



*Council Work Session - 6:30 p.m.*  
*HRA Regular Meeting - 6:55 p.m.*  
*EDA Regular Meeting - Immediately Following HRA Regular Meeting*  
*City Council Closed Session - Immediately Following Regular Council Meeting*

## **CITY COUNCIL AGENDA**

**Tuesday, January 19, 2016**

**7:00 p.m.**

**Coon Rapids City Center  
Council Chambers**

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### **Call to Order**

### **Pledge of Allegiance**

### **Roll Call**

### **Adopt Agenda**

### **Proclamations/Presentations**

1. Snowflake Days Proclamation

### **Approve Minutes of Previous Meeting**

2. Approve Minutes of January 5, 2016

### **Consent Agenda**

3. Approve Expanded Use of City Issued Credit Cards
4. Adopt Resolutions 16-22 and 16-23 Adopting MISC. 2016-1 Appealed Assessments
5. Approve Final Payment for Project 15-25, Hoover Elementary Park Trail Reconstruction
6. Approve Final Payment for Project 15-11, Miscellaneous Bituminous Repairs
7. Approve Final Payment for Project 14-4, Street Reconstruction
8. Approve Final Payment for Project 15-23, Coon Rapids Blvd Trail Rehabilitation
9. Appoint Al Hofstedt as Chair of the Safety Commission
10. Authorize Purchase of Police Vehicles at a Total Cost of \$106,490.33

11. Receive and Approve 2016 Pay Equity Implementation Report Approval

### **Public Hearing**

### **Bid Openings and Contract Awards**

12. Consider Resolution No. 16-7(9) Awarding Contract for 2016 Well Rehabilitation Program

### **Old Business**

### **New Business**

13. Consider Easement Agreements for Project 14-27, 85th Avenue Trail Construction
14. PC 15-36: Consider Introduction of an Ordinance Regarding Brew Pubs, Breweries, Taprooms, Distilleries and Cocktail Rooms
15. Consider Introduction of a No Wake Ordinance on Crooked Lake During Times of High Water Level
16. Consider Resolution No. 14-27(8) Accepting Plans and Specifications for 85th Avenue Trail Construction, and Authorizing Solicitation of Bids
17. Consider Introduction of Ordinance Adopting 2012 Minnesota Plumbing Code

### **Open Mic/Public Comment**

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

### **Other Business**

### **Adjourn**



**City Council Regular**

**1.**

**Meeting Date:** 01/19/2016

**Subject:** Snowflake Days Proclamation

**From:** Joan Lenzmeier, City Clerk

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**INTRODUCTION**

Council is asked to proclaim January 28 through February 14, 2016 as Snowflake Days in the City of Coon Rapids.

**DISCUSSION**

**RECOMMENDATION**

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**Attachments**

Snowflake Days

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# PROCLAMATION

## COON RAPIDS SNOWFLAKE DAYS

### 2016 CELEBRATION

**Whereas**, the 2016 Snowflake Days celebration includes numerous events over three weeks for all individuals, including a Medallion Hunt, Mayor's Cup Simulator Golf Tournament, Movie on the Ice, Cookies and Canvas, Family Fun Day at the Coon Rapids Ice Center, Community Sock Hop, North Stars Alumni Hockey Game, and many, many others; and

**Whereas**, Snowflake Days will kick off with the Mayor's Simulated Golf Tournament at Bunker Hills Golf Course on Thursday, January 28; and

**Whereas**, Snowflake Days will culminate on Saturday, February 13 with the Children's Carnival held at Sand Creek Elementary School; and

**Whereas**, many volunteers and community organizations have dedicated their time and talents to create this exciting winter celebration for the benefit of all citizens of Coon Rapids.

**Now, therefore**, I, Jerry Koch, Mayor of the City of Coon Rapids, on behalf of the Coon Rapids City Council, hereby proclaim January 28 through February 14, 2016, to be

### Coon Rapids Snowflake Days

**Be it further** proclaimed that all citizens are encouraged to participate in this community celebration and enjoy the numerous activities and events.

Proclaimed this 19<sup>th</sup> day of January 2016.

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Jerry Koch, Mayor

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Joan Lenzmeier, City Clerk



**City Council Regular**

**2.**

**Meeting Date:** 01/19/2016

**Subject:** Approve Minutes of January 5, 2016

**From:** Joan Lenzmeier, City Clerk

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**INTRODUCTION**

**DISCUSSION**

**RECOMMENDATION**

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**Attachments**

January 5, 2016

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## UNAPPROVED

### COON RAPIDS CITY COUNCIL MEETING MINUTES OF JANUARY 5, 2016

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#### CALL TO ORDER

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The first regular meeting of the Coon Rapids City Council for the month of January was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, January 5, 2016, in the Council Chambers.

#### PLEDGE OF ALLEGIANCE TO THE FLAG

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Mayor Koch led the Council in the Pledge of Allegiance.

#### ROLL CALL

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Members Present: Mayor Jerry Koch, Councilmembers Denise Klint, Ron Manning, Wade Demmer, Jennifer Geisler, and Steve Wells

Members Absent: Councilmember Brad Johnson

#### ADOPT AGENDA

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MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER DEMMER, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

#### COUNCIL BUSINESS

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##### 1. DESIGNATE COUNCIL SECRETARY

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 16-2 DESIGNATING TIMESAVER OFF SITE SECRETARIAL, INC. AS COUNCIL SECRETARY FOR 2016; AND APPROVE ADDENDUM TO RECORDING SECRETARY SERVICE AGREEMENT. THE MOTION PASSED UNANIMOUSLY.

##### 2. COUNCIL RULES OF PROCEDURE

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 16-3 ESTABLISHING COUNCIL RULES OF PROCEDURE; AND ADOPT THE ADDENDUM TO RESOLUTION NO. 16-3 DEFINITIONS AND EXPLANATIONS OF CITY COUNCIL ORDER OF BUSINESS. THE MOTION PASSED UNANIMOUSLY.

### 3.      DESIGNATION OF OFFICIAL NEWSPAPER

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 16-4 DESIGNATING THE ANOKA COUNTY UNION HERALD AS THE OFFICIAL NEWSPAPER FOR 2016. THE MOTION PASSED UNANIMOUSLY.

### 4.      COUNCIL APPOINTMENTS

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The Staff report was shared with Council.

Councilmember Klint requested staff contact each of these organizations to inform them of the City's new appointments.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-5 APPOINTING CHIEF OF POLICE AND ONE OTHER VOTING MEMBER TO THE ANOKA COUNTY JOINT LAW ENFORCEMENT COUNCIL. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-6 APPOINTING COUNCILMEMBER DEMMER TO BE THE DELEGATE TO THE ANOKA-HENNEPIN DISTRICT 11 COMMUNITY EDUCATION ADVISORY COUNCIL, WITH COUNCILMEMBER MANNING SERVING AS THE ALTERNATE. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-7 APPOINTING COUNCILMEMBER GEISLER AS THE REPRESENTATIVE AND CITY MANAGER STEMWEDEL AS ALTERNATE TO THE LOCAL GOVERNMENT INFORMATION SYSTEMS (LOGIS). THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-8 APPOINTING REPRESENTATIVES AND ALTERNATE TO THE MINNESOTA METRO NORTH TOURISM (TWIN CITIES GATEWAY). THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-9 APPOINTING TWO MEMBERS AND COUNCILMEMBER KLINT AS THE ALTERNATE TO THE SCHWAN'S SUPER RINK JOINT BOARD. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-10 APPOINTING COUNCILMEMBER MANNING AS THE REPRESENTATIVE AND ALTERNATE TO THE NORTHSTAR CORRIDOR DEVELOPMENT AUTHORITY. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-11 APPOINTING A REPRESENTATIVE AND ALTERNATE TO THE NORTH METRO CROSSING COALITION. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-12 APPOINTING A REPRESENTATIVE TO THE ANOKA COUNTY FIRE PROTECTION COUNCIL. THE MOTION PASSED UNANIMOUSLY.

## 5. BOARD AND COMMISSION APPOINTMENTS

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 16-13 APPROVING ANNUAL APPOINTMENTS TO THE ARTS COMMISSION. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 16-14 APPROVING ANNUAL APPOINTMENTS TO THE BOARD OF ADJUSTMENT AND APPEALS. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 16-15 APPROVING ANNUAL APPOINTMENTS TO THE POLICE AND FIREFIGHTER'S CIVIL SERVICE COMMISSION. THE MOTION

PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 16-16 APPROVING ANNUAL APPOINTMENTS TO THE HISTORICAL COMMISSION. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 16-17 APPROVING ANNUAL APPOINTMENTS TO THE PARKS COMMISSION. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 16-18 APPROVING ANNUAL APPOINTMENTS TO THE PLANNING COMMISSION. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 16-19 APPROVING ANNUAL APPOINTMENTS TO THE SAFETY COMMISSION. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 16-20 APPROVING ANNUAL APPOINTMENTS TO THE SUSTAINABILITY COMMISSION. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

6.      DECEMBER 15, 2015, COUNCIL MEETING

MOTION BY COUNCILMEMBER WELLS, SECONDED BY COUNCILMEMBER MANNING, FOR APPROVAL OF THE MINUTES OF THE DECEMBER 15, 2015, COUNCIL MEETING. THE MOTION PASSED 4-0-2 (GEISLER AND KLINT ABSTAINED).

CONSENT AGENDA/INFORMATIONAL BUSINESS

7.      APPROVE PURCHASE OF WALK BEHIND SWEEPER
8.      ADOPT RESOLUTION 16-21 ESTABLISHING BUNKER HILLS GOLF COURSE FEES AND CHARGES
9.      APPROVE OPTION 3 OF RETRO-RATED PLANS WITH THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST FOR 2016 WORKER'S COMPENSATION COVERAGE
10.     APPROVE HILLCREST ANIMAL IMPOUND CONTRACT RENEWAL

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

PUBLIC HEARING

11.     AUTHORIZE APPLICATION FOR 2016 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Staff report was shared with Council.

Mayor Koch opened and closed the public hearing at 7:20 p.m. since no one appeared to address the Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER KLINT, TO AUTHORIZE THE APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR PROGRAM YEAR 2016 FOR A HOUSING REHABILITATION PROGRAM; AND AUTHORIZE THE MAYOR AND CITY MANAGER TO EXECUTE A CDBG PROGRAM AGREEMENT, TOGETHER WITH ANY OTHER NECESSARY DOCUMENTS, WITH ANOKA COUNTY REGARDING THE IMPLEMENTATION OF THE 2016 CDBG PROGRAM. THE MOTION PASSED UNANIMOUSLY.

BID OPENINGS AND CONTRACT AWARDS

12.     CONSIDER RESOLUTION NO. 16-6(9) AWARDING CONTRACT FOR 2016 SANITARY SEWER LINING PROGRAM

The Staff report was shared with Council.

Mayor Koch noted this was the last year of the City's sanitary sewer lining program. Public Works Director Himmer noted this was the case.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-6(9) AWARDING A CONTRACT TO INSITUFORM TECHNOLOGIES USA, INC. IN THE AMOUNT OF \$1,233,366.40 FOR THE 2016 SANITARY SEWER LINING PROGRAM. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

None.

NEW BUSINESS

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13.    CONSIDER RESOLUTION NO. 15-20(8) ACCEPTING PLANS AND SPECIFICATIONS FOR 2016 PARK REDEVELOPMENT PROJECTS, AND AUTHORIZING SOLICITATION OF BIDS
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The Staff report was shared with Council.

Mayor Koch requested further information regarding the alternate within the bid. Public Works Director Himmer discussed the proposed alternate in detail with the City Council.

Councilmember Demmer recommended staff provide the Council with long-term maintenance costs for the bathroom facilities when the bids were submitted.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 15-20(8) ACCEPTING PLANS AND SPECIFICATIONS FOR 2016 PARK REDEVELOPMENT PROJECTS, AND AUTHORIZE THE SOLICITATION OF BIDS. THE MOTION PASSED UNANIMOUSLY.

14.    CONSIDER AWARD OF A CONSTRUCTION MANAGEMENT CONTRACT FOR CP 15-15, INTERSECTION IMPROVEMENT AT NORTHDALÉ BOULEVARD AND REDWOOD STREET
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO AWARD A CONSTRUCTION MANAGEMENT CONTRACT TO WSB & ASSOCIATES, INC., IN THE AMOUNT OF \$150,193.00, FOR THE INTERSECTION IMPROVEMENTS AT NORTHDALÉ BOULEVARD AND REDWOOD STREET; CITY PROJECT 15-15. THE MOTION PASSED UNANIMOUSLY.

15.    CONSIDER RESOLUTION NO. 15-16(8) ACCEPTING PLANS AND SPECIFICATIONS FOR SAND CREEK BUILDING PACKAGE, AND AUTHORIZING SOLICITATION OF BIDS
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 15-16(8) ACCEPTING PLANS AND SPECIFICATIONS FOR THE SAND CREEK PARK BUILDING PACKAGE; AUTHORIZE THE SOLICITATION OF BIDS; AND AUTHORIZE AN ADDITIONAL \$23,000 IN REDESIGN FEES TO SUPPLEMENT THE CONSTRUCTION ADMINISTRATION FUNDS PREVIOUSLY UTILIZED FOR THIS TASK.

Councilmember Geisler questioned how the redesign fee overage would be covered. Public Works Director Himmer stated the additional expense would be covered by the Facility Construction Fund.

THE MOTION PASSED UNANIMOUSLY.

16. DESIGNATING DEPOSITORIES AND INVESTMENT COLLATERAL  
MANAGEMENT PROCEDURES

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 16-1 DESIGNATING DEPOSITORIES AND INVESTMENT COLLATERAL MANAGEMENT PROCEDURES. THE MOTION PASSED UNANIMOUSLY.

OPEN MIC/PUBLIC COMMENT

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Mayor Koch reviewed the rules of order for the Open Mic/Public Comment portion of the meeting.

Wes Volkenant of 1482 158<sup>th</sup> Lane NW in Andover, discussed three elections that would impact the City of Coon Rapids residents. He noted he was currently serving as the Senate District 35 DFL Chair. He reported primary elections would be held on January 12<sup>th</sup> and February 9<sup>th</sup>. He thanked the Council for their time and encouraged residents to participate in these local events.

REPORTS ON PREVIOUS OPEN MIC

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None.

OTHER BUSINESS

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Councilmember Manning reported the art figures near the Riverdale bridge were rusting.

Mayor Koch suggested the lights within Riverdale also be investigated by staff, as they were extremely dim.

City Manager Stemwedel explained the worksession meeting for next Wednesday, January 13, 2016 has been canceled. He noted the Hanson Boulevard project would be addressed by the Council at a worksession meeting later in January.

Mayor Koch questioned when the Council would be able to review the proposed plans for the Hanson Boulevard project. Public Works Director Himmer understood the Anoka County Transportation Committee would be approving the plans in the coming week. He anticipated the City would be able to review the plans shortly thereafter and believed construction drawings would be approved yet this spring.

City Manager Stemwedel indicated Snowflake Days would be celebrated in Coon Rapids from January 20<sup>th</sup> through February 14<sup>th</sup>.

ADJOURN

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MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER DEMMER, TO ADJOURN THE MEETING AT 7:42 P.M. THE MOTION PASSED UNANIMOUSLY.

\_\_\_\_\_  
Jerry Koch, Mayor

ATTEST:

\_\_\_\_\_  
Joan Lenzmeier, City Clerk



**City Council Regular**

**3.**

**Meeting Date:** 01/19/2016

**Subject:** Approve Expanded Use of City Issued Credit Cards

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

**From:** Sharon Legg, Finance Director

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**INTRODUCTION**

Minnesota Statutes 471.382 allow a city council to authorize the use of a credit card by any city employee otherwise authorized to make a purchase on behalf of the city. Staff is proposing the City Council authorize expanded use of credit cards to improve the efficiency of City purchasing procedures.

**DISCUSSION**

City purchasing policies require employees to request a purchase authorization (purchase order) before placing orders for City purchases. Purchase orders are authorized by Finance Department staff. Before authorization is given, the purchase is reviewed for budget authority, appropriateness, legality, bid laws, etc. Generally the order is placed and the City is invoiced for the purchase. In some cases, a standing purchase order allows employees to make small purchases from certain vendors negating the paperwork and time associated with obtaining a purchase order. Generally these are fairly routine, smaller dollar amount purchases.

However, given the widespread use of purchases over the internet, as well as requirements for purchases to be paid for at the time of purchase, credit cards are becoming a necessity for efficient purchasing. At present, there are three employees authorized for the use of a City credit card.

A common practice in business is to authorize certain employees to use credit cards, or purchasing cards, to make purchases. Constraints such as types of purchases and limits can be assigned to each card issued. A credit card would only be authorized after a purchase order has been issued before placement of an order unless, of course, it is an emergency situation or otherwise permitted by City policy. Purchasing cards can be discontinued by an administrator if questionable purchases or abuses are observed.

City staff have been working with Wells Fargo to design a purchasing card process whereby a number of employees would be issued credit cards authorized by the City Manager or Finance Director. An Administrative Order (draft attached) will be established to guide the use of the cards. Administrative Orders are orders to guide operations without formal Council adoption. The City has a number of them in place to maintain consistency in procedures.

**RECOMMENDATION**

Staff recommends Council consider authorizing the City Manager and Finance Director to authorize certain employees as users of credit cards for City purposes.

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**Attachments**

Draft Police Regarding City Issued Credit Cards

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**Draft Policy Regarding Use of City Issued Credit Cards**  
(Final Language will be established in an Administrative Order)

**City Issued Credit Cards**

The City will issue credit cards to certain employees for use in the performance of their positions with the City of Coon Rapids. Use of City issued credit cards is a privilege, which the City may withdraw in the event of usage abuse. City issued credit cards shall only be used for official City business purposes related to the employee's job duties and must not be used for any personal purchase or any other transaction that is not authorized.

It is the responsibility of the employee to reconcile all credit card transactions in accordance with the procedures established at the time of issuance. All transactions must be supported by a purchase order obtained before placing an order, except as otherwise established in policy, and the corresponding receipt or invoice.

On a monthly basis, all credit card transactions for each employee issued credit card will be reviewed by the Finance Department for proper usage and timely submission. Any questionable transactions will be subject for further review by the Finance Director and City Manager.

The Finance Department will work with department heads to determine what type of purchases will be allowed on each employee's credit card and their monthly credit limit. The City Manager and the Finance Director will designate the City employees who will receive credit cards.



**City Council Regular**

**4.**

**Meeting Date:** 01/19/2016

**Subject:** Adopt Resolutions 16-22 and 16-23 Adopting MISC. 2016-1 Appealed Assessments

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

**INTRODUCTION**

The recommendations of the Board of Adjustment and Appeals on contested miscellaneous special assessments are referred to the City Council for adoption.

**DISCUSSION**

As you know, the assessment hearing on miscellaneous assessments was held on December 1, 2015. Property owners who objected to assessments were referred to the Board of Adjustment and Appeals for review at the meeting on January 7, 2016. After the Board of Adjustment and Appeals heard objections on January 7, 2016, the following recommendations have been made:

<b>Case #</b>	<b>Address/PIN#</b>	<b>Assessment(s)</b>	<b>Board of Adj. Recommendation</b>
<b>16-01V</b>	Bola Ojo-Akinwale 1787 132nd Avenue NW 03-31-24-11-0011	Citation Penalty-Exterior Storage-\$335 Removal & Disposal Costs-\$275	Affirmed-\$610
<b>16-02V</b>	Michael Happ 11624 Foley Blvd. NW 13-31-24-12-0067	Citation Penalty-No Rental License-\$1,235	Affirmed-\$1,235
<b>16-03V</b>	Jeremy Gordon 9938 Cottonwood Street NW 12-31-24-11-0066	Citation Penalty-Home Occupation-\$335 Citation Penalty-Home Occupation-\$635 Excessive Use of City Services Penalty-\$195 Citation Penalty-Home Occupation-\$635	Affirmed-\$1,800
<b>16-04V</b>	Steve & Dawn Vande Walker 12452 Sycamore Street NW 11-31-24-11-0085	Citation Penalty-Basketball Hoop-\$335	Affirmed-\$335
<b>16-05V</b>	Jon & Amber Young 2035 103rd Avenue NW 22-31-24-31-0091	Citation Penalty-No Crime Free Housing Certificate-\$300	Affirmed *Paid off \$300 on 1/11/16

<b>16-06V</b>	Chiara Damiani 12213 Unity Street NW 11-31-24-13-0024	Citation Penalty-Long Grass & Weeds-\$335 Citation Penalty-Long Grass & Weeds-\$185 Citation Penalty-Long Grass & Weeds-\$185	Affirmed-\$705
<b>16-07V</b>	Aaron Howe 10409 Quinn Street NW 22-31-24-32-0081	Citation Penalty-Expired Tabs and/or Inoperable Vehicles-\$335	Affirmed-\$335
<b>16-08V</b>	Don Smith 2030 115th Avenue NW 15-31-24-24-0096	Citation Penalty-Exterior Storage-\$635 Removal & Disposal Costs-\$522.50 Citation Penalty-Expired Tabs and/or Inoperable Vehicles-\$635	Affirmed-\$1,792.50

Please refer to previously sent Board packets for appeal letters. The Board agenda for January 7, 2016 was sent to the City Council separately on December 28, 2015. If you need information concerning that agenda, please contact Joan Lenzmeier, City Clerk. An assessment fee of \$35.00 has been included in the recommendation total above. **An updated amount will be distributed on January 19 and the affected resolutions will be completed at that time.**

**RECOMMENDATION**

The Board of Adjustment and Appeals recommends approval of Resolutions 16-22 and 16-23 adopting 2016(1) Miscellaneous Special Assessments (contested miscellaneous assessments collected over one year and three-years).

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**Attachments**

MIS2016(1) Appeal Res.-1 Year

MIS2016(1) Appeal Res.-3 Year

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**RESOLUTION NO. 16-22**

**RESOLUTION ADOPTING 2016 (1) CONTESTED MISCELLANEOUS ASSESSMENTS  
(ONE YEAR)**

**WHEREAS**, pursuant to property notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for the nonpayment of invoices; 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

1. Such proposed assessment, a copy of which is attached hereto and made a part thereof, 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 benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessments shall become payable in annual installments, commencing with the first Monday in January 2017, and shall bear interest at the rate of 1.23% per annum from the date of the adoption of this assessment resolution. To the installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2017. The total amount of the one-year assessment is \$

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the Director of the Anoka County Records and Taxation Division (but no later than November 14, 2016), 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 thirty (30) days from the adoption of this resolution. He/she may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid, with interest accrued through the date of payment. However, such payment must be made no later than 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 by the Coon Rapids City Council this 19th day of January 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk

**RESOLUTION NO. 16-23**

**RESOLUTION ADOPTING 2016 (1) CONTESTED MISCELLANEOUS ASSESSMENTS  
(THREE YEAR)**

**WHEREAS**, pursuant to property notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for the nonpayment of invoices; 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

1. Such proposed assessment, a copy of which is attached hereto and made a part thereof, 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 benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessments shall become payable in annual installments, commencing with the first Monday in January 2017, and shall bear interest at the rate of 1.77% per annum from the date of the adoption of this assessment resolution. To the installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2017. The total amount of the three-year assessment is \$.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the Director of the Anoka County Records and Taxation Division (but no later than November 14, 2016), 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 thirty (30) days from the adoption of this resolution. He/she may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid, with interest accrued through the date of payment. However, such payment must be made no later than 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 by the Coon Rapids City Council this 19th day of January 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**5.**

**Meeting Date:** 01/19/2016

**Subject:** Approve Final Payment for Project 15-25, Hoover Elementary Park Trail Reconstruction

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

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

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**INTRODUCTION**

The City Engineer has recommended final payment to Northwest Asphalt in the amount of \$3,363.98 for Project 15-25, Hoover Elementary Park Trail Reconstruction.

**DISCUSSION**

A summary of Project 15-25 is as follows:

Contract completion date	9/18/15
Substantial completion date	9/18/15
Final completion date	9/18/15
Contract amount	\$53,810.00
Total additions/deletions	\$18,411.45
Final contract amount	\$72,221.45
Actual project costs	\$67,279.52
Less: previous payments by city	(\$63,915.54)
Amount due	\$3,363.98
Amount under final contract	\$4,941.93

The changes for the project were for a new aggregate base that was required to be added to create a stable paving surface. Additional costs were for hydroseeding, fine grading, class five aggregate base and bobcat time. The actual project costs were less than the final contract amount due to less work performed than actual bid.

**RECOMMENDATION**

All of the above dates and amounts are reasonable and accurate according to the project file. No liquidated damages are recommended. Staff recommends approval of change orders and final payment to Northwest Asphalt in the amount of \$3,363.98 for Project 15-25, Hoover Elementary Park Trail Reconstruction.

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**City Council Regular**

6.

**Meeting Date:** 01/19/2016

**Subject:** Approve Final Payment for Project 15-11, Miscellaneous Bituminous Repairs

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

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

---

**INTRODUCTION**

The City Engineer has recommended final payment to Northwest Asphalt, Inc. in the amount of \$32,256.14 for Project 15-11, Miscellaneous Bituminous Repairs.

**DISCUSSION**

A summary of Project 15-11 is as follows:

Contract completion date	9/30/15
Substantial completion date	9/30/15
Final completion date	10/9/15
Contract amount	\$540,985.50
Total additions/deletions	\$106,734.08
Final contract amount	\$647,719.58
Actual project costs	\$645,122.81
Less: previous payments by City	(\$612,866.67)
Amount due	\$32,256.14
Amount under final contract	\$2,596.77

The changes to the project were for an additional storm sewer culvert, storm sewer repairs, additional seeding and parking lot stripping and reconstructing Avocet Street. The actual project costs were less than the final contract amount due to quantity adjustments from original bid.

**RECOMMENDATION**

All of the above dates and amounts are reasonable and accurate according to the project file. No liquidated damages are recommended. Staff recommends approval of change orders and final payment to Northwest Asphalt, Inc. in the amount of \$32,256.14 for Project 15-11, Miscellaneous Bituminous Repairs.

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**City Council Regular**

7.

**Meeting Date:** 01/19/2016

**Subject:** Approve Final Payment for Project 14-4, Street Reconstruction

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

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

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**INTRODUCTION**

The City Engineer has recommended final payment to North Valley, Inc. in the amount of \$32,250.13 for Project 14-4, Street Reconstruction.

**DISCUSSION**

A summary of Project 14-4 is as follows:

Contract completion date	11/1/14
Substantial completion date	9/26/14
Final completion date	11/1/14
Contract amount	\$2,171,246.82
Total additions/deletions	\$5,397.24
Final contract amount	\$2,176,644.06
Actual project costs	\$2,213,955.54
Less: previous payments by City	(\$2,181,705.41)
Amount due	\$32,250.13
Amount over final contract	\$37,311.48

The changes to the project was for installation of water service to Adams Elementary School. The actual project costs were more than the final contract amount due to more work performed than actual bid.

**RECOMMENDATION**

All of the above dates and amounts are reasonable and accurate according to the project file. No liquidated damages are recommended. Staff recommends approval of change order and final payment to North Valley, Inc. in the amount of \$32,250.13 for Project 14-4, Street Reconstruction.

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**City Council Regular**

**8.**

**Meeting Date:** 01/19/2016

**Subject:** Approve Final Payment for Project 15-23, Coon Rapids Blvd Trail Rehabilitation

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

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

---

**INTRODUCTION**

The City Engineer has recommended final payment to Barber Construction in the amount of \$24,097.71 for Project 15-23, Coon Rapids Blvd Trail Rehabilitation.

**DISCUSSION**

A summary of Project 15-23 is as follows:

Contract completion date	10/30/15
Substantial completion date	10/30/15
Final completion date	10/30/15
Contract amount	\$545,210.00
Total additions/deletions	\$0.00
Final contract amount	\$545,210.00
Actual project costs	\$516,279.60
Less: previous payments by City	(\$492,181.89)
Amount due	\$24,097.71
Amount under final contract	\$28,930.40

The actual project costs were less than the final contract amount due to less work performed than actual bid.

**RECOMMENDATION**

All of the above dates and amounts are reasonable and accurate according to the project file. No liquidated damages are recommended. Staff recommends approval of final payment to Barber Construction in the amount of \$24,097.71 for Project 15-23, Coon Rapids Blvd Trail Rehabilitation.

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**City Council Regular**

**9.**

**Meeting Date:** 01/19/2016

**Subject:** Appoint Al Hofstedt as Chair of the Safety Commission

**From:** Joan Lenzmeier, City Clerk

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**INTRODUCTION**

Council is asked to appoint Al Hofstedt as Chair of the Safety Commission and declare five vacancies on the Safety Commission.

**DISCUSSION**

At the January 5, 2016 City Council meeting various appointments to Board and Commissions were made. The Safety Committee Chair, Bob Johnson, is no longer serving on the Safety Commission so it is necessary to appoint a new chair. The Safety Commission recommends appointment of Al Hofstedt as Chair of the Safety Commission for 2016.

There are now 5 vacancies on the Safety Commission.

**RECOMMENDATION**

Appoint Al Hofstedt as Chair of the Safety Commission.

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**Attachments**

Resolution 16-24

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**RESOLUTION 16-24**

**A RESOLUTION DECLARING VACANCIES ON THE  
SAFETY COMMISSION AND APPOINTING CHAIR OF THE  
SAFETY COMMISSION**

**WHEREAS,** Bob Johnson is no longer serving on the Safety Commission; and

**WHEREAS,** there are five vacancies on the Safety Commission.

**NOW THEREFORE BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that there are five vacancies on the Safety Commission and that Al Hofstedt be appointed as Chair of the Safety Commission for the year 2016.

Adopted this 19<sup>th</sup> day of January, 2016, by the Coon Rapids City Council.

---

Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**10.**

**Meeting Date:** 01/19/2016

**Subject:** Authorize Purchase of Police Vehicles at a Total Cost of \$106,490.33

**Submitted For:** Sharon Legg, Finance Director      **From:** Dalton Larson

---

**INTRODUCTION**

Staff is recommending the purchase of four new police vehicles.

**DISCUSSION**

Staff is recommending the purchase of four new vehicles; two marked squad cars, one unmarked squad car, and a new vehicle for the Deputy Chief. Funds for the four vehicles have been included in the 2016 Annual Budget. Staff is recommending the purchase of three - 2016 Ford Police Interceptors at a base price of \$25,562.95 plus options and one 2016 Chrysler 200 at a base price of \$18,863.48 plus options. The total cost of this purchase will be \$106,490.33. The purchase will be made from Nelson Auto Center under the State Contract.

The new marked and unmarked police vehicles will replace existing squad cars. The vehicles being replaced will be assigned to a Community Service Officer or will be used as reserve squad cars. The existing reserve cars will either be utilized as additional fleet vehicles for the City or will go to auction. The 2016 Chrysler 200 will replace the Deputy Chief's existing vehicle, with that vehicle being passed to a detective and the existing detective's vehicle being put up for auction, assigned to reserves, or used as a fleet vehicle.

**RECOMMENDATION**

Staff recommends:

- a. Authorization to purchase four police vehicles from Nelson Auto Center under the State Contract.
-



**City Council Regular**

**11.**

**Meeting Date:** 01/19/2016

**Subject:** Receive and Approve 2016 Pay Equity Implementation Report Approval

**From:** Matt Stemwedel, City Manager

---

**INTRODUCTION**

The City Council is asked to approve the City of Coon Rapids' 2016 Pay Equity Implementation Report.

**DISCUSSION**

The Minnesota Legislature passed the Local Government Pay Equity Act in 1984. This act required political subdivisions to establish equitable compensation relationships between female-dominated, male-dominated and balanced classes of employees to eliminate gender based wage disparities. Essentially, female-dominated employee classes cannot be consistently compensated below male-dominated classes when performing comparable work.

This act requires that the City submit a report to the State's Department of Employee Relations (DOER) providing actual wage and job evaluation information for employees every three years. The last report was submitted in 2013 and the City was found to be in compliance with pay equity standards. The City must now submit a report by January 31, 2016 that reflects data as of December 31, 2015.

This memorandum includes two attachments for Council's review. The first attachment, called the "Pay Equity Implementation Report" provides basic information about the City and its compensation system. The Mayor must sign this report before it is submitted to the DOER. The second attachment, called "Compliance Report" provides the initial statistical analysis of the City data that was entered in to the DOER's pay equity system. Based upon this analysis, it appears that the City has met pay equity standards again. The DOER will review the information after it has been formally submitted and will provide the City with an official decision regarding pay equity compliance.

**RECOMMENDATION**

Staff recommends that the Council, by motion, receive and approve the 2016 Pay Equity Report as submitted.

---

**Attachments**

Pay Equity Implementation Report

Compliance Report

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Part A: Jurisdiction Identification

Jurisdiction: Coon Rapids

Jurisdiction Type: City

Contact: Jill Pocklington

Phone: 763-767-6447

E-Mail: pocklington@coonrapidsmn.gov

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description:

Systematic Analysis and Factor Evaluation (SAFE) System

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

- 3. An official notice has been posted at:  
Coon Rapids City Hall (City Manager/HR Office)

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Coon Rapids City Council

(governing body)

Jerry Koch

(chief elected official)

Mayor

(title)

Part C: Total Payroll

21,668,094.94

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:

**Compliance Report**

Jurisdiction: Coon Rapids  
11155 Robinson Drive

Report Year: 2016  
Case: 1 - 2016 Data (Private (Jur Only))

Coon Rapids MN 55433

Contact: Jill Pocklington

Phone: (763) 767-6447

E-Mail: pocklington@coonrapidsmn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

**I. GENERAL JOB CLASS INFORMATION**

	<b>Male Classes</b>	<b>Female Classes</b>	<b>Balanced Classes</b>	<b>All Job Classes</b>
# Job Classes	70	42	7	119
# Employees	217	56	23	296
Avg. Max Monthly Pay per employee	5,660.64	5,358.23		5,481.22

**II. STATISTICAL ANALYSIS TEST**

**Statistical Analysis Test -  
Minimum required to pass:  
80% or greater.**

**A. Underpayment Ratio = 630.00 \***

	<b>Male Classes</b>	<b>Female Classes</b>
a. # At or above Predicted Pay	49	40
b. # Below Predicted Pay	21	2
c. TOTAL	70	42
d. % Below Predicted Pay (b divided by c = d)	30.00	4.76

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

**B. T-test Results**

Degrees of Freedom (DF) = 271	Value of T = -5.338
-------------------------------	---------------------

- a. Avg. diff. in pay from predicted pay for male jobs = \$28
- b. Avg. diff. in pay from predicted pay for female jobs = \$361

**III. SALARY RANGE TEST = 85.71 (Result is A divided by B)**

- A. Avg. # of years to max salary for male jobs = 4.29
- B. Avg. # of years to max salary for female jobs = 5.00

**Salary Range Test -  
Minimum required to pass:  
0% or 80% or greater.**

**IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)**

- A. % of male classes receiving ESP 8.57 \*
- B. % of female classes receiving ESP 0.00

\*(If 20% or less, test result will be 0.00)



**City Council Regular**

**12.**

**Meeting Date:** 01/19/2016

**Subject:** Consider Resolution No. 16-7(9) Awarding Contract for 2016 Well Rehabilitation Program

**Submitted For:** Tim Himmer, Public Works Director

**From:** Sarah Greene, Administrative Assistant II

---

**INTRODUCTION**

On December 15, 2015 the City Council approved plans and specifications and ordered the advertisement of bids for 2016 well rehabilitation. Council is now requested to consider a contract award for the project.

**DISCUSSION**

On December 1, 2015, Council retained Short Elliot Hendrickson (SEH) for design and construction services for rehabilitation of Well Nos. 15, 21, 24 and 25 as detailed in the attached location map. Four bids were received on January 7, 2016 and are summarized as follows, Alternate A being a deduction for an optional additional 30 days to complete the work:

<b>CONTRACTOR</b>	<b>BASE BID</b>	<b>ALTERNATE A</b>	<b>TOTAL BID</b>
Bergerson-Caswell, Inc.	\$453,825.00	\$0.00	\$453,825.00
Traut Wells	\$520,235.04	\$0.00	\$520,235.04
Keys Well Drilling	\$531,005.00	\$0.00	\$531,005.00
E.H. Renner & Sons	\$618,022.00	(\$2,500.00)	\$618,022.00
Engineer's Estimate	\$455,785.00	\$0.00	\$455,785.00

Attached is a letter from SEH recommending award of contract to the low bidder, Bergerson-Caswell, Inc. SEH engineers have worked with Bergerson on many past projects, and it is SEH's opinion that they have the experience and ability to complete a project of this size within the schedule allotted. If Council awards a contract on January 19, 2016, it is anticipated construction can begin as soon as the contract documents have been executed. The project is scheduled to be completed in spring of 2016 before the high demand periods during the summer.

**RECOMMENDATION**

Staff recommends City Council adopt Resolution No. 16-7(9) Awarding Contract to Bergerson-Caswell, Inc. for \$453,825.00 for Rehabilitation of Well Nos. 15, 21, 24 and 25.

---

**BUDGET IMPACT:**

There will be quantities of work that are not likely to be realized as the project is completed. Based upon experience with past projects, SEH estimates that the final construction cost will likely fall in the range of \$350,000 to \$370,000.

The 2016 budget for the Utility Enterprise Fund included \$385,000 for this project, and the anticipated costs will be within this funding amount.

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### **Attachments**

Location Map

SEH Recommendation

Bid Tab

Resolution No. 16-7(9)

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Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



3535 VADNAIS CENTER DR.  
ST. PAUL, MN 55110  
PHONE: (651) 490-2000  
FAX: (888) 908-8166  
TF: (800) 325-2055  
www.sehinc.com

Project: COONR 135180  
Print Date: 12/4/2015

Map by: ckatzenberger  
Projection:  
Source:

## WELL LOCATION MAP

2016 Well Rehabilitation Project  
Coon Rapids, Minnesota

G  
G1



Building a Better World  
for All of Us®

January 11, 2016

RE: City of Coon Rapids, Minnesota  
2016 Annual Well Rehabilitation Project  
Well Nos. 15, 21, 24 and 25  
City Project No. 16-07  
SEH No. COONR 135810

Tim Himmer, Director of Public Works  
City of Coon Rapids  
11155 Robinson Dr NW  
Coon Rapids, MN 55433-3761

On Thursday, January 7, 2016 at 10:00 AM four (4) bids were received for the above-referenced project. Please find enclosed a tabulation of the bid detail. The results are summarized below in order of low bid. The low bid was submitted by Bergerson-Caswell, Inc. (Bergerson) in the amount of \$ 453,825.00.

<b>Contractors</b>	<b>Total Bid</b>
1. Bergerson-Caswell Inc.	\$ 453,825.00
2. Traut Wells	\$ 520,235.04
3. Keys Well Drilling	\$ 531,005.00
4. E.H. Renner & Sons	\$ 618,022.00
Engineer's Estimate	\$ 455,785.00

### **Evaluation of Bid Results**

The bid form was set up to receive unit price bids for many elements of work associated with rehabilitation of Well Nos 15, 21, 24 & 25. The quantities of work shown for each line item are considered to be conservative and are likely to not all be realized as the work moves forward. One item of note is that a variable frequency drive unit will be needed for Well No. 25. According to a representative from Bergerson, the price for this item will be the same as indicated for Well No. 24.

### **Comparison to Engineer's Estimate**

The Engineer's estimate was derived from a combination of sources including, current industry cost reference manuals, consultation with local well drilling contractors, and unit costs line items from past projects. The bids received for this project reflect quite favorable with our Engineer's estimate of \$455,785.00.

### **Engineer's Estimate of Likely Final Construction Cost**

As discussed earlier, there will be quantities of work that are not likely to be realized as the project is completed. Based upon our experience with past projects, we estimate that the final construction cost will likely fall in the range of \$350,000 to \$370,000.

**Recommendation of Bid Award**

Upon review of the bids, it is our opinion that the project should be awarded to Bergerson-Caswell, Inc. in the amount of \$ 453,825.00. Bergerson has been doing work in the Twin Cities and around the region for many years. SEH engineers have worked with Bergerson on many past projects, and it is our opinion that they have the experience and ability to complete a project of this size within the schedule allotted. Accordingly, if the City agrees with our opinion and wishes to award the project to the lowest bidder, the project should be awarded to Bergerson-Caswell, Inc. in the amount of \$ 453,825.00.

We thank you for the opportunity of working with the City of Coon Rapids on this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Miles B. Jensen', written over a horizontal line.

Miles B. Jensen, PE  
Project Manager

amc

c:\users\mjensen\documents\mbj\coon rapids\wells\2016 well rehab project award rec letter to t. himmer 1-11-2016.docx



TABULATION OF BIDS

1

2

Shaded area denotes corrected figure

2016 Well Rehabilitation Project Coon Rapids, Minnesota SEH No.: COONR 135180 Bid Date: 10:00 a.m., Thursday, January 7, 2016				Engineer's Estimate \$455,785.00		Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359 \$453,825.00		Traut Wells 141 28th Ave. S. Waite Park, MN 56387 \$520,235.04	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>WELL NO. 15</b>									
15.01	MOBILIZATION - WELL NO.15	LS	1.00	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00	\$1,700.00	\$1,700.00
15.02	REMOVE & REINSTALL PUMP, MOTOR AND	LS	1.00	4,000.00	4,000.00	3,000.00	3,000.00	6,500.00	6,500.00
15.03	TELEWISE WELL (INITIAL)	LS	1.00	1,500.00	1,500.00	1,200.00	1,200.00	1,000.00	1,000.00
15.04	HEADSHAFT	EA	1.00	250.00	250.00	600.00	600.00	525.00	525.00
15.05	STUFFING BOX BEARING	EA	1.00	150.00	150.00	200.00	200.00	175.00	175.00
15.06	PAINTING (DISCHARGE HEAD, PUMP, MOTOR,	LS	1.00	4,000.00	4,000.00	4,850.00	4,850.00	2,500.00	2,500.00
<b>DOWN-HOLE WELL EQUIPMENT ITEMS</b>									
15.07	10-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	16.00	400.00	6,400.00	620.00	9,920.00	625.00	10,000.00
15.08	10-FOOT LENGTH 8-INCH SCH 40 SUCTION PIPE	EA	1.00	370.00	370.00	375.00	375.00	450.00	450.00
15.09	10-FOOT LENGTH STAINLESS STEEL LINE SHAFT	EA	16.00	350.00	5,600.00	275.00	4,400.00	225.00	3,600.00
15.10	LINE SHAFT BEARING RETAINER	EA	16.00	60.00	960.00	105.00	1,680.00	145.00	2,320.00
15.11	RUBBER LINE SHAFT BEARING	EA	16.00	25.00	400.00	25.00	400.00	30.00	480.00
15.12	STAINLESS STEEL SHAFT SLEEVE	EA	16.00	50.00	800.00	60.00	960.00	70.00	1,120.00
15.13	STILLING TUBE- INSTALL / IMPROVE/ REPAIR (NEED	EA	2.00	400.00	800.00	160.00	320.00	320.00	640.00
<b>PUMP REPAIR ITEMS</b>									
15.14	BOWL SHAFT	EA	1.00	300.00	300.00	550.00	550.00	475.00	475.00
15.15	COMPLETE BOWL BEARING KIT	EA	3.00	150.00	450.00	175.00	525.00	90.00	270.00
15.16	MACHINING (REBUILD BOWL & IMPELLER)	EA	3.00	150.00	450.00	350.00	1,050.00	250.00	750.00
15.17	WEAR RING	EA	3.00	150.00	450.00	100.00	300.00	250.00	750.00
15.18	PUMP REPAIR AT SHOP	HOURL	24.00	60.00	1,440.00	85.00	2,040.00	85.00	2,040.00
<b>WELL CLEANING ITEMS</b>									
15.19	SPECIAL MOBILIZATION (WELL RIG FOR WELL	LS	1.00	1,200.00	1,200.00	2,500.00	2,500.00	5,000.00	5,000.00
15.20	WIRE BRUSH CLEANING OF CASING	LS	1.00	1,400.00	1,400.00	1,100.00	1,100.00	1,800.00	1,800.00
15.21	REMOVE SEDIMENT FROM BORE HOLE	CY	4.00	100.00	400.00	250.00	1,000.00	250.00	1,000.00
15.22	TELEWISE WELL (AFTER CLEANING)	LS	1.00	1,500.00	1,500.00	1,250.00	1,250.00	1,000.00	1,000.00
15.23	CONDUCT PLUMBNESS & ALIGNMENT TEST	LS	1.00	500.00	500.00	800.00	800.00	750.00	750.00
<b>PROCESS EQUIPMENT AND INSTRUMENTATION</b>									
15.24	FURNISH & INSTALL CHECK VALVE	EA	1.00	6,000.00	6,000.00	5,725.00	5,725.00	6,000.00	6,000.00
15.25	INSTALL PRESSURE TRANSDUCER (DOWNHOLE)	EA	1.00	200.00	200.00	150.00	150.00	450.00	450.00
15.26	INSTALL ELECTRONIC PRESSURE GUAGE (ABOVE	EA	1.00	200.00	200.00	450.00	450.00	450.00	450.00
15.27	FURNISH AND INSTALL NEW 10" MAGNETIC FLOW	EA	1.00	10,000.00	10,000.00	6,100.00	6,100.00	12,500.00	12,500.00



TABULATION OF BIDS

1

2

Shaded area denotes corrected figure

2016 Well Rehabilitation Project Coon Rapids, Minnesota SEH No.: COONR 135180 Bid Date: 10:00 a.m., Thursday, January 7, 2016				Engineer's Estimate \$455,785.00		Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359 \$453,825.00		Traut Wells 141 28th Ave. S. Waite Park, MN 56387 \$520,235.04	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
15.28	WIRING INSTRUMENTS TO PLC	LS	1.00	9,000.00	9,000.00	5,400.00	5,400.00	4,500.00	4,500.00
15.29	NEW PUMP	STAGE	3.00	2,500.00	7,500.00	2,000.00	6,000.00	2,000.00	6,000.00
15.30	NEW MOTOR	EA	1.00	3,000.00	3,000.00	6,375.00	6,375.00	6,400.00	6,400.00
<b>TOTAL WELL NO. 15</b>					<b>72,720.00</b>	<b>72,220.00</b>	<b>72,220.00</b>	<b>81,145.00</b>	<b>81,145.00</b>
<b>Well No. 21</b>									
21.01	MOBILIZATION - WELL NO.21	LS	1.00	3,500.00	3,500.00	3,350.00	3,350.00	1,700.00	1,700.00
21.02	REMOVE & REINSTALL PUMP, MOTOR AND	LS	1.00	4,000.00	4,000.00	3,000.00	3,000.00	6,500.00	6,500.00
21.03	TELEWISE WELL (INITIAL)	LS	1.00	1,500.00	1,500.00	1,200.00	1,200.00	1,000.00	1,000.00
21.04	HEADSHAFT	EA	1.00	250.00	250.00	600.00	600.00	525.00	525.00
21.05	STUFFING BOX BEARING	EA	1.00	150.00	150.00	200.00	200.00	175.00	175.00
21.06	PAINTING (DISCHARGE HEAD, PUMP, MOTOR,	LS	1.00	400.00	400.00	4,850.00	4,850.00	4,500.00	4,500.00
<b>DOWN-HOLE WELL EQUIPMENT ITEMS</b>									
21.07	10-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	14.00	400.00	5,600.00	620.00	8,680.00	625.00	8,750.00
21.08	10-FOOT LENGTH 10-INCH SCH 40 SUCTION PIPE	EA	1.00	370.00	370.00	475.00	475.00	550.00	550.00
21.09	10-FOOT LENGTH STAINLESS STEEL LINE SHAFT	EA	14.00	350.00	4,900.00	275.00	3,850.00	225.00	3,150.00
21.10	5-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	1.00	200.00	200.00	450.00	450.00	475.00	475.00
21.11	5-FOOT LENGTH STAINLESS STEEL LINE SHAFT	EA	1.00	170.00	170.00	200.00	200.00	175.00	175.00
21.10	LINE SHAFT BEARING RETAINER	EA	14.00	60.00	840.00	120.00	1,680.00	145.00	2,030.00
21.11	RUBBER LINE SHAFT BEARING	EA	15.00	25.00	375.00	25.00	375.00	30.00	450.00
21.12	STAINLESS STEEL SHAFT SLEEVE	EA	15.00	50.00	750.00	60.00	900.00	70.00	1,050.00
21.13	STILLING TUBE- INSTALL / IMPROVE/ REPAIR (NEED	EA	2.00	400.00	800.00	160.00	320.00	280.00	560.00
<b>PUMP REPAIR ITEMS</b>									
21.14	BOWL SHAFT	EA	1.00	300.00	300.00	550.00	550.00	475.00	475.00
21.15	COMPLETE BOWL BEARING KIT	EA	4.00	150.00	600.00	150.00	600.00	90.00	360.00
21.16	MACHINING (REBUILD BOWL & IMPELLER)	EA	4.00	150.00	600.00	350.00	1,400.00	250.00	1,000.00
21.17	WEAR RING	EA	4.00	150.00	600.00	100.00	400.00	250.00	1,000.00
21.18	PUMP REPAIR AT SHOP	HOURL	24.00	60.00	1,440.00	85.00	2,040.00	85.00	2,040.00
<b>WELL CLEANING ITEMS</b>									
21.19	SPECIAL MOBILIZATION (WELL RIG FOR WELL	LS	1.00	1,200.00	1,200.00	4,500.00	4,500.00	5,000.00	5,000.00
21.20	WIRE BRUSH CLEANING OF SCREEN AND CASING	LS	1.00	2,000.00	2,000.00	1,200.00	1,200.00	1,200.00	1,200.00
21.21	CHEMICAL CLEANING OF WELL	LS	1.00	2,000.00	2,000.00	2,500.00	2,500.00	8,500.00	8,500.00
21.22	PHOSPHORIC ACID	GAL	33.00	100.00	3,300.00	70.00	2,310.00	75.00	2,475.00



TABULATION OF BIDS

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Shaded area denotes corrected figure

2016 Well Rehabilitation Project Coon Rapids, Minnesota SEH No.: COONR 135180 Bid Date: 10:00 a.m., Thursday, January 7, 2016				Engineer's Estimate \$455,785.00		Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359 \$453,825.00		Traut Wells 141 28th Ave. S. Waite Park, MN 56387 \$520,235.04	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
21.23	BIODISPERSANT	GAL	15.00	100.00	1,500.00	120.00	1,800.00	125.00	1,875.00
21.24	CHLORINE DISINFECTION OF WELL	LS	1.00	1,000.00	1,000.00	650.00	650.00	385.00	385.00
21.25	REMOVE SEDIMENT FROM WELL	CY	4.00	100.00	400.00	250.00	1,000.00	100.00	400.00
21.26	TELEWISE WELL (AFTER CLEANING)	LS	1.00	1,500.00	1,500.00	1,250.00	1,250.00	1,000.00	1,000.00
21.27	PLUMBNESS & ALIGNMENT TEST	LS	1.00	500.00	500.00	800.00	800.00	750.00	750.00
<b>PROCESS EQUIPMENT AND INSTRUMENTATION</b>									
21.28	FURNISH & INSTALL CHECK VALVE	EA	1.00	6,000.00	6,000.00	5,725.00	5,725.00	6,000.00	6,000.00
21.29	FURNISH & INSTALL AIR RELEASE VALVE	EA	1.00	1,000.00	1,000.00	750.00	750.00	850.00	850.00
21.30	PRESSURE TRANSDUCER (DOWNHOLE)	EA	1.00	200.00	200.00	150.00	150.00	450.00	450.00
21.31	DIGITAL PRESSURE GUAGE (ABOVE GRADE)	EA	1.00	200.00	200.00	450.00	450.00	450.00	450.00
21.32	FURNISH AND INSTALL NEW 10" MAGNETIC FLOW	EA	1.00	10,000.00	10,000.00	7,100.00	7,100.00	13,600.00	13,600.00
21.33	FURNISH AND INSTALL NEW VARIABLE FREQUENCY	EA	1.00	30,000.00	30,000.00	25,300.00	25,300.00	24,500.00	24,500.00
21.34	WIRING INSTRUMENTS TO PLC	LS	1.00	9,000.00	9,000.00	7,130.00	7,130.00	6,100.00	6,100.00
21.35	PLUMB WATER SUPPLY (HOUSE WATER TO SHAFT	LS	1.00	3,000.00	3,000.00	2,750.00	2,750.00	1,300.00	1,300.00
21.36	NEW PUMP	STAGE	4.00	2,500.00	10,000.00	1,820.00	7,280.00	1,850.00	7,400.00
21.37	NEW MOTOR	EA	1.00	10,000.00	10,000.00	9,825.00	9,825.00	9,500.00	9,500.00
<b>TOTAL WELL NO. 21</b>					<b>\$120,145.00</b>	<b>\$117,590.00</b>	<b>\$128,200.00</b>		
<b>Well No. 24</b>									
24.01	MOBILIZATION	LS	1	3,500.00	3,500.00	4,500.00	4,500.00	1,700.00	1,700.00
24.02	REMOVE & REINSTALL PUMP, MOTOR AND	LS	1	4,000.00	4,000.00	3,600.00	3,600.00	6,500.00	6,500.00
24.03	TELEWISE WELL (INITIAL)	LS	1	1,500.00	1,500.00	1,200.00	1,200.00	1,000.00	1,000.00
24.04	PAINTING (DISCHARGE HEAD, PUMP, MOTOR,	LS	1	400.00	400.00	5,050.00	5,050.00	4,200.00	4,200.00
<b>DOWN-HOLE WELL EQUIPMENT ITEMS</b>									
24.05	20-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	8	400.00	3,200.00	1,100.00	8,800.00	975.00	7,800.00
24.06	5-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	1	370.00	370.00	300.00	300.00	550.00	550.00
24.07	STILLING TUBE- INSTALL / IMPROVE/ REPAIR (NEED	EA	2	400.00	800.00	170.00	340.00	375.00	750.00
<b>PUMP REPAIR ITEMS</b>									
24.08	BOWL SHAFT	EA	1	300.00	300.00	650.00	650.00	525.00	525.00
24.09	COMPLETE BOWL BEARING KIT	EA	7	150.00	1,050.00	110.00	770.00	90.00	630.00
24.1	MACHINING (REBUILD BOWL & IMPELLER)	EA	7	150.00	1,050.00	350.00	2,450.00	250.00	1,750.00
24.11	WEAR RING	EA	7	150.00	1,050.00	100.00	700.00	250.00	1,750.00
24.12	PUMP REPAIR AT SHOP	HOURL	24	60.00	1,440.00	85.00	2,040.00	85.00	2,040.00



TABULATION OF BIDS

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2016 Well Rehabilitation Project Coon Rapids, Minnesota SEH No.: COONR 135180 Bid Date: 10:00 a.m., Thursday, January 7, 2016				Engineer's Estimate \$455,785.00		Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359 \$453,825.00		Traut Wells 141 28th Ave. S. Waite Park, MN 56387 \$520,235.04	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>WELL CLEANING ITEMS</b>									
24.13	SPECIAL MOBILIZATION (WELL RIG FOR WELL	LS	1	1,200.00	1,200.00	2,500.00	2,500.00	5,000.00	5,000.00
24.14	WIRE BRUSH CLEANING OF CASING	LS	1	2,000.00	2,000.00	1,400.00	1,400.00	1,800.00	1,800.00
24.15	REMOVE SEDIMENT FROM BORE HOLE	CY	4	100.00	400.00	250.00	1,000.00	250.00	1,000.00
24.16	TELEWISE WELL (AFTER CLEANING)	LS	1	1,500.00	1,500.00	1,250.00	1,250.00	1,000.00	1,000.00
24.17	PLUMBNESS & ALIGNMENT TEST	LS	1	500.00	500.00	800.00	800.00	750.00	750.00
<b>PROCESS EQUIPMENT AND INSTRUMENTATION</b>									
24.18	FURNISH & INSTALL CHECK VALVE	EA	1	6,000.00	6,000.00	5,725.00	5,725.00	8,000.00	8,000.00
24.19	FURNISH & INSTALL AIR RELEASE VALVE	EA	1	1,000.00	1,000.00	750.00	750.00	850.00	850.00
24.2	PRESSURE TRANSDUCER (DOWNHOLE)	EA	1	200.00	200.00	150.00	150.00	450.00	450.00
24.21	DIGITAL PRESSURE GUAGE (ABOVE GRADE)	EA	1	200.00	200.00	450.00	450.00	450.00	450.00
24.22	FURNISH AND INSTALL NEW 10" MAGNETIC FLOW METER	EA	1	10,000.00	10,000.00	6,500.00	6,500.00	15,000.00	15,000.00
24.23	FURNISH AND INSTALL NEW VARIABLE FREQUENCY DRIVE	EA	1	40,000.00	40,000.00	43,700.00	43,700.00	42,000.00	42,000.00
24.24	WIRING INSTRUMENTS TO PLC	LS	1	9,000.00	9,000.00	4,485.00	4,485.00	4,100.00	4,100.00
24.25	NEW PUMP	STAGE	7	2,500.00	17,500.00	1,820.00	12,740.00	2,642.86	18,500.02
24.26	NEW MOTOR	EA	1	40,000.00	40,000.00	37,500.00	37,500.00	45,500.00	45,500.00
<b>TOTAL WELL NO. 24</b>					<b>\$148,160.00</b>	<b>\$149,350.00</b>	<b>\$173,595.02</b>		
<b>Well No. 25</b>									
25.01	MOBILIZATION	LS	1	3,500.00	3,500.00	4,500.00	4,500.00	1,700.00	1,700.00
25.02	REMOVE & REINSTALL PUMP, MOTOR AND DOWNHOLE PIPING/EQUIPMENT	LS	1	4,000.00	4,000.00	3,600.00	3,600.00	6,700.00	6,700.00
25.03	TELEWISE WELL (INITIAL)	LS	1	1,500.00	1,500.00	1,200.00	1,200.00	1,000.00	1,000.00
25.04	PAINTING (DISCHARGE HEAD, PUMP, MOTOR, COLUMN PIPING, & WELL HOUSE PIPING)	LS	1	400.00	400.00	5,050.00	5,050.00	4,200.00	4,200.00
<b>DOWN-HOLE WELL EQUIPMENT ITEMS</b>									
25.05	20-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE WITH COUPLING	EA	8	400.00	3,200.00	1,100.00	8,800.00	975.00	7,800.00
25.06	5-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE WITH COUPLING	EA	1	370.00	370.00	300.00	300.00	550.00	550.00
25.07	STILLING TUBE- INSTALL / IMPROVE/ REPAIR (NEED 2 PER WELL)	EA	2	400.00	800.00	170.00	340.00	375.00	750.00
<b>PUMP REPAIR ITEMS</b>									



TABULATION OF BIDS

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Shaded area denotes corrected figure

2016 Well Rehabilitation Project Coon Rapids, Minnesota SEH No.: COONR 135180 Bid Date: 10:00 a.m., Thursday, January 7, 2016				Engineer's Estimate \$455,785.00		Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359 \$453,825.00		Traut Wells 141 28th Ave. S. Waite Park, MN 56387 \$520,235.04	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
25.08	BOWL SHAFT	EA	1	300.00	300.00	650.00	650.00	525.00	525.00
25.09	COMPLETE BOWL BEARING KIT	EA	7	150.00	1,050.00	110.00	770.00	90.00	630.00
25.1	MACHINING (REBUILD BOWL & IMPELLER)	EA	7	150.00	1,050.00	350.00	2,450.00	250.00	1,750.00
25.11	WEAR RING	EA	7	150.00	1,050.00	100.00	700.00	250.00	1,750.00
25.12	PUMP REPAIR AT SHOP	HOURL	24	60.00	1,440.00	85.00	2,040.00	85.00	2,040.00
<b>WELL CLEANING ITEMS</b>									
25.13	SPECIAL MOBILIZATION (WELL RIG FOR WELL CLEANING & BAILING)	LS	1	1,200.00	1,200.00	2,500.00	2,500.00	5,000.00	5,000.00
25.14	WIRE BRUSH CLEANING OF CASING	LS	1	2,000.00	2,000.00	1,400.00	1,400.00	1,700.00	1,700.00
25.15	REMOVE SEDIMENT FROM BORE HOLE	CY	4	100.00	400.00	250.00	1,000.00	250.00	1,000.00
25.16	TELEWISE WELL (AFTER CLEANING)	LS	1	1,500.00	1,500.00	1,250.00	1,250.00	1,000.00	1,000.00
25.17	PLUMBNESS & ALIGNMENT TEST	LS	1	500.00	500.00	800.00	800.00	750.00	750.00
<b>PROCESS EQUIPMENT AND INSTRUMENTATION</b>									
25.18	FURNISH & INSTALL CHECK VALVE	EA	1	6,000.00	6,000.00	5,725.00	5,725.00	8,000.00	8,000.00
25.19	FURNISH & INSTALL AIR RELEASE VALVE	EA	1	1,000.00	1,000.00	750.00	750.00	850.00	850.00
25.2	PRESSURE TRANSDUCER (DOWNHOLE)	EA	1	200.00	200.00	150.00	150.00	450.00	450.00
25.21	DIGITAL PRESSURE GUAGE (ABOVE GRADE)	EA	1	200.00	200.00	450.00	450.00	450.00	450.00
25.22	FURNISH AND INSTALL NEW 10" MAGNETIC FLOW METER	EA	1	10,000.00	10,000.00	6,500.00	6,500.00	15,000.00	15,000.00
25.23	WIRING INSTRUMENTS TO PLC	LS	1	9,000.00	9,000.00	5,600.00	5,600.00	4,100.00	4,100.00
25.24	NEW PUMP	STAGE	7	2,500.00	17,500.00	1,820.00	12,740.00	2,642.86	18,500.02
25.25	NEW MOTOR	EA	1	40,000.00	40,000.00	37,500.00	37,500.00	45,500.00	45,500.00
<b>TOTAL WELL NO. 25</b>					<b>\$108,160.00</b>	<b>\$106,765.00</b>	<b>\$131,695.02</b>		
<b>WELL NOS. 9 &amp; 13</b>									
9.01	MOBILIZATION - WELL NO.9	LS	1	300.00	300.00	500.00	500.00	500.00	500.00
9.02	PAINTING OF PROCESS PIPING AT WELL NO.9	LS	1	3,000.00	3,000.00	3,450.00	3,450.00	2,500.00	2,500.00
13.01	MOBILIZATION - WELL NO.13	LS	1	300.00	300.00	500.00	500.00	500.00	500.00
13.02	PAINTING OF PROCESS PIPING AT WELL NO.13	LS	1	3,000.00	3,000.00	3,450.00	3,450.00	2,100.00	2,100.00
<b>TOTAL WELL NOS. 9 &amp; 13</b>					<b>6,600.00</b>	<b>\$7,900.00</b>	<b>\$5,600.00</b>		
<b>ALTERNATE A - DEDUCT</b>									
	ADDITIONAL 30 DAYS TO COMPLETE WORK		1		0.00	0.00	0.00	0.00	0.00



TABULATION OF BIDS

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<b>2016 Well Rehabilitation Project</b> <b>Coon Rapids, Minnesota</b> <b>SEH No.: COONR 135180</b> <b>Bid Date: 10:00 a.m., Thursday, January 7, 2016</b>				Engineer's Estimate \$455,785.00		Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359 \$453,825.00		Traut Wells 141 28th Ave. S. Waite Park, MN 56387 \$520,235.04	
Shaded area denotes corrected figure									
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	TOTAL WELL NO. 15				\$72,720.00		\$72,220.00		\$81,145.00
	TOTAL WELL NO. 21				\$120,145.00		\$117,590.00		\$128,200.00
	TOTAL WELL NO. 24				\$148,160.00		\$149,350.00		\$173,595.02
	TOTAL WELL NO. 25				\$108,160.00		\$106,765.00		\$131,695.02
	TOTAL WELL NOS. 9 & 13				\$6,600.00		\$7,900.00		\$5,600.00
	TOTAL OF ALL WELLS				\$455,785.00		\$453,825.00		\$520,235.04
	ALTERNATE A				\$0.00		\$0.00		\$0.00
<b>TOTAL BID PRICE</b>					<b>\$455,785.00</b>		<b>\$453,825.00</b>		<b>\$520,235.04</b>



TABULATION OF BIDS

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Shaded area denotes corrected figure

<b>2016 Well Rehabilitation Project</b> <b>Coon Rapids, Minnesota</b> <b>SEH No.: COONR 135180</b> <b>Bid Date: 10:00 a.m., Thursday, January 7, 2016</b>				Keys Well Drilling 1156 Homer St. St. Paul, MN 55116 \$531,005.00		E.H. Renner & Sons 15688 Jarvis St. NW Elk River, Mn 55330 \$618,022.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price
<b>WELL NO. 15</b>							
15.01	MOBILIZATION - WELL NO.15	LS	1.00	\$7,000.00	\$7,000.00	\$4,000.00	\$4,000.00
15.02	REMOVE & REINSTALL PUMP, MOTOR AND	LS	1.00	6,000.00	6,000.00	3,200.00	3,200.00
15.03	TELEWISE WELL (INITIAL)	LS	1.00	1,350.00	1,350.00	1,500.00	1,500.00
15.04	HEADSHAFT	EA	1.00	450.00	450.00	600.00	600.00
15.05	STUFFING BOX BEARING	EA	1.00	200.00	200.00	300.00	300.00
15.06	PAINTING (DISCHARGE HEAD, PUMP, MOTOR,	LS	1.00	3,600.00	3,600.00	6,000.00	6,000.00
<b>DOWN-HOLE WELL EQUIPMENT ITEMS</b>							
15.07	10-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	16.00	475.00	7,600.00	655.00	10,480.00
15.08	10-FOOT LENGTH 8-INCH SCH 40 SUCTION PIPE	EA	1.00	250.00	250.00	375.00	375.00
15.09	10-FOOT LENGTH STAINLESS STEEL LINE SHAFT	EA	16.00	295.00	4,720.00	325.00	5,200.00
15.10	LINE SHAFT BEARING RETAINER	EA	16.00	150.00	2,400.00	130.00	2,080.00
15.11	RUBBER LINE SHAFT BEARING	EA	16.00	25.00	400.00	35.00	560.00
15.12	STAINLESS STEEL SHAFT SLEEVE	EA	16.00	50.00	800.00	50.00	800.00
15.13	STILLING TUBE- INSTALL / IMPROVE/ REPAIR (NEED	EA	2.00	200.00	400.00	320.00	640.00
<b>PUMP REPAIR ITEMS</b>							
15.14	BOWL SHAFT	EA	1.00	450.00	450.00	527.00	527.00
15.15	COMPLETE BOWL BEARING KIT	EA	3.00	200.00	600.00	225.00	675.00
15.16	MACHINING (REBUILD BOWL & IMPELLER)	EA	3.00	150.00	450.00	300.00	900.00
15.17	WEAR RING	EA	3.00	325.00	975.00	125.00	375.00
15.18	PUMP REPAIR AT SHOP	HOURL	24.00	85.00	2,040.00	90.00	2,160.00
<b>WELL CLEANING ITEMS</b>							
15.19	SPECIAL MOBILIZATION (WELL RIG FOR WELL	LS	1.00	2,200.00	2,200.00	2,500.00	2,500.00
15.20	WIRE BRUSH CLEANING OF CASING	LS	1.00	2,200.00	2,200.00	3,500.00	3,500.00
15.21	REMOVE SEDIMENT FROM BORE HOLE	CY	4.00	300.00	1,200.00	500.00	2,000.00
15.22	TELEWISE WELL (AFTER CLEANING)	LS	1.00	1,350.00	1,350.00	1,500.00	1,500.00
15.23	CONDUCT PLUMBNESS & ALIGNMENT TEST	LS	1.00	500.00	500.00	500.00	500.00
<b>PROCESS EQUIPMENT AND INSTRUMENTATION</b>							
15.24	FURNISH & INSTALL CHECK VALVE	EA	1.00	4,750.00	4,750.00	11,000.00	11,000.00
15.25	INSTALL PRESSURE TRANSDUCER (DOWNHOLE)	EA	1.00	50.00	50.00	100.00	100.00
15.26	INSTALL ELECTRONIC PRESSURE GUAGE (ABOVE	EA	1.00	50.00	50.00	175.00	175.00
15.27	FURNISH AND INSTALL NEW 10" MAGNETIC FLOW	EA	1.00	5,300.00	5,300.00	14,000.00	14,000.00



TABULATION OF BIDS

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Shaded area denotes corrected figure

<b>2016 Well Rehabilitation Project</b> Coon Rapids, Minnesota SEH No.: COONR 135180 Bid Date: 10:00 a.m., Thursday, January 7, 2016				Keys Well Drilling 1156 Homer St. St. Paul, MN 55116 \$531,005.00		E.H. Renner & Sons 15688 Jarvis St. NW Elk River, Mn 55330 \$618,022.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price
15.28	WIRING INSTRUMENTS TO PLC	LS	1.00	7,200.00	7,200.00	5,600.00	5,600.00
15.29	NEW PUMP	STAGE	3.00	1,800.00	5,400.00	1,600.00	4,800.00
15.30	NEW MOTOR	EA	1.00	5,100.00	5,100.00	5,750.00	5,750.00
<b>TOTAL WELL NO. 15</b>					<b>74,985.00</b>		<b>91,797.00</b>
<b>Well No. 21</b>							
21.01	MOBILIZATION - WELL NO.21	LS	1.00	7,000.00	7,000.00	4,000.00	4,000.00
21.02	REMOVE & REINSTALL PUMP, MOTOR AND	LS	1.00	6,000.00	6,000.00	3,200.00	3,200.00
21.03	TELEWISE WELL (INITIAL)	LS	1.00	1,350.00	1,350.00	1,500.00	1,500.00
21.04	HEADSHAFT	EA	1.00	450.00	450.00	178.00	178.00
21.05	STUFFING BOX BEARING	EA	1.00	200.00	200.00	300.00	300.00
21.06	PAINTING (DISCHARGE HEAD, PUMP, MOTOR,	LS	1.00	3,600.00	3,600.00	6,000.00	6,000.00
<b>DOWN-HOLE WELL EQUIPMENT ITEMS</b>							
21.07	10-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	14.00	475.00	6,650.00	650.00	9,100.00
21.08	10-FOOT LENGTH 10-INCH SCH 40 SUCTION PIPE	EA	1.00	275.00	275.00	500.00	500.00
21.09	10-FOOT LENGTH STAINLESS STEEL LINE SHAFT	EA	14.00	295.00	4,130.00	300.00	4,200.00
21.10	5-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	1.00	225.00	225.00	375.00	375.00
21.11	5-FOOT LENGTH STAINLESS STEEL LINE SHAFT	EA	1.00	205.00	205.00	175.00	175.00
21.10	LINE SHAFT BEARING RETAINER	EA	14.00	150.00	2,100.00	125.00	1,750.00
21.11	RUBBER LINE SHAFT BEARING	EA	15.00	25.00	375.00	50.00	750.00
21.12	STAINLESS STEEL SHAFT SLEEVE	EA	15.00	50.00	750.00	50.00	750.00
21.13	STILLING TUBE- INSTALL / IMPROVE/ REPAIR (NEED	EA	2.00	200.00	400.00	320.00	640.00
<b>PUMP REPAIR ITEMS</b>							
21.14	BOWL SHAFT	EA	1.00	450.00	450.00	400.00	400.00
21.15	COMPLETE BOWL BEARING KIT	EA	4.00	200.00	800.00	225.00	900.00
21.16	MACHINING (REBUILD BOWL & IMPELLER)	EA	4.00	150.00	600.00	300.00	1,200.00
21.17	WEAR RING	EA	4.00	325.00	1,300.00	100.00	400.00
21.18	PUMP REPAIR AT SHOP	HOURL	24.00	85.00	2,040.00	90.00	2,160.00
<b>WELL CLEANING ITEMS</b>							
21.19	SPECIAL MOBILIZATION (WELL RIG FOR WELL	LS	1.00	2,200.00	2,200.00	6,000.00	6,000.00
21.20	WIRE BRUSH CLEANING OF SCREEN AND CASING	LS	1.00	2,200.00	2,200.00	3,000.00	3,000.00
21.21	CHEMICAL CLEANING OF WELL	LS	1.00	2,200.00	2,200.00	6,000.00	6,000.00
21.22	PHOSPHORIC ACID	GAL	33.00	100.00	3,300.00	100.00	3,300.00



TABULATION OF BIDS

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Shaded area denotes corrected figure

<b>2016 Well Rehabilitation Project</b> Coon Rapids, Minnesota SEH No.: COONR 135180 Bid Date: 10:00 a.m., Thursday, January 7, 2016				Keys Well Drilling 1156 Homer St. St. Paul, MN 55116 \$531,005.00		E.H. Renner & Sons 15688 Jarvis St. NW Elk River, Mn 55330 \$618,022.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price
21.23	BIODISPERSANT	GAL	15.00	100.00	1,500.00	100.00	1,500.00
21.24	CHLORINE DISINFECTION OF WELL	LS	1.00	100.00	100.00	1,800.00	1,800.00
21.25	REMOVE SEDIMENT FROM WELL	CY	4.00	300.00	1,200.00	600.00	2,400.00
21.26	TELEWISE WELL (AFTER CLEANING)	LS	1.00	1,350.00	1,350.00	1,500.00	1,500.00
21.27	PLUMBNESS & ALIGNMENT TEST	LS	1.00	500.00	500.00	500.00	500.00
<b>PROCESS EQUIPMENT AND INSTRUMENTATION</b>							
21.28	FURNISH & INSTALL CHECK VALVE	EA	1.00	4,750.00	4,750.00	11,000.00	11,000.00
21.29	FURNISH & INSTALL AIR RELEASE VALVE	EA	1.00	1,000.00	1,000.00	5,700.00	5,700.00
21.30	PRESSURE TRANSDUCER (DOWNHOLE)	EA	1.00	50.00	50.00	100.00	100.00
21.31	DIGITAL PRESSURE GUAGE (ABOVE GRADE)	EA	1.00	50.00	50.00	200.00	200.00
21.32	FURNISH AND INSTALL NEW 10" MAGNETIC FLOW	EA	1.00	5,000.00	5,000.00	3,200.00	3,200.00
21.33	FURNISH AND INSTALL NEW VARIABLE FREQUENCY	EA	1.00	26,100.00	26,100.00	31,566.00	31,566.00
21.34	WIRING INSTRUMENTS TO PLC	LS	1.00	10,500.00	10,500.00	7,800.00	7,800.00
21.35	PLUMB WATER SUPPLY (HOUSE WATER TO SHAFT	LS	1.00	2,100.00	2,100.00	10,225.00	10,225.00
21.36	NEW PUMP	STAGE	4.00	1,600.00	6,400.00	1,500.00	6,000.00
21.37	NEW MOTOR	EA	1.00	7,900.00	7,900.00	7,000.00	7,000.00
<b>TOTAL WELL NO. 21</b>					<b>\$117,300.00</b>	<b>\$147,269.00</b>	
<b>Well No. 24</b>							
24.01	MOBILIZATION	LS	1	7,000.00	7,000.00	4,000.00	4,000.00
24.02	REMOVE & REINSTALL PUMP, MOTOR AND	LS	1	6,000.00	6,000.00	3,200.00	3,200.00
24.03	TELEWISE WELL (INITIAL)	LS	1	1,350.00	1,350.00	1,500.00	1,500.00
24.04	PAINTING (DISCHARGE HEAD, PUMP, MOTOR,	LS	1	3,600.00	3,600.00	6,000.00	6,000.00
<b>DOWN-HOLE WELL EQUIPMENT ITEMS</b>							
24.05	20-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	8	790.00	6,320.00	1,200.00	9,600.00
24.06	5-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE	EA	1	250.00	250.00	425.00	425.00
24.07	STILLING TUBE- INSTALL / IMPROVE/ REPAIR (NEED	EA	2	200.00	400.00	660.00	1,320.00
<b>PUMP REPAIR ITEMS</b>							
24.08	BOWL SHAFT	EA	1	450.00	450.00	600.00	600.00
24.09	COMPLETE BOWL BEARING KIT	EA	7	200.00	1,400.00	525.00	3,675.00
24.1	MACHINING (REBUILD BOWL & IMPELLER)	EA	7	150.00	1,050.00	300.00	2,100.00
24.11	WEAR RING	EA	7	325.00	2,275.00	150.00	1,050.00
24.12	PUMP REPAIR AT SHOP	HOURL	24	85.00	2,040.00	90.00	2,160.00



TABULATION OF BIDS

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2016 Well Rehabilitation Project Coon Rapids, Minnesota SEH No.: COONR 135180 Bid Date: 10:00 a.m., Thursday, January 7, 2016				Keys Well Drilling 1156 Homer St. St. Paul, MN 55116 \$531,005.00		E.H. Renner & Sons 15688 Jarvis St. NW Elk River, Mn 55330 \$618,022.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price
<b>WELL CLEANING ITEMS</b>							
24.13	SPECIAL MOBILIZATION (WELL RIG FOR WELL	LS	1	2,200.00	2,200.00	8,000.00	8,000.00
24.14	WIRE BRUSH CLEANING OF CASING	LS	1	2,200.00	2,200.00	3,000.00	3,000.00
24.15	REMOVE SEDIMENT FROM BORE HOLE	CY	4	300.00	1,200.00	600.00	2,400.00
24.16	TELEWISE WELL (AFTER CLEANING)	LS	1	1,350.00	1,350.00	1,500.00	1,500.00
24.17	PLUMBNESS & ALIGNMENT TEST	LS	1	500.00	500.00	500.00	500.00
<b>PROCESS EQUIPMENT AND INSTRUMENTATION</b>							
24.18	FURNISH & INSTALL CHECK VALVE	EA	1	4,750.00	4,750.00	12,000.00	12,000.00
24.19	FURNISH & INSTALL AIR RELEASE VALVE	EA	1	1,000.00	1,000.00	5,700.00	5,700.00
24.2	PRESSURE TRANSDUCER (DOWNHOLE)	EA	1	50.00	50.00	100.00	100.00
24.21	DIGITAL PRESSURE GUAGE (ABOVE GRADE)	EA	1	50.00	50.00	200.00	200.00
24.22	FURNISH AND INSTALL NEW 10" MAGNETIC FLOW METER	EA	1	5,800.00	5,800.00	15,300.00	15,300.00
24.23	FURNISH AND INSTALL NEW VARIABLE FREQUENCY DRIVE	EA	1	45,000.00	45,000.00	52,800.00	52,800.00
24.24	WIRING INSTRUMENTS TO PLC	LS	1	6,600.00	6,600.00	5,000.00	5,000.00
24.25	NEW PUMP	STAGE	7	2,125.00	14,875.00	2,000.00	14,000.00
24.26	NEW MOTOR	EA	1	44,250.00	44,250.00	50,500.00	50,500.00
<b>TOTAL WELL NO. 24</b>					<b>\$161,960.00</b>	<b>\$206,630.00</b>	
<b>Well No. 25</b>							
25.01	MOBILIZATION	LS	1	7,000.00	7,000.00	4,000.00	4,000.00
25.02	REMOVE & REINSTALL PUMP, MOTOR AND DOWNHOLE PIPING/EQUIPMENT	LS	1	6,000.00	6,000.00	3,200.00	3,200.00
25.03	TELEWISE WELL (INITIAL)	LS	1	1,350.00	1,350.00	1,500.00	1,500.00
25.04	PAINTING (DISCHARGE HEAD, PUMP, MOTOR, COLUMN PIPING, & WELL HOUSE PIPING)	LS	1	3,600.00	3,600.00	6,000.00	6,000.00
<b>DOWN-HOLE WELL EQUIPMENT ITEMS</b>							
25.05	20-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE WITH COUPLING	EA	8	790.00	6,320.00	1,175.00	9,400.00
25.06	5-FOOT LENGTH OF 10-INCH SCH 40 COLUMN PIPE WITH COUPLING	EA	1	250.00	250.00	425.00	425.00
25.07	STILLING TUBE- INSTALL / IMPROVE/ REPAIR (NEED 2 PER WELL)	EA	2	200.00	400.00	320.00	640.00
<b>PUMP REPAIR ITEMS</b>							



TABULATION OF BIDS

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<b>2016 Well Rehabilitation Project</b> <b>Coon Rapids, Minnesota</b> <b>SEH No.: COONR 135180</b> <b>Bid Date: 10:00 a.m., Thursday, January 7, 2016</b>				Keys Well Drilling 1156 Homer St. St. Paul, MN 55116 \$531,005.00		E.H. Renner & Sons 15688 Jarvis St. NW Elk River, Mn 55330 \$618,022.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price
25.08	BOWL SHAFT	EA	1	450.00	450.00	600.00	600.00
25.09	COMPLETE BOWL BEARING KIT	EA	7	200.00	1,400.00	550.00	3,850.00
25.1	MACHINING (REBUILD BOWL & IMPELLER)	EA	7	150.00	1,050.00	300.00	2,100.00
25.11	WEAR RING	EA	7	325.00	2,275.00	150.00	1,050.00
25.12	PUMP REPAIR AT SHOP	HOUR	24	85.00	2,040.00	90.00	2,160.00
<b>WELL CLEANING ITEMS</b>							
25.13	SPECIAL MOBILIZATION (WELL RIG FOR WELL CLEANING & BAILING)	LS	1	2,200.00	2,200.00	8,000.00	8,000.00
25.14	WIRE BRUSH CLEANING OF CASING	LS	1	2,200.00	2,200.00	3,000.00	3,000.00
25.15	REMOVE SEDIMENT FROM BORE HOLE	CY	4	300.00	1,200.00	600.00	2,400.00
25.16	TELEWISE WELL (AFTER CLEANING)	LS	1	1,350.00	1,350.00	1,500.00	1,500.00
25.17	PLUMBNESS & ALIGNMENT TEST	LS	1	500.00	500.00	500.00	500.00
<b>PROCESS EQUIPMENT AND INSTRUMENTATION</b>							
25.18	FURNISH & INSTALL CHECK VALVE	EA	1	4,750.00	4,750.00	12,000.00	12,000.00
25.19	FURNISH & INSTALL AIR RELEASE VALVE	EA	1	1,000.00	1,000.00	5,700.00	5,700.00
25.2	PRESSURE TRANSDUCER (DOWNHOLE)	EA	1	50.00	50.00	100.00	100.00
25.21	DIGITAL PRESSURE GUAGE (ABOVE GRADE)	EA	1	50.00	50.00	200.00	200.00
25.22	FURNISH AND INSTALL NEW 10" MAGNETIC FLOW METER	EA	1	5,800.00	5,800.00	14,500.00	14,500.00
25.23	WIRING INSTRUMENTS TO PLC	LS	1	52,000.00	52,000.00	5,001.00	5,001.00
25.24	NEW PUMP	STAGE	7	2,125.00	14,875.00	2,000.00	14,000.00
25.25	NEW MOTOR	EA	1	44,250.00	44,250.00	50,500.00	50,500.00
	<b>TOTAL WELL NO. 25</b>				<b>\$162,360.00</b>		<b>\$152,326.00</b>
<b>WELL NOS. 9 &amp; 13</b>							
9.01	MOBILIZATION - WELL NO.9	LS	1	3,600.00	3,600.00	5,000.00	5,000.00
9.02	PAINTING OF PROCESS PIPING AT WELL NO.9	LS	1	3,600.00	3,600.00	5,000.00	5,000.00
13.01	MOBILIZATION - WELL NO.13	LS	1	3,600.00	3,600.00	5,000.00	5,000.00
13.02	PAINTING OF PROCESS PIPING AT WELL NO.13	LS	1	3,600.00	3,600.00	5,000.00	5,000.00
	<b>TOTAL WELL NOS. 9 &amp; 13</b>				<b>\$14,400.00</b>		<b>\$20,000.00</b>
<b>ALTERNATE A - DEDUCT</b>							
	ADDITIONAL 30 DAYS TO COMPLETE WORK		1	0.00	<b>0.00</b>	(2,500.00)	<b>(2,500.00)</b>



TABULATION OF BIDS

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<b>2016 Well Rehabilitation Project</b> <b>Coon Rapids, Minnesota</b> <b>SEH No.: COONR 135180</b> <b>Bid Date: 10:00 a.m., Thursday, January 7, 2016</b>				<b>Keys Well Drilling</b> 1156 Homer St. St. Paul, MN 55116 \$531,005.00		<b>E.H. Renner &amp; Sons</b> 15688 Jarvis St. NW Elk River, Mn 55330 \$618,022.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price
	TOTAL WELL NO. 15				\$74,985.00		\$91,797.00
	TOTAL WELL NO. 21				\$117,300.00		\$147,269.00
	TOTAL WELL NO. 24				\$161,960.00		\$206,630.00
	TOTAL WELL NO. 25				\$162,360.00		\$152,326.00
	TOTAL WELL NOS. 9 & 13				\$14,400.00		\$20,000.00
	TOTAL OF ALL WELLS				\$531,005.00		\$618,022.00
	ALTERNATE A				\$0.00		(\$2,500.00)
<b>TOTAL BID PRICE</b>					<b>\$531,005.00</b>		<b>\$618,022.00</b>

**RESOLUTION NO. 16-7(9)**

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

**WHEREAS**, pursuant to an advertisement for bids for the improvement of the City's water system by rehabilitation of Well Nos. 15, 21, 24 and 25, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate A</u>	<u>Total</u>
Bergerson-Caswell, Inc.	\$453,825.00	\$0.00	\$453,825.00
Traut Wells	\$520,235.04	\$0.00	\$520,235.04
Keys Well Drilling	\$531,005.00	\$0.00	\$531,005.00
E.H. Renner & Sons	\$618,022.00	(\$2,500.00)	\$618,022.00

**WHEREAS**, it appears that Bergerson-Caswell, Inc. of Maple Plain, 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 \$453,825.00 by Bergerson-Caswell, Inc. for Coon Rapids Improvement Project 16-7 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 Bergerson-Caswell, Inc. of Maple Plain, Minnesota for the improvement of the City's water system by rehabilitation of Well Nos. 15, 21, 24 and 25 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 19<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Jerry Koch, Mayor

ATTEST:

\_\_\_\_\_  
Joan Lenzmeier, City Clerk



**City Council Regular**

**13.**

**Meeting Date:** 01/19/2016

**Subject:** Consider Easement Agreements for Project 14-27, 85th Avenue Trail Construction

**Submitted For:** Mark Hansen, Assistant City Engineer

**From:** Sarah Greene, Administrative Assistant II

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**INTRODUCTION**

The City Council is being asked to approve permanent easement agreements from three properties along 85th Avenue; two single-family properties and one townhome association. These easements are required to facilitate construction of a new trail on the south side of 85th Avenue as part of City improvement project 14-27.

**DISCUSSION**

Staff has personally met with area residents to discuss impacts to their properties, and negotiated in good faith to arrive at fair and reasonable compensation. The attached agreements address the need to acquire permanent easements for the project at the following locations:

- 8492 Norway Street NW (PIN 03-30-24-21-0128)
- 8495 Norway Street NW (PIN 03-30-24-21-0006)
- River Village Estates 3rd Addition (PIN 03-30-24-22-0170)

The total amount to acquire the necessary temporary and permanent easements is \$15,859.50.

Maps showing the permanent easement locations, as well as the proposed trail alignment are attached for reference.

**RECOMMENDATION**

Staff recommends that the City Council accept permanent easements to facilitate construction of the proposed 85th Ave trail, as detailed herein, and authorize the execution of the agreements between the City of Coon Rapids and landowners of the properties listed above.

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**BUDGET IMPACT:**

These easement acquisitions will be funded from the Park Construction fund 794 using proceeds from the park bond referendum for trail improvements.

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**Attachments**

8492 Norway Street NW

8495 Norway Street NW

River Village Estates 3rd Addition

85th Avenue Trail - Project Location Map

85th Avenue Trail - Easement Location Map

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**EASEMENT AGREEMENT**

( )

**THIS INDENTURE**, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between David A. Zieroth and Carrie C. Zieroth, husband and wife, herein referred to as the "Landowner", and the CITY OF COON RAPIDS, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as the "City".

**WITNESSETH:**

That the said Landowner in consideration of the sum of One and 00/100 Dollars (\$1.00) and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the said City, its successors and assigns, forever, a permanent easement for sidewalk and trail purposes over, under and across the following described property:

A permanent easement over under and across the northerly most 12.00 feet of Lot 1, Block 1, Springbrook Cove 2<sup>nd</sup> Addition according to the plat thereof in the State of Minnesota, County of Anoka. Said easement containing 1,622 square feet more or less.

**EXEMPT FROM STATE DEED TAX**

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

The City agrees to indemnify and hold the Landowner harmless from damages or claims resulting directly and solely from the use of the easements. This indemnification, however, shall not include and the City shall not be responsible for any and all costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the property prior to the date hereof and which were not caused by the City.

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

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

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

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

By: \_\_\_\_\_  
David A. Zieroth

By: \_\_\_\_\_  
Carrie C. Zieroth

-

*[Signatures continue on following page]*

CITY OF COON RAPIDS

By: \_\_\_\_\_  
Jerry Koch, Mayor

By: \_\_\_\_\_  
Matt Stemwedel, City Manager

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ANOKA )

On this \_\_\_\_ day of \_\_\_\_\_, 2015 before me a Notary Public within and for said County, personally appeared David A. Zieroth and Carrie C. Zieroth, husband and wife.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ANOKA )

On this \_\_\_\_ day of \_\_\_\_\_, before me a Notary Public within and for said County, personally appeared Jerry Koch and Matt Stemwedel, the Mayor and City Manager for the City of Coon Rapids, a municipal corporation under the laws of the State of Minnesota, on behalf of the municipal corporation.

\_\_\_\_\_  
Notary Public

This instrument was Drafted by:

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

Accepted by the Coon Rapids City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Joan Lenzmeier, City Clerk

**EASEMENT AGREEMENT**

(     )

**THIS INDENTURE**, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between Kay Pretti, a single person, herein referred to as the "Landowner", and the CITY OF COON RAPIDS, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as the "City".

**WITNESSETH:**

That the said Landowner in consideration of the sum of One and 00/100 Dollars (\$1.00) and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the said City, its successors and assigns, forever, a permanent easement for sidewalk and trail purposes over, under and across the following described property:

A permanent easement over under and across that part of Lot 1, Block 1, Springbrook Cove, according to the plat thereof, Anoka County, Minnesota, described as follows:

Commencing at the most northeast corner of said Lot 1, thence easterly along the north line of said Lot 1 a distance of 50.00 feet, thence at right angles 8.50 feet south, thence at right angles 49.74 feet west to the east right of way along Norway Street, thence northerly along the right of way of Norway Street to the point of beginning and there ending. Said easement containing 424 square feet more or less.

**EXEMPT FROM STATE DEED TAX**

This easement shall convey to the City, its contractors, agents, officers and employees the right to enter upon said premises at all reasonable times for the purpose of construction, grading,

sloping and restoration purposes, and all such purposes ancillary thereto, together with the right of said City, its contractors, agents, officers and employees to remove trees, brush, undergrowth and other obstructions from the easement area, as well as the right to deposit earthen materials within the easement area.

The City agrees to indemnify and hold the Landowner harmless from damages or claims resulting directly and solely from the use of the easements. This indemnification, however, shall not include and the City shall not be responsible for any and all costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the property prior to the date hereof and which were not caused by the City.

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

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

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

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

By: \_\_\_\_\_  
Kay Pretti

*[Signatures continue on following page]*

CITY OF COON RAPIDS

By: \_\_\_\_\_  
Jerry Koch, Mayor

By: \_\_\_\_\_  
Matt Stemwedel, City Manager

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ANOKA )

On this \_\_\_\_ day of \_\_\_\_\_, 2015 before me a Notary Public within and for said County, personally appeared Kay Pretti, a single person.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ANOKA )

On this \_\_\_\_ day of \_\_\_\_\_, before me a Notary Public within and for said County, personally appeared Jerry Koch and Matt Stemwedel, the Mayor and City Manager for the City of Coon Rapids, a municipal corporation under the laws of the State of Minnesota, on behalf of the municipal corporation.

\_\_\_\_\_  
Notary Public

This instrument was Drafted by:

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

Accepted by the Coon Rapids City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Joan Lenzmeier, City Clerk

**EASEMENT AGREEMENT**

( )

**THIS INDENTURE**, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between River Village Estates 3<sup>rd</sup> Addition Townhome Association, Inc., a Minnesota non-profit corporation, herein referred to as the “Landowner”, and the CITY OF COON RAPIDS, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as the "City".

**WITNESSETH:**

That the said Landowner in consideration of the sum of One and 00/100 Dollars (\$1.00) and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the said City, its successors and assigns, forever, a permanent easement for sidewalk and trail purposes over, under and across the following described property:

A permanent easement over under and across the northerly most 12.00 feet of Lot 18 Riverview Estates 3<sup>rd</sup> addition Block 1 according to the plat thereof in the State of Minnesota, County of Anoka. Said permanent easement containing 5,525 square feet more or less.

**EXEMPT FROM STATE DEED TAX**

This easement shall convey to the City, its contractors, agents, officers and employees the right to enter upon said premises at all reasonable times for the purpose of construction, grading, sloping and restoration purposes, and all such purposes ancillary thereto, together with the right of said City, its contractors, agents, officers and employees to remove trees, brush, undergrowth

and other obstructions from the easement area, as well as the right to deposit earthen materials within the easement area.

The City agrees to indemnify and hold the Landowner harmless from damages or claims resulting directly and solely from the use of the easements. This indemnification, however, shall not include and the City shall not be responsible for any and all costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the property prior to the date hereof and which were not caused by the City.

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

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

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

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

RIVER VILLAGE ESTATES 3<sup>RD</sup>  
ADDITION TOWNHOME  
ASSOCIATION, INC.

By: \_\_\_\_\_  
Melonee Ham, President

-

*[Signatures continue on following page]*

CITY OF COON RAPIDS

By: \_\_\_\_\_  
Jerry Koch, Mayor

By: \_\_\_\_\_  
Matt Stemwedel, City Manager

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ANOKA )

On this \_\_\_\_ day of \_\_\_\_\_, 2015 before me a Notary Public within and for said County, personally appeared Melonee Ham, the President of River Village Estates 3<sup>rd</sup> Addition Townhome Association, a Minnesota non-profit corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ANOKA )

On this \_\_\_\_ day of \_\_\_\_\_, before me a Notary Public within and for said County, personally appeared Jerry Koch and Matt Stemwedel, the Mayor and City Manager for the City of Coon Rapids, a municipal corporation under the laws of the State of Minnesota, on behalf of the municipal corporation.

\_\_\_\_\_  
Notary Public

This instrument was Drafted by:

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

Accepted by the Coon Rapids City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Joan Lenzmeier, City Clerk

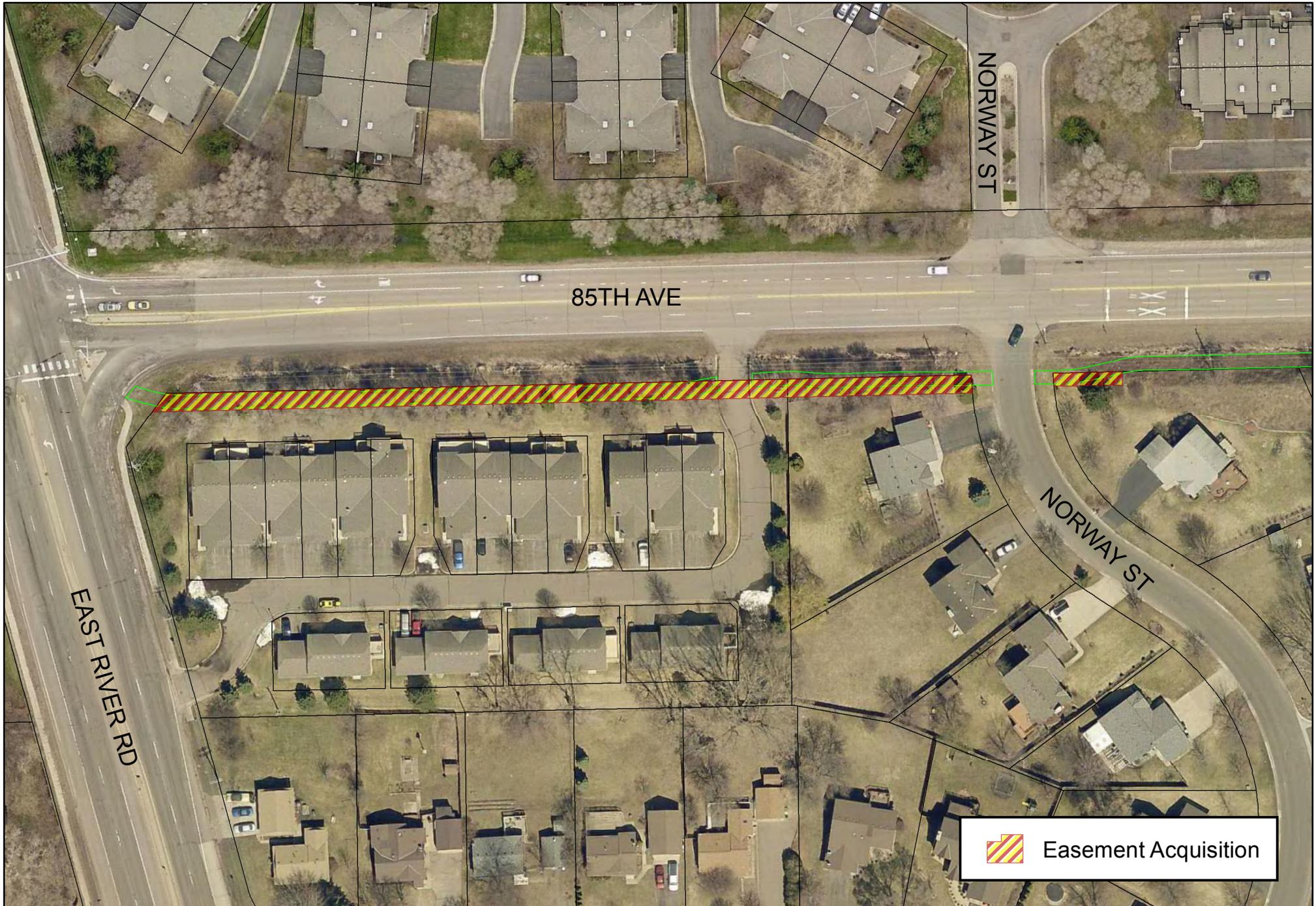


# 85th Ave Trail Construction





# 85th Ave Easement Acquisition for Trail Construction



NORWAY ST

85TH AVE

EAST RIVER RD

NORWAY ST



Easement Acquisition



**City Council Regular**

**14.**

**Meeting Date:** 01/19/2016

**Subject:** PC 15-36: Consider Introduction of an Ordinance Regarding Brew Pubs, Breweries, Taprooms, Distilleries and Cocktail Rooms

**From:** Scott Harlicker, Planner

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**INTRODUCTION**

The City Council is being asked to introduce an ordinance amendment regarding brew pubs, taprooms, breweries, distilleries and cocktail rooms.

**DISCUSSION**

**Background**

Recently a microbrewery expressed an interest in opening up a brewery and taproom in the City. At this time, that type of facility is not specifically allowed in any zoning district. Currently, any size brewery would be allowed in the Industrial district as "light industry" and a microbrewery would be allowed in the PORT district as "limited production and processing." A brew pub would be allowed in the PORT district under the classification of "restaurant" and "limited production and processing."

In 2011, the State Legislature passed what is know as the "Surly Bill" which allows breweries to sell pints of beer at the brewery in areas known as taprooms. Prior to the law, brew pubs were already permitted to sell beer for consumption on site because brew pubs serve food and operate similar to restaurants.

Staff also looked at a related use, microdistilleries. A distillery and microdistillery would be treated the same breweries and microbreweries for zoning purposes. Staff is proposing to include them in the ordinance amendment.

The purpose of the proposed text amendment is to identify where the brew pubs, breweries, distilleries, taprooms and cocktail rooms should be allowed and to establish definitions of the common terms.

**Proposed Definitions**

**Brewery** is a person who manufactures more than 15,000 barrels of malt liquor, as defined in State Statute section 340A.101, subdivision 16, for sale in a calendar year.

*This language was taken from State Statute section 340A.*

**Brewery, Micro** is a facility with a capacity to manufacture less than 15,000 barrels of alcoholic and nonalcoholic malt liquor a year. This definition does not include a brewpub.

*This definition is commonly use by other cities and is used by the American Brewers Association.*

**Brew pub** is a brewer who also holds one or more retail on-sale licenses and who manufactures fewer

than 3,500 barrels of malt liquor in a year, at any one licensed premises, the entire production of which is solely for consumption on tap on any licensed premises owned by the brewer, or for off-sale from those licensed premises as permitted in State Statute section 340A.24, subdivision 2.

*This definition is taken from State Statute section 340A.101.*

**Taproom** is an area on the premises of or adjacent to the brewery location owned by the brewer that allows the on-sale of malt liquor produced by the brewer for consumption. Such use shall be accessory to the primary use of a brewery or micro brewery.

*This language was taken from State Statute section 340A.26.*

**Distillery** is a person who manufactures more than 40,000 proof gallons of distilled spirits, as defined in State Statute section 340A.101, subdivision 9, for sale in a calendar year

*This language was taken from State Statute section 340A*

**Microdistillery** means a distillery operated within the state producing premium, distilled spirits in total quantity not to exceed 40,000 proof gallons in a calendar year.

*This definition was taken from State Statute section 340A.101.*

**Cocktail Room** is an area on the premises of or adjacent to the distillery location owned by the distiller that allows the on-sale of distilled liquor produced by the distiller for consumption. Such use shall be accessory to the primary use of a distillery or microdistillery.

*This language was taken from State Statute section 340A.22.*

Proposed Permitted and Conditional Use:

In determining what zoning districts were best suited for the proposed uses, staff looked at where restaurants were allowed. For zoning purposes restaurants, brewpubs, taprooms and cocktail rooms have similar operations and land use impacts. It is important to incorporate a retail component in the commercial districts; therefore, a tap room or cocktail room room are a required component of a micro brewery or microdistillery.

Proposed Use Table (P = Permitted, NP = Not Permitted, CUP = Conditional Use Permit)

	Regional Shopping	General Commercial	Community Commercial	Neighborhood Commercial	PORT	Industrial
Brew pub	P	P	P	CUP	P	NP
Microbrewery with Taproom	P	P	P	NP	P	P
Microdistillery with cocktail room	P	P	P	NP	P	P
Brewery	NP	NP	NP	NP	NP	P
Distillery	NP	NP	NP	NP	NP	P

Parking:

Parking for brewpubs would be calculated using the same ratio as restaurants which is 1 space per 2 seats plus 1 space for every 40 square feet of banquet or meeting area. Parking for taprooms would be calculated using the same ratio as bars/taverns which is 1 space for every 100 square feet of floor area. The brewery component would be calculated using the light industry standard of 1 space per 1,000 square

feet.

#### Outdoor Storage:

Outdoor storage of equipment, production waste, product or ingredients is not allowed in the commercial or PORT districts. Outdoor storage in general is prohibited in those districts. Outdoor storage is allowed as an accessory use in the industrial district provided it meets certain locational and screening requirements.

#### Liquor Licensing:

A separate liquor license from the City would be required for the above uses. A State license would be required prior to the issuance of a City license. The City Clerk and City Attorney are currently drafting recommendations to amend Title 5 of the City Code to provide for the new types of licenses. It is anticipated that the proposed ordinance will be introduced in February.

#### Planning Commission Meeting

At the Planning Commission meeting held on December 17, 2015 no one spoke at the public hearing. The Commission suggested that the ordinance include a definition for Brewer and use consistent terms in the other definitions. They made the following changes to the definitions proposed by staff:

(deletions are strike through and additions are underlined)

**Brewer** - is a person or business who manufactures malt liquor for sale.

**Brew Pub** - Brew pub is a facility for a brewer who also holds one or more retail on-sale licenses and who manufactures fewer than 3,500 barrels of malt liquor in a year, at any one licensed premises, the entire production of which is solely for consumption on tap on any licensed premises owned by the brewer, or for off-sale from those licensed premises as permitted in State Statute section 340A.24, subdivision 2.

**Brewery** - Brewery is a ~~person~~ facility for a brewer who manufactures more than 15,000 barrels of malt liquor, as defined in State Statute section 340A.101, subdivision 16, for sale in a calendar year.

**Brewery, Micro** is a ~~facility~~ brewery with a capacity to manufacture less than 15,000 barrels of alcoholic and nonalcoholic malt liquor a year. This definition does not include a brewpub.

**Distillery** - Distillery is a ~~person who~~ facility that manufactures more than 40,000 proof gallons of distilled spirits, as defined in State Statute section 340A.101, subdivision 9, for sale in a calendar year

#### RECOMMENDATION

In Planning Case 15-36, the Planning Commission recommended the City Council introduce the attached ordinance establishing regulations where brewpubs, breweries, taproom, distilleries and cocktail rooms can locate and establishing definitions of common terms.

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#### Attachments

Proposed Ordinance



**ORDINANCE NO.**

**AN ORDINANCE ADDING DEFINITIONS OF COMMON TERMS AND AMENDING ZONING TEXT ESTABLISHING REGULATIONS WHERE BREW PUBS, BREWERIES, TAPROOMS, DISTILLERIES AND COCKTAIL ROOMS CAN LOCATE WITHIN THE CITY AND THEREBY AMENDING REVISED CITY CODE – 1982 SECTIONS 11-201, 11-701.1, 11-801.1 AND 11-903.1(1)**

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

Section 1. Revised City Code - 1982 Section 11-201 is hereby amended as follows by the addition of the following new definitions, which is to be inserted alphabetically and the numbering changed accordingly: (Additions double underlined)

11-201 Definitions. For the purposes of this Title the following definitions apply:

Abutting – Contiguous to, having a common border with.

Adult Oriented Business – “Adult oriented business” includes, but is not limited to,

(a) Adult body painting studios, adult bookstores, adult cabarets, adult conversation or rap parlors, adult entertainment centers, adult health or sports clubs, adult hotels or motels, adult massage parlors, adult modeling studios, adult motion picture theaters, adult novelty businesses, adult saunas, or steam rooms;

(b) any business that is conducted exclusively for the patronage of adults and that excludes minors from the premises, either by operation of law or by the owners of the business;

(c) any business that (i) derives 25 percent or more of its gross receipts during any calendar month from, or (ii) devotes 25 percent or more of its floor area (not including storerooms, stock areas, bathrooms, basements or any portion of the business not open to customers) to items, merchandise, devices, or other materials distinguished or characterized by an emphasis or material depicting, exposing, describing, discussing, or relating to specified sexual activities or specified anatomical areas;

(d) any premises to which public patrons or members are invited or admitted and which are so physically arranged as to provide booths, cubicles, rooms, compartments or stalls separated from the common areas of the premises for the purposes of viewing adult oriented motion pictures, or wherein an entertainer provides adult entertainment to a member of the public, a patron or a member, whether or not such adult entertainment is held, conducted, operated or maintained for a profit, direct or indirect. *From Sect 5-2202(1)*

Agricultural Use- The employment of land by raising, harvesting, and selling crops, or feeding (including grazing), breeding, managing, selling, or producing livestock, poultry, fur-bearing animals or honeybees, or by dairying and the sale of dairy products, by any other horticultural,

floricultural or viticultural use, by animal husbandry, or by any combination thereof. It also includes the current employment of land for the primary purpose of stabling or training equines including, but not limited to, providing riding lessons, training clinics and schooling shows.

