



Council Work Session - 6:15 p.m.

CITY COUNCIL AGENDA
Tuesday, May 6, 2014
7:00 p.m.
Coon Rapids City Center
Council Chambers

Open Mic/Public Comment

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

1. Poppy Days Proclamation
2. Coon Rapids Lions and Lioness Anniversary Recognition
3. Firefighter Oath of Office - Robert Erickson

Approval of Minutes of Previous Meeting(s)

City Council Meeting 4-15-14

Local Board of Appeal and Equalization 4-22-14

Consent Agenda

4. Cons. Resolution 14-58 Revising Resolution 14-55 Giving Preliminary Approval to the Proposed Issuance of Revenue Bonds for Cottages of Coon Creek Apartments
5. Cons. Resolution 14-60 Authorizing the City to Enter Into and Sign a Host Site Agreement with Minnesota Pollution Control Agency (Minnesota GreenCorps)
6. Cons. Waiver of Carnival License Fees for Springfest Celebration
7. Corporate Officer Change - American Legion, 11640 Crooked Lake Boulevard
8. Corporate Officer Change - Northern Tier Retail LLC dba SuperAmerica
9. Approve Issuance of Class A On-Sale and Sunday Liquor License to Perrella Enterprises dba Sammy Perrella's Pizza and Restaurant, 445 99th Ave NW

10. Authorize Addenda One to Coon Rapids Police Department TZD Enforcement
11. Cons. Resolution 14-61 Appointing Three Members to the Safety Commission

Reports on Previous Open Mic

None

Public Hearing

None

Bid Openings and Contract Awards

12. Residential Street Reconstruction, Project 14-1:
 - a. Cons. Resolution Accepting Bid and Awarding Contract
 - b. Cons. Resolution Adopting Assessment
13. Residential Street Reconstruction, Project 14-3:
 - a. Cons. Resolution Accepting Bid and Awarding Contract
 - b. Cons. Resolution Adopting Assessment
14. Cons. Resolution Accepting Bids and Awarding Contract, 2014 Sanitary Sewer Lining Program, Project 14-11
15. Cons. Resolution Accepting Bid and Awarding Contract for Sanitary Sewer Lift Station No. 9 Reconstruction, Project 14-12

Old Business

None

New Business

16. Appeal of Rental License, Kelly and Jennifer Wadsen, 916 120th Lane NW
17. Solicitor License Appeal, Jordan Grahek, Donate Today
18. Cons. Introduction of an Ordinance Establishing Regulations Governing Wind Energy Systems and Solar Energy Systems, PC 14-08
19. Approve Final Plat, Crescent Ponds Eighth Addition, Main Street and University, WHA Development, PC 08-02D
20. Coon Rapids Blvd and Springbrook Drive Improvements, Project 12-26:
 - a. Cons. Resolution Accepting Feasibility Report and Ordering Public Hearing
 - b. Cons. Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment Roll
 - c. Cons. Resolution Setting Assessment Hearing Date
21. Approve Service and License Agreement with CivicPlus for City Website Development Project

Other Business

Adjourn



City Council Regular

Meeting Date: 05/06/2014

SUBJECT: Minutes

Attachments

4-15-14 Council Meeting

04-22-14 Local Board of Appeal and Equalization

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF APRIL 15, 2014

OPEN MIC/PUBLIC COMMENT

Scott Nellis, 10320 Grouse Street NW, shared his concerns regarding the last Open Mic response and asked why the work session was cancelled. He shared information about other non-domestic animals and animals of prey and how other cities allow Boidae snakes. Mr. Nellis said the City code discriminatory and inconsistent.

Councilmember Manning asked who canceled the work session. City Manager Gatlin said staff is recommending no action at this time but said it is up to the Council whether or not to schedule the topic.

Councilmember Sanders said he had suggested a work session in order to obtain a response for Mr. Nellis on reasons why Boidae snakes are not allowed and in discussing this further with staff and seeing this response he felt Mr. Nellis has since received an answer. Councilmember Sanders said his intent was not to open up discussion of the ordinance but to provide a specific answer to Mr. Nellis' question.

Councilmember Manning said he would like to see the topic scheduled for a work session as he does not agree with the ordinance and questioned why this decision was made. Councilmember Koch agreed.

Councilmember Klint said this discussion is outside the parameters of the Open Mic portion of the meeting. Mayor Howe agreed, stating if the Council reaches a consensus we can move forward.

Councilmember Manning said he will bring the topic up under New Business.

Jerry Pierce, 12236 Partridge Street NW, said the last Open Mic response was not sufficient regarding signage at Steak and Shake. He said staff has not brought forward any new development along Coon Rapids Boulevard for a number of years, then expressed his disagreement with the hoarding ordinance.

CALL TO ORDER

The second regular meeting of the Coon Rapids City Council for the month of April was called to order by Mayor Tim Howe at 7:00 p.m. on Tuesday, April 15, 2014, 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 MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

PROCLAMATIONS/PRESENTATIONS

1. PROCLAIM FOR VOLUNTEER RECOGNITION WEEK

Mayor Howe read a proclamation declaring April 6-12, 2014 to be Volunteer Recognition Week noting each year hundreds of volunteers donate thousands of hours to Coon Rapids Senior Services and the City as a whole.

Kris Niebler, Senior Center Coordinator, recognized several of the Coon Rapids Senior services volunteers. She thanked the gentlemen for their service and encouraged those willing to volunteer at the Senior Center to contact City Hall.

Mayor Howe recognized the valuable contributions made by our community's many volunteers. A round of applause was offered by all in attendance.

2. ANOKA COUNTY UPDATE – COMMISSIONER SCOTT SCHULTE

Commissioner Scott Schulte, 11673 Tulip Street, provided the Council with an update on events taking place at Anoka County. He commended the Council for their efforts in getting the recent Park Referendum passed. He appreciated the relationship between the City and County. He reviewed the key projects that would be completed by the County in 2014. He discussed the plans to transition Highway 10 from an expressway to a freeway. He noted the first overpass that would be completed would be in Ramsey, Minnesota at Armstrong Boulevard. He reported the legislature was considering a bill that would improve Highway 10 to have three lanes in each direction from Foley Boulevard to 7th Street.

Commissioner Schulte reviewed the dam reconstruction project stating this work was completed to ensure the invasive species of Asian carp would not be able to move upstream. He discussed the timing of the project and noted when the boat ramps would be open for public use. He appreciated

the efforts of Officer Brian Platz for his goals and efforts to create a Heartsafe Community. He explained that seven communities within Anoka County have already signed on to the Heartsafe initiative.

Commissioner Schulte noted the County would be opening a passport center at the Coon Rapids licensing center at Foley Boulevard and 99th. He reported the efforts of the Joint Law Enforcement Council would make Anoka County a model for records management not only in the State but also the nation. He appreciated the collaborative efforts by all of the agencies involved.

Councilmember Klint asked where the high-speed fiber network project was with the County. Commissioner Schulte indicated the County was done with the project and 33 entities were using the fiber network. The funding for this project was provided through the County and federal government. He believed that with the project now complete, this internet option would begin attracting businesses to the north metro.

Mayor Howe thanked Commissioner Schulte for his presentation.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

APRIL 1, 2014, COUNCIL MEETING

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER JOHNSON, FOR APPROVAL OF THE MINUTES OF THE APRIL 1, 2014, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

3. APPROVE 2014 ADDITIONAL LICENSE RENEWALS
4. INFORMATION ITEMS – CORPORATE OFFICER CHANGE – TEXAS ROADHOUSE, 2780 MAIN STREET

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

REPORTS ON PREVIOUS OPEN MIC

5. OPEN MIC REPORT – SCOTT NELLIS – 10320 GROUSE STREET NW – RE: NON-DOMESTIC ANIMAL ORDINANCE

Mayor Howe discussed Mr. Nellis' comments made during Open Mic at the April 1, 2014 Council

meeting.

6. **OPEN MIC REPORT – JERRY PIERCE – 12236 PARTRIDGE STREET NW – RE:
APPROVAL OF SIGNS AT MERCY HOSPITAL & 610 EXPRESS (STEAK & SHAKE)**

Mayor Howe discussed Mr. Pierce's comments made during Open Mic at the April 1, 2014 Council meeting.

PUBLIC HEARING

7. **ANNUAL PUBLIC HEARING FOR STORM WATER POLLUTION PREVENTION
PROGRAM (SWPPP), 7:00 P.M.**

The Staff report was shared with Council.

Mayor Howe opened and closed the annual SWPPP public hearing at 7:33 p.m. since no one appeared to address the Council.

BID OPENINGS AND CONTRACT AWARDS

8. **CONSIDER RESOLUTION ACCEPTING BID AND AWARDING CONTRACT FOR
BIUMINOUS PATCHING REPAIRS AND TRAIL PAVING, PROJECT 14-16**

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT RESOLUTION NO. 14-16(9) AWARDING A CONTRACT TO OMANN BROTHERS PAVING, INC. IN THE AMOUNT OF \$150,610.00 FOR BITUMINOUS PATCHING REPAIRS AND TRAIL PAVING. THE MOTION PASSED UNANIMOUSLY.

9. **CONSIDER RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR
WELL REHABILITATION, PROJECT 14-19**

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 14-19(9) AWARDING A CONTRACT TO E.H. RENNER & SONS IN THE AMOUNT OF \$170,658.00 FOR REHABILITATION OF WELLS 19, 20, 22 AND 23. THIS AWARD AMOUNT INCLUDES ALL BID ITEMS, EXCEPT THE

ALTERNATES RELATED TO ACID TREATMENT OF THE WELLS. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

None.

NEW BUSINESS

10. CONSIDER RESOLUTION 14-55 GIVING PRELIMINARY APPROVAL TO PROPOSED ISSUANCE OF REVENUE BONDS AND CALLING A PUBLIC HEARING, COTTAGES OF COON CREEK APARTMENT PROJECT, 2628 110TH LANE NW
-

The Staff report was shared with Council.

Mayor Howe questioned who facilitated the revenue bond program. Community Development Director Nevinski explained the State facilitated this program.

Roger Derek, Cottages of Coon Creek, thanked the Council for considering the request from his apartment complex. He discussed the age of the units and tenants, stating the revenue bonds would be used to facilitate a renovation of the entire facility. He reported the City would have no obligation on the bonds.

Councilmember Koch questioned if each of the driveways/private streets would be replaced. Mr. Derek commented this work was included in the renovation plans.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 14-55 GIVING PRELIMINARY APPROVAL TO THE PROPOSED ISSUANCE OF REVENUE BONDS FOR COTTAGES OF COON CREEK APARTMENT PROJECT, MINNESOTA STATUTES UNDER CHAPTER 462C AND CALLING FOR A PUBLIC HEARING ON MAY 6, 2014. THE MOTION PASSED UNANIMOUSLY.

11. CONSIDER RESOLUTION ORDERING PREPARATION OF FEASIBILITY REPORT FOR RECONSTRUCTION OF INTERSECTION OF COON RAPIDS BOULEVARD AND SPRINGBROOK DRIVE, PROJECT 12-26
-

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 12-26(3), ORDERING PREPARATION OF A FEASIBILITY REPORT. THE MOTION PASSED UNANIMOUSLY.

12. CONSIDER RESOLUTION 14-54 PROVIDING REAPPROPRIATION OF 2014
GENERAL FUND SALES TAX CONTINGENCY

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 14-54 PROVIDING REAPPROPRIATION OF THE 2014 GENERAL FUND SALES TAX CONTINGENCY. THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

Councilmember Manning suggested the Council readdress the domestic animal ordinance at a future worksession meeting.

Councilmember Koch agreed.

Councilmember Klint believed the resident had received an answer to his questions and did not feel it was necessary for the Council to workshop this matter.

Councilmember Manning stated it would be highly unlikely that the Council would challenge the Ordinance. However, if further discussion deemed this necessary, the Council had every right to amend an Ordinance.

Mayor Howe was comfortable with the Ordinance as is. It was his opinion that the original action was taken by Council to protect the public. He supported the answers provided to the resident by staff.

Councilmember Wells stated he was not on the Council when the Ordinance was passed and indicated he supported the regulations in place.

Councilmember Sanders commented he previously requested staff provide the resident with a more thorough response and he was not requesting the Ordinance be reconsidered. He believed the Ordinance was fair and for that reason, he did not believe the Council needed to worksession the matter.

Councilmember Johnson agreed stating due process was followed when the Ordinance was approved. He was not in favor of holding a worksession meeting on this topic.

Mayor Howe indicated the consensus of Council was to not discuss the domestic animal Ordinance at a future worksession meeting. He believed that Mr. Nellis was exhausting his efforts as staff has provided him answers to all of his questions.

Councilmember Klint reported the outdoor storage Ordinance was recently amended. She requested staff visit the storage company off of East River Road to ensure the property was in compliance with City Code.

Councilmember Klint requested staff investigate the location of the outdoor flower/shrub marts and see if these outdoor sales were in compliance with City Code. Community Development Director Nevinski stated a conditional use permit and site plan review was necessary. He commented the City was concerned that the flower marts had adequate parking.

Councilmember Manning stated he received a message that Foley Foods was 90% remodeled. He questioned what was relocating into this space. Community Development Director Nevinski was not aware what would be locating in this space but would make the Council aware after staff made contact with the property owner.

Councilmember Koch stated the 25th Annual Ice Show would be held on April 25-27, 2014 at the Coon Rapids Ice Center.

Public Works Director Himmer noted on April 23, 2014 at City Hall there would be a Sand Creek Park Redevelopment Concept Plan discussion at 6:30 p.m.

Public Works Director Himmer reported the sidewalk on Swallow in City Project 14-3 has been eliminated from the project.

Councilmember Wells indicated there would be a police and fire charity game on Saturday, April 19, 2014 at the Coon Rapids Ice Center at 5:00 p.m. Donations for the local food shelf would be accepted.

Mayor Howe commented the 50th Anniversary Dinner for the Coon Rapids Lions would be held on May 3, 2014 at Bunker Hills at 5:00 p.m.

ADJOURN

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KOCH, TO ADJOURN THE MEETING AT 8:04 P.M. THE MOTION PASSED UNANIMOUSLY.

Approval Attestation:
Cathy Sorensen, City Clerk

MINUTES OF THE COON RAPIDS LOCAL BOARD OF APPEAL AND
EQUALIZATION MEETING – APRIL 22, 2014

The 2014 Local Board of Appeal and Equalization meeting was brought to order by Chair Howe at 7:04 p.m. on Tuesday, April 22, 2014 in the City Council Chambers.

Members Present: Chairperson Tim Howe, Board Members Denise Klint, Ron Manning, Paul Johnson, Jerry Koch, Bruce Sanders, Steve Wells

Members Absent: None

Pledge of Allegiance to the Flag

APPOINT SECRETARY

MOTION BY BOARD MEMBER SANDERS, SECONDED BY BOARD MEMBER WELLS APPOINTING MARY WELLS AS SECRETARY FOR THE 2014 LOCAL BOARD OF APPEAL AND EQUALIZATION. THE MOTION PASSED UNANIMOUSLY.

ADOPT AGENDA

MOTION BY BOARD MEMBER MANNING, SECONDED BY BOARD MEMBER KLINT, TO ADOPT THE AGENDA AS PRINTED. THE MOTION PASSED UNANIMOUSLY.

REMARKS FROM CITY ASSESSOR

Ned Storla, City Assessor, introduced the City Assessing Staff: Brent Reid and Mary Wells, City Residential Appraisers and Mike Sutherland, Anoka County Assessor.

Mr. Storla displayed a chart of Coon Rapids median home sales prices over the recent past. Sale prices rose considerably throughout 2013. Chair Howe asked how the Coon Rapids low value point compared to the rest of the metro area. Mr. Storla responded by showing a chart of the metro-wide overall values and then Anoka County values. Trends are similar.

Mr. Sutherland spoke briefly about the different way of property valuation that took place this year vs. the past. The Department of Revenue has mandated adjusting sales “forward” vs. “backward”. The effect is that assessed values will be current with sales prices.

CONSIDER APPEALS FROM PROPERTY OWNERS IN REGARD TO 2014
ESTIMATED MARKET VALUE IN THE ORDER OF REGISTRATION

No one appeared.

CONSIDER APPEALS BY LETTER

PIN 11-31-24-42-0004, 12048 Unity St NW, THR Property Illinois LP

One letter of appeal was received. Owner is asking property be valued at \$121,779.15. The 2014 valuation is \$147,800. Mr. Storla presented the letter and introduction information regarding the appeal. Mr. Reid then presented an appraisal that he prepared. Staff recommendation is to leave value as is.

MOTION BY BOARD MEMBER SANDERS, SECONDED BY BOARD MEMBER KLINT TO LEAVE VALUE AS IS. THE MOTION PASSED UNANIMOUSLY.

The Board of Appeal and Equalization Certification Form was passed to Board Members for signing.

Mr. Storla mentioned that Board Member Koch will be the only Board Member who has completed the certification training for next year. He encouraged others to become trained or we may not be able to hold the Board meeting next year. Mr. Sutherland said he would provide Board Members with dates and locations.

A MOTION BY BOARD MEMBER SANDERS, SECONDED BY BOARD MEMBER KOCH, TO ADJOURN AT 7:35 PM. THE MOTION PASSED UNANIMOUSLY.

Recorded and transcribed by:

Mary Wells

Local Board of Appeal and Equalization Secretary



City Council Regular

1.

Meeting Date: 05/06/2014

Subject: Poppy Days

From: Cathy Sorensen, City Clerk

INTRODUCTION

Council is asked to proclaim May 18 and 19 as Poppy Days in the City of Coon Rapids.

DISCUSSION

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

RECOMMENDATION

Council is asked to proclaim May 18 and 19, 2013 as Poppy Days in Coon Rapids.

Attachments

Proclamation



PROCLAMATION

POPPY DAYS

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

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

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

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

Now, therefore, I, Tim Howe, Mayor of the City of Coon Rapids, on behalf of the Coon Rapids City Council, hereby proclaim May 16 and 17, 2014, to be "**POPPY DAYS**", urging all citizens of Coon Rapids to recognize the merits of this cause by contributing generously and to wear a poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

Proclaimed this 6th day of May, 2014.

Tim Howe, Mayor

Catherine M. Sorensen, City Clerk



City Council Regular

2.

Meeting Date: 05/06/2014

Subject: Coon Rapids Lions and Lioness Anniversary

From: Cathy Sorensen, City Clerk

INTRODUCTION

Council is asked to present a Proclamation recognizing the Coon Rapids Lions and Lioness anniversaries.

DISCUSSION

The Coon Rapids Lions Club has proudly served the community for 60 years; the Coon Rapids Lioness Club have been volunteering for 45 years. Council is asked to present the Proclamation and to recognize the outstanding volunteer work of these wonderful organizations.

RECOMMENDATION

Council is asked to read the Proclamation.

Attachments

Proclamation



PROCLAMATION

ACKNOWLEDGING THE COON RAPIDS LION'S CLUB FOR 60 YEARS OF SERVICE.

Whereas, the Lion's Clubs International is the world's largest service organization with nearly 1.4 million members in over 45,000 Clubs in over 200 countries. Nearly 500 men and women have served in the Coon Rapids Lions Club since its inception; and

Whereas, the Coon Rapids Lions Club charter was accepted by Lions Clubs International on February 4, 1954, and will celebrate its 60th Anniversary on May 3, 2014; and

Whereas, the Coon Rapids Lions Club is a vital part of the community providing volunteers, leadership and monetary support to the citizens of Coon Rapids. During the past 60 years, the Club has donated millions of dollars and hundreds of thousands of hours to the benefit of the city and those who work and play in our community; and

Whereas, The Coon Rapids Lions Club was the driving force in the creation of Lions Coon Creek Park, one of the most used city parks in Coon Rapids, providing financial support for the creation and continued improvement of the park; and

Whereas, the Coon Rapids Lions Club supports our city operations by providing donations to Fire Department, Police Department, Parks Department, Historical markers project and teen center; and

Whereas, the Coon Rapids Lions Club continues to provide support for local youth activities, provide scholarships to deserving local high school and college students, provide financial and volunteer support to numerous community events and continue to be involved in events to better the health and well-being of citizens in Coon Rapids.

Now, therefore, I, Tim Howe, Mayor of the City of Coon Rapids, on behalf of the City Council, hereby acknowledge and extend our appreciation to the Coon Rapids Lions Club for their 60 years of dedicated service to the community and hereby proclaim May 3, 2014 as "Lions Club Day" in the City of Coon Rapids.

Proclaimed this ___ day of _____ 2014

Tim Howe, Mayor

Cathy Sorensen, City Clerk



City Council Regular

3.

Meeting Date: 05/06/2014

Subject: Firefighter Oath of Office - Robert Erickson

Submitted For: John Piper, Fire Chief

From: Cathy Sorensen, City Clerk

INTRODUCTION

Mayor Howe will be issuing the Firefighter's Oath of Office to Robert Erickson.

DISCUSSION

Chief Piper will be present to introduce the Fire Department's newest career firefighter, Robert Erickson.

RECOMMENDATION

Staff requests that Mayor Howe issue the Firefighter's Oath to Robert Erickson.

Attachments

Oath of Office



OATH OF OFFICE

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

I, Robert Erickson, do solemnly swear that I will support the policies and procedures of the Coon Rapids Fire Department. I will faithfully, honorably, and to the best of my ability, protect the safety and lives of my fellow firefighters and citizens whose care has been entrusted to me so help me God.

Robert Erickson

WITNESSED:

Tim Howe, Mayor

Filed this 20th day of May, 2014.



City Council Regular

4.

Meeting Date: 05/06/2014

Subject: Cottages of Coon Creek

From: Sharon Legg, Finance Director

INTRODUCTION

The City Council called for a public hearing on proposed bonds for May 6, 2014 to finance the acquisition and renovation of the Cottages of Coon Creek. Coon Creek Senior Community Limited Partnership is requesting that the public hearing be re-scheduled for May 20, 2014.

DISCUSSION

As presented on April 15, 2014, the Coon Creek Senior Community Limited Partnership would like the City of Coon Rapids to authorize the issuance of housing revenue bonds in the amount of \$2,675,000 to acquire and renovate the Cottages of Coon Creek located at 2628 110th Lane NW. The improvements will include a new roof, new appliances, water heaters and the HVAC system. The Project will be transferred from Cottage Homesteads of America to the Limited Partnership.

A public hearing was initially scheduled for May 6, 2014. Coon Creek Senior Community Limited Partnership has requested that this be rescheduled for May 20, 2014.

RECOMMENDATION

Staff recommends adopting Resolution 14-58 Revising Resolution 14-55 Giving Preliminary Approval to the Proposed Issuance of Revenue Bonds for Cottages of Coon Creek Apartments Project under Minnesota Statutes, Chapter 462C and Calling for a Public Hearing with Respect Thereto to call for the Public Hearing on May 20, 2014 rather than May 6, 2014.

Attachments

Resolution 14-58

RESOLUTION NO. 14-58

RESOLUTION REVISING RESOLUTION 14-55 GIVING PRELIMINARY APPROVAL TO THE PROPOSED ISSUANCE OF REVENUE BONDS FOR COTTAGES OF COON CREEK APARTMENTS PROJECT UNDER MINNESOTA STATUTES, CHAPTER 462C AND CALLING FOR A PUBLIC HEARING WITH RESPECT THERETO

WHEREAS, Resolution No. 14-55 gave preliminary approval to the proposed issuance of revenue bonds for Cottages of Coon Creek Apartments Project; and

WHEREAS, Resolution No. 14-55 called for a required public hearing on the issuance of said bonds and on the Housing Program, for Tuesday, May 6, 2014; and

WHEREAS, Coon Creek Senior Community Limited Partnership requests that the public hearing be re-scheduled to Tuesday, May 20, 2014; and

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

1. A public hearing shall be conducted by the City Council on the issuance of said Bonds and on the Housing Program, such hearing to be held at a meeting of the City Council on Tuesday, May 20, 2014, beginning at 7:00 o'clock p.m. in the Coon Rapids City Hall, at which hearing all parties who appear shall be given an opportunity to express their views with respect to the issuance of the Bonds and the Housing Program.

Adopted by the Coon Rapids City Council this 6th day of May, 2014.

Approved:

Tim Howe, Mayor

Attest:

Catherine M. Sorenson, City Clerk



City Council Regular

5.

Meeting Date: 05/06/2014

Subject: Minnesota GreenCorp Member Host Site Application

From: Colleen Sinclair, Recycling Coordinator

INTRODUCTION

City staff would like to apply as a host site for a MN GreenCorp member.

DISCUSSION

We request that the City Council authorize staff to apply as a Minnesota GreenCorp host site. The MN GreenCorp program is administered by the Minnesota Pollution Control Agency (MPCA). This program provides an educated work force member(s) that serves the host site with a full time employee for a term of approximately 11 months, from September 2014 through August 2015. Eligible organizations include public entities (local, regional, state, tribal), school districts, not for profit institutions of higher education, and 501 (c)(3) nonprofit organizations.

Organizations may apply for Minnesota GreenCorps members who will serve on projects in the following areas:

- Air quality (including energy conservation and green transportation)
- Waste prevention and recycling
- Green infrastructure (including local foods, stormwater management, and urban forestry)
- Living Green outreach

Staff is proposing an application (see attached) for a single team member that would provide assistance to research, investigate, and input data for the recently joined GreenSteps initiative. Doing so will jump start this program and detail a road map for the future to accomplish improvements in sustainability areas of interest to the City.

Additionally, they would be asked to complete a citywide street light inventory that would serve as the basis of evaluating the possibility of an LED conversion.

RECOMMENDATION

Staff recommends Council approve the Minnesota GreenCorp application process.

BUDGET IMPACT:

There is no direct cost to the City for this program. If selected we would be required to provide any items necessary to complete the work being asked of them. For the outlined projects it would include such items as office space, access to a computer, telephone, various supplies, training, etc.

Attachments

GreenCorp application

Resolution 14-60



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

Minnesota GreenCorps Host Site Application

Program Year 2014 - 2015

Doc Type: Application



Minnesota
GreenCorps

Instructions: The Minnesota GreenCorps (MN GreenCorps) program is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). Please complete the application, answer all questions, and send via email to mngreencorps.pca@state.mn.us. For more information, refer to the *2014-2015 Minnesota GreenCorps Host Site Application Guide*. Applications must be submitted electronically by **5:00 p.m. on Monday, May 5, 2014**. If you have any questions, please contact Karen Solas at 651-757-2676 or e-mail at mngreencorps.pca@state.mn.us. Letters of support/Board resolutions may be faxed to the attention of MN GreenCorps at 651-215-0246 if unable to include electronically as a scanned document. Please note, operation of the 2014-2015 program year is contingent on funding. Confirmation of funds may not be available before application deadline.

Completed application checklist:

- All sections and questions answered.
- Board resolution from governing board and/or authorized representative (or expected timeline to submit it).
- Letters of support from any identified partners (either internal or external).
- For non-profit applicants: Proof of eligibility: 501(c) (3) status.

I. Applicant and Project Information

Name of legal applicant organization: City of Coon Rapids Public Works

Mailing address: 1831 111th Avenue NW

City: Coon Rapids State: MN Zip code: 55433

Main project contact: Colleen Sinclair Title: Recycling Coordinator

Phone: 763-767-6485 Fax: 763-767-6540

E-mail: CSinclair@coonrapidsmn.gov Web site: www.coonrapidsmn.gov/recycling

What type of host site is your organization (check one): **New** **Renewing**
Renewing host sites are not guaranteed selection as a 2014-2015 host site. Performance during previous years of the program will be taken into consideration.

Identify any partner organization(s) which would be involved in a MN GreenCorps member's project through this application:

None

Contact information for authorized representative (individual responsible for signing legal agreements in your organization):

Authorized representative name: Steve Gatlin Title: City Manager

Mailing address: 11155 Robinson Drive

City: Coon Rapids State: MN Zip code: 55433

Phone: 763-767-6458 Fax: _____

E-mail: gatlin@coonrapidsmn.gov

Please indicate your organization type:

- Government agency (local, regional, state, tribal, or federal)
(Examples include cities, counties, tribal governments, park districts, regional planning organizations, watershed districts, etc.)
- School district
- 501(c) (3) non-profit organization (**Note:** you must submit proof of 501(c) (3) status with your application)
- Not for profit institutions of higher education

How many MN GreenCorps members are you applying for? One Two

Please specify the number of members you are requesting. For each focus area you may choose only whole numbers (e.g., 1 or 2). Applicants may not request more than two members. Refer to Application Guide for position descriptions.

Position type	Members requested	Position type	Members requested
Air Quality		Waste Prevention and Recycling	
Living Green		Green Infrastructure	1

II. Narrative Questions

Carefully review the pre-scoped position description(s) for which you are considering a MN GreenCorps member. Details of the member position descriptions can be found in the accompanying document *Minnesota GreenCorps Host Site Application Guide 2014 - 2015*.

For each project for which you are requesting a MN GreenCorps member (if more than one), please respond to the following questions, in the provided text boxes.

Project Scope and Proposed Member Activities

1. Provide an overview of the direct service project you propose, and how the project fits with MN GreenCorps' pre-scoped position description. Include the **project goals and objectives**, and **specific activities** that relate back to the position description. *If the position for which you are applying included a "track" option, please identify which track you are selecting (e.g., air quality: energy conservation or green transportation).*

As of March 2014, the City of Coon Rapids has become a GreenStep City and is committed to completing the required best practices to further sustainability related projects within the city. Basic information has been gathered for the initial city review for the programs that are currently in place. Our hope is for a GreenCorps member to take on this project, investigate more into the existing Best Practices in Coon Rapids, and identify what categories still need to be addressed. Initial review of existing practices has been completed but more details are needed as well as reporting them through the GreenStep website. This process will be time intensive and require investigating projects, identifying contacts and gathering data for approximately 14 existing Best Practices. The main priority will be to enter all existing best practices and then begin evaluating what other items should be addressed in future projects as outlined in the GreenStep program.

Additionally, there is a need within the city to inventory, categorize and evaluate all city street lights. This initiative from the Public Works Director would aim to evaluate the options in converting all lights to LED systems and the cost benefit analysis involved with that change. This would be a large scale investigation providing options for City Council. It is also a small part of a Best Practice in the GreenSteps program under Efficient Building & Street Lighting and Signals.

2. Provide an estimated and realistic monthly timeline of the member's activities.

We recently passed the city resolution to become a GreenStep City and minimal reporting has been done at this time. We estimate about 60% of the workload would be dedicated to investigating GreenStep Best Practices, gathering statistics and contact information, and entering that online. Each Best Practice has various aspects in reporting which will vary depending on the project. Once all existing Best Practices are entered, other future projects would be explored. This could be done throughout the 11 month period.

The street lighting portion would be somewhat dependent on seasonality and is estimated to take about 40% of the workload. Street lights would need to be inventoried, categorized and evaluated, likely in the summer and fall months. Once this initial data is collected, further evaluations would be done related to LED options, pricing, energy use, return on investment, etc. This information would need to be completed before the term is done, ideally early 2015.

3. AmeriCorps members cannot displace or replace previously employed, striking, or laid off workers. Please clarify how this position is not a staff position.

GreenSteps is a recently adopted program and minimal staff time has been dedicated to this project specifically thus far. We would like data collected and entered as soon as possible but limited staff time is the major challenge. A GreenCorps member would be able to fill this need that is not currently being met. The street lighting project has been discussed with our Public Works Director and Connexus Energy previously but again there has not been staff time available to complete it. This project likely will not get done without further resources especially related to the initial inventory that will be time intensive.

Community Need/Involvement

1. Describe why you chose this area, including a discussion of how the proposed project will have a positive environmental impact on the community(s) that your organization serves. Please indicate if the project will serve under-represented, economically disadvantaged or rural populations.

GreenSteps is providing Coon Rapids a clear guide for areas related to sustainability that need to be addressed, some of which Coon Rapids is already completing. The first step is to identify what we are currently doing so we can better understand what areas need more attention. The positive environmental impacts include reduction in waste, energy efficiency, stormwater management, air quality improvements and a better overall understanding of city sustainability. Part of this program also focuses on educating the community about what is occurring in their city.

The street lighting program focuses specifically on increasing energy efficiency within the city through a large scale project which would benefit the entire city but environmentally but also financially. We view both projects as guidelines for how the city can move forward related to sustainability practices and do more than has been done in the past. The City of Coon Rapids is committed to serving its residents and these projects would allow us to do so through a sustainability focus.

2. What opportunities do you see for broader involvement by community members, including mobilizing volunteers, with the MN

GreenCorps project(s) you are applying for?

All aspects of this GreenCorps position would require the candidate to work with other city employees and community members. The GreenSteps information will require them to work with various departments within the city, outside engineers, private businesses and others in the community. It will provide them a broad understanding of the city and surrounding community.

A large portion will also include educating community members about initiatives, future projects and current practices highlighted in the GreenSteps program that are occurring within the city. This could also result in volunteers for projects or events. Coon Rapids has a wide variety of initiatives that directly involve community members such as Home for Generations grant program for home improvements and bike/walking trail awareness programs. Coon Rapids also organizes an annual Green Expo which brings together local businesses, organizations and citizens to share ideas for sustainable living. Part of the GreenSteps reporting would include this event and hopefully provide more information about topics citizens are most concerned about in their community and ways those concerns fit into GreenSteps. Many of the other best practices in GreenSteps include community involvement as well.

3. If your member project requires support from other partners, either internally (e.g., other departments like IT, facilities maintenance, etc.) or externally (e.g., a school district), please list these partners below, and describe how the partnership will work. What actions will you take as the host organization to ensure that partners are fully engaged in the project? Provide letters of support with this application, as appropriate, to demonstrate commitment of these partner departments or organizations.

The City of Coon Rapids is one united city government and functions in a way that supports all those involved in it. These projects will require the assistance of our IT department, facilities, streets and public works departments. The GreenSteps research portion will also require working with those outside the city such as contractors, engineers and others who have worked on city projects in the past. As the host organization, we will ensure there is clear communication and ease of contact between all parties. For the lighting portion of the project, Brian Burandt from Connexus Energy will be the main contact and provide guidance as necessary. We will also provide guidance for the GreenCorps member of who the appropriate party to contact is for each step of their assigned projects.

Organizational Capacity and Commitment

Please respond to the following questions about your organization:

1. In one paragraph, describe your organization's mission. Include a description of the community your organization serves, qualifications of your staff, the number of paid staff, and experience (if any) with hosting AmeriCorps members.
Coon Rapids is committed to serving and working with its citizens, City Council and commissions to ensure a bright future for all members of our city. We strive to educate residents and businesses on making better choices to conserve resources, reduce waste and live wisely to keep our environment sustainable for future generations. Our city's mission statement encompasses this: "community strength...for generations". Coon Rapids is the largest city in Anoka County with a population of more than 63,000 residents. Our city staff consists of 225 full time employees. Our city's willingness to move in new directions and the support from City Council, staff and volunteer commissions is remarkable. Our Sustainability Commission consists of nine members each with a strong background in a variety of environmental fields. We do not have any past experience with hosting AmeriCorps members but feel this project would provide them with a great opportunity.
2. Describe how your organization's current efforts and activities reflect the commitment and expertise you can provide to supporting a MN GreenCorps member. Include examples as appropriate.

Prompts for each focus area:

- Air quality— status of data collection (e.g., B3); progress in developing non-motorized transportation plans (e.g., bicycle plans or comprehensive plans); commitment to reducing Greenhouse Gas (GHG) (e.g., ICLEI, mayor's climate pact, etc.); current outreach efforts.
- Waste prevention/recycling – current status of recycling/organics program; how your organization will measure progress in waste reduction/recycling.
- Living green – experience with environmental campaigns and outreach efforts; recent efforts in working with the public; budget for materials/supplies for public outreach; community assets available.
- Green Infrastructure – organization's level of support for local foods, forestry, and/or stormwater program; Tree City USA standing; inventory status (for trees or stormwater Best Management Practices (BMPs)); current outreach efforts related to local foods (e.g., Minnesota Grown), stormwater (e.g., Blue Thumb), and/or forestry (e.g., Arbor Day).

Coon Rapids has recently adopted the GreenSteps program in an effort to track and improve city sustainability projects. The City Council and City Manager support this program and the steps needed to complete the program. The Sustainability Commission consists of community members dedicated to sustainability in the city. They will also provide guidance and resources for the GreenCorps member throughout the term.

Coon Rapids currently has programs in place that fit the criteria for the GreenSteps best practices and we hope to be a Step 2 ranking once current practice reporting is complete. Current practices include efficient buildings, building reuse, efficient city and highway development, stormwater management, parks & trails, waste reduction and more. The city desires to do more and this GreenCorps project would begin this process and help highlight what areas the city needs to focus on for future projects. We have begun the process but need additional resources to get the project moving forward and make it successful overall.

3. A host site supervisor must be able to provide at least 0.08 full time equivalent (FTE) per member, which equates to a minimum of 3.2 hours each week to review member activities, provide guidance, and set future goals. The supervisor should be a FTE, or close to full time, employee of the host site or a partnering organization.

Please provide the contact information, and background/qualifications of the staff member(s) in your organization who will be responsible for day-to-day supervision of the MN GreenCorps member(s) from September 2014 through August 2015.

Information for primary on-site supervisor:

Focus area: Green Infrastructure

Supervisor name: Colleen Sinclair Title: Recycling Coordinator

E-mail: CSinclair@coonrapidsmn.gov Telephone: 763-767-6485

Describe the background and qualifications of the supervisor: Colleen is the Recycling Coordinator, Chair of the Sustainability Commission and Administrator of the state SCORE grant for Coon Rapids. She has worked for the city for numerous years developing new programs and furthering various sustainability initiatives based on resident and council direction. She will provide knowledge of city programs and contacts.

Information for primary on-site supervisor (if applying for a second member):

Focus area: _____

Supervisor name: _____ Title: _____

E-mail: _____ Telephone: _____

Describe the background and qualifications of the supervisor: _____

4. Minnesota GreenCorps is a program that offers individuals professional, educational, and civic growth, particularly in the environmental field. **Potential members may not necessarily bring highly specialized skills to their position.** Describe how you will support the member in terms of on-site training, professional development, staff support and expertise, etc.

Our GreenCorps member would work closely with various city staff members on a daily basis. The city recycling coordinator would provide guidance on daily tasks, on-site training and overall support. The Public Works Director would also be available for additional training, support and professional development. IT assistance will be utilized for the data collection and inventory of street light assessment. GreenCorps members would be included in city staff training, development and provided other resources that are available to other city staff.

5. What financial and/or material resources will your organization make available for MN GreenCorps member(s) projects and activities, should these be needed?

The GreenCorps member would have access to all materials necessary to complete the project outlined including technology needed, information and access to city staff, community members and others. They would be able to utilize any other city resources needed for their project including office space, computer, phone, software, GPS equipment and a city vehicle or possibly bike. We do not see any financial resources needed but could adjust if necessary as the project develops.

6. Describe the office space (with approximate square footage) the member will occupy and the equipment and services that will be made available to allow them to carry out their work (computer, telephone, email address, etc).

Office space available is a standard 10ft x 10ft office workspace with computer, email address, telephone and all office supplies necessary. This position would be in the City of Coon Rapids Public Works building.

7. Is your organization able to assist your member in securing local affordable housing? (not required) Yes No

8. Transportation requirements for member service activities: Please keep in mind that some of our member applicants may not own a personal vehicle.

- An organizational vehicle is available for service related activities.
- Personal vehicle may be necessary for member tasks and host site can reimburse mileage.
- Personal vehicle may be necessary for member tasks and host site cannot reimburse mileage.
- Public transit and/or a bicycle is adequate for the MN GreenCorps member to complete his/her tasks
- Bus passes/tickets for member service activities are available from the host site.
- Service activities will not require much if any travel.

Note: Transportation for member service activities is not required by host sites.

Outcomes

Review the overall program performance measures, as well as those associated with the position descriptions your organization is interested in. (See the *Host Site Application Guide*)

1. What are the estimated results of the member's service activities?

The goal for the member's service to investigate all existing Best Practices the city is completing as part of the GreenStep Cities program. They will compile this data and work with other city staff to enter it into the GreenSteps database. This will include a large amount of coordination with other city departments to gather the information. Once complete, Coon Rapids will have a better understanding of where we rank compared to other similar cities in the state and what areas specifically we need to focus on for future sustainability initiatives. The results of the GreenSteps reporting will shape future projects.

The other estimated result would be a complete inventory and evaluation of the existing city street lights. This would include cost and impact of converting all to LED and the payback period of such an upgrade. This member will be responsible for the entirety of this project. The goal is to have this report completed and presented to City Council during the term of service.

2. Describe how the results identified above will contribute to the overall program outputs and outcomes, as well as the specific position description.

This project will provide the member a wide variety of skills, knowledge and experience within the city structure and broader community. It will provide the city significant information and help identify what initiatives should be focuses on to further sustainability on a large scale especially related to city street lighting. GreenSteps is a program the city is committed to and this initial input will shape the results of this program including what steps Coon Rapids will need to take in the future.

The overall outcomes for the GreenCorps member will be a better understanding of how various departments, projects and community members fit into more extensive projects. They will also have the opportunity to start and complete a project in the street lighting audit, playing the key role in every aspect of the project and potential outcomes.

3. What methods and tools will be used to measure project effectiveness?

Effectiveness will be determined by the amount of data collected throughout the year. This member's work with GreenSteps will set the roadmap for a prolonged initiative that is of high importance to Coon Rapids. The GreenSteps website will outline all the information that needs to be entered and the goal is to complete the initial entry of existing practices within the service term. The street lighting project will be completed within the term to include a complete inventory, analysis of potential LED options and a cost benefit analysis. Site supervisors will help to ensure the project is effective throughout the year.

Sustainability

1. How does this project fit into your organization's long-term goals?

The City of Coon Rapids values sustainability and hopes to better identify projects that fit into long term goals through the GreenSteps program. This begins with identifying which areas we are already completing projects and what areas need to be addressed. The goal is to have clear long-term goals through gaps identified in the GreenSteps Best Practices. The lighting project is something that Public Works Director has identified as a priority for city improvements but does not currently have staff time to dedicate to it. Both of these projects are of high importance to long-term goals but have been delayed due to lack of staff time.

2. How do you see this work continuing after the MN GreenCorps members complete their service?

The GreenStep Cities program is an ongoing, continual improvement program. The GreenCorps member would provide the basis for determining the city's standing and indicators of what other areas need to be addressed in the future. They would provide a vital first step for a long term project. The lighting audit would provide the basis for a long term project as well. Action would be taken based on the cost benefit analysis completed by the member and could include the systematic replacement of all streetlights in the city to LED.

Current or past Host Sites only

1. Identify the program year you participated in, focus area, number of members hosted.
2. Describe evidence of effectiveness of your current or past member projects, including environmental results, and how you might build on these results if awarded another member.
3. Describe any improvements you plan to make in terms of project oversight, member supervision, implementation, and results.

Note: For current or past sites, site performance, including timeliness of in-kind and member reporting, site visit reviews, and communication with MN GreenCorps program staff may be taken into consideration.

III. Board Resolution/Letter(s) of Support

If your organization is governed by a Board, please provide a Board resolution in support of this application, indicating your organization's commitment to host MN GreenCorps member, and willingness to enter an agreement with the MPCA should your site be selected (see example). If the Board resolution cannot be provided by the application deadline, please provide an explanation below and the date when it will be submitted:

Next available Board meeting is 5/6 and we plan to get resolution passed at that time. Please let us know if this is an issue for any reason.

Note: A Board resolution *must* be obtained before an agreement is executed, if applicable.

Please also provide letters of support from other partner organizations or even internal departments that MN GreenCorps members may provide substantial service to.

11155 Robinson Drive
Coon Rapids MN 55433
Tel 763-755-2880
Fax 763-767-6491
www.coonrapidsmn.gov



March 29, 2014

Minnesota Pollution Control Agency
520 Lafayette Road N
St. Paul MN 55155-4194

Attention: Minnesota GreenCorps Commission

Subject: Support for Minnesota GreenCorps application

Dear Commission members:

As City Manager of the City of Coon Rapids, this letter is intended to indicate the City's support for our Host Site Application for the Minnesota GreenCorps. We are applying for a position to provide assistant to our Recycling Coordinator, Public Works Director and Sustainability Commission in their GreenSteps initiative and city street light evaluation.

The City of Coon Rapids commits to provide the necessary staff support, training, equipment and transportation to host this position. This position will work directly with our Recycling Coordinator Colleen Sinclair and Public Works Director Tim Himmer. They will help investigate city projects that fit the GreenSteps Best Practices to provide guidelines for long-term sustainability initiatives and provide an inventory and evaluation of all city street lights.

The City is committed to completing both of these initiatives and Minnesota GreenCorps personnel would be extremely critical in providing support to our staff. We hope you will support our application and provide the position requested. If you have any further questions regarding our application, please contact Colleen Sinclair, our Recycling Coordinator, at 763-767-6485. We thank you in advance for your consideration of our application.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Gaffin", written in a cursive style.

Steve Gaffin
City Manager

RESOLUTION NO. 14-60

**RESOLUTION AUTHORIZING THE CITY OF COON RAPIDS
TO ENTER INTO AND SIGN A HOST SITE AGREEMENT WITH THE
MINNESOTA POLLUTION CONTROL AGENCY (MPCA)**

WHEREAS, the City of Coon Rapids has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2014-2015 program year; and

WHEREAS, if the MPCA selects the City of Coon Rapids, the organization is committed to implementing the proposed project as described in the host site application, and in accordance with pre-scoped position description; and

WHEREAS, the MPCA requires that the City of Coon Rapids enter into a host site agreement with the MPCA that identifies the terms, conditions, roles and responsibilities;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coon Rapids does hereby authorize the City of Coon Rapids to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement and authorizes and directs the Mayor and City Manager to execute the grant agreement on its behalf.

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

6.

Meeting Date: 05/06/2014

Subject: Waiver of Fees for Springfest Celebration

From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

Jay Tomaszewski, on behalf of the Church of the Epiphany, has submitted a request to waive their licensing fees for the 2014 Springfest celebration.

DISCUSSION

Jay Tomaszewski, on behalf of the Church of the Epiphany, has submitted a request to waive the carnival fees for their annual Springfest celebration. Historically these fees have been waived for this community event.

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

RECOMMENDATION

Council is requested to approve the waiver of carnival license fees for the 2014 Springfest celebration.

Attachments

Epiphany Springfest Waiver Letter 2014

The Church of the
EPIPHANY
Lighting the Way to Christ

April 4, 2014

City of Coon Rapids
11155 Robinson Dr.
Coon Rapids, MN 55433

Dear Council Members,

The Church of the Epiphany Springfest celebration is on May 16, 17 & 18, 2014. We are asking for the City Council to waive the Carnival Ride fee. Springfest is a major fundraiser for Epiphany and we appreciate your consideration of this request.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read 'Jay Tomaszewski'.

Jay Tomaszewski
Parish Administrator
The Church of the Epiphany
763-862-4370



City Council Regular

7.

Meeting Date: 05/06/2014

Subject: Corporate Officer Change - American Legion, 11640 Crooked Lake Blvd

From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

The representative for the American Legion located at 11640 Crooked Lake Blvd has notified the City of a change in their corporate officers.

DISCUSSION

City Code Section 5-216(6) requires that the City Council be notified of any change in legal ownership or beneficial interest of a liquor license holder. The letters advising of their new ownership/officer changes is attached.

The American Legion's Post Commander change is effective immediately. The other officer changes will be effective July 1, 2014.

RECOMMENDATION

This is provided for information only.

Attachments

American Legion - New Post Commander (Effective Immediately)

American Legion - New Officers (Effective July 1, 2014)

4/2/14 Special Executive Meeting

Attending: Don Gullickson, Stacie McCabe, Steve Sumstad, Dean Cowan, Bruce Sanders, Calvin Thompson, Justin Miller, Anne Steffen, Dave Livingston, Larry Brunko

Meeting opened at 7:12 PM.

Kalvin stated the primary purpose of this meeting is to accept the resignation of Commander Sambrano. Yesterday he turned in all of his keys and post items. Don and Calvin stated they both received verbal resignations from Commander Sambrano.

A motion to accept said statements as an official resignation by Steve Sumstad, seconded by Stacie McCabe. Motion carried.

Kalvin stated that there would be no discussion around events involving Commander Sambrano since he is not present.

A motion to appoint Calvin Thompson as Post Commander, seconded by Don Gullickson. Motion carried.

Kalvin motioned for approval of Dave Livingston as Chaplain. Motion carried.

Bruce stated he removed Dominic Sambrano's name from the bank access list for post finances. This is standard procedure when an officer leaves a position. Bruce requested that minutes be provided from this meeting.

Regarding the building security system,

A motion to adjourn the meeting by Bruce Sanders, seconded by Steve Sumstad. Motion carried.

Meeting adjourned at 7:22 PM

11. Financial Requests - Finance Committee recommendations:

a. Approved:

- Coon Rapids High School Senior All-night Party - \$100.00 (gambling funds)
- Anoka County Parks & Recreation, kids' fishing clinic - \$50.00 (gambling funds)

b. Tabled:

- Fort Snelling Memorial Chapel Foundation
- The Memorial Day Foundation
- US Air Force Academy Parents Club
- Coon Rapids Crime Prevention Association
- Dustin Weber, student trip
- Loaves & Fishes
- Minnesota Safe Ride
- Survivor Resources
- Pathways Career Closet

12. Old business:

- a. Dave Livingston discussed having a cub scout troop participate with flag raising.
- b. Disaster preparedness - Dave Livingston said he will look into having the Post as an emergency location.

13. New business:

- a. Election of officers:
 - COMMANDER – Calvin Thompson
 - FIRST VICE COMMANDER – Dave Livingston
 - SECOND VICE COMMANDER – Don Gullickson
 - THIRD VICE COMMANDER – OPEN
 - FINANCE OFFICER – Craig Simon
 - SERVICE OFFICER – Larry Brunko
 - CHAPLAIN – OPEN
 - HISTORIAN – Sandy Livingston
 - SERGEANT-AT-ARMS – Steve Sumstad
 - MEMBER-AT-LARGE – Arnie Vaplon

14. Officers' and chairpersons' reports: None.

15. Correspondence by adjutant: None.

16. Upcoming events:

- a. April 12 – Pasta for Ped's benefit
- b. April 13 – Chili Challenge – Legion Riders
- c. May 31 – Pay-it-Forward for Gold Star Kids

17. Door prize drawing: Tom Bohlman

18. This meeting of Coon Rapids Post 334, The American Legion, Department of Minnesota, adjourned at 8:47 p.m.



City Council Regular

8.

Meeting Date: 05/06/2014

Subject: Corporate Officer Change - Northern Tier Retail LLC dba SuperAmerica

From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

The representative for Northern Tier Retail LLC dba SuperAmerica has notified the City of a change in their corporate officers.

DISCUSSION

City Code Section 5-216(6) requires that the City Council be notified of any change in legal ownership or beneficial interest of a liquor license holder. The letter advising Council of this change is attached.

Northern Tier Retail LLC dba SuperAmerica owns the following locations within the City:

- Super America #4197 - 3155 Coon Rapids Blvd
- Super America #4290 - 2015 Northdale Blvd

RECOMMENDATION

This is provided for information only.

Attachments

Northern Tier Retail Notice of Corporate Officer Change



Karla Bigham
Northern Tier Retail, LLC/SuperAmerica

April 16, 2014

To Whom It May Concern:

Enclosed are the completed forms regarding the new officers of Northern Tier Retail.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Karla Bigham".

Karla Bigham, Licensing Coordinator
Northern Tier Retail, LLC dba SuperAmerica

Enc



SUPPORTING DOCUMENTATION FOR LIQUOR LICENSE APPLICATION

Business Name: Northern Tier Retail LLC

Directions: This form must be filled out by the sole owner, by each partner, by each officer or director, by each manager, proprietor or other agent in charge of the premises, by each person who by combined ownership or control has an interest in a corporation or association in excess of 5%.

1. True Name:

Helmick, Jack Alfred
Last First Middle



City Council Regular

9.

Meeting Date: 05/06/2014

Subject: Class A On-Sale and Sunday Liquor for Perrella Enterprises dba Sammy Perrella's Pizza and Restaurant at 445 99th Ave NW

From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

Jeffrey Perrella, as partner and on behalf of Joseph Perrella and Louisa Perrella Brooks for Perrella Enterprises, has submitted an application for a Class A On-Sale and Sunday Liquor license for Sammy Perrella's Pizza and Restaurant at 445 99th Ave NW.

DISCUSSION

Perrella Enterprises has obtained commercial space adjacent to the current location of Sammy Parrella's Pizza and Restaurant and is planning to remodel and expand this existing location. This remodel would include a new lounge with access to the full menu, restricted to individuals 18 and older through a separate entrance.

Perrella Enterprises currently holds an on-sale wine and on-sale 3.2 malt liquor license with an optional on-sale strong beer designation with the City of Coon Rapids. Due to this renovation, Perrella Enterprises has applied for a full liquor license to become effective following this expansion. Perrella Enterprises expects to finish the remodeling process within the next few weeks.

The license and investigation fees have been paid. The Police Department has conducted a comprehensive background investigation on all of the partners - Jeffrey Perrella, Joseph Perrella, and Louisa Perrella Brooks - and has found nothing to prevent licensing.

Certificate of Insurance evidencing liquor liability and workers' compensation coverage have been received. Approval of the license is conditioned upon obtainment of a new Certificate of Occupancy and an Anoka County Environmental Services food service license.

RECOMMENDATION

Council is requested to approve the issuance of a Class A On-Sale and Sunday Liquor license to Perrella Enterprises dba Sammy Perrella's Pizza and Restaurant at 445 99th Ave NW contingent upon obtaining a new Certificate of Occupancy and an Anoka County Environmental Services food service license.



City Council Regular

10.

Meeting Date: 05/06/2014

Subject: Toward Zero Deaths (TZD) Traffic Enforcement Grant Addenda

From: Brad Wise, Police Chief

INTRODUCTION

The Coon Rapids Police Department, as Fiscal Agent (Grantee) for 10 Anoka County Law Enforcement agencies, was awarded a two year TZD Grant running from October 1, 2012, through September 30, 2014. The Grant Agreement Amendment was signed on November 6, 2013. The Minnesota Department of Public Safety, Office of Traffic Safety sent an addenda to the Grant Agreement Amendment.

DISCUSSION

In November 2013, the Council authorized the Coon Rapids Police Department to be the fiscal agent for other Anoka County cities/the Sheriff to administer the Office of Traffic Safety's (OTS) Toward Zero Deaths (TZD) Enforcement Grant.

On April 10, 2014 our office received an e-mail stating the National Highway Traffic Safety Administration (NHTSA) conducted a management review at the OTS. The NHTSA had one finding that needed to be corrected by the OTS. The OTS was requested to have an addenda to the Grant Agreement Amendment that included the exact wording of the federal statutes that need to be complied with and adding three that the OTS inadvertently dropped from the list. Currently, the Agreement only has the names of the statutes. None of the federal statutes are new and we have always been required to uphold all sections of the statutes. The OTS has forwarded the Addenda One to Coon Rapids Police Department TZD Enforcement for acceptance.

RECOMMENDATION

Staff recommends that Council accept the Addenda One to Coon Rapids Police Department TZD Enforcement and authorize the Mayor and City Manager to execute the Addenda.

Attachments

Addenda

Addenda One to Coon Rapids PD TZD Enforcement
Grant Contract Number: Enforce13-2013-CNRPDSPS-00080

These are addenda to the agreement between the Minnesota Department of Public Safety and the Coon Rapids Police Department dated 10/08/2012.

The undersigned parties hereby agree to the following and make the following additions to Federal and State Provisions in the Program Guidelines of said agreement:

Common Rule: 49 CFR Part 18.37 specifically (2)

SUBGRANTS

§18.37 Subgrants.

(a) States. States shall follow state law and procedures when awarding and administering subgrants (whether on a cost reimbursement or fixed amount basis) of financial assistance to local and Indian tribal governments. States shall:

- (1) Ensure that every subgrant includes any clauses required by Federal statute and executive orders and their implementing regulations;
- (2) Ensure that subgrantees are aware of requirements imposed upon them by Federal statute and regulation;

While the subgrantees signs the certifications and assurances, the need to include the language from the original certifications and assurances that is listed under Appendix A to Part 1200—Certification and Assurances for Highway Safety Grants (23 U.S.C. Chapter 4) applicable to the subrecipients is important. This way the grantee or contractor will have the whole language and an idea of what they are signing before and thus OTS is doing all it can to make sure the grantee or contractor are aware of the requirement imposed upon them by Federal statute and regulation.

NONDISCRIMINATION

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation

Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

BUY AMERICA ACT

The State will comply with the provisions of the Buy America Act (49 U.S.C. 5323(i)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

POLITICAL ACTIVITY (HATCH ACT)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion— Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

No other terms or conditions of the agreement are changed as a result of these addenda.

1. GRANTEE

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

By:

Title:

Date:

2. STATE AGENCY

By;

Title:

Date:



City Council Regular

11.

Meeting Date: 05/06/2014

Subject: Safety Commission Appointment

Submitted For: John Piper, Fire Chief

From: Cathy Sorensen, City Clerk

INTRODUCTION

The Safety Commission recommends the appointment of three new members to the Commission.

DISCUSSION

Currently there are three vacancies on the Safety Commission. Tracy Wigen, Jeremy Wytttenback, and Ethan Yang submitted applications for the Safety Commission, attended a meeting and met with the Commission, and after discussion are being recommended for appointment. Ms. Wigen's and Mr. Wytttenback's terms will expire December 31, 2016, and Mr. Yang's will expire December 31, 2015.

RECOMMENDATION

Staff recommends Council adopt Resolution 14-61 appointing Tracy Wigen, Jeremy Wytttenback, and Ethan Yang to the Safety Commission.

Attachments

Applications

Resolution 14-61



CITY OF COON RAPIDS

ADVISORY COMMISSION APPLICATION FORM

(Please type or use black ink)

DATE: November 2, 2012

NAME: Tracy Wigen

ADDRESS: all iv ZIP: 55425

TELEPHONE: Home: 763-437-1111 Work: 763-437-1111 Cell: 763-437-1112

EMAIL ADDRESS: twigen@coonrapidsmn.gov

PLEASE RANK IN ORDER THE COMMISSIONS ON WHICH YOU WISH TO SERVE (leave blank any Commissions on which you do not wish to serve):

- Arts
- Board of Adjustment and Appeals
- Capital Improvement
- 5 Charter
- 1 Civil Service (Police & Fire)
- Historical
- Housing/Community Development
- Mortgage Assistance Foundation
- Parks and Recreation
- 4 Planning
- 2 Safety
- Sustainability Commission

A) WORK EXPERIENCE: Accounting

for veterans organizations and the Minneapolis Firefighters Pension Fund as well as banking experience.

B) CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES: Head Election Judge in

Anoka County, Notary Public, Parent Representative on the Building Leadership Team at CRHS, Member of the Anoka Hennepin Systems Accountability Committee, and a member of the Public Advisory Committee for the MN Gambling Control Board.

C) WHY DO YOU WANT TO BE ON AN ADVISORY COMMISSION:

I have great respect for those who serve our communities and would like to share my professional abilities as well as my insight as a member of this community. For I have been a member of this community both as a child and now for 11 years as an adult.

D) WHAT SKILLS, STRENGTHS OR ABILITIES DO YOU BELIEVE YOU WILL ADD TO THE COMMISSION?

I have over 20 years experience of payroll, accounting, and employment procedure. During the course of working with various organizations, I have a great deal of understanding the inner workings of committees and the processes they go through. My experience with the Minneapolis Firefighters' gives me a unique insight to the compensation component of civil service.

E) ADDITIONAL COMMENTS: _____

I would be honored and humbled to be able to serve the City of Coon Rapids as a member of an Advisory Commission member.

REFERENCES (Optional)

Name	Address	Phone
Kathy Morkrid		6...
Steve Young		427
Dennis Westly	"	"
<i>[Signature]</i>		11/2/2012
Signature		Date

Please return to:

City Manager's Office
City of Coon Rapids
11155 Robinson Drive
Coon Rapids MN 55433-3761
Telephone: 763-767-6493

The information provided by you on this application will be used to determine your suitability for appointment to an advisory commission. Participation as an advisory commission member is strictly voluntary and you are not required by law to provide this information, however, should you not furnish this information the City may have difficulty determining your suitability for appointment, contacting you regarding your information, and if selected, with your duties on the advisory commission. Under Minnesota State statutes, only your name is considered public information upon appointment. Any other information on this application is private data and will be accessible only to you, City staff, or as provided for by Minnesota statutes.



CITY OF COON RAPIDS

ADVISORY COMMISSION APPLICATION FORM

(Please type or use black ink)

DATE: 10-14-13

NAME: Jeremy Wyttenback

ADDRESS: [unclear] ZIP: 55007

TELEPHONE: Home: [unclear] Work: [unclear] Cell: [unclear]

EMAIL ADDRESS: [unclear]

PLEASE RANK IN ORDER THE COMMISSIONS ON WHICH YOU WISH TO SERVE (leave blank any Commissions on which you do not wish to serve):

- _____ Arts
- 11 _____ Housing/Community Development
- 10 _____ Board of Adjustment and Appeals
- 9 _____ Mortgage Assistance Foundation
- 7 _____ Capital Improvement
- 8 _____ Parks and Recreation
- 2 _____ Charter
- 1 _____ Planning
- 6 _____ Civil Service (Police & Fire)
- 3 _____ Safety
- 4 _____ Historical
- 5 _____ Sustainable Community (Green)

A) WORK EXPERIENCE: Works in communication at Walmart.

B) CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES: I have many interests, such as attending city of Coon Rapids Council meetings, DFL delegates planning sessions, Congressional District 3 meeting and Toastmaster

C) WHY DO YOU WANT TO BE ON AN ADVISORY COMMISSION: I believe I would bring unique prospective to the planning and maintenance of the Coon Rapids community.

D) WHAT SKILLS, STRENGTHS OR ABILITIES DO YOU BELIEVE YOU WILL ADD TO THE COMMISSION?

Leadership skills - speaking skills
Knowledge of Civic Government
Many years working in Politics.
Campaign work for Jim Meffret, Jenny Newton and John Hoffman.

E) ADDITIONAL COMMENTS: Would be good choice because of knowledge, experience of government. Also extensive knowledge of the concerns of people with disabilities as they access community activities in Coon Rapids.

REFERENCES (Optional)

Name	Bruce Sanders	Phone
	John Hoffman	
	Jenny Newton	
	Deb Trenholm	
Signature	<i>Jenny Newton</i>	Date
		10/14/13

Please return to:

City Manager's Office
City of Coon Rapids
11155 Robinson Drive
Coon Rapids MN 55433-3761
Telephone: 763-767-6493

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CITY OF COON RAPIDS

ADVISORY COMMISSION APPLICATION FORM

(Please type or use black ink)

DATE: 2/13/14

NAME: Ethan Yang

ADDRESS: _____ ZIP: _____

TELEPHONE: Home: _____ Work: _____ Cell: _____

EMAIL ADDRESS: _____

PLEASE RANK IN ORDER THE COMMISSIONS ON WHICH YOU WISH TO SERVE (leave blank any Commissions on which you do not wish to serve):

- | | |
|--|---|
| <u>11</u> Arts | <u>5</u> Housing/Community Development |
| <u>7</u> Board of Adjustment and Appeals | <u>8</u> Mortgage Assistance Foundation |
| <u>9</u> Capital Improvement | <u>6</u> Parks and Recreation |
| <u>2</u> Charter | <u>3</u> Planning |
| <u>4</u> Civil Service (Police & Fire) | <u>1</u> Safety |
| _____ Historical | <u>10</u> Sustainable Community (Green) |

A) WORK EXPERIENCE: Attorney - private practice.

B) CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES: Former board member of Noble Academy Charter School, Volunteer attorney at Twin Cities Christian Legal Aid, Volunteer attorney at Our Savior Housing.

C) WHY DO YOU WANT TO BE ON AN ADVISORY COMMISSION: I want to be part of and participate in policy-making that affects where I live.

D) WHAT SKILLS, STRENGTHS OR ABILITIES DO YOU BELIEVE YOU WILL ADD TO THE COMMISSION?

I bring diversity to the commission. I also bring legal background and knoweldge.

E) ADDITIONAL COMMENTS: I have been living in Coon Rapids

more than 10 years. My wife and I bought our first house in Coon Rapids. I would like an opportunity to be part of policy-making affecting where I live.

REFERENCES (Optional)

Name Address Phone

Dr. Timothy Vang

Dr. Steven Her

[Handwritten signature]

Signature

2/13/14
Date

Please return to:

[Handwritten initials]

City Manager's Office
City of Coon Rapids
11155 Robinson Drive
Coon Rapids MN 55433-3761
Telephone: 763-767-6493

The information provided by you on this application will be used to determine your suitability for appointment to an advisory commission. Participation as an advisory commission member is strictly voluntary and you are not required by law to provide this information, however, should you not furnish this information the City may have difficulty determining your suitability for appointment, contacting you regarding your information, and if selected, with your duties on the advisory commission. Under Minnesota State statutes, only your name is considered public information upon appointment. Any other information on this application is private data and will be accessible only to you, City staff, or as provided for by Minnesota statutes.

RESOLUTION NO. 14-61

RESOLUTION DECLARING THREE VACANCIES AND APPOINTING THREE MEMBERS TO THE SAFETY COMMISSION

WHEREAS, currently three vacancies exist on the Safety Commission with one term to expire on December 31, 2015 and two terms to expire on December 31, 2016; and

WHEREAS, Tracy Wigen, Jeramy Wytttenback, and Ethan Yang are seeking appointment to the vacant terms.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Tracy Wigen and Jeramy Wytttenback be appointed to serve on the Safety Commission with terms to expire December 31, 2016 and Ethan Yang be appointed to serve with a term to expire on December 2015..

Adopted this 6th day of May, 2014, by the Coon Rapids City Council.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

12.

Meeting Date: 05/06/2014

Subject: Award Contract and Adopt Assessments for Residential Street Reconstruction, Project 14-1

Submitted For: Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

INTRODUCTION

The City is proposing reconstruction of 2.3 miles of residential streets in an area generally lying west of Blackfoot Street between 119th Avenue and 121st Avenue, and streets in the area adjacent to Hanson Boulevard between 113th Avenue and Robinson Drive. Bids were received on April 25, 2014 for the improvement project. Council is requested to award a contract and adopt the assessment.

DISCUSSION

The City is proposing to reconstruct several streets and to assess a portion of the cost to adjacent property owners as part of the 2014 Street Reconstruction Program. Proposed improvements include reclaiming the existing bituminous surface and aggregate base, replacing damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, watermain replacement on 115th Avenue with other repairs or replacements as necessary, and repairs or replacements to the existing storm sewer and sanitary sewer as needed.

A neighborhood meeting was held with interested residents on February 11, 2014. City Council held a public hearing and assessment hearing on March 18, 2014 and continued the hearings on April 1, 2014. Benefiting properties are proposed to be assessed at a rate of \$1,667.00 for single-family residential properties, \$20.83 per front foot for multi-family residential properties, and \$41.65 per front foot for commercial properties. Assessments would be spread over a 10 year period with an interest rate of 2.7%.

The bidding documents included alternate bids for differing watermain materials on the 115th Avenue replacement segment. The following summary includes the base bid and the alternates chosen, which includes ductile iron watermain with copper services:

Contractor	Base Bid	Alternates	Total Bid
Park Construction Company	\$1,502,626.65	\$85,095.00	\$1,587,721.65
North Valley, Inc.	\$1,526,543.49	\$97,364.70	\$1,623,908.19
Northwest Asphalt, Inc.	\$1,603,303.30	\$92,205.00	\$1,695,508.30
Asphalt Surface Technologies	\$1,651,397.05	\$94,012.50	\$1,745,409.55
Forest Lake Contracting	\$1,688,577.00	\$97,890.00	\$1,786,467.00
Engineer's Estimate	\$1,760,675.85	\$94,275.00	\$1,854,950.85

The low bidder, Park Construction Company, has not worked in the City of Coon Rapids for several years. Staff conducted a review of references and we believe Park Construction Company is qualified to compete the job. If Council awards a contract, it is anticipated work can begin in May and be completed in the fall of 2014.

RECOMMENDATION

It is recommended the Council take the following action:

- a. Adopt Resolution No. 14-1(9) awarding a contract to Park Construction Company in the amount of \$1,587,721.65, which includes the base bid and alternates 1 and 3.
- b. Adopt Resolution No. 14-1(12) adopting the assessment.

BUDGET IMPACT:

The total estimated project cost from the feasibility study was \$1,934,850.00, which included a 20% contingency and engineering services. The construction contract with Park Construction Company, with 20% added for contingency and engineering services, is \$1,905,265.98. An amount of \$438,083.48 would be assessed to benefiting properties. The balance of the project costs would be recovered from the Street Reconstruction Fund (797) in the amount of \$777,377, \$63,120 would come from the Sidewalk Construction Fund (795), \$73,915 would come from the Storm Water Drainage Fund (740) recovered through storm drainage charges, and \$552,771 would come from the Water System Maintenance Fund (601) recovered through charges for water used.

Attachments

Location Map

Resolution Adopting Assessment

Resolution Accepting Bid and Awarding Contract

RESOLUTION NO. 14-1(12)

(12) RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvement of streets generally lying west of Blackfoot Street between 119th Avenue and 121st Avenue, and those streets in the area adjacent to Hanson Boulevard between 113th Avenue and Robinson Drive by street reconstruction; and

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

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

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

1. Such proposed assessment is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefitted by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, beginning the first Monday in January, 2015 and shall bear interest at the rate of 2.7% per annum from the date of the adoption of this assessment Resolution.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Property Records and Taxation Division, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this Resolution; and the owner may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid. Such payment must be made before November 14 or interest will be charged through December 31 of the next succeeding year.
4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Property Records and Taxation Division to be extended on the proper tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 14-1(9)

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

WHEREAS, pursuant to an advertisement for bids for the improvement of streets generally lying west of Blackfoot Street between 119th Avenue and 121st Avenue, and those streets in the area adjacent to Hanson Boulevard between 113th Avenue and Robinson Drive by street reconstruction, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: (3 lowest)

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternates</u>	<u>Total Bid</u>
Park Construction Company	\$1,502,626.65	\$85,095.00	\$1,587,721.65
North Valley, Inc.	\$1,526,543.49	\$97,364.70	\$1,623,908.19
Northwest Asphalt, Inc.	\$1,603,303.30	\$92,205.00	\$1,695,508.30

WHEREAS, it appears that Park Construction Company of Minneapolis, Minnesota is the lowest responsible bidder; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the bid of \$1,587,721.65 by Park Construction Company for Coon Rapids Improvement Project 14-1 be accepted as the lowest responsible bid.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Park Construction Company of Minneapolis, Minnesota for the improvement of streets generally lying west of Blackfoot Street between 119th Avenue and 121st Avenue, and those street in the area adjacent to Hanson Boulevard between 113th Avenue and Robinson Drive by street reconstruction according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

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

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

13.

Meeting Date: 05/06/2014

Subject: Award Contract and Adopt Assessments for Residential Street Reconstruction, Project 14-3

Submitted For: Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

INTRODUCTION

The City is proposing reconstruction of 3.25 miles of residential streets in the area around Hanson Boulevard between 107th Avenue and 113th Avenue. Bids were received on April 29, 2014 for the improvement project. Council is requested to award a contract and adopt the assessment.

DISCUSSION

The City is proposing to reconstruct several residential streets around Hanson Boulevard between 107th Avenue and 113th Avenue. Proposed improvements include reclaiming existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, replacement of approximately 150 feet of sanitary sewer on 110th Avenue and other needed repairs or replacements as necessary, replacement of watermain valves and hydrants, and repairs or replacements of the existing storm sewer as needed.

At the public hearing there was discussion related to the inclusion of a sidewalk along the west side of Swallow Street, from 111th Lane to Swallow Circle. Council requested staff to bid this item as an alternate so potential impacts could be thoroughly evaluated, and a decision on its inclusion in the project could be determined at the time of award of contract. Following the long winter staff was finally able to gather the appropriate field data necessary to complete the design of this element and found that there would be additional unplanned impacts to the water system. Since a portion of this sidewalk segment was outside of the road reconstruction improvement area it was decided to forego construction of the sidewalk at this time, but it will be evaluated again in the future when Swallow Street, north of 113th Avenue, is planned for reconstruction.

A neighborhood meeting was held with interested residents on February 25, 2014. City Council held a public hearing and assessment hearing on April 1, 2014. Benefiting properties include single-family and multi-family properties. The proposed assessment rate is \$1,667.00 for single-family residential properties and \$20.83 per front foot for multi-family residential properties. The assessments would be levied over a 10 year period at an interest rate of 2.7%.

At the assessment hearing two property owners were contesting their assessments because they were previously assessed for a road improvement project on an adjacent roadway. Upon investigation it was found to be accurate, along with another similar property (corner lot), and thus the final assessment roll has been updated to reflect the removal of assessments to 2272 113th Avenue (15-31-24-23-0054), 2300 113th Avenue (15-31-24-23-0047), and 11300 North Heights Drive (16-31-24-14-0109).

Five bids were received on April 29, 2014 and are summarized as follows:

Contractor	Bid Amount
North Valley, Inc.	\$1,636,777.80
Northwest Asphalt	\$1,638,735.72
Asphalt Surface Technologies	\$1,655,143.85
Park Construction	\$1,727,898.10
Harddrives	\$1,996,840.65
Engineer's Estimate	\$1,574,789.50

The low bidder, North Valley, Inc., has completed several contracts with the City in the past and has done a good job. If Council approves the contract on May 6, 2014, work can begin in June and is anticipated to be completed in September, 2014.

RECOMMENDATION

It is recommended the Council take the following action:

- a. Adopt Resolution No. 14-3(9) awarding a contract to North Valley, Inc. in the base bid amount of \$1,636,777.80.
- b. Adopt Resolution No. 14-3(12) adopting the assessment, with the previously described deletions.

BUDGET IMPACT:

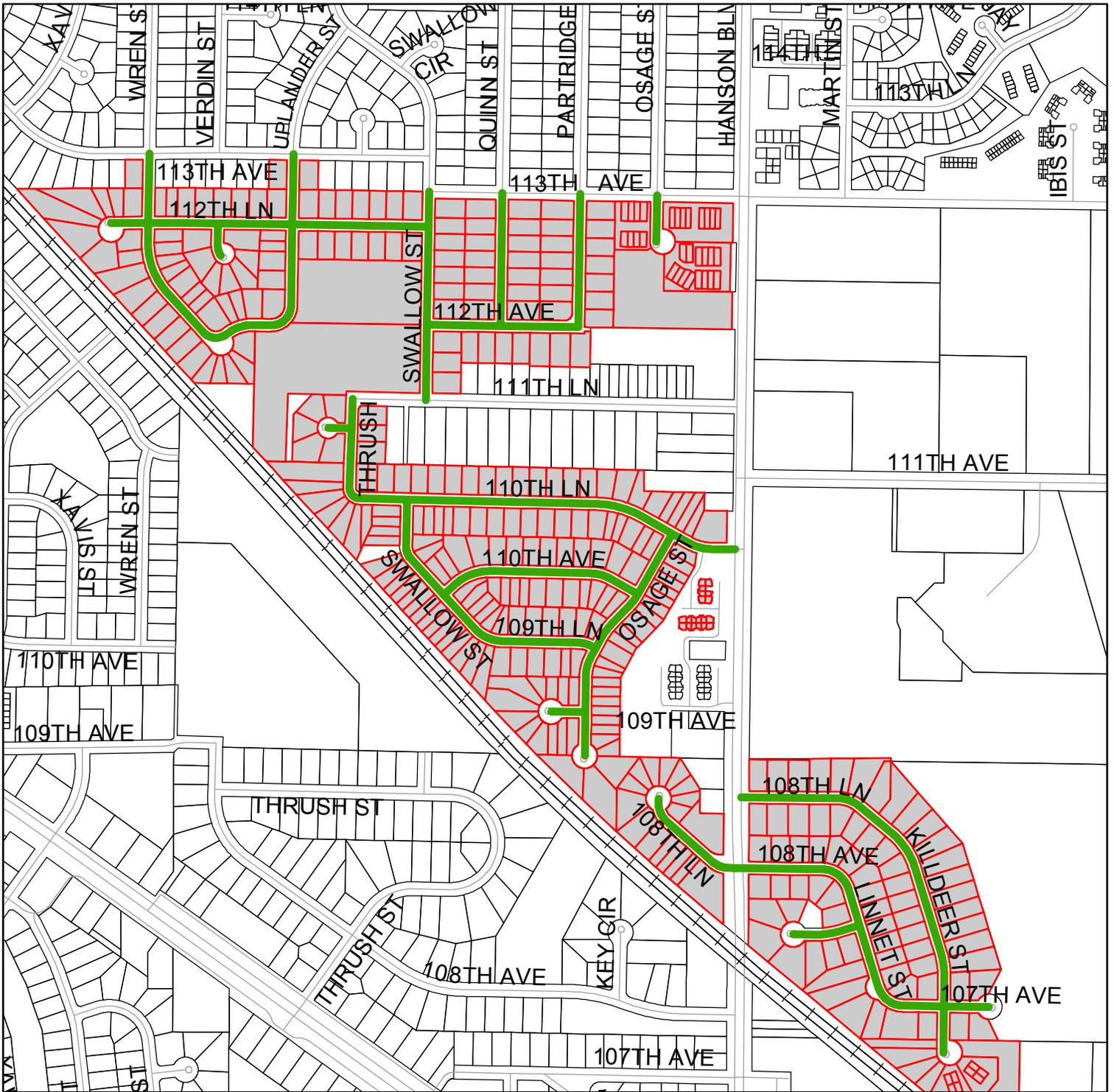
The construction cost for this project is \$1,636,777.80. Adding 20% to the construction costs for contingency and engineering services would equate to a total estimated project cost of \$1,964,133.36. A total amount of \$557,028.48 is proposed to be assessed to benefiting properties. The balance of the project costs would be recovered from various funds. The amount of \$758,096 would be recovered from the Street Reconstruction Fund (797), \$47,640 would come from the Sanitary Sewer Fund (620), \$63,651 would come from the Storm Water Drainage Fund (740) recovered through storm drainage charges, and \$537,718 would come from the Water System Maintenance Fund (601) recovered through charges for water used.

Attachments

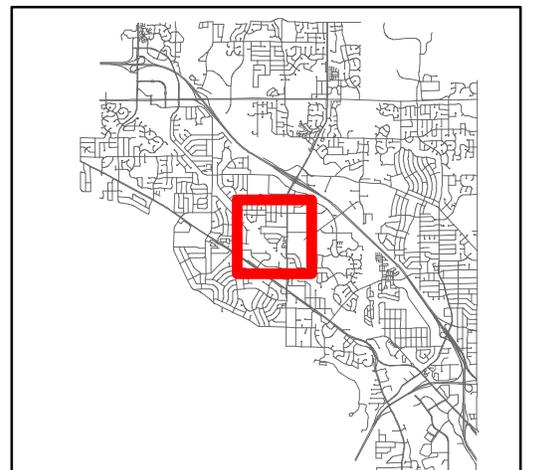
Location Map

Resolution 14-3(9)

Resolution 14-3(12)



Project 14-3
Residential Street Reconstruction
3.25 miles



RESOLUTION NO. 14-3(9)

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

WHEREAS, pursuant to an advertisement for bids for the improvement of residential streets in the area around Hanson Boulevard between 107th Avenue and 113th Avenue by street reconstruction, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: (3 lowest)

<u>Contractor</u>	<u>Bid</u>
North Valley Inc	\$1,636,777.80
Northwest Asphalt	\$1,638,735.72
Asphalt Surface Technologies	\$1,655,143.85

WHEREAS, it appears that North Valley Inc. of Nowthen, Minnesota is the lowest responsible bidder; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the bid of \$1,636,777.80 by North Valley Inc. for Coon Rapids Improvement Project 14-3 be accepted as the lowest responsible bid.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized and directed to enter into a contract with North Valley Inc. of Nowthen, Minnesota for the improvement of residential streets in the area around Hanson Boulevard between 107th Avenue and 113th Avenue by street reconstruction according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

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

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 14-3(12)

(12) RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvement of residential streets in the area around Hanson Boulevard between 107th Avenue and 113th Avenue by street reconstruction; and

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

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

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

1. Such proposed assessment is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefitted by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, beginning the first Monday in January, 2015 and shall bear interest at the rate of 2.7% per annum from the date of the adoption of this assessment Resolution.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Property Records and Taxation Division, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this Resolution; and the owner may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid. Such payment must be made before November 14 or interest will be charged through December 31 of the next succeeding year.
4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Property Records and Taxation Division to be extended on the proper tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

14.

Meeting Date: 05/06/2014

Subject: Contract Award for 2014 Sanitary Sewer Lining Program, Project 14-11

Submitted For: Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

INTRODUCTION

As part of the 10 year capital improvement program, we have selected several neighborhoods to continue the sanitary sewer lining program. Lining in 2014 will be done in three areas in the central portion of the City as shown on the attached map. The consulting engineer, SEH, Inc., completed plans and specifications for the next phase of the sanitary sewer lining program and advertised for bids. Council is requested to award a contact at this time.

DISCUSSION

The City is continuing the lining program for the sanitary sewer system that began in 2008. Lining will be done in areas where the sanitary sewer pipe exhibits significant maintenance concerns due to root intrusion and open joints. Pipe material is clay pipe that was installed in the 1960s and 1970s. The project will include work only on the main line sanitary sewer and includes a total of 40,335 lineal feet of pipe.

On March 18, 2014, Council approved the plans and specifications and authorized advertisement for bids. Bids were advertised in March and April and received on April 11, 2014. Five bids were received for this work with the low bid from Insituform Technologies USA, LLC. A summary of the bids received and a recommendation from SEH for award of contract is attached for Council consideration.

If a contract is awarded on April 11, work will begin in early summer and be completed in the fall of 2014.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 14-11(9) accepting bids and awarding a contract to Insituform Technologies USA, LLC in the amount of \$1,035,144.10.

BUDGET IMPACT:

The total estimated construction cost for the project is \$1,650,000. The 2014 budget contains \$1,200,000 for the 2014 lining project. Due to the severe weather this past winter the 2013 lining program was not completed as originally intended. Staff decided to terminate the remainder of the 2013 contract and combine the areas not completed with the next priority lining areas into the 2014 program. The 2013 project still has over \$400,000 available so there will be adequate funding for the 2014 project.

Attachments

Location Map

SEH Recommendation and Bid Tab

Resolution No. 14-11(9)

April 11, 2014

RE: City of Coon Rapids
2014 Sanitary Sewer Lining
City Project No. 14-11
SEH No. COONR 127103 14.00

Honorable Mayor and Members of the City Council
City of Coon Rapids
11155 Robinson Dr. NW
Coon Rapids, MN 55433-3761

Dear Honorable Mayor and City Council Members:

Bids were received at the City Hall at 10:00 a.m. of Friday, April 11, 2014 for the above-referenced improvement. Five bids, ranging in price from a low bid of \$1,035,144.10 to a high bid of \$2,143,522.00 were received. The engineer's estimate for the project is \$1,243,397.00. Below is a summary of the bids received.

	Contractor	Total Bid
1	Insituform Technologies USA, LLC.	\$1,035,144.10
2	Veit & Company, Inc.	\$1,233,475.00
3	Visu-Sewer, Inc.	\$1,327,062.00
4	Lametti & Sons	\$1,324,713.00
5	Michaels Corporation	\$2,143,522.00
	Engineer's Estimate	\$1,243,397.00

The low bid was submitted by Insituform Technologies USA, LLC. This bid is \$198,330.90 less than the second low bid, and \$208,253.90 less than the engineer's estimate.

Based upon review and Insituform Technologies USA, LLC submittal of the lowest responsible bid, SEH recommends the contract to construct the above referenced improvements, City Project #14-11, be awarded to Insituform Technologies USA, LLC for the Unit Price Contract amount of one million thirty five thousand one hundred forty four dollars and ten cents. (\$1,035,144.10).

If you have any questions concerning this matter, please feel free to contact me at 651.490.2166.

Sincerely,



Donald R. Lutch, PE
Project Engineer

Enclosures

c: Mr. Tim Himmer, Director of Public Services, City of Coon Rapids
Mr. Rick Bednar, Utilities Supervisor, City of Coon Rapids
Cathy Sorensen, City Clerk, City of Coon Rapids



TABULATION OF BIDS

2014 Sanitary Sewer Lining Coon Rapids, MN SEH No.: COONR 127103 Bid Date: April 11, 2014				1 Engineer's Estimate		2 Insituform Technologies 17988 Edison Avenue Chesterfield, MO 63005		3 Viet & Company, Inc. 14000 Viet Place Rogers, MN 55371		4 Visu-Sewer, Inc. W230 W4855 Betker Drive Pewaukee, WI 53072		5 Lametti & Sons, Inc. 16028 Forest Blvd. N PO Box 477 Hugo, MN 55038		5 Michels Pipe Services 817 West Main Street PO Box 128 Brownsville, WI 53006	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1-01 71 13	Sanitary Sewer Repair Mobilization	LS	1	\$30,000.00	\$30,000.00	\$2,331.80	\$2,331.80	\$30,000.00	\$30,000.00	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$29,766.00	\$29,766.00
2-01 55 25	Sanitary Sewer Repair Traffic Control (Area 1)	LS	1	\$4,000.00	\$4,000.00	\$10,180.60	\$10,180.60	\$3,500.00	\$3,500.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$21,050.00	\$21,050.00
3-01 55 25	Sanitary Sewer Repair Traffic Control (Area 2)	LS	1	\$14,000.00	\$14,000.00	\$3,900.10	\$3,900.10	\$1,500.00	\$1,500.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$65,196.00	\$65,196.00
4-01 55 25	Sanitary Sewer Repair Traffic Control (Area 3)	LS	1	\$8,500.00	\$8,500.00	\$3,946.30	\$3,946.30	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$60,035.00	\$60,035.00
5-33 01 35	Sanitary Sewer Cleaning and Televising	LF	40336	\$2.30	\$92,772.80	\$2.20	\$88,739.20	\$0.50	\$20,168.00	\$1.25	\$50,420.00	\$2.00	\$80,672.00	\$3.50	\$141,176.00
6-33 01 35	Sanitary Sewer 8-Inch VCP Lining	LF	31444	\$23.90	\$751,511.60	\$19.70	\$619,446.80	\$25.00	\$786,100.00	\$28.50	\$896,154.00	\$37.00	\$1,163,428.00	\$42.00	\$1,320,648.00
7-33 01 35	Sanitary Sewer 10-Inch VCP Lining	LF	5040	\$29.10	\$146,664.00	\$22.90	\$115,416.00	\$27.00	\$136,080.00	\$29.50	\$148,680.00	\$40.00	\$201,600.00	\$43.00	\$216,720.00
8-33 01 35	Sanitary Sewer 12-Inch VCP Lining	LF	2819	\$38.10	\$107,403.90	\$34.00	\$95,846.00	\$32.00	\$90,208.00	\$37.50	\$105,712.50	\$47.00	\$132,493.00	\$53.00	\$149,407.00
9-33 01 35	Sanitary Sewer 15-Inch VCP Lining	LF	1033	\$47.00	\$48,551.00	\$35.30	\$36,464.90	\$43.00	\$44,419.00	\$63.50	\$65,595.50	\$58.00	\$59,914.00	\$68.00	\$70,244.00
10-33 01 35	Mainline Sanitary Sewer Repair	EA	4	\$10,000.00	\$40,000.00	\$14,718.10	\$58,872.40	\$30,000.00	\$120,000.00	\$13,250.00	\$53,000.00	\$14,050.00	\$56,200.00	\$17,320.00	\$69,280.00
TOTAL BID PRICE					\$1,243,403.30		\$1,035,144.10		\$1,233,475.00		\$1,327,062.00		\$1,704,807.00		\$2,143,522.00

RESOLUTION NO. 14-11(9)

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

WHEREAS, pursuant to an advertisement for bids for the improvement of the City's sanitary sewer system by lining existing sewer pipe, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: (3 lowest)

Insituform Technologies USA, LLC	\$1,035,144.10
Veit & Company, Inc.	\$1,233,475.00
Visu-Sewer, Inc.	\$1,327,062.00

WHEREAS, it appears that Insituform Technologies USA, LLC of Chesterfield, Missouri is the lowest responsible bidder; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the bid of \$1,035,144.10 by Insituform Technologies USA, LLC for Coon Rapids Improvement Project 14-11 be accepted as the lowest responsible bid.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Insituform Technologies USA, LLC of Chesterfield, Missouri for the improvement of the City's sanitary sewer system by lining existing sewer pipe according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

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

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

15.

Meeting Date: 05/06/2014

Subject: Award Contract for Rehabilitation of Sanitary Sewer Lift Station No. 9, Project 14-12

Submitted For: Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

INTRODUCTION

As part of the five year sanitary sewer capital improvement program, Sanitary Sewer Lift Station No. 9 has been scheduled for reconstruction in 2014. Bids for the project were received on April 25, 2014. Council is requested to award a contract at this time.

DISCUSSION

Council approved a proposal from SEH, Inc. on January 21, 2014 to provide engineering services for reconstruction of Sanitary Sewer Lift Station No. 9. Lift Station No. 9 services an area in the southwesterly portion of the City along Mississippi Boulevard. SEH evaluated the lift station and found that the structure of the wetwell and the existing pipe configuration have reached the end of its useful life and needs to be replaced. SEH completed plans and specifications and solicited bids for the lift station project. Bids received on April 25, 2014 are summarized as follows:

Contractor	Bid Amount
Geislinger & Sons	\$459,813.00
Northdale Construction Company, Inc.	\$463,105.17
Minger Construction, Inc.	\$535,178.65
Magney Construction, Inc.	\$663,355.00
Lametti & Sons, Inc.	\$791,235.00
.	
Engineer's Estimate	\$436,900.00

The low bidder, Geislinger & Sons, has completed similar projects for the City and has done a good job. Work is scheduled to begin in early summer and is anticipated to be completed in late fall of 2014.

RECOMMENDATION

It is recommended the Council adopt Resolution No. 14-12(9) awarding a contract to Geislinger & Sons in the amount of \$459,813.00 for reconstruction of Sanitary Sewer Lift Station No. 9.

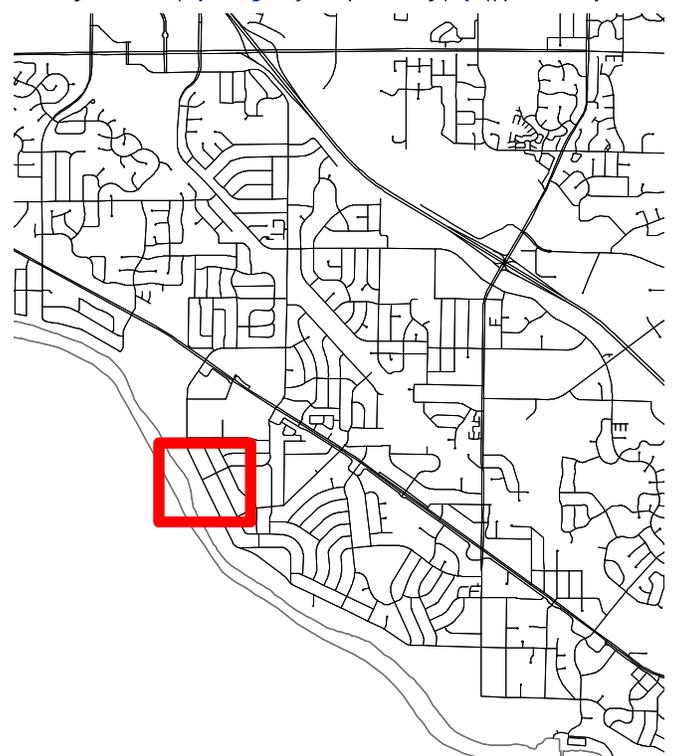
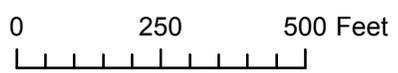
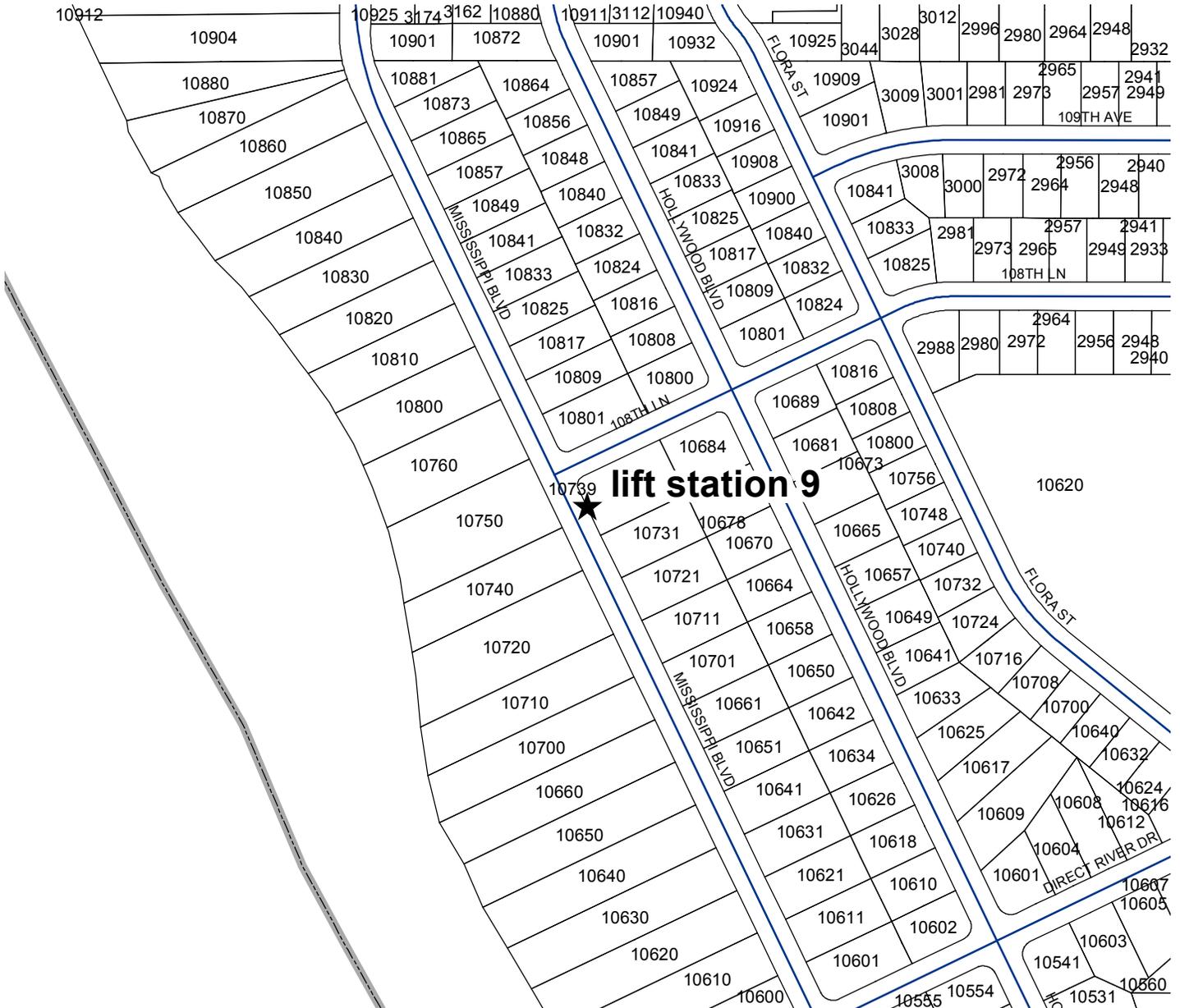
BUDGET IMPACT:

The total estimated construction cost for the project is \$450,000. Adequate funding is available in the City's Sanitary Sewer Utility Fund.

Attachments

Location Map

Resolution No. 14-12(9)



RESOLUTION NO. 14-12(9)

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

WHEREAS, pursuant to an advertisement for bids for the improvement of the City's sanitary sewer system by reconstruction of Sanitary Sewer Lift Station No. 9 located at 10739 Mississippi Boulevard, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: (3 lowest)

Geislinger & Sons	\$459,813.00
Northdale Construction Company, Inc.	\$463,105.17
Minger Construction, Inc.	\$535,178.65

WHEREAS, it appears that Geislinger & Sons of Watkins, Minnesota is the lowest responsible bidder; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the bid of \$459,813.00 by Geislinger & Sons for Coon Rapids Improvement Project 14-12 be accepted as the lowest responsible bid.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Geislinger & Sons of Watkins, Minnesota for the improvement of the City's sanitary sewer system by reconstruction of Sanitary Sewer Lift Station No. 9 according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

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

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

16.

Meeting Date: 05/06/2014

Subject: Kelly and Jennifer Wadsen, Rental License Denial Appeal

From: Kristin DeGrande, Neighborhood
Coordinator

INTRODUCTION

City staff has denied Kelly and Jennifer Wadsen's request for a rental license at their property at 926 120th Lane NW. The Wadsens are appealing Staff's decision.

DISCUSSION

City Inspectors received information from the utility billing department on April 2, 2014 indicating this property may be a rental property, and a rental packet was sent to owners Kelly and Jennifer Wadsen. Both owners came in to city hall on April 7, 2014 to submit their completed rental license application packet. Along with the application, they also provided a copy of Mr. Wadsen's criminal history from the Bureau of Criminal Apprehension (BCA). According to City code 12-904, all new rental property owners must fill out and submit criminal background investigation forms as part of their rental license application. Staff consulted with the Police Department since it is not customary for the applicant to submit their own criminal history report. The police officer confirmed the accuracy of the report on BCA's on-line system.

Based upon the criminal background information provided, the Coon Rapids Police Department concluded on April 8, 2014 that Mr. Wadsen was found to have been convicted of a background check crime which is grounds for denial of a rental license (City code 12-916). A background check crime as defined in Minnesota Statutes Section 299C.67, subd. 2 (the "Koskinen Law") means: a felony violation of section 609.185 (first degree murder); 609.19 (second degree murder); 609.20 (first degree manslaughter); 609.221 (first degree assault); 609-222 (second degree assault); 609.223 (third degree assault); 609.25 (kidnapping); 609.342 (first degree criminal sexual conduct); 609.343 (second degree criminal sexual conduct); 609.344 (third degree criminal sexual conduct); 609.345 (fourth degree criminal sexual conduct); 609.561 (first degree arson); or 609.749 (stalking).

On April 11, 2014, a letter was sent to the Wadsens denying their application for a rental license. Their entire original check for their rental application fees was returned to them.

The Wadsens submitted a written appeal to City Staff's decision on April 18, 2014.

RECOMMENDATION

Staff recommends the City Council affirm the denial of a rental license to Kelly and Jennifer Wadsen, property owners of 916 120th Lane NW.

Attachments

Denial Letter - 926 120th Ln

Appeal Letter 926 120th Ln



4/11/2014

Kelly and Jennifer Wadsen
11611 Zion St NW
Coon Rapids, MN 55433

Re: 926 120th Lane NW Coon Rapids

On April 7, 2014 the City of Coon Rapids received a rental application for the above property. The background check as required by Minnesota State Statute 299C.67-69 disqualified you from obtaining a rental license in the City of Coon Rapids due to felony charges. (Coon Rapids City Code Section 12-916)

The submitted check # 5636 in the amount of \$625.00 is attached and no payment has been processed.

It is the responsibility of the owner of 926 120th Lane NW to notify the tenants of the need to vacate the property. The property must be vacant by May 15, 2014. If the property remains occupied by anyone other than the owner after that date, this matter may be referred to the City Attorney's Office for consideration of criminal charges. In addition, you may be subject to the penalties as described in City Code Section 12-900.

You have the right to appeal in writing to the City Manager's Office within 7 days of receiving notice.

Please contact me if you have any questions I will be happy to assist you.

Sincerely,

Leya Drabczak
Housing Official
City of Coon Rapids
763-767-6420
ldrabczak@coonrapidsmn.gov

cc: Tenants at 926 120th Lane Coon Rapids, MN

Jennifer and Kelly Wadsen
11611 Zion St NW
Coon Rapids, MN 55433
April 18, 2014

Steve Gatlin
City Manager
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433
Re: Appeal denial for rental license

Dear Mr. Gatlin:

I am writing in response to the rental license denial letter we received on Monday, April 14th, 2014. We are appealing, in writing, per the letter.

On April 7th, 2014 my husband and I submitted the application and fees necessary for a rental license for the townhome we own at 926 120th Lane NW.

We currently have a tenant in the townhome who is employed, has a clear record and was at his last rental residence for over 10 years. The townhome association has approved our tenant and his lease. All other key provisions of the rental license application, page 2, have been, or have the ability to be met upon inspection.

Prior to moving to Coon Rapids, we owned a duplex in South St. Paul. We owned the property for 8 years without incident, living in one half and renting out the other. South St. Paul does not have a rental license requirement.

When we purchased the townhome, we were unaware that the City of Coon Rapids required a rental license. As soon as we found out of the requirement here, we called the City and spoke with a member of the inspection team who assured us this happens and should not be a problem; our biggest concern was for our tenant who already moved into the property. I did inform her at the time that there could be a background issue upon a check, and she again said it should not be a problem.

We would like for the city to reconsider the denial. We have been residents of Coon Rapids for over 9 years. Our children go to school here and play sports for Coon Rapids and we volunteer with both the school and the athletics. As part of the Coon Rapids community, it is upsetting that we are being denied the ability to have a business in the city we live in due to something that happened 17 years ago.

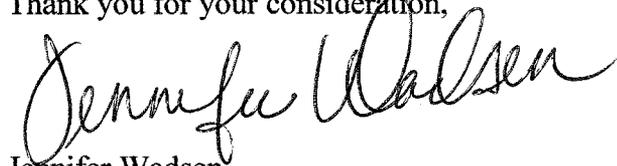
While we do understand the guideline in place, we feel disappointed that you are currently unwilling to work with citizens of our city that are trying to make a better life for themselves and their family, while at the same time, increasing property values.

Steve Gatlin
April 18, 2014
Page 2

The townhome we are renting out was purchased late in 2012, where it had been sitting empty after foreclosure for over a year. We have invested over \$10,000 into the property, and the value has increased overall more than 25%.

We would like the opportunity to have our application request reviewed a second time. I have attached this letter to our original application and check for license fees in hopes that you will reconsider and we can move forward with the licensing process.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Jennifer Wadsen". The signature is written in black ink and is positioned above the printed name and phone number.

Jennifer Wadsen
651-274-5724



City Council Regular

17.

Meeting Date: 05/06/2014
Subject: Solicitor License Denial Appeal
From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

The office of the City Clerk, upon recommendation by the Police Department, has denied Mr. Jordan Grahek's request for a solicitor license for the nonprofit of Donate Today located at 12722 Johnson St NE, Blaine, MN 55434. Mr. Grahek is appealing staff's denial.

DISCUSSION

Mr. Grahek had applied for a solicitor license on February 27, 2014. After forwarding the application to the Police Department, a criminal history check revealed questionable business practices and open police cases from neighboring jurisdictions (see attached police report). In addition, several of Mr. Grahek's accompanying solicitors had violated the Coon Rapids City Code, with others having numerous adverse contacts with law enforcement. Mr. Grahek failed to list these offenses on his application. The Police Department recommended denial of the license for Mr. Grahek on March 25, 2014 due to this omission, as well as the nature of the charges. A written notice informing Mr. Grahek of his denial was sent to his home address on March 31, 2014.

City Code 5-1508 (4)(a) and 5-1508 (4)(d) allow for solicitor licenses to be denied based on the following factors:
(a) The applicant, or anyone whose activity would be covered by the license, has been convicted of a felony or any crime involving moral turpitude within the 10 years preceding the date of the application
(d) The applicant has provided false information on the application

Mr. Grahek submitted a written appeal to City Staff's decision on April 11, 2014 and is before Council to discuss the appeal.

RECOMMENDATION

It is requested that the City Council affirm the denial of the solicitor license to Mr. Jordan Grahek for the nonprofit of Donate Today located at 12722 Johnson St NE, Blaine, MN 55434.

cc: Mr. Jordan Grahek

Attachments

Grahek Police Report

INCIDENT INFO

Agency Name: COON RAPIDS POLICE DEPT.		ORI #: MN0020500	JCF: <input type="checkbox"/>	Add'l Pages: <input checked="" type="checkbox"/>	 * 1 4 0 5 9 8 1 7 *
Reporting Officer(s): K071 TONINATO, DESIREE				Total Value Stolen (Property): \$0.00	
Date Reported: 03/25/2014 08:00 AM	Assigned: 0800	Arrived: 0800	Cleared: 0810	Total Value Damaged (Property): \$0.00	
Earliest Date/Time Occurred:		Latest Date/Time Occurred:		Total Value Recovered (Property): \$0.00	
Location of Offense/Incident: 11155 ROBINSON DR NW COON RAPIDS, MN 55433-				Apt:	Grid: 33F - 33F - BUSN - CITY CENTER COMPLEX

OFFENSE(S)

MOC Code:	Classification:	Disposition:
09956	BACKGROUND/EMPLOYMENT/CCH CHECK	PENDING

NARRATIVE

Incident Narrative 1
 THE COON RAPIDS CITY CLERKS OFFICE REQUESTED A BACKGROUND INVESTIGATION ON TRANSIENT MERCHANT LICENSE APPLICANT GRAHEK FOR THE BUSINESS OF DONATE TODAY (AKA MARKETING WITH MEANING). SEVERAL INDIVIDUALS WILL BE GOING DOOR TO DOOR BUT DUE TO THE NON PROFIT GUIDELINES ONLY GRAHEK WILL HAVE THE FULL BACKGROUND COMPLETED. OFFICER THOMTON ORIGINALLY HAD THIS REPORT AND IS CURRENTLY OFF WORK. IN CHECKING WITH THIS BUSINESS THERE ARE SEVERAL QUESTIONABLE PRACTICES AND SEVERAL OF THE INDIVIDUALS GOING DOOR TO DOOR HAVE NUMEROUS ADVERSE CONTACTS WITH LAW ENFORCEMENT INCLUDING RECENT DRUG ARRESTS. CONTACT WAS MADE WITH BLAINE P.D. AND THEY HAD A OPEN CASE ON HIM ON 4-30-13. IN ADDITION MR. GRAHEK HAD CHECKED THE BOX ON THE APPLICATION INDICATING HE HAS NEVER VIOLATED ANY PROVISIONS IN THE COON RAPIDS CITY CODE DURING THE LAST TWO YEARS. PER OFFICER MORRIS REPORT DATED 1-24-14 TWO OF HIS EMPLOYEES HAD VIOLATED THE CODE.

NAME CODES: A - Adult Arrested, AC - Arresting Citizen, C - Complainant, D - Driver, F - Family/Parent, G - Guardian, J - Juvenile Arrested, M - Mentioned, MP - Missing Person, I - Other Involved, O - Owner, P - Passenger, PT - Perpetrator, R - Reportee, S - Suspect, V - Victim, W - Witness

NAME(S)

<input type="checkbox"/> Person	A/J/U:	Code:	Name:	Alias:
<input checked="" type="checkbox"/> Business		M	DONATE TODAY	
Address (Street, City, State, Zip): 12722 JOHNSON ST NE BLAINE, MN 55434-				
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
				Work/Bus. Cell:
				Cell/Pager/Fax:

<input type="checkbox"/> Person	A/J/U:	Code:	Name:	Alias:
<input checked="" type="checkbox"/> Business		M	DONATE TODAY	
Address (Street, City, State, Zip): 12722 JOHNSON ST NE BLAINE, MN 55434-				
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
				Work/Bus. Cell:
				Cell/Pager/Fax:

<input checked="" type="checkbox"/> Person	A/J/U:	Code:	Name:	Alias:
<input type="checkbox"/> Business	A	M	GRAHEK, JORDAN ANTHONY	
Address (Street, City, State, Zip):				
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
				Work/Bus. Cell:
				Cell/Pager/Fax:

CASE

Supervisor:	Extra Copy To: CITY CLERK <i>PTU</i>	Related Case Number:
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MR. GRAHEK WAS ISSUED A CITATION IN EAGAN FOR SOLICITING WITH OUT A LICENSES.
THE INDIVIDUALS THAT ARE LISTED BY DRIVERS LICENSE IN HIS APPLICATION PACKET THAT ARE TO GO DOOR TO DOOR ARE RISK, E. DAUTBEGOVIC, M, DAUTBEGOVIC, LIASHKOVICH, LILJA AND HAMRE.
POSSIBLE BUSINESS PARTNER IS GLAWE.
AFTER SPEAKING WITH OFFICER THOMTON AND REVIEWING OFFICER MORRIS'S CASE NUMBER 14016776. IT WAS DETERMINED WE DO NOT RECOMMEND THIS BUSINESS FOR LICENSING.
INFORMATION GIVEN TO CITY CLERKS OFFICE.



City Council Regular

18.

Meeting Date: 05/06/2014

Subject: PC14-08 Introduce an Ordinance Establishing Regulations Governing Wind Energy Systems and Solar Energy Systems

From: Scott Harlicker, Planner

INTRODUCTION

Staff is recommending the introduction of an ordinance establishing Section 11-1600 Alternative Energy Sources and Systems and regulations governing wind powered generators and solar energy systems.

DISCUSSION

Background

At the request of the Sustainability Commission and City Council, staff and the Planning Commission have been working on drafting regulations governing the installation of wind powered generators and solar energy systems. To accommodate these regulations staff is proposing the establishment of a new section, Section 11-1600 Alternative Energy Sources and Systems. This section can be amended to include future regulations governing other alternative energy systems such as geothermal. The proposed code language is based on research and information provided by the Green Step Cities program, the American Planning Association, and similar codes in other municipalities.

Wind energy generators are allowed as an accessory structure or use that require a building permit. Wind generators in residential districts require a conditional use permit. In commercial and industrial districts building mounted wind generators are a permitted use and ground mounted require a conditional use permit. Solar energy systems are also allowed as an accessory structure or use that requires a building permit. They do not require a zoning permit. Both ordinances have a similar format and include three sections - Purpose, Permitting Process, and Performance Standards. The solar energy ordinance also includes an administrative variance section. An administrative variance procedure is included to allow variances to aesthetic, setback and height requirements to permit a property owner to meet minimum design thresholds.

Planning Commission Meeting

At the Planning Commission meeting held on April 17th, no one spoke at the public hearing. The Commission voted unanimously to recommend approval of the proposed ordinance.

Key Sections

Below are summaries of key sections of the two ordinances:

WIND GENERATORS

Abandoned Towers

The regulation on abandoned towers is similar to those governing cell towers. Abandoned or unused generators must be removed within 12 months of cessation of operation.

Access

No climbing apparatus may be located within 12 feet of the ground.

Appearance

They must be a mono pole design, white or grey with a matte or dull finish.

Electrical Code

Towers and generators must comply with all applicable electric and building codes.

Ground Clearance

The minimum distance between the ground and the blade is 15 feet.

Lighting

No lighting is allowed except as required by the FAA.

Maintenance

Towers and generators must be kept in good repair and free from rust, damaged supports or other components.

Noise

Towers and generators must comply with current noise standards.

Overall Height and Setbacks

Overall height is measured from the ground to the highest point of the blades. The maximum height varies depending on the zoning district. In residential districts the maximum height is 60 feet, in commercial it is 60 feet and industrial it is 100 feet. Height is also controlled by the setback requirement. Generators must be setback from all property lines at least 1.1 times the overall height.

Permitting Process

Generators are allowed only as an accessory structure or use and require a Building Permit. In addition to the typical information required in a Building Permit, generators require information specifically for the tower. The additional information is similar to that required for a cell tower. In addition to the Building Permit, building and ground mounted generators require a conditional use permit in a residential district; in commercial and industrial districts building mounted generators are a permitted use and ground mounted require a conditional use permit. Neither building nor ground mounted generators are allowed in Overlay or Special Districts.

Signage

No signage is allowed except for require warning and identification signs.

Generator Capacity

Staff is proposing a maximum size generator of 50KW. By most codes this size generator is considered a small system. A 50 KW generator would produce enough electricity to meet the needs of a small to medium size commercial, institutional or industrial operation. Typically a 5-15 KW generator is needed to meet the needs of a single family home.

SOLAR ENERGY SYSTEMS

Abandoned Systems

The regulation on abandoned systems is similar to those governing cell towers. Abandoned or unused generators must be removed within 12 months of cessation of operation.

Appearance

Systems must be screened from view of the nearest edge of a public right-of-way. Systems are not required to be the same color as the roof or principle structure.

Electrical Code

Systems must comply with all applicable electric and building codes.

Maintenance

Systems must be kept in good repair and free from rust, damaged supports or other components.

Height and Setbacks

Roof mounted systems must comply with the maximum height requirements in the applicable zoning district. Ground mounted systems must not exceed 15 feet in height. Ground mounted systems must meet the setbacks for accessory structures. Roof mounted systems must not extend beyond the exterior perimeter of the building.

Permitting Process

Systems are allowed only as an accessory structure or use and require a Building Permit. In addition to the

typical information required in a Building Permit, applications require information specifically for the system. Solar energy systems are allowed in all zoning districts.

RECOMMENDATION

In Planning Case 14-08, the Planning Commission recommends the City Council **introduce** the attached ordinance establishing Section 11-1600 Alternative Energy Sources and Systems and regulations governing wind generators and solar energy systems and amending Section 11-200 Definitions by adding wind generator and solar energy related terms.

Attachments

Proposed Ordinance

Picture 10kw wind generator

Picture 50kw wind generator

ORDINANCE NO.

AN ORDINANCE ESTABLISHING CHAPTER 11-1600 ALTERNATIVE ENERGY SOURCES AND SYSTEMS AND REQUIREMENTS GOVERNING WIND ENERGY CONVERSION SYSTEMS AND SOLAR ENERGY SYSTEMS AND AMENDING CHAPTER 11-200 BY ADDING DEFINITIONS RELATING TO WIND ENERGY CONVERSION SYSTEMS AND SOLAR ENERGY SYSTEMS

The City of Coon Rapids does ordain:

Section 1. Revised City Code – 1982 Sections 11-1600 and 11-1601 are hereby established as follows: (Deletions in brackets, additions double underlined)

Chapter 11-1600 Alternative Energy Sources and Systems

11-1601 Wind Energy Conversion Systems

11-1601.1 Purpose. Regulations governing wind energy systems are established to encourage opportunities for the generation of renewable wind energy in appropriate locations, while ensuring compatibility with surrounding land uses, promoting the safe, efficient and effective use of wind energy conversion systems, and protecting the public health, safety and welfare.

11-1601.2 Permitting Process.

- (1) Wind Energy Systems are only allowed as an accessory structure or use.
- (2) All Wind Energy Systems require a Building Permit. In addition to the general application information required as part of the Building Permit, the applicant must submit the following:
 - (a) Scaled schematic drawings and photographic perspectives showing the structure and placement of the Wind Energy System.
 - (b) A survey showing all structures, property lines, easements, power lines and setbacks to property lines.
 - (c) A written certification from a licensed structural engineer that the structure has the structural integrity to carry the weight, wind loads and vibration of the Wind Energy System.
 - (d) An analysis from a licensed engineer showing how the Wind Energy System must be designed, constructed and operated in compliance with applicable federal, state and local laws, codes, standards and ordinances.
 - (e) A written certification from a licensed engineer confirming that the Wind Energy System is designed to not cause electrical, radio frequency, television and other communication signal interference.
 - (f) Utility Notification: No grid-intertie Wind Energy System shall be permitted until evidence has been given to the Inspections Department that the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

11-1601.3 Performance Standards. All Wind Energy Systems are subject to the following performance standards:

- (1) All Districts
 - (a) No more than one Wind Energy System is permitted on any one lot without a conditional use permit.
 - (b) Wind Energy Systems must not be located in any drainage or utility easement.
 - (c) Wind Energy Systems must be equipped with both a manual and automatic braking device capable of stopping the System's operation in high winds.
 - (d) No climbing apparatus can be located within twelve (12) feet of the ground.
 - (e) Ground mounted towers must be of a monopole design; guy wires are prohibited.
 - (f) Wind Energy Systems must be an unobtrusive color and finish such as off white or grey and a matte or similar dull finish.
 - (g) All ground mounted Wind Energy Systems must be setback from all property lines at least 1.1 times the total height of the Wind Energy System.
 - (h) For ground mounted systems, the minimum distance between the ground and the vertical length of any extensions such as the rotor blades must be fifteen (15) feet.
 - (i) Building mounted Wind Energy Systems must not exceed a total height of fifteen (15) feet and access controlled by a locked and secured door.
 - (j) The structure upon which a proposed Wind Energy System is to be mounted must have the structural integrity to carry the weight, wind loads and vibrations of the Wind Energy Systems.
 - (k) The total rated capacity of a Wind Energy System must not exceed fifty (50) kilowatts.
 - (l) Noise. Wind Energy Systems must comply with the noise standards contained in Chapter 11-1206.1
 - (m) Lighting. Wind Energy Systems must not be illuminated by artificial means, except where specifically required by the Federal aviation Administration or other state or local regulations.
 - (n) Signage. Advertising or identification on any kind on Wind Energy System is prohibited, except for applicable warning and equipment information signage.
 - (o) Maintenance. All Wind Energy Systems must be kept in good repair and free from rust, damaged supports, framework or other components.
 - (p) Electrical Wires. All electrical wires associated with a ground mounted Wind Energy System must be located within the tower and underground.
 - (q) Abandoned or Unused Towers. All abandoned or unused Wind Energy Systems must be removed within twelve (12) months of the cessation of operations unless an extension is approved by the Director. If an extension is not approved, such Wind Energy System will be deemed a nuisance and the city may act to abate such nuisance pursuant to Chapter 8-1100. After removal, the owner or operator must restore the site to its original or an improved condition.
- (2) Residential Districts and Uses.
 - (a) Building and ground mounted Wind Energy Systems may be allowed as a conditional use, subject to the provisions of chapter 11-304.3 and 11-305.
 - (b) The maximum total height of a ground mounted Wind Energy System is sixty (60) feet.
- (3) Industrial District and Uses.
 - (a) Building mounted Wind Energy Systems are allowed as a permitted accessory use.
 - (b) Ground mounted Wind Energy Systems may be allowed as a conditional use, subject to the provisions of chapter 11-304.3 and 11-305.
 - (c) The maximum total height of a ground mounted Wind Energy System is one-hundred (100) feet.
- (4) Commercial and Office Districts and Uses.

- (a) Building mounted Wind Energy Systems are allowed as a permitted accessory use.
- (b) Ground mounted Wind Energy Systems may be allowed as a conditional use, subject to the provisions of chapter 11-304.3 and 11-305.
- (c) The maximum total height of a ground mounted Wind Energy System is sixty (60) feet.
- (5) Overlay and Special Districts. Building and ground mounted Wind Energy Systems are prohibited in all Overlay and Special Districts.

Section 2 Revised City Code-1982 Section 11-1602 is hereby established as follows:

(Deletions in brackets, additions double underlined)

11-1602 Solar Energy Systems

11-1602.1 Purpose. Regulations governing solar energy systems are established to encourage opportunities for the generation of renewable solar energy in appropriate locations, while ensuring compatibility with surrounding land uses, promoting the safe, efficient and effective use of solar energy conversion systems, and protecting the public health, safety and welfare.

11-1602.2 Permitting Process.

- (1) Solar Energy Systems are only allowed as an accessory structure or use.
- (2) All Solar Energy Systems require a Building Permit. In addition to the general application information required as part of the Building Permit, the applicant must submit the following:
 - (a) A scaled horizontal and vertical (elevation) drawings. The drawings must show the location of the system on the building, or on the property for a ground-mount system, including all structures, property lines, easements, power lines and setbacks to property lines.
 - (b) Pitched-roof-mounted Systems; For all roof-mounted systems, other than a flat roof, the elevation drawings shall show the highest finished slope of the solar collector and the slope of the finished roof surface on which it is mounted.
 - (c) Flat-roof-mounted Systems: For flat-roof applications a drawing shall be submitted showing the distance to the roof edge and any parapets on the building and shall identify the height of the building on the street frontage side, the shortest distance of the system from the street frontage edge of the building, and the highest finished height of the solar collector above the finished surface of the roof.
 - (d) A written certification from a licensed structural engineer that the structure has the structural integrity to carry the weight, wind loads of the Solar Energy Systems.
 - (e) An analysis from a licensed engineer showing how the Solar Energy Systems must be designed, constructed and operated in compliance with applicable federal, state and local laws, codes, standards and ordinances.
 - (f) Utility Notification: No grid-intertie photovoltaic system shall be permitted until evidence has been given to the Inspections Department that the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

11-1602.3 Performance Standards. All Solar Energy Systems are subject to the following performance standards:

(1) Certification. Solar energy systems shall be certified by Underwriters Laboratories, Inc. and the National Renewable Energy Laboratory, the Solar Rating and Certification Corporation or other body as determined by the Building Official. The City reserves the right to deny a building permit for proposed Solar Energy Systems deemed to have inadequate certification.

(2) Aesthetics. All Solar Energy Systems shall be designed to blend into the architecture of the building or be screened from routine view from public right-of-ways other than alleys. The color of the Solar Energy Systems is not required to be consistent with other roofing materials. Reflection angles from collector surfaces shall be oriented away from neighboring windows when possible.

(a) Building Integrated Photovoltaic Systems – Building integrated photovoltaic systems shall be allowed regardless of whether the system is visible from the public right-of-way, provided the building component in which the system is integrated meets all required setbacks for the district in which the building is located.

(b) Solar Energy Systems with Mounting Devices – Solar Energy Systems using roof mounting devices or ground-mount Solar Energy Systems shall not be restricted if the system is not visible from the closest edge of a public right-of-way other than an alley. Roof mounted systems that are visible from the nearest edge of the right-of-way shall not have the highest finished pitch more than five (5) percent steeper than the roof pitch on which the system is mounted, and shall be no higher than 12 inches above the roof.

(c) Coverage - Roof or building mounted Solar Energy Systems, excluding integrated systems, shall not cover more than 80% of the south facing or flat roof upon which the panels are mounted, and shall be setback from the roof edge by a minimum of one (1) foot. The surface area of a pole or ground mounted system shall not exceed half the footprint of the principal structure.

(3) Feeder lines. The electrical collection system shall be placed underground within the interior of each parcel. The collection system may be placed overhead near substations or points of interconnection to the electric grid.

(4) Easements. Solar energy systems shall not encroach on public drainage, utility, roadway or trail easements.

(5) Setbacks. Ground-mounted Solar Energy Systems including any appurtenant equipment must meet the accessory structure setback requirement and placement limitations for the district in which it is installed. Roof-mounted systems shall not extend beyond the exterior perimeter of the building on which the system is mounted. Exterior piping for hot water systems shall be allowed to extend beyond the perimeter of the building on a side yard exposure.

(6) Height. Roof-mounted solar energy systems shall comply with the maximum height requirements in the applicable zoning district. Ground-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt.

(7) Commercial. All Solar Energy Systems shall be limited to the purpose of on-site energy production, except that any additional energy produced above the total onsite demand may be sold to the operator's regular electrical service provider in accordance with any agreement provided by the same.

(8) Abandoned or Unused Systems. All abandoned or unused Solar Energy Systems must be removed within 12 months of the cessation of operations unless an extension is approved by the Director. If an extension is not approved, such Solar Energy Systems will be deemed a nuisance and the city may act to abate such nuisance pursuant to Chapter 8-1100. After removal, the owner or operator must restore the site to its original or an improved condition.

11-1602.4 Administrative Variance. Where the standards in Sections 11-1602.3(2), (5) and (6) cannot be met without diminishing, as defined below, the minimum reasonable

performance of the Solar Energy Systems, an administrative variance may be sought from the Director. An administrative variance shall be granted if the administrative variance standards are met.

(1) Minimum Performance Design Standards – The following design thresholds are necessary for efficient operation of an Solar Energy Systems.

(a) Fixed Mount Solar energy Systems – Solar Energy Systems must be mounted to face with 45 degrees of south (180 degrees azimuth)

(b) Solar Electric (photovoltaic) systems must have a pitch that is within 20 degrees of latitude, a pitch of between 20 and 65 degrees

(c) Solar Hot Water Systems – Solar collectors need to be mounted at a pitch between 40 and 60 degrees.

(2) Standards for an Administrative Variance – A variance shall be granted if the applicant demonstrates that the following safety, performance and aesthetic conditions are met.

(a) Safety Conditions – All applicable health and safety standards are met.

(b) Ground Mounted Systems – Pole mounted or ground mounted Solar Energy Systems must be set back from the property line by one foot and shall not encroach on public drainage, utility, roadway or trail easements.

(c) Aesthetic Conditions – The Solar Energy Systems must be designed to blend into the architecture of the building or be screened from routine view from public right-of-ways other than alleys to the maximum extent possible while still allowing the system to be mounted for efficient performance.

Section 3 Revised City Code-1982 Section 11-200 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

Abandoned – To discontinue the use or activity intentionally and without the intent to resume. When the use or activity has ceased or the property has been vacant for 12 months, abandonment will be presumed unless the owner can show that a diligent effort has been made to sell, rent or use property for a legally permissible use. Temporary interruptions during periods of remodeling, maintaining or otherwise improving the facility are not grounds for a determination of abandonment.

Active Solar Energy System - A solar energy system whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means.

Building-integrated Solar Energy Systems - An active solar energy system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building-integrated systems include but are not limited to photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.

Building-mounted Solar Energy System - A solar energy system affixed to a principal or accessory building

Freestanding Solar Energy System - A solar energy system with a supporting framework that is placed on, or anchored in, the ground and that is independent of any building or other structure. Garages, carports or similar structures that incorporate building-integrated or building-mounted

solar energy systems shall not be classified as freestanding solar energy systems and shall instead be subject to regulations governing accessory structures.

Grid-intertie Solar System - A photovoltaic solar system that is connected to an electric circuit served by an electric utility company.

Photovoltaic System - An active solar energy system that converts solar energy directly into electricity.

Solar Collector Surface - Any part of a solar energy system that absorbs solar energy for use in the system's transformation process. The collector surface does not include frames, supports, and mounting hardware.

Solar Energy System - A set of devices whose primary purpose is to collect solar energy and convert and store it for useful purposes including heating and cooling buildings or other energy-using processes, or to produce generated power by means of any combination of collecting, transferring, or converting solar-generated energy.

Wind Energy Conversion System – A device, such as a wind generator, along with associated control or electronics and support structures, that convert wind energy to electrical energy with a total rated capacity not exceeding fifty (50) kilowatts. The device must be a single system designed to supplement other electricity sources as an accessory use to existing buildings or facilities, wherein the power generated is used primarily for onsite consumption.

Wind Energy Conversion System, Total Height – The highest point, above ground level, reached by a rotor tip or any other part of the Wind Energy System, or, on building mounted systems, measured from the point where the system is attached to the building.

Introduced this 6th day of May, 2014.

Adopted this ____ day of _____.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk





allrun.en.alibaba.com



City Council Regular

19.

Meeting Date: 05/06/2014

Subject: Planning Case 08-02D, Final Plat Crescent Ponds Eighth Addition, Main Street and University, WHA Development

From: Scott Harlicker, Planner

INTRODUCTION

The applicant is requesting final plat approval of Crescent Ponds Eighth Addition. The plat includes platting Cottonwood Street, a 16 lot cul de sac.

DISCUSSION

The proposed final plat includes platting 16 lots on Cottonwood Street. Cottonwood Street is one of two remaining cul de sacs in the development. The other cul de sac will be final platting in future phase. The proposed final plat is consistent with the approved preliminary plat.

Background

At the April 15, 2008 meeting the Council approved the preliminary plat for Crescent Ponds. The plat includes 81 single family lots. The preliminary plat was approved with the following nine conditions:

1. All comments of the City Engineer shall be addressed.
2. Anoka County approval of the access on to University Avenue.
3. Park dedication fee, at the rate applicable at the time of final plat, shall be paid for the 81 lots prior to releasing the plat for recording.
4. Grading, drainage and utility plans shall be approved by the City Engineer.
5. Approval of Planning Case 08-01 (PUD)
6. Compliance with Title 11 the City Code of Coon Rapids.
7. A portion of a drainage and utility easement along the east boundary of the plat shall be vacated so that Lots 4 and 5, Block 3 and Lots 25 and 26, Block 4 are buildable.
8. The ponds and fountains to be owned by the Homeowners Association with an easement granted to the city for maintenance.
9. A trail easement shall be in place over that portion of the Main Street trail that extends into the project.

Conditions #2, #5, #7, #8 and #9 have been addressed. The remaining four conditions are included in the recommendation below.

At the October 13, 2013 meeting Council approved an amendment to the PUD that adjusted the garage side yard setback on certain lots and included a schedule for installing the common area landscaping. The landscaping was to be installed when the cul de sacs are developed or no later than October 1, 2015. Staff is recommending, as a condition of this final plat, that the common area landscaping along Main Street and Flintwood north and west of this cul de sac, on the east side of the cul de sac and around the stormwater pond adjacent to the park be installed prior to the issuance of any building permits in the Eighth Addition. The remaining common area landscaping will be installed when the other cul de sac receives final plat approval or October 1, 2015, whichever comes sooner.

RECOMMENDATION

In Planning Cases 08-2D, approval of the final plat for Crescent Ponds Eighth Addition with the six conditions listed below:

1. All comments of the City Engineer shall be addressed.
2. Park dedication fee for 16 lots in the amount of \$2,000.00 per lot shall be paid prior to releasing the plat for recording.
3. Grading, drainage and utility plans shall be approved by the City Engineer.
4. Compliance with Title 11 the City Code of Coon Rapids.
5. The common area landscaping along Main Street and Flintwood Avenue north and west of Cottonwood Street, on the east side of Cottonwood Street and around the stormwater pond adjacent to the park be installed prior to the issuance of any building permits in Crescent Ponds Eighth Addition.
6. Execution of a Development Agreement with the City.

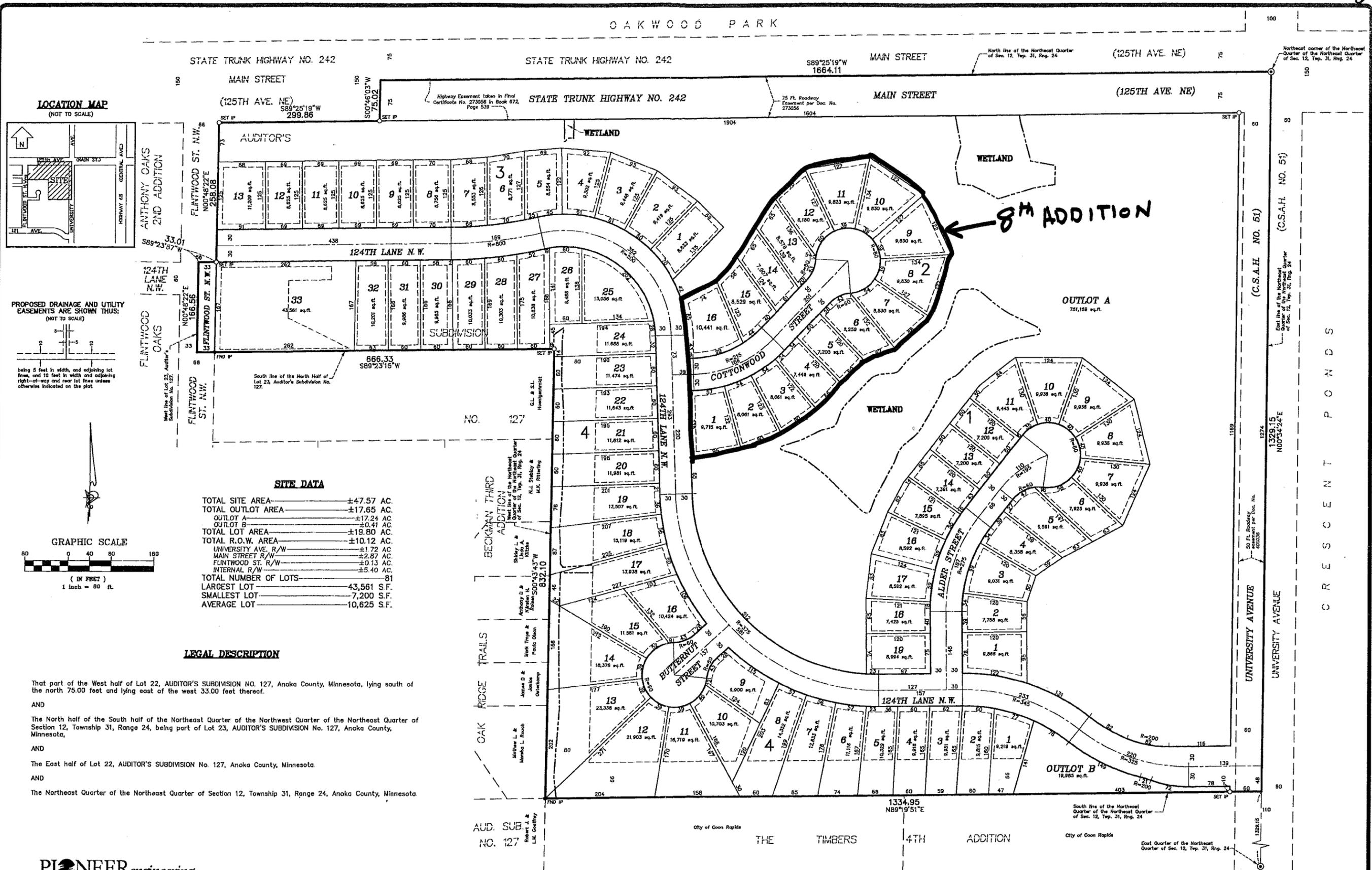
Attachments

Preliminary Plat

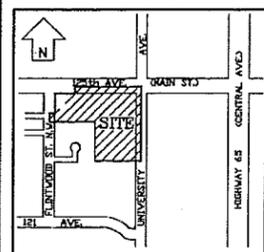
Final Plat

gc

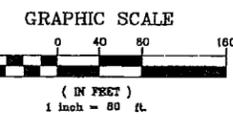
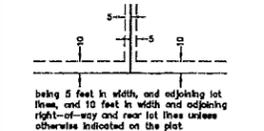
OAKWOOD PARK



LOCATION MAP (NOT TO SCALE)



PROPOSED DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS: (NOT TO SCALE)



SITE DATA

TOTAL SITE AREA	±47.57 AC.
TOTAL OUTLOT AREA	±17.65 AC.
OUTLOT A	±17.24 AC.
OUTLOT B	±0.41 AC.
TOTAL LOT AREA	±19.80 AC.
TOTAL R.O.W. AREA	±10.12 AC.
UNIVERSITY AVE. R/W	±1.72 AC.
MAIN STREET R/W	±2.87 AC.
FLINTWOOD ST. R/W	±0.13 AC.
INTERNAL R/W	±5.40 AC.
TOTAL NUMBER OF LOTS	81
LARGEST LOT	43,561 S.F.
SMALLEST LOT	7,200 S.F.
AVERAGE LOT	10,625 S.F.

LEGAL DESCRIPTION

That part of the West half of Lot 22, AUDITOR'S SUBDIVISION NO. 127, Anoka County, Minnesota, lying south of the north 75.00 feet and lying east of the west 33.00 feet thereof.

AND

The North half of the South half of the Northeast Quarter of the Northwest Quarter of the Northeast Quarter of Section 12, Township 31, Range 24, being part of Lot 23, AUDITOR'S SUBDIVISION No. 127, Anoka County, Minnesota,

AND

The East half of Lot 22, AUDITOR'S SUBDIVISION No. 127, Anoka County, Minnesota.

AND

The Northeast Quarter of the Northeast Quarter of Section 12, Township 31, Range 24, Anoka County, Minnesota.

PIONEER engineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

2422 Esplanade Drive
Mendota Heights, MN 55120
(651)561-1914 Fax:681-9485

Coon Rapids Office
201 85th Avenue N.W.
Coon Rapids, MN 55433
(763)783-1880 Fax:783-1883

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Name: Torrence E. Stoenbacher
Reg. No.: 20595 Date: 12/03/07

02/14/08 Revised Layout

Date: 12/03/07
Designed: TER
Drawn: CF

PRELIMINARY PLAT

PULTE HOMES OF MINNESOTA
815 NORTHWEST PARKWAY - SUITE 140
EAGAN, MINNESOTA 55121

CRESCENT PONDS 3RD ADDITION
COON RAPIDS, MINNESOTA

CRESCENT PONDS EIGHTH ADDITION

CITY OF COON RAPIDS
COUNTY OF ANOKA
SEC. 12, T. 31, R. 24

KNOW ALL PERSONS BY THESE PRESENTS: That Signature Ventures, LLC, a Minnesota limited liability company, owner, of the following described property:

Outlot C, CRESCENT PONDS FOURTH ADDITION, according to the recorded plat thereof, Dakota County, Minnesota.

Has caused the same to be surveyed and platted as CRESCENT PONDS EIGHTH ADDITION and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said Signature Ventures, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Signature Ventures, LLC, a Minnesota limited liability company

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on this _____, by _____ as _____ of Signature Ventures, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public, _____
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I Peter J. Hawkinson do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.
Dated this ____ day of _____, 20____.

Peter J. Hawkinson, Licensed Land Surveyor
Minnesota License No. 42299

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on this _____, by Peter J. Hawkinson.

Notary Public, _____
My Commission Expires _____

CITY PLANNING COMMISSION, Coon Rapids, Minnesota

Be it known that at a meeting held on this ____ day of _____, 20____, the Planning Commission of the City of Coon Rapids, Minnesota, did hereby approve this plat CRESCENT PONDS EIGHTH ADDITION.

By: _____ Chairman
By: _____ Secretary

CITY COUNCIL, Coon Rapids, Minnesota

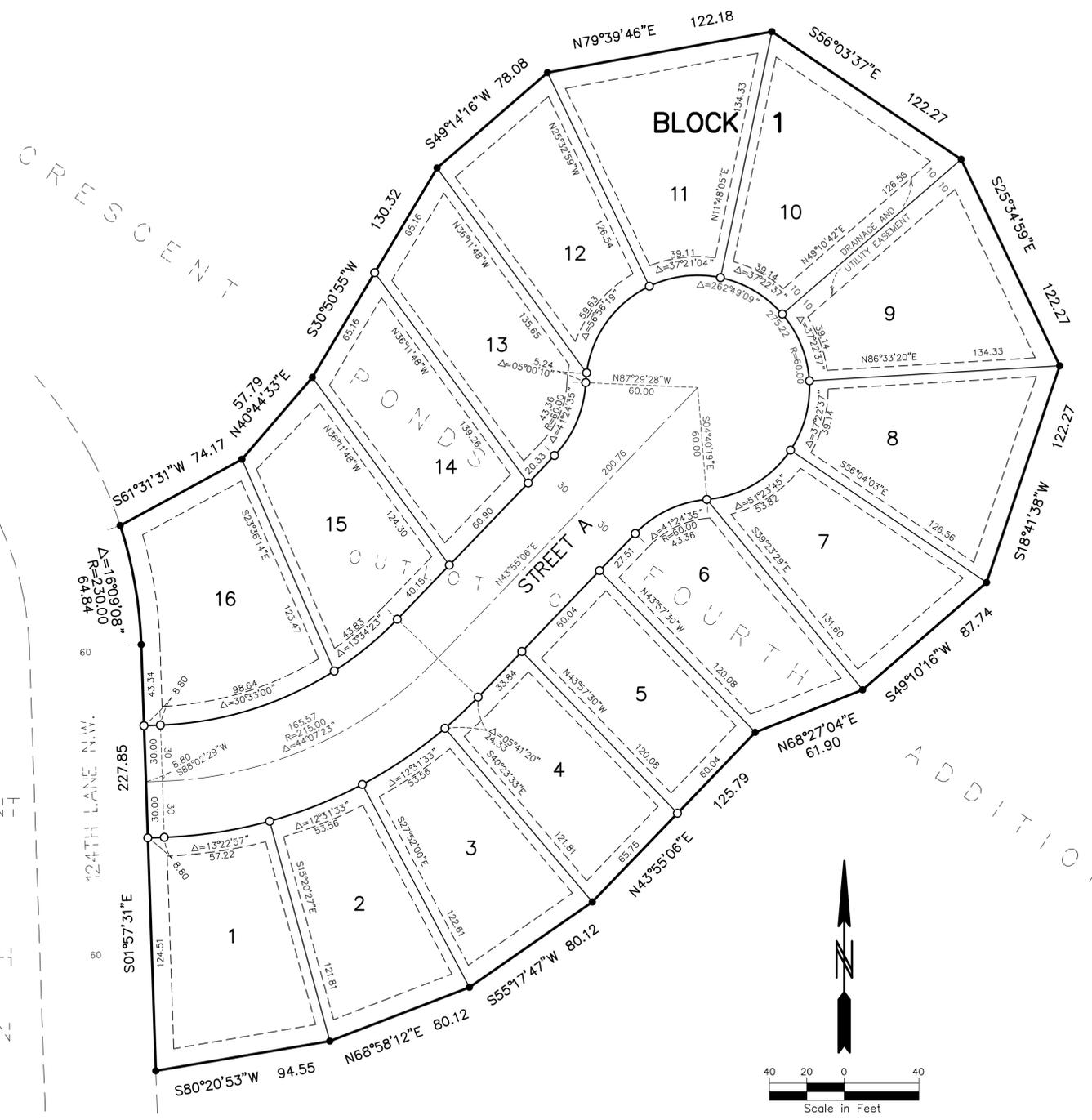
This plat was approved by the City Council of Coon Rapids, Minnesota, this ____ day of _____, 20____, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

By: _____ Mayor
By: _____ Clerk

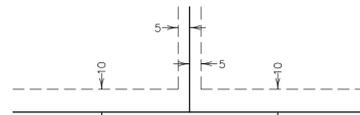
COUNTY SURVEYOR, Anoka County, Minnesota

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20____.

By: _____
Larry D. Hoium
Anoka County Surveyor



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



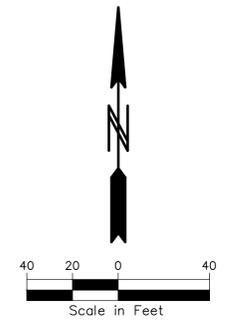
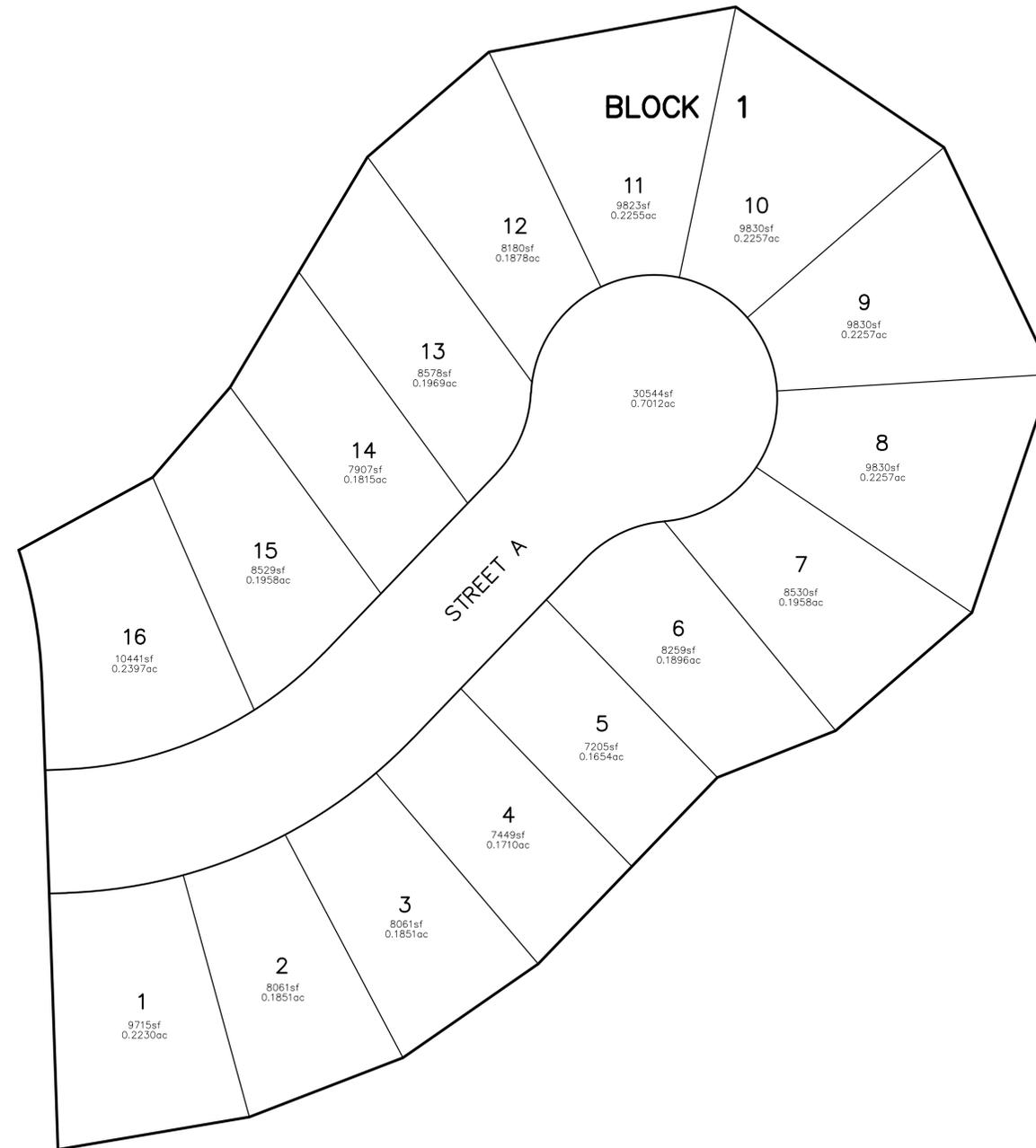
being 5 feet in width, and adjoining lot lines unless otherwise indicated, and 10 feet in width and adjoining street lines and rear lot lines unless otherwise indicated on the plat.

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTHWESTERLY LINE OF OUTLOT C, CRESCENT PONDS FOURTH ADDITION, WHICH IS ASSUMED TO HAVE A BEARING OF SOUTH 01°57'31" EAST.

- DENOTES FOUND CAST IRON MONUMENT
- DENOTES 1/2 INCH X 14 INCH IRON MONUMENT SET AND MARKED BY LICENSE NO. 42299 WHICH WILL BE SET WITHIN 1 YEAR OF RECORDING THIS PLAT.
- DENOTES FOUND IRON MONUMENT

CRESCENT PONDS EIGHTH ADDITION

AREA SKETCH



AREA SUMMARY		
BLOCK 1 =	140,228 SF.	3.2193 AC.
TOTAL LOT AREA =	140,228 SF.	3.2193 AC.
TOTAL R/W AREA =	30,544 SF.	0.7012 AC.
TOTAL AREA =	170,772 SF.	3.9205 AC.



City Council Regular

20.

Meeting Date: 05/06/2014

Subject: Accept Feasibility Report and Order Public Hearing and Assessment Hearing, Coon Rapids Blvd and Springbrook Drive Improvements, Project 12-26

From: Mark Hansen, Assistant City Engineer

INTRODUCTION

Anoka County will be reconstructing portions of the intersection of Springbrook Drive and Coon Rapids Boulevard (CSAH 3) in 2014. The proposed improvements include extended dedicated 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 and gutter, sidewalk construction, traffic signal replacement, and the reclamation/overlay of Springbrook Drive from Holly Street (to tie into the City's reconstruction project that was completed in 2012) to Coon Rapids Boulevard. Council ordered preparation of a feasibility report for the project on April 15, 2014. The feasibility report has been prepared by the City's Engineering Division and Council is requested to consider the report, and order a public improvement hearing and assessment hearing for the project.

DISCUSSION

In 2014, Anoka County is planning to reconstruct portions of the intersection of Springbrook Drive and Coon Rapids Boulevard (CSAH 3). The project includes turn lane construction and replacement of the existing traffic signal. The County has jurisdiction over Coon Rapids Boulevard, while Springbrook Drive falls under City jurisdiction. A Joint Powers Agreement (JPA) authorizing the County to move forward with the project was approved by Council on December 17, 2013.

Within the project area, Springbrook Drive was originally constructed in 1984. The City reconstructed a portion of Springbrook Drive in 2012 up to Holly Street. Under the County project, Springbrook Drive would be reconstructed from Holly Street north to Coon Rapids Boulevard.

City policy calls for an assessment to be levied against properties that benefit from the proposed street improvements. Generally, properties to be assessed are those with a direct access to the street(s) being reconstructed. The goal of the policy is to assess 50% of the project cost. Actual project costs and the number of assessable properties will cause the assessable share to vary. For 2014, City staff is recommending a unit assessment rate of \$1,667.00 for single-family residential property, \$20.83 per front foot for multi-family residential property, and \$41.65 per front foot for commercial property. For this project, staff is proposing to assess three commercial properties for the reconstruction of Springbrook Drive from Holly Street to Coon Rapids Boulevard.

Anoka County notified property owners of the proposed project, and a public information open house meeting was conducted on January 16, 2013 at Coon Rapids City Hall. A public/assessment hearing would be scheduled for June 3, 2014.

The property address/legal descriptions/PIN numbers for the area of benefit are:

9250 Springbrook Drive NW
PIN 36-31-24-12-0035

Outlot A, Springbrook Commercial Addition
PIN 36-31-24-12-0036

200 Coon Rapids Boulevard NW, Suite 100
PIN 36-31-24-12-0028

Total project cost is estimated to be \$646,120.26, with the City's share estimated to be \$270,028.66. The project is necessary to improve safety at the intersection and improve the condition of the streets, is feasible to construct from an engineering perspective, and it is cost-effective.

RECOMMENDATION

It is recommended that Council take the following action:

- a. Adopt Resolution No. 12-26(4), accepting the feasibility report and ordering a public hearing on June 3, 2014.
- b. Adopt Resolution No. 12-26(10), declaring cost to be assessed and ordering preparation of a proposed assessment roll.
- c. Adopt Resolution No. 12-26(11) setting the assessment hearing date for June 3, 2014.

BUDGET IMPACT:

The total estimated cost of the project is \$646,120.26, with the City share estimated to be \$270,028.66. The total amount assessed is \$39,872.43. The balance of the City's project cost (\$230,156.23) would be recovered from Federal and Municipal State Aid funds.

Attachments

12-26 Feasibility Report

Intersection Layout

12-26 Benefit Parcels

Resolution No. 12-26(4)

Resolution No. 12-26(10)

Resolution No. 12-26(11)

Feasibility Report

PROJECT 12-26

Intersection Improvement Project

Springbrook Drive at
Coon Rapids Boulevard (CSAH 3)
(SAP 002-596-020 & SAP 114-130-007)

April 30, 2014

*I hereby certify that this report was prepared
by me or under my direct supervision and that
I am a duly Licensed Professional Engineer
under the laws of the State of Minnesota.*



Mark C. Hansen, PE
Assistant City Engineer

License No. 43920

Date: 4/30/14



**Prepared By:
CITY OF COON RAPIDS
ENGINEERING
DIVISION**

PROJECT HISTORY

Anoka County in coordination with the City of Coon Rapids is planning to reconstruct portions of the intersection of Springbrook Drive and Coon Rapids Boulevard (CSAH 3) in 2014 to increase safety and capacity in and near the intersection. The project includes significant funding through federal aid, with the local portion being shared by the City and Anoka County.

On April 15, 2014, at the recommendation of City staff, Council ordered the preparation of a feasibility report for the intersection improvements.

In 1997, the City implemented a policy for assessing a portion of the cost of street reconstruction to properties benefitting from the improvements. A portion of this project is proposed to be funded by assessments.

PROJECT AREA CHARACTERISTICS / EXISTING CONDITIONS

The street included in the scope of this report is as follows:

1. Springbrook Drive from Holly Street northeast to Coon Rapids Boulevard.

Land use along the project corridor consists of two commercial properties, and one undeveloped commercial property.

In 2009, Anoka County applied for, and received, Highway Safety Improvement Program (HSIP) Federal funding for this project, based on the accident rate at this intersection between January 1, 2005 and December 31, 2007. The crash data showed a steady crash history involving left turning vehicles at this intersection. This portion of Coon Rapids Boulevard is a 4-lane divided roadway, operating above capacity during the p.m. peak hours. Traffic volumes at the intersection exceed both the capacity of the existing turn lanes, and the left turn signal phasing on Springbrook Drive causing safety and operational issues.

Springbrook Drive was originally constructed in 1984. Because of its age, and the volume of traffic it carries (more than 12,000 vehicles per day), the street has experienced excessive fatigue cracking, and is to the point where routine maintenance (crack sealing and seal coating) is no longer cost-effective. There are also numerous areas where the existing concrete curb and gutter has cracked, broken, or settled, resulting in a reduced capacity to effectively convey drainage.

PROPOSED IMPROVEMENTS

Proposed improvements include extended dedicated 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 and gutter, sidewalk construction, traffic signal replacement, and the reclamation/overlay of Springbrook Drive from Holly Street (to tie into the City's reconstruction project that was completed in 2012) to Coon Rapids Boulevard.

The southwest leg of the intersection is proposed to be resurfaced by reclaiming the existing bituminous pavement and gravel base, re-compacting the reclaimed material, disposing of excess reclaimed material, and resurfacing the street with new bituminous pavement. Segments of damaged sidewalk and driveway aprons will be replaced, pedestrian ramps will be installed or upgraded at curb returns with existing sidewalk to comply with American with Disabilities Act (ADA) requirements, and storm sewer facilities will be replaced.

Access restriction to the Kwik Trip property by construction of the proposed median on Springbrook Drive was previously discussed, and accommodations were made on the neighboring vacant parcel to allow full access to Kwik Trip after construction of the median.

MAINTENANCE IMPACT

Springbrook Drive from Holly Street to Coon Rapids Boulevard has deteriorated extensively, and would require increased maintenance if it is not repaved soon. This segment of Springbrook Drive was rated a 2 (poor) in 2012 on the City's road rating scale. Seal coating is no longer effective for this street, due to the excessive cracking that has occurred. It becomes cost-prohibitive to maintain a street surface that is as badly cracked as exists on this street.

Once the street is reconstructed, crack sealing and seal coating should be performed in 6 to 10 years to preserve the new bituminous pavement. With periodic maintenance, the street surfacing should not require replacement for at least 30 years.

PROJECT TIMETABLE

The estimated schedule for this project is outlined below:

January 16, 2013	--Anoka County conducts Public Information Open House Meeting
December 17, 2013	--Council approves Joint Powers Agreement with Anoka County
April 15, 2014	--Council authorizes preparation of feasibility study
May 6, 2014	--Council accepts feasibility report, orders a public hearing, and sets an assessment hearing date
June 3, 2014	--Council holds the public hearing and assessment hearing, orders the improvement
June or July 2014	--Anoka County awards contract for construction
July 2014	--Council adopts assessments (after contract award)
July – Oct. 2014	--Project Construction

ESTIMATED COST / FINANCING

The total estimated cost of the project is \$646,120.26, with the City’s total share estimated to be \$270,028.66.

The City would finance its share of the project until Federal and Municipal State Aid (MSA) funding is received, and would also assess a portion of the cost to the adjacent benefiting properties. Project funding is summarized below:

Federal Funds	\$ 195,588.07
Municipal State Aid Fund	\$ 34,568.16
Proposed Assessments	<u>\$ 39,872.43</u>
Total City Share of Project	\$ 270,028.66

PROPOSED ASSESSMENTS

In 1997, assessment rates were established as part of the City’s policy for financing street reconstruction. Under the policy, rates are to be updated annually, using the Construction Cost Index (CCI). Assessment rates for 2014 have been increased by 2.9% from the 2013 rates, reflecting an increase in the CCI.

The rates to be used for 2014 are as follows--

Single-family lot	\$1,667 per lot
Residential (higher density including duplex units)	\$20.83 per front foot or average width
Office and Commercial	\$41.65 per front foot or average width (double residential rate per policy)

Assessments would be spread over a 10-year period with an interest rate of 3.43% and the first installment would be due in 2015. Property owners would have the option of paying their entire assessment within 30 days following Council adoption of the assessments, and would incur no interest charges. Payments made after the 30-day period would require payment of any interest charges accrued up to the time payment is made.

A copy of the proposed assessment roll is available in the Assistant City Engineer’s office, as well as in the City Clerk’s office.

Proposed assessments only apply to properties that front the Springbrook Drive segment from Holly Street to Coon Rapids Boulevard, and are intended to fund a portion of the street reconstruction costs only. These properties are not being assessed for the traffic signal upgrades, or for the turn lane construction on Coon Rapids Boulevard.

PROJECT FEASIBILITY

The proposed project is necessary to improve traffic safety and operations at the intersection, and to keep the streets in a safe and drivable condition. The project is cost effective, and is technically feasible to construct.

CONCLUSIONS AND RECOMMENDATION

Anoka County and Coon Rapids are proposing to improve the intersection of Springbrook Drive and Coon Rapids Boulevard. A majority of the project cost would be paid by Federal funds, or by the City's Municipal State Aid fund. A portion of the City's project costs would be recovered through assessments to the benefiting property owners, in accordance with the Street Reconstruction Policy approved by Council in 1997. Council will be requested to schedule both the public hearing and assessment hearing for June 3, 2014.

It is recommended that Council accept this feasibility report, order a public hearing on the project, and order a hearing on the proposed assessments by adopting the resolutions included with this report.

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

PRELIMINARY DESIGN LAYOUT

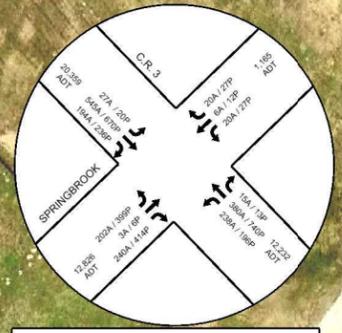
- PROPOSED ROADWAY
- PROPOSED CURB & MEDIAN
- RECLAIM & OVERLAY
- SIDEWALK
- DRIVEWAY
- POND
- EXISTING R/W
- EXISTING TOPOGRAPHY
- PROPOSED GEOMETRICS
- CONSTRUCTION LIMITS
- PROPOSED R/W
- TEMPORARY EASEMENT
- PERMANENT EASEMENT

INPLACE/PROPOSED SIGNAL SYSTEM

ANOKA COUNTY

SCALE: 1" = 40' FEET

DESIGN	DRAWN BY	REVISED
SP 002-596-020	DFP	09/26/2013

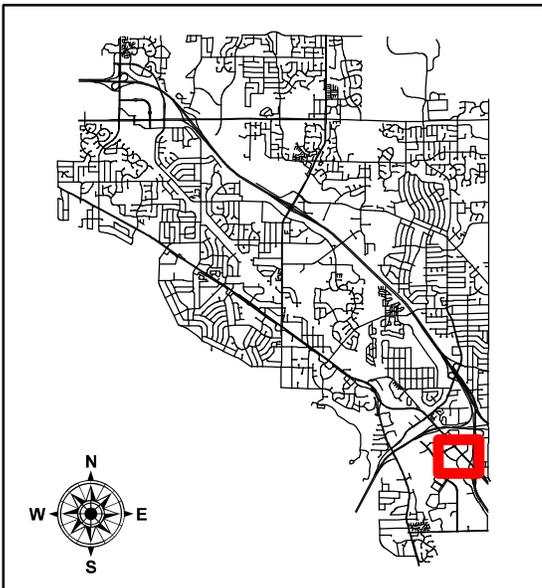


ANOKA COUNTY TRAFFIC COUNT
 AUGUST 1, 2011



Project 12-26

Springbrook Drive and Coon Rapids Boulevard Intersection



 Area of Benefit



**COON
RAPIDS**
Minnesota

RESOLUTION NO. 12-26(4)

**(4) RESOLUTION ACCEPTING FEASIBILITY REPORT
AND ORDERING PUBLIC HEARING ON IMPROVEMENT**

WHEREAS, pursuant to resolution of the Council adopted on the 15th day of April, 2014, a report has been prepared by the City Engineering Division with reference to the improvement of Springbrook Drive and Coon Rapids Boulevard by reconstruction of the intersection, and this report was received by the Council on the 6th day of May, 2014; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

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

1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$270,028.66.
2. A public hearing shall be held on such proposed improvement on the 3rd day of June, 2014 in the Council Chambers of the City Hall at 7:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 12-26(10)

**(10) RESOLUTION DECLARING COST TO BE ASSESSED
AND ORDERING PREPARATION OF
PROPOSED ASSESSMENT ROLL**

WHEREAS, a contract is proposed to be let for the improvement of the intersection of Springbrook Drive and Coon Rapids Boulevard by reconstruction of portions of the intersection and the contract price for such improvement is estimated to be \$250,026.54 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$20,002.12, so that the total cost of the improvement is estimated to be \$270,028.66 and of this cost the City will pay \$230,156.23 as its share of the cost; and

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

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

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

1. The cost of such improvement to be specially assessed is hereby declared to be \$39,872.43.
2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in his office for public inspection.
3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk

RESOLUTION NO. 12-26(11)

**(11) RESOLUTION FOR HEARING ON
PROPOSED ASSESSMENT ROLL**

WHEREAS, per a Resolution passed by the Council on the 6th day of May, 2014, the City Clerk was directed to prepare a proposed assessment of the cost of improving the intersection of Springbrook Drive and Coon Rapids Boulevard by reconstruction of portions of the intersection; and

WHEREAS, the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

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

1. A hearing shall be held on the 3rd day of June, 2014, in the City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

Adopted this 6th day of May, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

21.

