor fuels, street maintenance materials.

Capital Outlay

It is estimated that expenditures in the Capital Outlay category will be \$215,188 or \$305,434 with carry-forwards. This is \$31,200 under budget primarily due to savings from the amounts originally budgeted.

Other Disbursements

It is estimated that expenditures in the other disbursements category will be \$40,000 which is \$18,000 over budget due to higher than anticipated concession merchandise purchases at the Ice Center.

2013 CARRY-OVER TO 2014 BUDGET

Council is asked to consider carrying forward \$208,489 in the General Fund and \$497,316 for other funds into fiscal year 2014 for items not purchased or completed in 2013 as detailed in Resolution No. 13-110.

RECOMMENDATION

Staff recommends that Council adopt Resolution No. 13-110 re-appropriating funds within the 2013 General Fund budget and amending the 2013 and 2014 budgets.

Attachments

Res 13-110

RESOLUTION 13-110

**RESOLUTION REAPPROPRIATING FUNDS WITHIN THE
2013 GENERAL FUND BUDGET AND AMENDING THE 2013 AND 2014 BUDGETS**

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

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

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

WHEREAS, some 2013 budgeted items and services will not be purchased until 2014.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Coon Rapids hereby authorizes the re-appropriation of 2013 funds and amends the 2013 and 2014 budgets to include re-appropriation of 2013 budgeted funds to fiscal year 2014 as follows:

2013 BUDGET ADJUSTMENTS
(Reductions are indicated in parentheses.)

ACTIVITY NUMBER	DESCRIPTION	PERSONAL SERVICES	OTHER CHARGES	SUPPLIES	CAPITAL CHARGE OUTLAY	BACK	TOTAL
101	Legislative Control	(11,700)	(7,900)				(19,600)
104	Elections & Voter Registration	27,500	(200)	200			27,500
121	Maintenance of Official Records	6,200					6,200
122	Information	(16,000)	6,100	(300)			(10,200)
123	Management	(16,800)	(18,500)	300			(35,000)
124	Licensing	(6,000)	3,200	300			(2,500)
141	Human Resources	11,000					11,000
142	Fiscal Planning		(500)				(500)
143	Information Technology	5,800					5,800
144	General Revenue Collections		(1,200)	1,000			(200)
147	Property Appraisal		1,800	(1,600)			200
148	Purchasing		4,700		(4,700)		0
149	Payroll		500				500
201	Court Case/Preparation	(80,000)					(80,000)
202	Investigation/Non-Traffic	236,500	5,600	(2,600)			239,500
203	Preventative Patrol/Traffic	(100,000)	11,400	(14,400)			(103,000)
204	Accident Reduction Project	65,200					65,200
205	Animal Control	22,000					22,000
206	Community Education	(55,000)					(55,000)
207	Drug Enforcement & Education	(83,700)					(83,700)
208	Emergency Operation Planning	(5,000)					(5,000)
221	Fire Prevention	(20,000)	3,500	600			(15,900)
222	Fire Training	(25,000)	7,300	1,300			(16,400)
223	Fire Suppression	122,400	(23,700)	18,500	400		117,600
224	Rescue and First Aid	(67,400)	1,900	(4,500)	(4,800)		(74,800)
225	Fire Investigation	(10,000)	(1,000)	200			(10,800)
251	Employee Safety		500	(200)			300
302	Riverwind Recreational Center			1,800			1,800
305	Community Schools		1,800				1,800
323	Contract Grants		15,000				15,000
401	Planning	4,600	22,700				27,300
407	Neighborhood Reinvestment	16,800	(22,700)				(5,900)
421	Building Inspection	(70,400)	49,000				(21,400)
500	Snow Removal	(2,400)	(5,000)	(10,000)			(17,400)
501	Street Maintenance	2,400	(17,000)	(25,000)			(39,600)
503	Streetlight Maintenance		37,000				37,000
506	Garage/Vehicle Maintenance	(20,000)	(10,000)				(30,000)
507	Public Building Maintenance	(6,000)	(30,000)	2,100			(33,900)
508	GIS		(200)	200			0
509	Engineering Maintenance Service	(60,000)	97,000	(500)			36,500
510	Park Maintenance	54,300	(15,100)	17,500	1,800		58,500
511	Sidewalk Maintenance	10,000	(5,000)	(5,000)			0
514	Adult Softball Program	(5,000)	(3,600)	3,600			(5,000)
515	Indoor Skating	(5,000)	16,900	(12,900)		18,000	17,000
516	Outdoor Skating/Open	(30,000)		(1,800)			(31,800)
521	Tree Maintenance	1,700	19,700	(14,500)			6,900
Total		(109,000)	144,000	(45,700)	(7,300)	18,000	0

Re-appropriation of the following funds from the 2013 Budget to the 2014 Budget:

General Fund

	\$68,033	for comp study contingency
Activity 142 – Fiscal Planning, Control & Accounting	\$1,725	for chairs
Activity 143 - Information Technology	\$10,000	for Web development services
	\$7,090	for (10) desktop computers
	\$6,800	for (8) tablet style computers
	\$2,757	for info desk console phone system
	\$11,756	for e-mail archival software
	\$11,000	for redundant phone backup system
Activity 144 – General Revenue Collections	\$1,000	for chairs
Activity 147 – Property Appraisal	\$6,700	for commercial appraisals
	\$1,225	for chairs
Activity 148 – Purchasing	\$500	for chairs
	\$16,031	for high speed/high volume copier
	\$2,672	for folding machine
	\$8,000	for postage machine
Activity 221 – Fire Prevention	\$25,560	for County Computer Aided Dispatch system
	\$3,400	for laptop computer
Activity 320 – Facilities Rental	\$600	for chairs
	\$900	for outdoor plants
Activity 324 – Senior Citizen Services	\$2,000	for (4) chairs
Activity 515 – Indoor Skating	\$6,702	for aluminum bleachers for outdoor rink
	\$5,541	for copier
	\$8,497	for replacement batteries for Zamboni
	<u>\$208,489</u>	

Other Funds

Activity 716 – Public Communications Fund	\$1,000	for uniform allowance
	\$2,000	for marketing and promotional materials
	\$4,000	for maintenance & repair of equipment
	\$2,000	for small tools & equipment
	\$2,000	for general supplies
	\$4,275	for LED portable light kit
	\$5,237	for central edit storage drive upgrade
	\$900	for computer
	\$3,206	for Bravo BluRay and DVD publisher
	\$1,197	for software upgrade for edit suite A
	\$5,000	for HD equipment upgrade for truck

Activity 786 – Facilities Construction Fund	\$10,000	for furniture in lobby of City Hall
Activity 788 – Capital Equipment Fund	\$374,062 \$45,791	for (2) 2.5 ton dump trucks with/attachments for Toro Groundsmaster with mower deck
Activity 601 - Water System Maintenance	\$9,842	for various CW & GIS hardware and software
Activity 620 - Sewer System Maintenance	\$13,403	for various CW & GIS hardware and software
Activity 640 - Storm Water Utility Fund	<u>\$13,403</u> <u>\$497,316</u>	for various CW & GIS hardware and software

Adopted by the Coon Rapids City Council this 17th day of December, 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk