



HRA Work Session - 6:15 p.m.

HRA Meeting - 6:50 p.m.

EDA Meeting - 6:55 p.m.

CITY COUNCIL AGENDA

Tuesday, June 3, 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

Approval of Minutes of Previous Meeting

May 20, 2014 Council Meeting Minutes

Consent Agenda

1. Charter Amendment for Write-In Candidates for City Offices
 - a. Introduce Ordinance Amending Chapter 1-400
 - b. Set Public Hearing for July 15, 2014
2. Cons. Approval of Off-Sale Class A Liquor License for Wisier Choice Liquor, 2929 Coon Rapids Blvd.

Reports on Previous Open Mic

3. Open Mic Report - Joseph Michnowski, 11541 Eidelweiss St. NW, re: Turf Restoration and Hydrant Concerns
4. Open Mic Report - Tony Welter, 11547 Eidelweiss St. NW, re: Turf Restoration Concerns and Noise Issue

Public Hearing

5. Springbrook Drive and Coon Rapids Boulevard (CSAH 3) Reconstruction Project:
 - a. Public Hearing and Assessment Hearing
 - b Cons. Resolution 12-26(6) Ordering Improvement

6. US Department of Justice Grant Application
 - a. Pubic Hearing
 - b. Cons. Approval of Memorandum of Understanding

Bid Openings and Contract Awards

Old Business

7. Consider Resolution Approving Plans and Specifications and Ordering Advertisement of Bids for Crescent Ponds 8th Addition, Main St. and University Ave.; Project 14-23

New Business

8. Cons. Approval of Specification for Rooftop HVAC Unit Replacement, Order Advertisement of Bids; City Center
9. Cons. Lease Amendment with the MN Professional Golfer's Association of America, Inc. (MN PGA)
10. Purchase of a Street Sweeper
 - a. Cons. Resolution 14-66 Amending the 2014 Storm Water Utility Fund Budget
 - b. Authorize Purchase of Street Sweeper
11. Golf Course Concession Area Cooling System
 - a. Cons. Resolution 14-67 Amending the 2014 Golf Course Budget
 - b. Authorize Installation of Cooling System
12. Cons. Resolution 14-69 Establishing Water Rates
13. Cons. Resolution 14-68 Establishing Sewer Rates

Other Business

Adjourn



City Council Regular

Meeting Date: 06/03/2014

SUBJECT: May 20, 2014 Council Meeting Minutes

Attachments

5-20-14 Regular Meeting Minutes

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF MAY 20, 2014

OPEN MIC/PUBLIC COMMENT

Joseph Michnowski, 11514 Eidelweiss Street NW, spoke regarding the reconstruction of streets in his neighborhood last year. He stated the residents were not happy with the top soil and seeding. He felt the fire hydrant is too high and understood that it was going to be fixed.

Tony Welter, 11547 Eidelweiss Street NW, spoke regarding the street reconstruction and felt the soil is too soft. He stated the Crooked Lake water tower is in his backyard and something is making a lot of noise and he requested something be done to reduce the noise level.

Jerry Pierce, 12236 Partridge Street NW, stated he did not receive an answer to his last Open Mic appearance. He requested additional information on a comment regarding Bunker Hills Golf Course.

CALL TO ORDER

The second regular meeting of the Coon Rapids City Council for the month of May was called to order by Mayor Tim Howe at 7:00 p.m. on Tuesday, May 20, 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. COMMUNITY SCHOLARSHIP MONTH PROCLAMATION

Mayor Howe read a proclamation declaring May 2014 to be Community Scholarship Month in the City of Coon Rapids. He thanked the Coon Rapids Community Scholarship Association for their dedication to the community and for the generous support provided to local students. A round of applause was offered by all in attendance.

2. **NATIONAL PUBLIC WORKS WEEK**

Mayor Howe read a proclamation declaring May 18-24, 2014 to be National Public Works Week in the City of Coon Rapids. He thanked the Public Works Department for the great work they do on behalf of the City. A round of applause was offered by all in attendance.

3. **TWIN CITIES GATEWAY VISITORS BUREAU:**
A. **APPROVE 2014 MEMBER CITY MARKETING GRANT AGREEMENT**
B. **CONSIDER RESOLUTION 14-62 ACCEPTING THE 2014 MEMBER CITY MARKETING GRANT**

Steve Marcuson, Twin Cities Gateway, discussed the importance of tourism on the community noting tourism in Minnesota generates \$12.5 billion each year. He reviewed how tourism increased economic development by creating a flow of money through the community. He reported website performance and visits were on the rise, which was a good sign as 70% of people plan their trips online. He then discussed the online and print advertising efforts of Twin Cities Gateway. He noted Twin Cities Gateway would be spending just over \$1 million this year on marketing and promotion dollar. He presented the City Council with a grant in the amount of \$16,392 in order to assist with the promotion of City activities.

Mayor Howe thanked Mr. Marcuson for the grant and discussed how the funds would be used to promote community activities in the City of Coon Rapids.

Councilmember Koch was pleased by Mr. Marcuson's efforts as he continues to draw tourists to Coon Rapids.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER SANDERS, TO APPROVE 2014 MEMBER CITY MARKETING GRANT AGREEMENT; AND ADOPT RESOLUTION NO. 14-62 ACCEPTING THE 2014 MEMBER CITY MARKETING GRANT IN THE AMOUNT OF \$16,392. THE MOTION PASSED UNANIMOUSLY.

4. **CONSIDER RESOLUTION 14-64 ACCEPTING THE DONATION OF FUNDS FOR THE CITY'S NEW K9 OFFICER**

Mayor Howe acknowledged the eight local organizations that came together to sponsor the Chili Challenge which was held on Sunday, May 18, 2014. He thanked all who were involved in planning this event and reported that the Coon Rapids Lions were awarded first place. He explained the funds raised at the Chili Challenge would be used for the purchase and training of a new K9 officer for the Coon Rapids Police Department.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 14-64 ACCEPTING THE DONATION OF FUNDS FOR THE CITY'S NEW K9 OFFICER AND EXTENDING THE CITY'S THANKS TO THE MANY COMMUNITY ORGANIZATIONS THAT PARTICIPATED IN THE COON RAPIDS CHILI CHALLENGE. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

MAY 6, 2014, COUNCIL MEETING

Councilmember Koch requested a change to the minutes on Page 6, noting the correct spelling of the Koskinen law.

Councilmember Sanders requested a change to the minutes on Page 1, reporting the open mic comments should be from Marv Roepke.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER KLINT, FOR APPROVAL OF THE MINUTES OF THE MAY 6, 2014, COUNCIL MEETING AS AMENDED. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

5. ACCEPT EASEMENT FROM TUSCANY VILLAS SECOND ADDITION, ROUND LAKE BOULEVARD/WEDGEWOOD DRIVE; PROJECT 14-2
6. CONSIDER RESOLUTION 14-57 ACCEPTING A GRANT FROM THE MINNESOTA DEPARTMENT OF HUMAN SERVICES, ALCOHOL AND DRUG ABUSE DIVISION FOR TOBACCO COMPLIANCE CHECKS
7. CORPORATE OFFICER CHANGE FOR NORTHERN TIER RETAIL LLC DBA SUPERAMERICA
8. CONSIDER RESOLUTION 14-65 ACCEPTING DONATION FOR MOVIES IN THE PARK FROM COMMUNITY STRENGTH FOUNDATION

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

None.

PUBLIC HEARING

9. **COTTAGES OF COON CREEK, 2628 110TH LANE, PUBLIC HEARING**

The Staff report was shared with Council.

Mayor Howe opened and closed the public hearing at 7:39 p.m. since no one appeared to address the Council.

BID OPENINGS AND CONTRACT AWARDS

10. **RESIDENTIAL STREET RECONSTRUCTION, PROJECT 14-4:**
A. **CONSIDER RESOLUTION ACCEPTING BID AND AWARDING CONTRACT**
B. **CONSIDER RESOLUTION ADOPTING THE ASSESSMENT**
-

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT RESOLUTION NO. 14-4(9) AWARDING A CONTRACT TO NORTH VALLEY, INC. IN THE AMOUNT OF \$2,171,246.82, WHICH INCLUDES THE BASE BID AND ALTERNATES 2 AND 4; AND RESOLUTION NO. 14-4(12) ADOPTING THE ASSESSMENTS, WITH THE ABOVE DESCRIBED DELETION. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

11. **CONSIDER ADOPTION OF ORDINANCE ESTABLISHING CHAPTER 11-1600 ALTERNATIVE ENERGY SOURCES AND REQUIREMENTS GOVERNING WIND ENERGY CONVERSION SYSTEMS AND SOLAR ENERGY SYSTEMS AND AMENDING CHAPTER 11-200, PC 14-08**
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The Staff report was shared with Council.

Councilmember Koch discussed the noise standards and questioned if the standards should be reconsidered given the fact that residential wind systems would run 24 hours a day. City Planner Harlicker reported there were braking systems on wind systems. He commented the City would respond to complaints if a system was reported.

Councilmember Sanders asked if the decibel level for wind systems would vary depending on zoning districts. City Planner Harlicker indicated this was the case, noting that decibel levels could be higher in commercial zoning districts than in residential zoning districts.

Councilmember Manning expressed concern with the continuous sound that would be generated by wind systems. He questioned how the City would address this concern after the Ordinance was approved. City Planner Harlicker noted the Council could amend the Ordinance if noise levels became a concern.

Councilmember Klint expressed concern with the proposed height of the wind generators. She reported she could not support the Ordinance as presented and recommended a moratorium be placed on these systems until additional research could be conducted.

Councilmember Sanders believed that the Ordinance was quite technical and he supported it as presented.

Councilmember Koch asked if wind systems could be banned from LDR1 and LDR2. City Planner Harlicker commented this could be done and the City could limit wind systems to uses, such as institutions. He explained that the current height restrictions would not allow for wind generators to be located on most residential lots.

Councilmember Klint requested that the Council be allowed to study this issue in further detail prior to approving the Ordinance. She questioned why this matter was not brought to the Council at a worksession meeting.

Mayor Howe commented that the City had no regulations addressing wind and solar systems at this time, and for this reason he wanted to see the Ordinance move forward. He believed that the Ordinance would require modifications in the future as wind and solar technologies evolved. He suggested this matter be work shopped by the Council at a future meeting.

Councilmember Sanders reported staff researched this topic and he wanted to see the wind and solar standards put in place.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT ORDINANCE NO. 2121, APPROVING THE AMENDMENT ESTABLISHING SECTION 11-1600 ALTERNATIVE ENERGY SOURCES AND SYSTEMS AND REGULATIONS GOVERNING WIND POWERED GENERATORS AND SOLAR ENERGY SYSTEMS.

Councilmember Koch commented he could support this Ordinance if wind generators were only allowed on institutional or commercial uses.

Councilmember Klint believed that noise concerns would be brought to the City in the future, especially given the recent comments brought to the City Council regarding the City water tower.

THE MOTION PASSED 5-2 (KLINT AND KOCH OPPOSED).

Mayor Howe directed staff to bring this Ordinance to the Council at a future worksession meeting.

NEW BUSINESS

**12. APPROVE FINAL PLAT FOR LAWRENCE ESTATES, D. AND J. LAWRENCE, 128TH
 AVENUE AND COON CREEK BOULEVARD, PC 13-26**

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER MANNING, TO APPROVE THE FINAL PLAT FOR LAWRENCE ESTATES WITH THE FOLLOWING CONDITIONS:

1. ONE STREET TREE PER LOT IS PLANTED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
2. THE APPLICANT IMPLEMENT ALL REQUIREMENTS AND CONDITIONS OF THE WETLAND AND FLOODPLAIN MITIGATION PERMITS.
3. ALL COMMENTS OF THE CITY ENGINEER BE ADDRESSED.
4. PARK DEDICATION IN THE AMOUNT OF \$20,000 BE PAID PRIOR TO RELEASING THE PLAT FOR RECORDING.
5. EXECUTION OF A DEVELOPMENT AGREEMENT WITH THE CITY.

THE MOTION PASSED UNANIMOUSLY.

13. FRONTAGE ROAD CLOSURE BETWEEN DRAKE STREET AND AVOCET STREET

The Staff report was shared with Council.

Councilmember Koch expressed concern with how this closure would impact the surrounding properties. He suggested minimal patching be completed to make the frontage road passable.

Councilmember Klint recommended concrete barriers be used to close off the frontage road.

Councilmember Koch had safety concerns with dropping concrete barriers onto a road that has been in use for the past 60 years. Public Works Director Himmer explained that the City would be giving surrounding property owner's proper notification to explain the frontage road would be closing.

Councilmember Johnson supported the City closing the frontage road.

Mayor Howe appreciated Councilmember Johnson's comments as he lived in this area of the City.

Councilmember Koch questioned how much temporary patching of the frontage road would cost the City. Public Works Director Himmer anticipated this would cost the City \$2,600 for the asphalt plus labor.

Councilmember Sanders believed that the condition of the frontage road was irreversible. He was in favor of closing the frontage road.

Councilmember Manning did not believe the City should be spending additional money on this area given the fact it would be redeveloped.

Public Works Director Himmer thanked the Council for their input this evening.

14. **RENTAL LICENSE DENIAL APPEAL, BILL AND TAMI REVERING, 10673 GROUSE STREET NW**

The Staff report was shared with Council.

Mayor Howe discussed the rental license procedure explaining that staff had followed the correct procedure in denying the request, with the understanding that the applicant could appeal the matter to the City Council.

Michael Brandt, representative for Bill and Tami Revering, believed it would be in the best interest of the Council to allow the Reverings to have a rental license in the City of Coon Rapids. He introduced Bill and Tami to the Council along with a number of individuals present to support the Reverings. Mr. Brandt provide background on the felony conviction incident committed by Tami Revering. He reported that after the incident, it was in the best interest of the family to move from the Grouse Street home to start fresh. The family has since been approved for a mortgage and was now seeking to rent the Grouse Street property.

Brad Bakke, Tami and Bill's uncle, explained he supported the Reverings and requested the rental license denial be overturned. He discussed the circumstances behind Tami's conviction noting the incident has devastated Tami, along with her family and friends. He stated that Tami has to live with her actions and since her conviction, life has not been easy. He discussed how Bill and Tami have moved on since the incident. He reported that Bill and Tami would now like to rent out the Grouse Street home as the family has outgrown this space. They have considered using a property manager.

He commented that if the rental license was denied, the property would go into foreclosure.

Bill Revering, 10673 Grouse Street NW, introduced himself to the Council and requested the Council reconsider the approval of his rental license. He discussed the growth of his family, noting he had been laid off on several occasions over the past six years. He reported that after the birth of his second child, his wife stayed home with their children and began doing daycare for a family friend. He stated his family struggled financially and was quite stressed while he was laid off but he continued to search for work. This led him to try to sell the twin home on more than one occasion, but with the housing market downturn and deflated housing prices, he had been unsuccessful.

Mr. Revering explained that in September of 2010, Tami began caring for two children in her daycare along with their own children and he received a job from Transition Networks in Minnetonka. With their third child now on the way, the couple again revisited the idea of selling their home but was told it would not sell for even 65% of its value, due to the housing market decline. This led him and his wife to feel extremely trapped. He further explained the stress and events that led to his wife's incident.

Mr. Revering stated that he and his wife had been trying to move forward after the incident, but could no longer live at the Grouse Street home. He explained that his family had outgrown the twin home and for Tami's mental health they had to move. This led the Reverings to purchase a new home, and apply for a rental license. He indicated that a property manager would be used to manage the Grouse Street home. He requested that the Council not hold Tami's incident against them, by denying their rental license request as he wanted his family to be able to move on.

Tami Revering, 10673 Grouse Street NW, discussed the tragic event that occurred in November of 2010 explaining she was extremely sorry. She reported that she has shared her story with teen moms, new moms, daycare providers, Coon Rapids and Anoka high school students, and to parenting classes. She has educated hundreds of residents because this event was 100% preventable and it was her hope that her speaking has saved another baby. She requested the Council see her for who she truly is, a mother, wife, sister, daughter and friend. While she understood that what she did was criminal, she did not want to be defined as a criminal.

Mrs. Revering indicated she had been married to Bill for 10 years and had three children. She discussed the failure she felt as a mother after having a C-section with her first child. She indicated this failure was internalized and was multiplied after complications from the birth of her second child. She was embarrassed to share her fears and baby blues. Her husband's layoffs, the lack of financial stability and becoming a stay at home mom all worked together to compound her stress level.

Mrs. Revering stated that she began watching her best friend's child in the fall of 2009, which provided the family with additional income. By the fall of 2010, Bill had started a new job and she started to watch her best friend's second child. Things were starting to look up financially for the family, however, her depression ran deep. She discussed the events of November 10, 2010 noting that the inability to sell their home was weighing heavily on her mind and after a sleepless night, she

readied herself for the day, dressed her children and watched her best friend's two children. The weight of her depression consumed her after the youngest child would not nap. She described what she had done to Anders noting she immediately called 911.

Mrs. Revering explained how the police and paramedics had arrived and she reported in detail what she had done to Anders. Anders was taken to Children's Hospital and she was arrested. She indicated that Anders was alive and well today. She indicated she would continue to share her story to prevent this from happening to another child. She discussed how she and her best friend have worked through this situation and remain friends. She requested that the Council see her as the person she is and make an exception approving their rental license.

Mr. Brandt discussed the Koskinen law in relation to Coon Rapids City Ordinance. He reported that the Reverings would be using a property manager to show and handle the Grouse Street property. He then reviewed a number of letters attesting to the Revering's character and respectfully requested the Council reconsider this matter and allow for the Reverings to hold a rental license in the City of Coon Rapids.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER MANNING, TO ACCEPT THE APPEAL AND GRANT A RENTAL LICENSE TO BILL AND TAMI REVERING, PROPERTY OWNERS OF 10673 GROUSE STREET NW, SUBJECT TO THE USE OF A PROPERTY MANAGER.

Councilmember Manning commented this was a horrible situation but he believed the Reverings to be loving and caring people in the community. For this reason, he supported the rental license and wanted to see the Reverings be able to move on with their lives.

Councilmember Sanders indicated this was a difficult case as the Council was being placed in a position of trust. He then discussed the rental license appeal that was considered by the Council at its last meeting, noting it was denied. He stated he was conflicted by this request, but believed the Council would be doing an injustice if holding the Reverings to the letter of the law. He wanted to see the better good prevail.

Councilmember Wells believed this was a completely different situation than the previous rental license request. He explained that the Council could use its discretion and he did not believe the Council was being inconsistent by supporting this request.

Councilmember Koch agreed stating he wanted to see this family move on.

City Attorney Brodie discussed the distinctions between this case and previous rental license requests. He explained that the applicants have clearly documented their progress since the conviction and have a great deal of character support. In addition, this was the only conviction on Mrs. Revering's record. He believed it was highly unlikely that this would be a reoccurring crime and was pleased that the Reverings would be hiring a management company for the rental property. For these reasons, he supported the Council in making an exception to grant the appeal. He

suggested that the motion for approval state that Mrs. Revering is not allowed to go onto the Grouse Street property.

Councilmember Klint was pleased that the Council was willing to use discretion on this matter.

Mayor Howe commented the Council took pride in its rental license procedure as the City wanted to protect its properties, property values and potential renters. He supported the rental license appeal and thanked Mrs. Revering for being strong enough to share her story.

Councilmember Manning supported the motion as stated and did not feel any additional restrictions were necessary.

AMENDMENT: MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER SANDERS, TO NOT ALLOW TAMI REVERING ONTO THE PROPERTY AT 10673 GROUSE STREET NW.

Councilmember Sanders supported the amendment as directed by the City Attorney.

Councilmember Manning did not believe this was necessary.

Councilmember Koch agreed and then reviewed the letters supporting the Revering's character. He requested that his motion be allowed to stand as is.

THE AMENDMENT MOTION FAILED 2-5 (KLINT, MANNING, KOCH, WELLS AND MAYOR HOWE OPPOSED).

THE MOTION PASSED UNANIMOUSLY.

15. CONSIDER RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC IMPROVEMENT, CRESCENT PONDS 8TH ADDITION, PROJECT 14-23

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 14-23(7) ORDERING THE IMPROVEMENT AND PREPARATION OF PLANS. THE MOTION PASSED UNANIMOUSLY.

16. CONSIDER RESOLUTION 14-63 RELATING TO AN ASSISTED LIVING FACILITY REVENUE REFUNDING BOND ISSUE FOR EPIPHANY ASSISTED LIVING, LLC

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO RESOLUTION 14-63 RELATING TO AN ASSISTED LIVING FACILITY REVENUE REFUNDING BOND ISSUE FOR EPIPHANY ASSISTED LIVING, LC AND CALL A PUBLIC HEARING FOR JUNE 17, 2014. THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

Councilmember Koch indicated he received a call from a resident regarding the condition of Mississippi Boulevard. He requested staff look at the replacement of this roadway as it was a major recreational thoroughfare. Public Works Director Himmer commented Mississippi Boulevard was a State Aid street and the City was considering options for the improvement of this roadway in the next year or two.

Mayor Howe stated he attended the Homes for Generations open houses this past weekend. He was pleased by the tremendous turnout for this event. Neighborhood Coordinator DeGrande further discussed the home remodeling tour noting it spurred interest in the City's renovation program.

Mayor Howe thanked City staff for their participation in this event.

Councilmember Manning commended Neighborhood Coordinator DeGrande for her efforts.

Mayor Howe noted Movies in the Park would begin this Friday at Sand Creek Park with the showing of Frozen. He encouraged residents to attend this free event.

City Manager Gatlin indicated the City was in the process of conducting interviews to replace City Clerk Cathy Sorensen. He stated the City was fortunate to have Joni Anderson serve as Acting City Clerk for the next four weeks.

City Manager Gatlin reviewed the success of the Green Expo at the Blaine National Sports Center. He commented that the event would be moved off Mother's Day weekend next year.

Public Works Director Himmer indicated the 2015 Green Expo was scheduled for April 25th.

ADJOURN

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KOCH, TO ADJOURN THE MEETING AT 9:19 P.M. THE MOTION PASSED UNANIMOUSLY.

Tim Howe, Mayor

ATTEST:

Joni Anderson, Acting City Clerk



City Council Regular

1.

Meeting Date: 06/03/2014

Subject: Charter Amendment for Write-In Candidates for City Offices

Submitted For: Joni Anderson, City Clerk **From:** Joni Anderson, City Clerk

INTRODUCTION

Council is asked to introduce an ordinance establishing registration of write-in candidates for City offices and set a public hearing.

DISCUSSION

At the February 28th meeting, Council adopted the attached ordinance. Upon further review it was found the ordinance did not follow the process for a Charter amendment and could be deemed invalid.

The content of the ordinance has not changed from the recommendation made by the Charter Commission.

RECOMMENDATION

Staff recommends Council:

- a) Introduce an ordinance amending Chapter 1-400 establishing a write-in candidate registration process; and
- b) Set a public hearing for July 15, 2014 at 7:00 p.m.

Attachments

Ordinance

ORDINANCE NO.

**AN ORDINANCE AMENDING CHAPTER 1-400
NOMINATIONS AND ELECTIONS
THEREBY AMENDING REVISED CITY CODE – 1982 SECTION 1-404 CANDIDATES**

The City of Coon Rapids does ordain:

Section 1. Revised City Code – 1982, Chapter 1-400 is hereby revised by amending

Section 1-404 as follows: (additions double underlined)

1-404 Candidates.

(1) No more than 10 nor less than eight weeks before the date of the primary election as established in State law in even numbered years, a candidate for a City office shall file an affidavit with the City Clerk, or an application on behalf of any registered voter of the City whom they desire to be a candidate may be made and filed by not less than five voters thereof; provided that service of a copy of the application shall be made on such candidate and proof of service endorsed on the application before filing. In either case, the non-refundable filing fee shall be \$10.00. Such affidavit or application shall state that the candidate is a registered voter of the City of Coon Rapids, and name the office to be filled.[Revised 4/27/93, Ordinance 1451][Revised 1/3/95, Ordinance 1516][Revised 6/1/10, Ordinance 2037]

(2) Any candidate may withdraw no later than two days after the last day for filing of an application or petition by filing a notice of withdrawal with the City Clerk. [Revised 4/27/93, Ordinance 1451][Revised 4/19/05, Ordinance 1888]

(3) A write-in candidate who wants their write-in votes to be counted in the general election must file a written request with the City Clerk no later than seven days before the general election. All write-in votes cast for candidates who have not filed a written request to have their votes counted shall be treated collectively as votes for a single candidate labeled “All Other Write-Ins”.

Introduced the 3rd day of June, 2014.

Adopted the ___ day of _____, 2014.

Tim Howe, Mayor

ATTEST:

City Clerk



City Council Regular

2.

Meeting Date: 06/03/2014

Subject: Off-Sale Class A Liquor License for Wisier Choice Liquor

Submitted For: Joni Anderson, City Clerk

From: Vincent Vu, Management Analyst/Deputy Clerk

INTRODUCTION

Jeff Wise, as owner and on behalf of Wisier Choice Liquor Inc, has submitted an application for a Class A off-sale liquor license for use at Wisier Choice Liquor, 2929 Coon Rapids Blvd (currently MGM Liquor).

DISCUSSION

Wisier Choice Liquor LLC has secured a lease agreement to operate a liquor store for the property. The investigation and license fees have been paid. The Police Department is currently conducting a background investigation on the applicant. Certificates of Liquor Liability and Occupancy are required prior to opening date. Wisier Choice Liquor Inc. anticipates a mid-June opening.

RECOMMENDATION

Council is requested to approve a Class A off-sale liquor license for Wisier Choice Liquor Inc. doing business as Wisier Choice Liquor, 2929 Coon Rapids Blvd, conditioned upon receipt of a Certificate of Insurance and a Certificate of Occupancy, a successful background check, and final approval by the Minnesota Alcohol and Gambling Enforcement Division.



City Council Regular

3.

Meeting Date: 06/03/2014

Subject: Joseph Michnowski (11514 Eidelweiss St. NW) - Turf Restoration & Hydrant Concerns with 2013 Reconstruction Project

From: Tim Himmer, Public Works Director

INTRODUCTION

Joe Michnowski appeared before the City Council to voice his concerns related to poor turf restoration and a hydrant that was installed too high as part of the 2013 reconstruction project that took place in his neighborhood.

DISCUSSION

City staff intentionally did not final any of the construction contracts associated with the 2013 reconstruction projects. The main reason for this was to ensure adequate restoration of the properties before releasing final payment to the contractor. At the end of 2013 a notice was sent to each contractor stating that the City would not be closing out their contracts until such time that all punchlist items were completed. The primary issue on all the projects was turf restoration; when you install seed late in the year it is imperative to make sure it has taken and is acceptable the following spring. All contracts included retainage in an amount that would cover all outstanding items. If the work is not complete by May 30, 2014 the City can utilize the money held in retainage to hire another contractor to complete the work. As of the writing of this memo most, if not all, restoration has been completed. Staff will continue to monitor the situation. Additionally, we intend to add an end of the year mailing to residents on construction projects that are not completed advising them of the outstanding items and timing to have them corrected the following spring.

With regard to the fire hydrant; it is approximately 6" - 8" too high. While this is not ideal it does not affect the overall functioning of the hydrant, or have a negative impact/obstruction to the property. There are currently several hydrants in a similar situation across the City, and staff will have them all raised/lowered to grade in time. Due to the timing (and priority) of having the hydrant corrected, it would have extended the amount of time required to complete the turf restoration on the property. After discussions with Mr. Michnowski it was decided to correct the turf issue and then follow up at a later date to lower the hydrant.

RECOMMENDATION

This memo is for informational purposes only.



City Council Regular

4.

Meeting Date: 06/03/2014

Subject: Tony Welter (11547 Eidelweiss St. NW) - Turf Restoration Concerns, and Noise Issue at the Crooked Lake Blvd Water Tower

From: Tim Himmer, Public Works Director

INTRODUCTION

Tony Welter appeared before the City Council to voice his concerns related to poor turf restoration as part of the 2013 reconstruction project that took place in his neighborhood. He also brought up an issue related to excessive noise coming from the equipment on the Crooked Lake Water Tower site.

DISCUSSION

City staff intentionally did not final any of the construction contracts associated with the 2013 reconstruction projects. The main reason for this was to ensure adequate restoration of the properties before releasing final payment to the contractor. At the end of 2013 a notice was sent to each contractor stating that the City would not be closing out their contracts until such time that all punchlist items were completed. The primary issue on all the projects was turf restoration; when you install seed late in the year it is imperative to make sure it has taken and is acceptable the following spring. All contracts included retainage in an amount that would cover all outstanding items. If the work is not complete by May 30, 2014 the City can utilize the money held in retainage to hire another contractor to complete the work. As of the writing of this memo most, if not all, restoration has been completed. Staff will continue to monitor the situation. Additionally, we intend to add an end of the year mailing to residents on construction projects that are not completed advising them of the outstanding items and timing to have them corrected the following spring.

Staff also investigated the noise complaint at the water tower, and did hear a constant buzzing sound coming from the telecommunication company equipment on site. We will be working with the City Safety Coordinator to accurately measure the decibel levels of this equipment and will address any ordinance violations with the respective telecommunication provider. City zoning code follows Pollution Control Agency (PCA) standards for regulating nuisance noise, which levels are currently set at 60 decibels for daytime and 50 decibels at nighttime. Following this analysis, planned for early June, staff will contact Mr. Welter advising him of the findings and plan to address the matter.

RECOMMENDATION

This memo is for informational purposes only.



City Council Regular

5.

Meeting Date: 06/03/2014

Subject: Hold Public Hearing and Assessment Hearing for Springbrook Drive/Coon Rapids Blvd Intersection Improvements, Project 12-26

Submitted For: Mark Hansen, Assistant City Engineer

From: Cher Ridout, Admin Secretary II

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 received a feasibility report and set the public hearing/assessment hearing for the project on June 3, 2014. Council is requested to conduct the public hearing/assessment hearing and then order the improvement 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.

The current Anoka County schedule has the project being bid through the month of June, with construction to commence in mid-July.

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 2014 assessment rate is \$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. Affected properties were notified of their assessments and of the public hearing scheduled for the project.

Total project cost is estimated to be \$646,120.26, with the City's share estimated to be \$270,028.66.

RECOMMENDATION

It is recommended the Council take the following action:

- a. Hold the public hearing/assessment hearing for the Springbrook Drive / Coon Rapids Boulevard project.
- b. Adopt Resolution No. 12-26(6) ordering the Springbrook Drive / Coon Rapids Boulevard improvement.

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

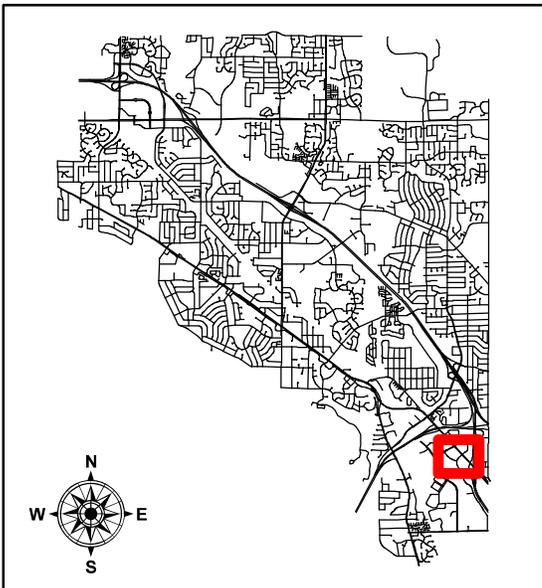
Map of Benefitting Parcels

Intersection Layout

Resolution No. 12-26(6)

Project 12-26

Springbrook Drive and Coon Rapids Boulevard Intersection



 Area of Benefit



**COON
RAPIDS**
Minnesota

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

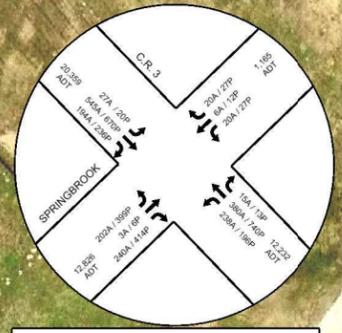
PRELIMINARY DESIGN LAYOUT

- 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

SCALE: 1" = 40' FEET

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



ANOKA COUNTY TRAFFIC COUNT
 AUGUST 1, 2011



RESOLUTION NO. 12-26(6)

(6) RESOLUTION ORDERING IMPROVEMENT

WHEREAS, a resolution of the City Council adopted on the 6th day of May, 2014, fixed a date for a Council hearing on the proposed improvement of Springbrook Drive and Coon Rapids Boulevard by reconstruction of the intersection; and

WHEREAS, ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 3rd day of June, 2014, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$270,028.66; 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 improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 3rd day of June, 2014.

Adopted this 3rd day of June, 2014.

Tim Howe, Mayor

ATTEST:

City Clerk



City Council Regular

6.

Meeting Date: 06/03/2014

Subject: Grant Application from the US Department of Justice

From: Brad Wise, Police Chief

INTRODUCTION

The Coon Rapids Police Department received notice from the U.S. Department of Justice (USDOJ) that we, along with the Anoka County Sheriff's Office and Fridley Police, are collectively eligible for a FY2014 Edward Byrne Memorial Justice Assistance Grant (JAG). The grant requires the City of Coon Rapids to enter into an agreement (Memorandum of Understanding) with Anoka County and the City of Fridley to administer the grant on behalf of all three agencies.

DISCUSSION

The USDOJ provides grants to local law enforcement organizations to address crime in communities by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures. Through the FY2014 JAG the City of Coon Rapids, Anoka County, and the City of Fridley are eligible for a combined \$25,360. A requirement of the USDOJ is that a single entity administer the grant on behalf of all eligible agencies. Coon Rapids has been chosen by Fridley and Anoka County as the administration entity. Memorandum of Understanding (MOU) between the three entities is forthcoming. The agreement will allocate \$15,107 to Coon Rapids, and \$10,253 to Fridley. No money will be going to Anoka County per the Department of Justice. Anoka County is still, however, required to be a signer of the MOU. Also, a public hearing must be held regarding proposed expenditures for this grant.

The Coon Rapids Police Department and the Fridley Police Department agreed the best use of these JAG funds would be for the purchase of law enforcement equipment not otherwise budgeted. The Coon Rapids Police Department wishes to purchase ballistic shields, hearing protection for range officers, and bike patrol jackets. Fridley proposes to purchase microphones for their officers that are configured to record sound for their squad mounted camera systems.

RECOMMENDATION

Staff recommends holding a public hearing on proposed grant expenditures. Should no alterations to the proposed grant be offered, staff recommends entering into a Memorandum of Understanding with Anoka County and the City of Fridley.

Attachments

JAG MOU

USDOJ MN JAG Allocations

**MEMORANDUM OF UNDERSTANDING
FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)
PROGRAM FY 2014 LOCAL SOLICITATION**

THIS AGREEMENT is made and entered into on the ____ day of _____, 2014, by and between the City of Coon Rapids, acting by and through its City Council, and the City of Fridley, acting by and through its City Council, and Anoka County, acting by and through its County Commissioners, all of Anoka County, State of Minnesota witnesseth:

WHEREAS, the City of Coon Rapids has agreed to act as a fiscal agent on behalf of Anoka County and the City of Fridley; and

WHEREAS, the City of Fridley agree to reallocate 10% of its JAG funding amount to the City of Coon Rapids for administrative costs in administering the JAG funding program; and

WHEREAS, the City of Fridley have submitted documentation to the City of Coon Rapids detailing how its JAG monies will be spent; and

WHEREAS, JAG funding program requires Anoka County's consent to the allocation of JAG monies even though Anoka County is not directly receiving JAG monies;

WHEREAS, Minnesota Statute § 471.59, subd. 1 allows two or more governmental units, by agreement entered into by their governing bodies, to jointly or cooperatively exercise any power common to both contracting parties; and further it allows one party to act on behalf of other participating units of government; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of government functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of all parties, that the undertaking will benefit the public, and that the division of

costs fairly compensates the performing party for the services or functions under this agreement:
and

WHEREAS, the City of Fridley agrees to reallocate \$1,139.00 of their \$11,392.00 JAG award to the City of Coon Rapids for the administration of this grant; and

WHEREAS, the cities of Coon Rapids, Fridley, and Anoka County believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the cities of Coon Rapids, Fridley, and Anoka County agree as follows:

Section 1.

City of Fridley agrees to allocate \$1,139.00 of their \$11,392.00 of their individual eligible allocation of JAG funds to the City of Coon Rapids for administrative costs. County of Anoka consents to the allocation of JAG monies and how cities will spend the JAG monies.

Section 2.

Nothing in the performance of this Agreement shall impose any liability for claims against the City of Coon Rapids other than claims for which liability may be imposed by the Minnesota Tort Claims Act.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against Anoka County other than claims for which liability may be imposed by the Minnesota Tort Claims Act.

Section 4.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 5.

The parties to this agreement do not intend for any third party to obtain a right by virtue of this agreement.

Section 6.

By entering into this agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this agreement shall not create any rights in any party not a signatory hereto.

Section 7.

This Memorandum of Understanding may be executed in counterparts as of the day first written above.

City of Coon Rapids

Dated this _____ day of _____, 2014.

CITY of Coon Rapids, Minnesota

Mayor

ATTEST:

City Manager

APPROVED AS TO FORM:

City Attorney

City of Fridley

Dated this _____ day of _____, 2014.

CITY of Fridley, Minnesota

Mayor

ATTEST:

City Manager

APPROVED AS TO FORM:

City Attorney

Anoka County

Dated this _____ day of _____, 2014.

County of Anoka, Minnesota

Chair, Anoka County Board Commissioners

County of Anoka, Minnesota

County Administrator

APPROVED AS TO FORM:
County of Anoka, Minnesota

Assistant County Attorney

2014 MINNESOTA JAG ALLOCATIONS

Listed below are all jurisdictions in the state that are eligible for FY 2014 JAG funding, as determined by the JAG formula. If your jurisdiction is listed with another city or county government in a shaded area, you are in a funding disparity. In this case, the units of local government must develop a Memorandum of Understanding (MOU) and apply for an award with a single, joint application.

Finding your jurisdiction:(1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.(2) Eligible individual allocations are listed alphabetically below the shaded, disparate groupings.

Counties that have an asterisk (*) under the "Eligible Individual Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at:

<https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the updated JAG Technical report: <https://www.bja.gov/Publications/JAGTechRpt.pdf>.

For JAG Frequently Asked Questions, please refer to BJA's JAG webpage:

<https://www.bja.gov/Funding/JAGFAQ.pdf>.

MN	ANOKA COUNTY	County	*	
MN	COON RAPIDS CITY	Municipal	\$13,968	
MN	FRIDLEY CITY	Municipal	\$11,392	\$25,360
MN	BLUE EARTH COUNTY	County	*	
MN	MANAKATO CITY	Municipal	\$13,837	\$13,837
MN	DAKOTA COUNTY	County	*	
MN	BURNSVILLE CITY	Municipal	\$13,051	\$13,051
MN	HENNEPIN COUNTY	County	*	
MN	BLOOMINGTON CITY	Municipal	\$17,372	
MN	BROOKLYN CENTER CITY	Municipal	\$17,896	
MN	BROOKLYN PARK CITY	Municipal	\$34,221	
MN	MINNEAPOLIS CITY	Municipal	\$508,857	
MN	RICHFIELD CITY	Municipal	\$10,781	\$589,127
MN	OLMSTED COUNTY	County	*	
MN	ROCHESTER CITY	Municipal	\$29,550	\$29,550
MN	RAMSEY COUNTY	County	*	
MN	ST PAUL CITY	Municipal	\$266,170	\$266,170
MN	ST LOUIS COUNTY	County	*	
MN	DULUTH CITY	Municipal	\$40,288	\$40,288
MN	SCOTT COUNTY	County	*	
MN	SHAKOPEE CITY	Municipal	\$10,912	\$10,912
MN	STEARNS COUNTY	County	*	
MN	ST CLOUD CITY	Municipal	\$32,169	\$32,169
MN	CASS COUNTY	County	\$10,214	
MN	RED LAKE BAND OF CHIPPEWA INDIANS	Tribal	\$16,499	
MN	MINNESOTA CHIPPEWA TRIBE	Tribal	\$19,249	
Local total			\$1,066,426	



City Council Regular

7.

Meeting Date: 06/03/2014

Subject: Approve Plans and Specifications and Order Advertisement for Bids - Crescent Ponds 8th Addition, Project 14-23

Submitted For: Mark Hansen, Assistant City Engineer

From: Cher Ridout, Admin Secretary II

INTRODUCTION

The City Engineering Division prepared plans and specifications for public improvements to serve the proposed Crescent Ponds 8th Addition. The project location is south of Main Street and west of University Avenue. Council is requested to approve the plans and specifications and order the advertisement for bids.

DISCUSSION

Signature Ventures LLC, the developer of this project, began construction of new homes in this area in 2009. On April 1, 2014, City Council accepted a petition for public improvements to serve Crescent Ponds 8th Addition. This phase of the Crescent Ponds development includes public improvements to serve 16 single family residential lots. Public improvements include extensions of sanitary sewer, watermain, storm drain and street construction consisting of an extension of a cul-de-sac approximately 400 feet northeast from 124th Lane.

Council accepted the feasibility report and ordered the project on May 20, 2014. If Council authorizes the advertisement for bids, bids would be received on June 27, 2014. Work on the project could begin in July 2014, and be completed by September 2014.

The total estimated construction costs for the project are \$198,757. Additionally, engineering and construction administration charges (feasibility study preparation, bidding, inspections, staking, material testing, etc.) will be incurred and charged to the developer. All costs would be assessed to the new development over a 5-year period.

RECOMMENDATION

It is recommended Council adopt Resolution No. 14-23(8) approving plans and specifications and ordering advertisement for bids for Crescent Ponds 8th Addition.

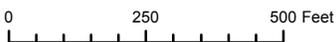
BUDGET IMPACT:

As the proposed project will be completed by petition under Chapter 429 requirements, all costs incurred for the completion of the project will be assessed back to the benefitting property owner.

Attachments

Location Map

Resolution No. 14-23(8)



RESOLUTION NO. 14-23(8)

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a Resolution passed by the Council on the 20th day of May, 2014, the City Engineering Division has prepared plans and specifications for the improvement of Crescent Ponds 8th Addition located south of Main Street and west of University Avenue by construction of sanitary sewer, watermain, storm sewer, and street and has presented such plans and specifications to the Council for approval; 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 plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 a.m. on the 27th day of June, 2014, at which time they will be publicly opened in the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 1st day of July, 2014, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 3rd day of June, 2014.

Tim Howe, Mayor

ATTEST:

City Clerk



City Council Regular

8.

Meeting Date: 06/03/2014

Subject: Approve Specifications for Replacement of Three Roof Top HVAC Units and Order Advertisement for Bids; City Center

Submitted For: Sharon Legg, Finance Director

From: Stephanie Lincoln, Purchasing Clerk

INTRODUCTION

Staff is requesting City Council authorization to obtain bids for the replacement of three Roof Top HVAC Units (RTU) and order advertisement for bids to start the bidding process.

DISCUSSION

Staff is recommending the replacement of three Roof Top HVAC Units (RTU). The three units that are recommended for replacement are original equipment commissioned when the building opened in 1996. All three units have become very troublesome with frequent electrical and mechanical failures. The units use "variable vanes" to control airflow versus using variable fan speeds - the mechanical vanes (louvers) are supposed to open and close incrementally to provide required airflow to cool the building. The mechanisms to modulate the vanes have failed and the units are blocked wide open. The new units will be all digital with variable speed fans to control airflow and provide more consistent cooling for the office space, hallways and Council Chambers.

New Minnesota State regulations require that the City solicit separately for equipment as well as labor on purchases such as the RTU replacement project in order to take full advantage of the tax exemption status. Because of this requirement, advertisement for bids will be listed for the equipment and materials of the RTU's and then a separate advertisement for bids will be listed for the labor and installation of the RTU's. Therefore, there is a potential to award contracts to two separate vendors for this project.

Specifications for this purchase are available in the Purchasing Department upon request.

RECOMMENDATION

Approve the specifications for the RTU replacement project and order the advertisement for bids to be opened on June 27, 2014.

BUDGET IMPACT:

Funds have been budgeted in the 2014 Facility Construction Fund to cover the costs of this project.



City Council Regular

9.

Meeting Date: 06/03/2014

Subject: MN PGA - Lease Amendment

Submitted For: Tim Anderson, Golf Pro/Manager

From: Tim Anderson, Golf Pro/Manager

INTRODUCTION

Staff is recommending authorization of a lease amendment with the MN Professional Golfer's Association of America, Inc. (MN PGA)

DISCUSSION

The City of Coon Rapids and MN PGA entered into a Lease Agreement on August 21, 2012, concerning MN PGA locating its headquarters and Minnesota Golf Hall of Fame in the Bunker Hills clubhouse facility.

The Minnesota PGA Section Office oversees the geographic region of Minnesota, North Dakota and South Dakota conducting regional qualifying tournaments, section championships as well as sponsoring junior clinics. The PGA Section Office also conducts educational programs, workshops and seminars for the benefit of local PGA members and apprentices. Since 1990, Bunker Hills Golf Club has been the home for the Minnesota Golf Hall of Fame (controlled by the MN PGA) and the Minnesota PGA Section Office.

MN PGA desires additional office space within the Bunkers Hills clubhouse facility to better serve its needs. City staff believes it is mutually advantageous to provide an additional 276 square feet of office space to MN PGA as MN PGA will further promote, in a positive manner, Bunker Hills and the City of Coon Rapids.

The lease amendment would increase the common area maintenance fees of \$4,800 to \$6,000 annually.

RECOMMENDATION

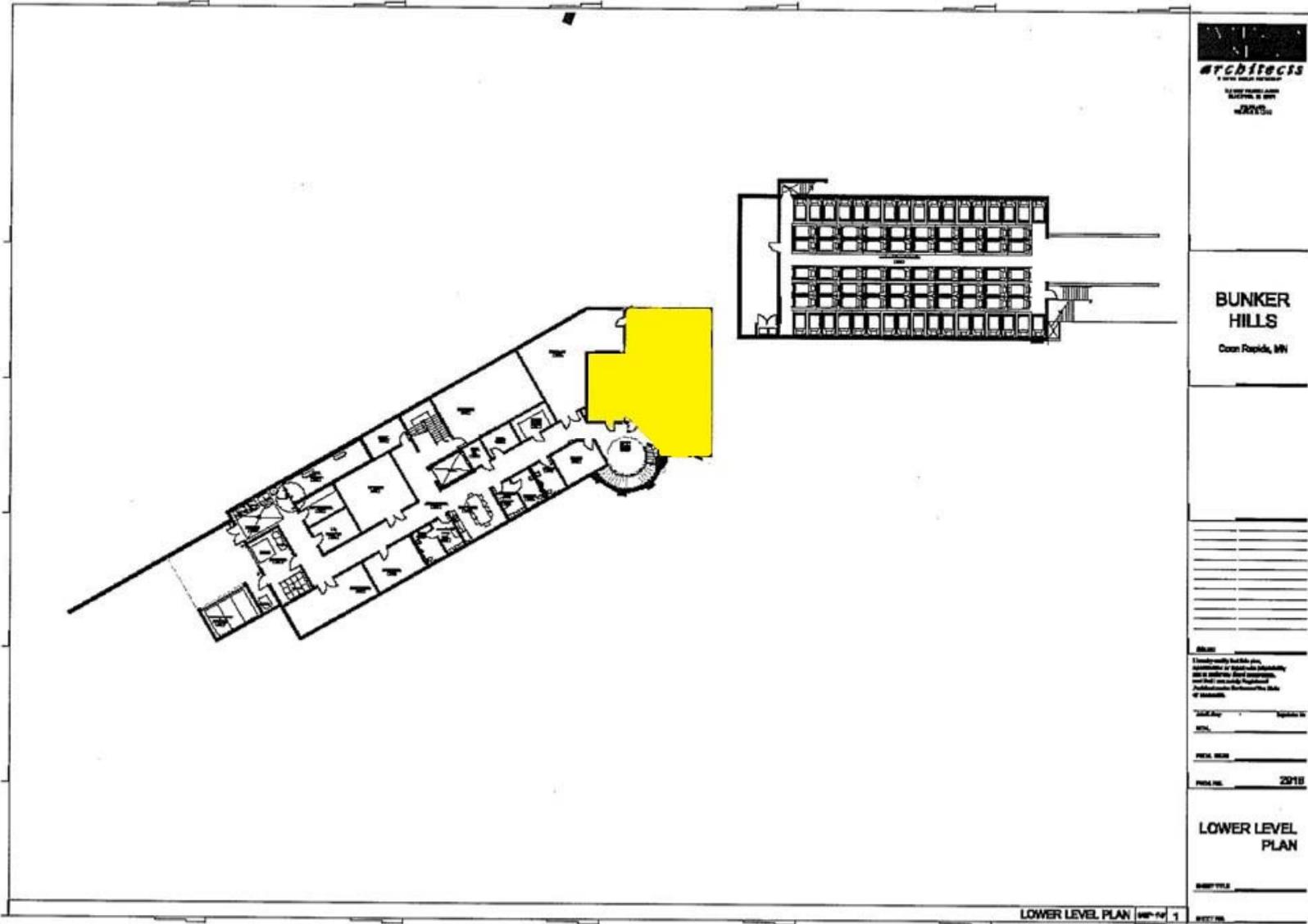
Staff recommends approval of the lease amendment with MN PGA.

Attachments

Exhibit A

First Amendment MN PGA

EXHIBIT A



architects
A PROFESSIONAL CORPORATION
1925

BUNKER HILLS
Coon Rapids, MN

I hereby certify that this plan, specification or statement of workability was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

DATE: _____
BY: _____
FIRM: _____
PROJECT: _____

LOWER LEVEL PLAN

**FIRST AMENDMENT TO
LEASE AGREEMENT**

THIS FIRST AMENDMENT TO LEASE AGREEMENT (“First Amendment”) made and entered into this ____ day of June, 2014 by and between the City of Coon Rapids, a Minnesota municipal corporation, hereinafter referred to as “City”, and the Minnesota Section of The Professional Golfers' Association of America, Inc., a Minnesota corporation, hereinafter referred to as "MN PGA".

WITNESSETH:

The City and MN PGA entered into a Lease Agreement dated August 21, 2012 (“the Lease”), concerning MN PGA locating its headquarters and Minnesota Golf Hall of Fame in the Bunker Hills clubhouse facility.

MN PGA desires additional office space within the Bunkers Hills clubhouse facility to better serve its needs and the City believes it is mutually advantageous to provide additional 276 square feet of office space to MN PGA as MN PGA will further promote, in a positive manner, Bunker Hills and the City of Coon Rapids.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the Lease, is hereby amended as follows:

1. **PREMISES.** Paragraph 1 of the Lease is hereby amended to the City will lease to MN PGA approximately 1500 square feet of office space within the Bunker Hills clubhouse facility, as shown on Exhibit 1 attached hereto and incorporated herein.
2. **PAYMENT.** Paragraph 3 of the Lease is hereby amended that the MN PGA with pay \$6,000 annually for common area maintenance (CAM). MN PGA will pay the City in semi annual payments of \$3000 with the first payment of \$3,000 due on September 15, 2014 and then due on March 15th and September 15th of each year thereafter until the lease is expired or terminated.
3. **FULL FORCE AND EFFECT.** Except as expressly amended by the provisions of this First Amendment, the terms and conditions contained in the Lease shall continue to govern the rights and obligations of the parties and the Lease shall remain in full force and effect until and unless expressly modified by the parties in writing.

[Signatures appear on following page]

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

CITY OF COON RAPIDS

By: _____
Tim Howe, Mayor

By: _____
Steve Gatlin, City Manager

MINNESOTA SECTION OF THE
PROFESSIONAL GOLFERS'
ASSOCIATION OF AMERICA, INC.

By: _____
Its: Executive Director



City Council Regular

10.

Meeting Date: 06/03/2014

Subject: Approve Purchase of Street Sweeper

Submitted For: Sharon Legg, Finance Director

From: Stephanie Lincoln, Purchasing Clerk

INTRODUCTION

Staff recommends the purchase of a replacement street sweeper.

DISCUSSION

Staff recommends the purchase of a new Tymco 600 BAH street sweeper on a Navistar chassis. The new street sweeper will replace Unit #16, a 2008 Tymco Street Sweeper with 25,700 miles on the chassis and 3,131 hours on the sweeping unit. The purchase will utilize State Contract pricing through Environmental Equipment and Services for a cost of \$214,465 plus \$13,941 in motor vehicle taxes. The total for this purchase will be \$228,406. This price includes the sweeper, chassis and training for four employees at the Tymco factory in Waco, Texas.

The life to date maintenance cost for the old unit is \$49,435. The new unit averages about 8 miles per hour in an extremely dusty environment. Sweepers require one mid-life rebuild over the six year in-service time. The reliability of these units is crucial to maintain street sweeping schedules and compliance with current EPA storm water regulations.

The old sweeper will be traded in for the new unit for \$60,000 for a net total cost of \$168,406.

RECOMMENDATION

Staff recommends:

- 1) adoption of Resolution 14-66 amending the 2014 Storm Water Utility Fund budget; and
- 2) authorization to purchase a new Tymco 600 BAH street sweeper from Environmental Equipment and Services for a total of \$228,406 less the trade in of the old sweeper in the amount of \$60,000.

BUDGET IMPACT:

Although this purchase was anticipated in the 2014 budget, the cost of \$228,406 exceeds the amount budgeted. Sufficient funds are available in the Storm Water Utility Fund balance to cover the \$3,406 shortage due to the trade in of the old sweeper.

Attachments

Res 14-66

RESOLUTION NO. 14-66

RESOLUTION AMENDING THE 2014 STORM WATER UTILITY FUND BUDGET

WHEREAS, Section 1-700 of the City Charter provides for adoption of an annual budget and subsequent amendments; and

WHEREAS, the 2014 budget includes Capital Outlay funds in the amount of \$225,000 for the purchase of a new street sweeper and related equipment; and

WHEREAS, the cost to complete the purchase is estimated to be \$228,406; and

WHEREAS, funds are available in the Storm Water Utility Fund balance to allocate to this purchase; and

WHEREAS, Capital Outlay purchases must specifically be identified per the City Code 2-803,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota to allocate \$3,406 to Capital Outlay from the Storm Water Utility Fund balance to complete the purchase of the new street sweeper unit and related equipment.

Adopted this 3rd day of June, 2014.

Tim Howe, Mayor

ATTEST:

Joan A. Anderson, Interim City Clerk



City Council Regular

11.

Meeting Date: 06/03/2014

Subject: Emergency Installation of Golf Course Concession Area Cooling System

Submitted For: Sharon Legg, Finance Director

From: Stephanie Lincoln, Purchasing Clerk

INTRODUCTION

Staff requests approval of an emergency installation of a cooling system for the Bunker Hills Golf Club concession building, the Halfway House.

DISCUSSION

Staff is recommending the installation of a cooling system for the Halfway House. A cooling solution was not included in the original design and building of the current concession structure. Hot food preparation paired with warm summer weather could produce sustained temperatures above 100 degrees in the Halfway House. For this reason, a cooling solution is needed to provide appropriate working conditions. Staff consulted with Yale Mechanical, Modern Heating and Air, and McDowall Company to obtain quotes. McDowall Company, the current HVAC servicing company for all City HVAC systems, provided the lowest quote to complete the installation of the new cooling system for a total of \$4,997. Additional electrical work will be required. It is estimated that the electrical will be less than \$1,000 for a total of \$5,997.

RECOMMENDATION

Staff recommends:

- 1) adoption of Resolution 14-67 amending the 2014 Golf Course Fund Budget to reappropriate \$5,997 from the Golf Course Fund balance to Capital Outlay.

 - 2) authorization to complete the emergency installation of the cooling system in the Bunker Hills Golf Club concession area for a total of \$5,997.
-

BUDGET IMPACT:

This purchase was not included in the 2014 budget. However, funds are available in the Golf Course Fund Balance for this expense.

Attachments

Res 14-67

RESOLUTION NO. 14-67

RESOLUTION AMENDING THE 2014 GOLF COURSE FUND BUDGET

WHEREAS, Section 1-700 of the City Charter provides for adoption of an annual budget and subsequent amendments; and

WHEREAS, the 2014 budget does not include Capital Outlay funds for the installation of a cooling system at Bunker Hills Golf Club concession area, the halfway house; and

WHEREAS, the cost to complete the purchase is estimated to be \$5,997; and

WHEREAS, funds are available in the Golf Course Fund balance to allocate to this purchase; and

WHEREAS, Capital Outlay purchases must specifically be identified per the City Code 2-803,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota to allocate \$5,997 to Capital Outlay from the Golf Course Fund balance to complete the installation of a cooling system at Bunker Hills Golf Club concession area, the halfway house.

Adopted this 3rd day of June, 2014.

Tim Howe, Mayor

ATTEST:

Joan A. Anderson, Interim City Clerk



City Council Regular

12.

Meeting Date: 06/03/2014

Subject: Water Rates

From: Sharon Legg, Finance Director

INTRODUCTION

Staff recommends that water rates be increased effective with the July 1 billing.

DISCUSSION

Attached is a Statement of Revenues, Expenses and Changes in Retained Earnings for 2013 with a 2014 projection based on the 2014 budget. As you will see, in 2013, the Water Fund made \$536,954 before paying for interest on debt. The change in net position after debt was \$197,896. Although the 2014 budget remained fairly flat, in the first quarter of 2014, the City incurred significant costs to deal with the frozen pipe situation. Approximately \$350,000 was spent to hire contractors to thaw water lines in addition to the time spent by City staff. Additionally, disturbed streets still need to be repaired.

In addition to the above mentioned situation, as Council is aware, in the future water mains will need to be replaced as part of the street reconstruction areas, which should help reduce the number of water main breaks. This will require significant expenditures in the future. The City has 292 miles of water mains. It will cost roughly \$1 million for each mile of pipe replaced.

The City has recently received a draft of the Water Master Plan. Due to the aging of the infrastructure, continual upgrades will need to be done over the next ten years and beyond.

Staff is recommending that a minor increase in water rates be implemented July 1 along with the proposed sewer increase. As with the sewer system, many of the costs in the water operation are fixed, i.e. related to the maintenance of infrastructure. The costs relating to treating and pumping water fluctuate with the amount of water sold, but costs to flush and fix the pipes as well as run the plant, invoice and fix water meters remain the same no matter how much water is sold.

At present, there is a service charge that is applied to each account which essentially covers the cost of utility billing. In addition, there is the rate per 1,000 gallons sold in three increasing tiers. The service charge is the only fee that applies to all accounts independent of the amount of water used. Staff is recommending that the service charge increase from \$10 to \$12. This is the first step to increase the amount of fixed charge per account. Although it would be prudent to increase the rates per 1,000, staff is recommending that be done in 2015. It is the beginning of the watering season. Since accounts are billed for the past three months of usage, it does not give citizens enough time to reduce consumption if trying to control costs at this time. By just raising the service fee from \$10 to \$12, it will increase revenue in the Water Fund by \$175,000. Water rates were last increased for the June 2012 billing.

RECOMMENDATION

Staff recommends adoption of Resolution 14-69 Establishing Water Rates.

Profit and Loss

Resolution 14-69 Establishing Water Rates

CITY OF COON RAPIDS, MINNESOTA

**WATER FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**

	<u>2014 Projected</u>	<u>2013 Actual</u>	
Operating Revenues:			
Water charges	\$ 5,541,540	\$ 5,529,131	\$
Miscellaneous	40,000	23,835	
Total Operating Revenues	<u>5,581,540</u>	<u>5,552,966</u>	
Operating Expenses:			
Personal services	875,088	917,673	
Other charges and services	2,333,940	2,013,447	
Supplies	273,180	231,263	
Depreciation	1,925,353	1,853,629	
Total Operating Expenses	<u>5,407,561</u>	<u>5,016,012</u>	
Operating Income	<u>173,979</u>	<u>536,954</u>	
Nonoperating Revenues (Expenses):			
Investment income	23,245	15,120	
Sale of water meters	35,000	28,745	
Gain on disposal of capital assets	4,000	1,395	
Interest and fiscal charges	(238,913)	(320,834)	
Purchase and repair of water meters	(35,000)	(63,484)	
Total Nonoperating Revenues (Expenses)	<u>(211,668)</u>	<u>(339,058)</u>	
Changes in net position	(37,689)	197,896	
Net Position at Beginning of Year, Restated	<u>46,160,657</u>	<u>45,962,761</u>	
Net Position at End of Year	<u><u>46,122,968</u></u>	<u><u>\$ 46,160,657</u></u>	<u><u>\$</u></u>

2012 Actual

6,071,211
19,031

6,090,242

949,487
2,257,260
328,568
1,861,628

5,396,943

693,299

(17,868)
38,706
10,260
(352,117)
(54,550)

(375,569)

317,730

45,645,031

45,962,761

RESOLUTION 14-69

RESOLUTION ESTABLISHING WATER RATES

WHEREAS, the City Code 13-300 allows water rates to be set by resolution; and

WHEREAS, the water rates are intended to cover the cost of operating the water system; and

WHEREAS, an increase in rates is needed to cover operating expenses.

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that the following water usage charges be adopted.

Residential (single and multiple units):	
Tier 1 per 1,000 gallons (first 20,000 gallons):	\$1.70
Tier 2 per 1,000 gallons (20,001 to 80,000 gallons):	\$2.10
Tier 3 per 1,000 gallons (80,001 gallons and above):	\$2.30
Commercial/Industrial Users, per 1,000 gallons	\$1.70
Sprinkling meters, per 1,000 gallons	\$2.30
Service Charge per account:	\$12.00

BE IT FURTHER RESOLVED, that these rates will become effective starting with the District billing sent out July 1, 2014.

Adopted by the Coon Rapids City Council this 3rd day of June, 2014.

Tim Howe, Mayor

ATTEST:

Joni Anderson, Acting City Clerk



City Council Regular

13.

Meeting Date: 06/03/2014

Subject: Sewer Rate Increase

Submitted For: Sharon Legg, Finance Director

From: Sharon Legg, Finance Director

INTRODUCTION

Staff recommends that sewer rates be increased effective with the July 1 billing.

DISCUSSION

Attached is a Statement of Revenues, Expenses and Changes in Retained Earning for 2013 with a 2014 projection based on the 2014 budget. As you will see, in 2013 the Sewer Fund essentially broke even before losses on investments (due to the fair value adjustment). The budget has increased roughly \$370,000 from 2013 to 2014, amounting to approximately a six percent increase. Of the \$370,000 increase, \$143,000 of this is for disposal charges passed on to the Metropolitan Council, another \$66,000 is for depreciation of the sewer lining projects and lift station renovations that took place in 2013. Additionally insurance costs have increased \$45,000. Therefore, a six percent overall increase in sewer charges would have allowed the fund to break even. Staff is recommending that this increase be approved realizing that it will only be collected for half of the year. Thus, it is anticipated that the fund will still show a loss for 2014.

You will also note on the attached Statement of Revenues, Expenses and Changes in Retained Earning, that revenues remained pretty constant from 2012 to 2013. You will recall that the winter quarter consumption rate structure was completely implemented in 2013, which was intended to be revenue neutral in total but would impact users with increases or decreases, depending on their consumption levels.

The attached exhibit shows present and proposed rates. Rates were increased to move toward a rate system that attempts to cover fixed costs with base fees and variable costs with consumption fees. Of the 2014 Budget, roughly 35 percent of the budget is fixed. In other words, are independent of the amount of flow going through the system. Sewer crews jet lines, check lift stations, and perform maintenance on lines regardless of the amount of flow. The remaining portion, about \$4 million is passed on to the Metropolitan Council Environmental Services depending on the percent of flow from Coon Rapids. Additionally, variable costs would include such expenses as the cost of larger lift stations, etc to deal with higher flows. Increases in the base fee, especially for property types with large areas and more pipe needed to service the property, will see a larger increase in the base fee but a smaller increase in the variable fee than residential property types. For example, industrial properties often do not put a large amount of sewage into the system, but do require more feet of pipe to be cleaned and repaired since they are less concentrated than residential properties.

RECOMMENDATION

Staff recommends adoption of Resolution No. 14-68 Establishing Sewer Rates.

Attachments

Resolution 14-68 Establishing Sewer Rates

Rate sheet

Profit and loss

RESOLUTION NO. 14-68

RESOLUTION ESTABLISHING SEWER RATES

WHEREAS, the City Code 13-604 allows sewer rates to be set by resolution; and
WHEREAS, the sewer rates are intended to cover the cost of operating the sewer system; and
WHEREAS, rates were last increased effective with billings dated February 1, 2013; and

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that the following quarterly rates be adopted:

Flat fee

- (a) Apartments/unit with sewer only--\$43.60
- (b) Unmetered residential accounts---\$65.00

Base fee plus winter quarter or less consumption

	Base fee	Minimum	Maximum	Per 1,000 gallons
Single-family (SF) properties	23.00	44.50	96.00	2.85
SF Seniors eligible prior to 1997	23.00	39.00	96.00	2.85
Duplex properties	18.00	38.50	91.00	2.85
Townhomes/condos, mobile homes	11.00	38.50	87.00	2.85

Base fee plus consumption

Townhomes/condos, apartments, common meter	7.50	N/A	N/A	2.85
Commercial	50.00	N/A	N/A	3.20
Industrial and Institutional	70.00	N/A	N/A	3.20
Restaurants	75.00	N/A	N/A	3.20

BE IT FURTHER RESOLVED, that these rates will become effective starting with the Billing sent out July 1, 2014.

Adopted by the Coon Rapids City Council this 3rd day of June, 2014.

Tim Howe, Mayor

ATTEST:

Joni Anderson, Acting City Clerk

**City of Coon Rapids
Utility Rates for 2013 and proposed 2014**

Residential Quarterly Service Rates

2013

Base Fee: Flat rate of \$10.00 per account

Water:

Tier 1	First 20,000 gallons	\$1.70 per 1,000 gallons
Tier 2	20,001 to 80,000 gallons	\$2.10 per 1,000 gallons
Tier 3	80,001 gallons and above	\$2.30 per 1,000 gallons

Sewer:

Base fee plus winter quarter (or less) consumption @ \$2.65/1,000 gallons

	Base fee	Min.	Max.	Per 1,000/gallons
Single Family (SF)	\$22.00	\$42.00	\$90.00	\$2.65
SF Seniors eligible prior to 1997	22.00	36.75	90.00	\$2.65
Duplex per unit	17.00	37.00	85.00	\$2.65
Townhomes/condos, mobile homes per unit	10.50	30.37	81.00	\$2.65
Apartments – sewer only	41.50	n/a	n/a	n/a
Townhomes/condos, apartments, common meter	7.00	n/a	n/a	\$2.65
Base fee plus consumption				
Commercial	45.00			\$3.05
Industrial and institutional	55.00			\$3.05
Restaurants	70.00			\$3.05

Residential Quarterly Service Rates

2014

Base Fee: Flat rate of \$12.00 per account

Water:

\$1.70 per 1,000 gallons
\$2.10 per 1,000 gallons
\$2.30 per 1,000 gallons

Sewer:

Base fee plus winter quarter (or less) consumption @ \$2.85/1,000 gallons

	Base fee	Min.	Max.	Per 1,000/gallons
	\$23.00	\$44.50	\$96.00	\$2.85
	23.00	39.00	96.00	\$2.85
	18.00	38.50	91.00	\$2.85
	11.00	38.50	87.00	\$2.85
	43.60	n/a	n/a	n/a
	7.50	n/a	n/a	\$2.85
Base fee plus consumption				
	50.00			\$3.20
	70.00			\$3.20
	75.00			\$3.20

CITY OF COON RAPIDS, MINNESOTA

**SEWER FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**

	<u>2014 Projected</u>	<u>2013 Actual</u>	<u>2012 Actual</u>
Operating Revenues:			
Sewer charges	\$ 6,000,000	\$ 5,984,839	\$ 6,087,330
Miscellaneous	1,000	1,727	4,387
Total Operating Revenues	<u>6,001,000</u>	<u>5,986,566</u>	<u>6,091,717</u>
Operating Expenses:			
Personal services	667,999	628,786	561,286
Other charges and services	720,934	600,291	557,475
Supplies	49,720	50,117	34,707
Disposal charges	4,000,000	3,857,331	3,626,431
Depreciation	903,678	838,046	822,565
Total Operating Expenses	<u>6,342,331</u>	<u>5,974,571</u>	<u>5,602,464</u>
Operating Income	<u>(341,331)</u>	<u>11,995</u>	<u>489,253</u>
Nonoperating Revenues:			
Investment income	60,646	(268,168)	108,422
Gain on disposal of capital assets		7,295	
Total Nonoperating Revenues	<u>60,646</u>	<u>(260,873)</u>	<u>108,422</u>
Changes in net position	(280,685)	(248,878)	597,675
Net Position at Beginning of Year	<u>37,714,229</u>	<u>37,963,107</u>	<u>37,365,432</u>
Net Position at End of Year	<u>\$ 37,433,544</u>	<u>\$ 37,714,229</u>	<u>\$ 37,963,107</u>