Meeting Date: 05/06/2014

Subject: New City Website Development Project

Submitted For: Stephanie Ring, Communications Coordinator

From: Matt Stemwedel, Assistant City Manager

INTRODUCTION

The City Council is being asked to approve a new website development project which will change how the current city website looks and operates. Staff recommends partnering with CivicPlus, a national website development firm based in Kansas.

DISCUSSION

The City's current website was developed in-house by the Information Technology Division and launched on May 1, 2009. It has served its intended purpose; however, staff members believe that an enhancement in website technology is needed at this time. Since 2009, technology has changed greatly; more people are accessing online information with smart phones and tablet computers. Websites today should be "responsive" meaning they conform to the user's technological device for maximum usability and clarity of information. The new website would include this feature as well as a Content Management System, a tool that allows more than one person to update content to the website, which is vitally important to how the City needs to handle website communications moving forward. Additional new features would include a language translation tool, enhanced emergency communications, online reservation and sign-up system, vivid graphics and multi-media display, as well as e-payment opportunities (for reservations and class sign-ups for example). These features are not available today with our current website.

By partnering with a website development company, rather than trying to create the website and other communication tools "in-house", the City can stay on top of new technology and service offerings. This partnership will improve the overall website and communications infrastructure from what we currently have. These features will help enhance communication and engagement with residents as well as help market the community to a larger audience, in a more targeted and strategic way.

Background:

A request for proposals was sent out to ten website development companies locally and nationally. These companies were thoroughly researched by staff and were known to have an outstanding record in website development. Six proposals were received in all; the four companies that did not respond did not feel they could handle the size of our project or they did not have the time to take on our project. A team of six city staff members sorted through the proposals received and determined four finalists to interview. From the four finalist interviews, the team of six city staff members felt that CivicPlus would provide the City with the best service offering, at a reasonable price. CivicPlus, established in 2001, is a leader in website development and citizen engagement. The company specializes in municipal websites and has more than 1,600 clients around the country. The company's experience, infrastructure and technology, hosting capabilities and creativity combined will help make a great partnership in reaching the City of Coon Rapids website goals.

RECOMMENDATION

It is recommended that the City Council consider approval of the website development project.

BUDGET IMPACT:

The total cost for the website development project is \$79,723. This includes development, consulting, hosting (year one) and other services. An additional yearly maintenance and hosting fee of \$10,449 will be required in years two and three (the City would enter into a three year contract), which makes the total project cost for three years \$100,621.

CivicPlus offers a three year payment plan for this project, meaning a payment of \$33,540.33 will be required for three years. After that, if the City enters into a fourth year, only the yearly maintenance and hosting fee will be required. The yearly maintenance and hosting fee is subject to a 2.5% annual increase.

The website development project is currently budgeted for 2014 in the amount of \$55,000. This will cover the first year payment and \$21,460 of the second year payment. The remaining amount of \$45,621 will need to be budgeted for 2015 and 2016.

Attachments

Website Project - Service and License Agreement

Tentative Website Project Timeline



CivicPlus Advantage Contract

Organization	City of Coon Rapids	URL	www.ci.coon-rapids.mn.us	
Street Address	11155 Robinson Drive			
Address 2				
City	Coon Rapids	State	MN	Postal Code 55433
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.				
Emergency Contact & Mobile Phone	Dave Sack, IT Manager, 763-242-7492			
Emergency Contact & Mobile Phone	Shawn Rung, IT - Network Administrator, 763-238-7580			
Emergency Contact & Mobile Phone	Karen Herman, IT- PC Technician, 763-458-0913			
Billing Contact	Jill Lang	E-Mail	jlang@coonrapidsmn.gov	
Phone	763-767-6500	Ext.	Fax	763-767-6491
Billing Address	11155 Robinson Drive			
Address 2				
City	Coon Rapids	ST	MN	Postal Code 55433
Tax ID #	41-6008573	Sales Tax Exempt #	(see Certificate of Exemption form)	
Billing Terms	Annual	Account Rep	Bryan Hahlbeck	
Info Required on Invoice (PO or Job #)	(will determine after official approval)			
Contract Contact	David Brodie	Email	dbrodie@coonrapidsmn.gov	
Phone	763-767-6423	Ext.	Fax	763-767-6531
Project Contact	Stephanie Ring	Email	sring@coonrapidsmn.gov	
Phone	763-767-6582 office 763-242-7653 cell	Fax	763-767-6531	

Terms & Conditions

Client Deliverable

1. Icon Enterprises, Inc., d/b/a CivicPlus (“CivicPlus”) will create a unique website for the City of Coon Rapids (“Client”) that includes all functionality as defined in Exhibit A – CivicPlus Project Deliverables, attached hereto.
2. If, due to the course of the project changing during the development before go live, the client does not use all department header packages, LDAP integration, GoCitizen Pro mobile application or other additional functionality options purchased, CivicPlus will credit back the amount of the item that the Client has previously paid including any project development or annual service fees (pro-rated basis based upon final negotiated fees as listed in this contract). Credited fee for each department header package will be \$3,150 for the project development and \$552.50 for the annual service fee.



Additional Services

3. Client may contract with CivicPlus for additional Consulting, Website Design, Setup, Programming, and Training services (CivicPlus Project Deliverables) that exceed those defined in Exhibit A. CivicPlus will invoice Client for the additional services immediately prior to project Go-Live.
4. Client may contract with CivicPlus for additional Annual Services that exceed those defined in Exhibit A. CivicPlus will invoice Client for Annual Services immediately prior to project Go-Live.
5. Services that involve billable time beyond the contracted amount will be documented and invoiced. Written approval by the Client is necessary before billable time is incurred.
6. Modules that incur additional usage fees may be purchased and activated at any time.
7. Acceptance of this Agreement signifies Client's approval of any billable time specifically related to training services as detailed in Exhibit A, wherein a stated number of attendees is specified. Coverage for additional attendees not covered under this agreement is billed at a per diem rate specified in Exhibit A.

CivicPlus Advantage Billing & Payment Terms

The following agreement terms apply to the CivicPlus Advantage Plan – whereby the initial project development fees and recurring fees are paid equally over a three (3) year period. See Exhibit A for complete details and fee options.

8. Billing for the CivicPlus Advantage Plan begins upon contract signing.
9. The Client shall sign a project completion and acceptance form prior to Project Go-Live. All Parties agree that the website will not go-live until the project is accepted in writing by the Client.
10. After The CivicPlus Advantage Plan provides a fixed fee for an Agreement term of 36 months from the first date of billing. At 36 months, Client has the following options:
 - a. Contract for 12 months of standard Annual Services with CivicPlus. Base rate of \$10,977.98 is subject to a technology investment and benefit fee of 2.5 percent (%) of the total Annual Services costs.
 - i. After forty-eight (48) months of continuous service, Client is entitled to a no-cost redesign, details noted in Exhibit B. Redesigns that include additional features not available on the original website may be subject to additional charges. Additional features include, but are not limited to, additional modules and integration of third-party software.
 - b. Terminate services with CivicPlus by providing written notice as noted in Term 16.
11. Fees for the CivicPlus Advantage Plan are invoiced prior to the year of service. They are due by the first of the following month, but no sooner than 30 days from invoice date.
12. Project development will be discontinued if payment is not made within 30 days after the invoice due date.
13. After project go-live, if the Client's account exceeds 60 days past due, Support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Services will be discontinued until the Client's account is made current. Client will be given 30 days notice prior to discontinuation of services for non-payment.
14. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.
15. Unless otherwise limited by law, a finance charge of 2.9 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
16. Provided the Client's account is current, at any time the Client may request an electronic copy of the website graphic designs, the page content, all module content, all importable/exportable data, and all archived information ("Customer Content"). Client agrees to pay \$250 per completed request. Provided the Client's account is current, upon termination of services Client may request a complimentary electronic copy of website Customer Content.

Agreement Renewal

17. Either party may terminate this Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date. The Contract Renewal Date is thirty-six (36) months after the original contract was signed by the Client. Renewal Options are listed in Term 9 of this Agreement.



Service & License Agreement for **Coon Rapids, MN**

18. In the event of early termination of the Agreement by the Client within the first twelve (12) months of the Agreement, full payment of the remainder of the total First Year fees are due within 15 days of termination.
19. In the event of early termination of the Agreement by the Client after twelve (12) months, but before the expiration of the Agreement, Annual Services fees for year(s) two (2) and three (3) will be prorated and Client will be charged only for the time it remains as a Client of CivicPlus. Full payment of the remainder of the total First Year fees and prorated fees are due within 15 days of termination.

Support

20. CivicPlus will provide unlimited telephone support Monday-Friday, 7:00 am – 7:00 pm (Central Time) excluding holidays, for all trained Client staff. Emergency Support is provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.
21. Support includes providing technical support of the GCMS® software, application support (pages and modules), and technical maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately for an additional fee.
22. During the period of this agreement and subsequent annual renewals, CivicPlus warrants that it will, without additional charge to the Client, take action to correct any problems or defects discovered in the GCMS® software and reported to CivicPlus by the Client, such warranty to include ongoing maintenance upgrades and technical error correction.
23. CivicPlus provides online website statistics software at no extra charge. If Client desires to use other website statistic software, CivicPlus will provide the necessary log file access.

Marketing

24. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to gather information and meet deadlines associated with website award contest entries throughout the term of this Agreement.
25. Client permits CivicPlus to include an example of the Client's home page and a link to the Client's website on the CivicPlus corporate website.
26. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.
27. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a case study related to their website
28. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this agreement assumes such perpetual permission.

Intellectual Property, Ownership & Content Responsibility

29. Upon full and complete payment of submitted invoices for the Project Development and launch of the website, Client will own the Customer Content.
30. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.
31. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the GCMS® software in any way; (ii) modify or make derivative works based upon the GCMS® software; (iii) create Internet "links" to the GCMS software or "frame" or "mirror" any GCMS® administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the GCMS® software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the GCMS® software, or (c) copy any ideas, features, functions or graphics of the GCMS® software.
32. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the GCMS® software are trademarks of CivicPlus, and no right or license is granted to use them.



Indemnification

33. Each of the parties shall indemnify and hold the other harmless from all losses, damages, costs, and expenses, including reasonable attorney fees, occasioned by the other parties breach of any covenant, warranty or representation contained within this Agreement.

Liabilities

34. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity other than CivicPlus that furnishes services, facilities or equipment used in connection with CivicPlus services or facilities.
35. Except as expressly provided in this Agreement, CivicPlus makes no expressed or implied representations or warranties, including any warranties regarding merchantability or fitness for a particular cause.

Force Majeure

36. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civic disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

Taxes

37. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and this agreement will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes.

Insurance

38. CivicPlus shall secure and maintain such insurance as will protect CivicPlus from claims under the Worker's Compensation Acts, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability \$1,000,000 each occurrence/aggregate

Professional Liability \$1,000,000 each claim

39. The Client shall be named as an additional insured on the general liability policy. Before commencing work the CivicPlus shall provide the Client a certificate of insurance evidencing the required insurance coverage in a form acceptable to Client.

Independent Contractor

40. The Client hereby retains CivicPlus as an independent contractor upon the terms and conditions set forth in this Agreement. CivicPlus is not an employee of the Client and is free to contract with other entities as provided herein. CivicPlus shall be responsible for selecting the means and methods of performing the work. CivicPlus shall furnish any and all supplies, equipment, and incidentals necessary for CivicPlus' performance under this Agreement. Client and CivicPlus agree that CivicPlus shall not at any time or in any manner represent that CivicPlus or any of CivicPlus' agents or employees are in any manner agents or employees of the Client. CivicPlus shall be exclusively responsible under this Agreement for CivicPlus' own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

Subcontractors

41. CivicPlus shall not enter into subcontracts for services provided under this Agreement without the express written consent of the Client. CivicPlus shall comply with Minnesota Statute § 471.425. CivicPlus must pay subcontractor for all undisputed services provided by subcontractor within ten days of CivicPlus' receipt of payment from Client. CivicPlus must pay interest of 1.5 percent per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.



Minnesota Government Data Practices Act

42. CivicPlus must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the Client pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by CivicPlus pursuant to this Agreement. CivicPlus is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event CivicPlus receives a request to release data, CivicPlus must immediately notify Client. Client will give CivicPlus instructions concerning the release of the data to the requesting party before the data is released. CivicPlus agrees to defend, indemnify, and hold Client, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from CivicPlus' officers', agents', Client's, partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data . Data or other information, malicious or otherwise, that is published to the website by the Client, it's staff, agents, citizens or other site visitors will be considered outside the contractor's control and as such not subject the conditions above and not part of the CivicPlus' responsibility. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

Copyright

43. CivicPlus shall defend actions or claims charging infringement of any copyright or software license by reason of the use or adoption of any software, designs, drawings or specifications supplied by it, and it shall hold harmless the Client from loss or damage resulting there from.

Patented Devices, Materials, and Process

44. If the Contract requires, or the CivicPlus desires, the use of any design, devise, material or process covered by letters, patent or copyright, trademark or trade name, the CivicPlus shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the Client. If no such agreement is made or filed as noted, CivicPlus shall indemnify and hold harmless the Client from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend the Client for any costs, liability, expenses and attorney's fees that result from any such infringement.

Controlling Law/Venue

45. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Anoka County.

--Remainder of this page left intentionally blank--



Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

Client

Date

CivicPlus

Date

Sign and E-mail or Fax this Copy

Attn: Contract Manager

E-mail: SalesCoordinators@CivicPlus.com

Fax: 785-587-8951

And – Mail Two (2) Signed Originals

CivicPlus Contract Manager

317 Houston St., Suite E

Manhattan, KS 66502

We will e-mail or fax a counter-signed copy of the contract back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

--Remainder of this page left intentionally blank--

Exhibit A - CivicPlus Project Deliverables

All Quotes are in US Dollars and Valid for 60 Days from February 5, 2014.

Project Development and Deployment	
<i>Initial GCMS® upgrades, maintenance, support and hosting – no additional cost</i>	\$88,581
<i>Server Storage not to exceed 55 GB; Media Center Storage not to exceed 10 GB</i>	
Employee Discount for April Execution	-\$8,858
Total Fees Year 1	
	\$79,723
Total Second Year Fee	
	\$10,449
Total Third Year Fee	
	\$10,449

At the request of the City of Coon Rapids, CivicPlus agrees to redistribute their standardized pricing as follows:

CivicPlus Advantage Project Development & Annual Services	
Year One	\$33,540.33
Year Two	\$33,540.33
Year Three (Client may terminate contract at the end of 36 months or select from options available in Term 10 of the Terms & Conditions)	\$33,540.34

--Remainder of this page left intentionally blank--



Project Development

Kick-Off Meeting <i>Deliverable:</i> Project Timeline, training jump start and worksheets	Included
Phase 1: Consulting <i>Deliverable:</i> Needs assessment, best practices and worksheets	Included
Phase 2: Website Preview Presentation <i>Deliverable:</i> Website layout and mood board will be presented for your approval	Included
Phase 3: Website Reveal Presentation <i>Deliverable:</i> Completed website design and navigation structure will be presented. You will be able to propose changes at this time.	Included
Phase 4: 4 Days of Customized On-Site Implementation Training for up to 12 employees <i>Quote includes travel expenses Deliverable:</i> Train System Administrator(s) on GCMS® Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website.	Included
Phase 5: Go Live <i>Deliverable:</i> Content migrated from the current primary site to new site based on best practice recommendations. Custom website. Registration of site with all major search engines. <i>Note: 20 pages of content will be migrated for each header package. Any additional pages can be migrated for an additional fee.</i>	Included
Additional Functionality	
Google Translation Tool	Included
Responsive Web Design	Included
iFrames or Links to Third Party Applications	Included
Five (5) Header Packages (Cable TV, Ice Center and Banquet/Meetings) (Others TBD)	Included
LDAP/SAML Integration	Included
Branding and Style Guide Package	Included
GoCitizen Pro Custom Mobile App (iOS & Android)	Included
1 Additional Design Layout (Total 3)	Included
1 Additional Block of SMS Subscribers (501-1,000)	Included
Options Included in One-Time Fee	
Pre-Implementation: On-Site Consulting Three days on-site. <i>Quote includes travel expenses.</i> A consultation package concentrating on your website committee's navigation goals, internal project process goals and meet with departments to plan for Header packages, LDAP, Branding and other recommended discussion areas. <i>Deliverable:</i> A document summarizing the meetings, with analysis and recommendations. Design information gathered.	Included
Phase 1: Website Design Consultation Two days off-site – conducted remotely. A consultation package concentrating on evaluating the form and function of the current website design and potential problems therein. <i>Deliverable:</i> A comprehensive report on all findings regarding the current site design, recommendations and roadmap for implementing the design to meet your overall goals, a follow-up report reviewing the results of implemented suggestions.	Included
Total Project Development and Deployment Fee <i>Initial GCMS® upgrades, maintenance, support and hosting included – no additional cost</i> <i>Server Storage not to exceed 55 GB; Media Center Storage not to exceed 10 GB</i>	\$88,581
Minus Employee Discount for April Execution	-\$8,858
Total Fees Year 1	
\$79,723	



Project Development Includes the Following:	
Modules	Functionality
<ul style="list-style-type: none"> • Agenda Center • Alerts Center & Emergency Alert Notification • Archive Center • Bid Postings • Blog • Business/Resource Directory • Calendar • Carbon Calculator • Citizen Request Tracker™ (5 users) • CivicSend (500 SMS Text Subscription) • Community Voice™ • Community Connection • Document Center • ePayment Center • Facilities & Reservations with Activities • Frequently Asked Questions • Forms Center • Healthy City • Intranet • Job Postings • Media Center with Live Streaming Video • My Dashboard • News Flash • Notify Me® Email & 500 SMS Text Subscription • Online Job Application with 1 Generic Application • Opinion Poll • Photo Gallery • Postcard • Quick Links • Real Estate Locator • Spotlight • Staff Directory 	<ul style="list-style-type: none"> • Action Items Queue • Audit Trail / History Log • Automated PDF Converter • Automatic Content Archiving • Content Library • Dynamic Breadcrumbs • Dynamic Sitemap • Expiring Items Library • Generic Mobile App (iOS & Android) • Graphic Link Administration • Links Redirect and Broken Links Finder • Menu Management • Mouse-over Menu Structure • MuniMobile™ • Online Editor for Editing and Page Creation (WYSIWYG) • Online Web Statistics (Only With CivicPlus Hosting) • Printer Friendly/Email Page • Rotating Content • RSS • Search Engine Registration • Site Layout Options • Site Search & Entry Log • Slideshow • Social Media Integration (Facebook & Twitter) • User & Group Administration Rights • Web Page Upload Utility • Website Administrative Log

Annual Services Include the Following:		
Support	Maintenance of CivicPlus Application & Modules	Hosting
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2-hour Response During Normal Hours Usability Improvements Integration New & Upgraded Services Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Diesel Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware



Exhibit B – Basic Redesign of Website

CivicPlus Project Development Services & Scope of Services for CP Basic Redesign

- New design
- Redevelop banner
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup - wireframe
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration – Includes retouching of all existing published pages to ensure proper formatting, menu structure, and application of new site styles. Note: Content will be formatted or pages broken up (shortened or re-sectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly
- Spelling and broken links will be checked and reported if unable to correct

Tentative Project Timeline *(subject to change)*

The timeline below is an estimation based on the potential contract on May 21st. During the initial meeting with the CivicPlus project manager, the timeline may be amended as needed. Meeting the stated timeline is contingent upon the Client meeting all mutually agreed upon deadlines. Should the Client fail to meet any deadlines, the parties will mutually agree to extend the affected milestone dates under this Agreement. CivicPlus will not be held liable under this Agreement for any delay caused by the Client.

PHASE 1	PHASE 1	PHASE 1
June 1	June 19	June 26
MEETING Kickoff Call <i>We will set the project goals, review the process & assign take-aways.</i>	ACTION ITEM Return or Complete: <i>Photos; Online Forms; Community Engagement Survey; Website Statistics; Dept List; Email List; Site Map; DNS Form. (Will be discussed during Kickoff)</i>	MEETING Timeline <i>We will present the proposed project timeline in more detail.</i>

May/June:
 CR Depts clean up old content on current website (City to do)

PHASE 1	PHASE 1	PHASE 2
Week of July 14-18	July 18	July 31
MEETING Consulting <i>Analyze project goals & expectations. We will discuss design, content, & engagement.</i>	MEETING Needs Assessment <i>Onsite consulting wrap-up.</i>	MEETING Layout Proposal <i>Finalize layout, information architecture, and mood board for new site.</i>

June/July:
 Create marketing videos (writing, shooting, editing), Work on e-commerce/reservations (City to do)

August – November:
 Content creation with departments (writing, photography, attachments, links, etc.), finish web videos (City creates on current site for vendor to migrate)

PHASE 3	PHASE 4	PHASE 5
December 3	February 2-6	Week of March 9-13
MEETING Website Reveal <i>Reveal your fully functioning website and prepare for design and content revision.</i>	MEETING Training <i>On-site or webinar training, as per contract agreement.</i>	LAUNCH Your fully functional website will be ready to go-live!

December/January
 Content and design revisions (City to do)

February 9 – March 6:
 Site testing, additional training, working out last details, etc.