Alley - A public or private right-of-way of at least 18 feet in width which is primarily designed to provide a secondary access to abutting property.

Animal Agricultural - Animals such as cows, sheep, pigs, potbellied pigs, bees, goats, swine, llamas, mules, horses or other hoofed animal, chickens, ducks, or other agricultural animals or domestic fowl.

Animal Domestic - Non-poisonous snakes or snakes not prohibited by this Chapter, birds kept indoors, non-poisonous spiders, turtles, lizards, hamsters, chinchillas, mice, rabbits, gerbils, white rats, guinea pigs, or similar small animals capable of being maintained continuously in cages and indoors.

Architecturally Decorated - An element, design, or motif, installed, attached, painted, or applied to the exterior of a building or structure for the purpose of ornamentation or artistic expression.

Automobile Rental Facility - A business whose primary purpose is the rental of automobiles, trucks of one ton or less, or passenger vans, to include associated office activities, parking and storage of rental vehicles, and minor service of those vehicles. "Minor service" for this purpose is limited to activities such as fluid top-off, tire inflation, cleaning, and bulb and fuse replacement, but does not include oil changes, mechanical work, or body work.

Automobile Repair, Major - General repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, including body work, framework, welding, and major painting service.

Automobile Repair, Minor - The replacement of any part or repair of any part that does not require removal of the engine head or pan, engine transmission or differential; incidental body and fender work, minor painting and upholstery service. Above stated is applied to passenger automobiles and trucks not in excess of 7,000 pounds gross weight.

Basement – That portion of a building between floor and ceiling which is partly below and partly above grade, but so located that the vertical distance from grade to the floor below is less than the vertical distance from grade to ceiling.

Block - A tract of land bounded by streets, public parks, cemeteries, railroad right-of-ways, shorelines, or boundary lines of the City.

Boarding House/Rooming House - A single-family dwelling where more than two, but fewer than six rooms are provided for lodging for definite periods of times. Meals may or may not be provided, but there is one common kitchen facility. No meals are provided to outside guests.

Brew pub - A facility for a brewer who also holds one or more retail on-sale licenses and who manufactures fewer than 3,500 barrels of malt liquor in a year, at any one licensed premises, the entire production of which is solely for consumption on tap on any licensed premises owned by the brewer, or for off-sale from those licensed premises as permitted in Minn. Stat. §340A.24, subd. 2.

Brewer – is a person or business who manufactures malt liquor for sale.

Brewery – A facility for a brewer who manufactures more than 15,000 barrels of malt liquor, as defined in Minn. Stat. §340A.101, subd. 16, for sale in a calendar year.

Building - Any structure having a roof built for the shelter or enclosure of persons, animals, or chattels.

Building Height - The vertical distance between the highest adjoining ground level at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or average height of the highest gable of a pitched or hipped roof.

Business - Any establishment, occupation, employment, or enterprise wherein merchandise is manufactured, exhibited, stored, sold, or where services are offered for compensation.

Channel - That portion of the watercourse normally occupied by a stream under average annual flow conditions, having a natural depression of perceptible extent, with definite bed and banks to confine and conduct flowing water.

City Plans - All plans approved by the City Council.

Clinic, Medical and Dental - Those activities that are of, or connected with, the art of diagnosing, treating, curing, and preventing of disease, relieving pain, and improving or preserving the health of human beings.

Cocktail Room - An area on the premises of or adjacent to the distillery location owned by the distiller that allows the on-sale of distilled liquor produced by the distiller for consumption. Such use shall be accessory to the primary use of a distillery or microdistillery.

Commercial Speech - Speech advertising a business, profession, commodity, service or entertainment.

Commercial Use Antenna - A device used to transmit and/or receive radio or electromagnetic waves directly or indirectly related to commercial wireless telecommunication services and cellular services.

Commercial Use Antenna Tower - Any pole, spire, lattice, or similar structure or combination thereof, greater than 20 feet in height, whether free standing or mounted on a roof or other structure, to which a commercial use antenna is attached or which is designed for an antenna to be attached, and all supporting materials.

Commercial Wireless Telecommunications Service - Licensed wireless telecommunication services including cellular, personal communications services (PCS), specialized mobilized radio (SMR), enhanced specialized mobilized radio (ESMR), paging, and similar services that are marketed to the general public.

Common Open Space - Land, water, or a combination of land and water within a planned residential development which is designed and intended for the use and enjoyment of residents of the development. Common open space includes all land within a development, except for individual building lots and land accepted for public dedication

Community Correctional Facility – A facility where one or more persons reside on a 24 hours basis under the care and supervision of a program licensed by the Minnesota Department of Corrections, excluding prisons and jails.

Community Residential Facility –Any facility, public or private, which for gain or otherwise, regularly provides one or more persons with a 24 hour per day substitute for care, food, lodging, training, education, supervision, habilitation, rehabilitation, and treatment they need, but which for any reason cannot be furnished in the persons own home. Residential facilities include, but are not limited to: State institutions under the control of the Commissioner of Human Services, foster homes, residential treatment centers, maternity shelters, group homes, residential programs, supportive living residences for functionally impaired adults, or schools for handicapped children.

Compatible - Any uses that do not cause a:

- (a) Likeness to a degree to cause monotony.
- (b) Difference to a degree to cause incongruity.
- (c) Lower value so as to cause depreciation of neighborhood values.

(d) Nuisance; compared to existing or other proposed structures or uses. Types of nuisance characteristics include: noise, dust, odors, glare, unsightly building exterior, unsightly exterior storage, traffic generation signs, refuse, or lack of landscaping.

Convenience Store - A retail store having a maximum floor area of 5,500 square feet that offers for sale household and convenience items, food or other miscellaneous retail goods and gasoline.

Crawl Space - The portion of a building between the underside of the lowest finished floor and the ground under the building. This area may or may not be enclosed.

Curtain Wall - An exterior non-load bearing wall made up of panels of stone, glass, concrete, or masonry.

Day Care Facility - Any facility, public or private, which for gain or otherwise, regularly provides one or more persons with care, training, supervision, habilitation, rehabilitation, or developmental guidance on a regular basis, for periods of less than 24 hours per day, in a place other than the persons own home. Day care facilities include, but are not limited to: family day care homes, group family day care homes, day care centers, day nurseries, nursery schools, developmental achievement centers, day treatment programs, adult day care centers and day services.

Developer - Any person who owns or controls land which is to be developed.

Director - The Community Development Director for the City of Coon Rapids or designee.

Distillery - A facility that manufactures more than 40,000 proof gallons of distilled spirits, as defined in State Statute section 340A.101, subdivision 9, for sale in a calendar year

Dwelling - A building or part of a building, containing living, sleeping, cooking, housekeeping accommodations, and sanitary facilities for occupancy by one or more persons.

Dwelling, Duplex - A building designed as a single structure, containing two separate living units, each of which is designed to be occupied as a separate, independent permanent residence.

Dwelling, Multi-Family- A building or portion thereof containing three or more dwelling units.

Dwelling, Single Family Attached - A building designed for or used exclusively for residential purposes by one or more persons located on individual lots but joined along one or more lot lines.

Dwelling, Single Family Detached - A detached building designed for or used exclusively for residential purposes by one family located on an individual lot which is not attached to any other dwelling unit by any means.

Dwelling, Two Family – See Dwelling, Duplex

Easement - A grant by a property owner of the use of land for a specific purpose.

Expansion - (a) The enlargement or extension of a use or structure so that it occupies a greater area of land, building space, or floor area.

(b) A change that increases the intensity of a use, the useable floor area, or the height or volume of a structure.

(c) The movement of a use to another area within a lot or to another structure, or within another portion of a structure.

(d) The replacement of non-dynamic with dynamic signage, or the increase in frequency or visual intensity of dynamic signage.

(e) The replacement of more than 25percent of the structural components, including, but not limited to, beams, studs, joists, or rafters, or more than 25percent of a foundation of a structure.

Equal Degree of Encroachment - A method of determining the location of floodway boundaries so that floodplain lands of both sides of a stream are capable of conveying a proportionate share of flood flows. This is determined by considering the effect of encroachment on the hydraulic efficiency of the floodplain along both sides of a stream for a significant distance.

Educational Facility, College - An institution for post-secondary education, public or private, offering courses in general, technical, or religious education and not operated for profit. It operates in buildings owned or leased by the institution for administrative and faculty offices, classrooms, laboratories, chapels, auditoriums, lecture halls, libraries, student and faculty centers, athletic facilities, dormitories, fraternities, and sororities, but not including colleges or trade schools operated for profit.

Educational Facility, Elementary - A public, private, or parochial school offering instruction for grades K-6.

Educational Facility, High School – A public, private, or parochial school offering instruction for grades 9-12.

Educational Facility, Middle School - A public, private, or parochial school offering instruction for grades 6-9

Family - A family is:

(a) An individual, or a group of persons related by blood, marriage, or adoption, including foster children, living together as a single housekeeping unit.

(b) A group of not more than six persons who need not be related by blood, marriage, or adoption, living together as a single housekeeping unit.

Feedlot - The breeding or confining of animals, except domestic household pets.

Financial Institution - An institution established for the receiving, keeping, lending, or sometimes issuing of money and making easier the exchange of funds by checks, notes, etc. These include, but are not limited to, banks, mortgage bankers, savings and loan associations, and similar lending or banking institutions.

Finished Floor Area - The floor area of a dwelling or dwelling unit whose ceiling height is not less than seven feet. To qualify for finished floor area, the room's walls and ceiling must be covered with plaster, paneling, dry-wall, tile, or similar materials, and its floor must be covered with hardwood, carpeting, tiles, or some similar material in a completed and finished manner. Finished floor area includes, for rooms with sloped ceilings, the floor area beneath a ceiling height of at least five feet, provided at least 50 percent of the floor area of the room has a ceiling height of at least seven feet. No portion of finished floor area will consist of exposed concrete, concrete blocks, studs, or joists, whether painted or not. Finished floor area may include bedrooms, family rooms, dens, and similar areas, but will not include basements and areas devoted to uses accessory to the operation of the dwelling including, but not limited to, furnace rooms, laundry rooms, storage rooms, and workshops.

Flood, Regional - A flood which can be expected to occur on an average of once every 100 years.

Flood Fringe - That portion of the floodplain outside the floodway.

Flood Protection Elevation - A point 24 inches above the limit of the regional flood.

Floodplain - The beds proper and the areas adjoining a wetland, lake or a watercourse which have been or hereafter may be covered by the regional flood.

Floodway - The channel of the watercourse and those portions of the adjoining floodplain which are reasonably required to carry and discharge the regional flood.

Floor Area - The gross horizontal area of the main floor of a structure plus the horizontal area of any other floor level having a minimum vertical clearance or ceiling height of five feet.

Floor Area Ratio - The total square footage of the structure divided by the total square footage of the lot.

Foster Child - A child placed in a private home for care and maintenance by a parent, guardian or a duly accredited and established public or private welfare agency. A child shall mean anyone 17 years of age or under or a person 18 years of age or older if for reasons of mental or physical disability they still require the care and protection needed by person 17 years of age or under.

Frontage, Business - An exterior building wall that faces a public street or contains a public entrance.

Frontage, Street - The linear length in feet of the property line adjacent to public street(s). An interior lot has one street frontage and a corner lot has two or more street frontages.

Functionally Impaired - For the purposes of residential facilities and day care facilities, means having a condition that includes having substantial difficulty in carrying out one or more of the

essential major activities of daily living, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, or having a disorder of thought or mood that significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life and requiring support to maintain independence in the community.

Garage/Storage Structure, Private - An accessory structure or accessory portion of the principal structure which is used by a resident of the property to store motor vehicles, major recreational equipment, or other personal property.

Garden Center/Nursery, Retail - The retail sales of any article, substance, or commodity related to the planting, maintenance, or harvesting of garden plants, shrubs, trees, packaged fertilizers, soils, chemicals, or other nursery goods and related products in small quantities to the consumer.

Governmental Buildings and Facilities - Any building, structure, serving certain governmental functions. These uses are intended to include uses that are supportive of governmental functions such as public works facilities, fire stations, police stations and holding facilities, correctional facilities, jails, wells, water towers and water treatment facilities and waste handling or processing facilities. These uses are intended to be distinguished from governmental offices and essential services.

Governmental Offices - Any facility, building, and structure for the purpose of providing governmental services to the general public. Uses are generally compatible with office and residential uses and include city offices, county offices, courthouses, jail cells operated exclusively in conjunction with and incidental to Anoka County or City courtroom functions, libraries, and post offices. These uses are intended for the direct provision of governmental services to the public as distinguished from governmental buildings and facilities.

Grade - The slope specified in percent of the feet of vertical change in elevation for each 100 feet horizontally.

Grade Landing - The grade required on all streets intersecting with collector or arterial streets.

Ground Level Storage Container - Any container similar in design to a semitrailer, but not equipped with wheels for travel on a public roadway and which is delivered to the site preassembled, and with or without a ground-level entrance, excluding containers designed and used for the storage of garbage, trash, rubbish, recycling, and similar materials in conformance with the City Code.

Highway Corridor - That strip of land 175 feet in width as measured on a line perpendicular to the rights-of-way for U.S. Highway 10, Trunk Highway 610 and Trunk Highway 47. "Highway corridor" excludes the following areas:

- (a) any land within the Mississippi River Corridor as described in Section 11-1001;
- (b) Trunk Highway 610 between its Coon Rapids Boulevard interchange and its terminus in the City;

(c) U.S. Highway 10 between its University Avenue interchange and its Foley Boulevard interchange; and

(d) Trunk Highway 47 between its Coon Rapids Boulevard interchange and its Foley Boulevard interchange.

Home Based Retail Sale - The incidental selling at retail of new and used goods and products from a residential unit, a structure accessory to a residential unit, or outside on the same property as the residential unit including, but not limited to, a garage sale, yard sale, sample sale, estate sale, moving sale, craft sale, or boutique, as those terms are commonly understood. Home Based Retail Sale shall not include the incidental and occasional sale of an individual item from a residential unit unless the item is displayed for sale outside of a structure.

Home Occupation - A gainful occupation engaged in on residential property by a resident of that property. Home Based Retail Sales is not considered a home occupation. Neither are the activities of a foster parent, a live-in child care provider, a live-in domestic worker or attendant, or similar caregiver be considered a home occupation.

Hotel – An establishment containing rooming units providing temporary lodging accommodations to the general public, and customary lodging services, including maid service, the furnishing and upkeep of furniture and bed linens, and which may provide additional services such as restaurants, meeting rooms, entertainment, and recreational facilities

Improvement - A repair that provides newer, longer-lasting, or more efficient materials.

Interchange - That area where a roadway or highway intersects with the highway corridor and includes any portion of an interchange located within the City of Coon Rapids. An “interchange” is measured from the beginning of the highway exit ramp to the end of the entrance ramp, or, in the event of designated exit and entrance lanes, from the point of divergency through convergence with the main lanes of travel.

Interim Use - A temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

Impervious Surface - Any hard-surfaced, man-made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, graveled areas, sidewalks, patios and paved recreation areas.

Industry, Light - A use that involves the manufacturing, production, processing, fabrication, assembly, treatment, repair, or packaging of finished products or parts, predominantly from previously manufactured, prepared or refined materials (or from raw materials that do not need refining), but excluding basic industrial processing. Warehousing, wholesaling, and distribution of the finished products produced at the site is allowed as part of this use.

Junk Vehicle - Includes any motor vehicle or trailer which is not in an operable condition; or which is partially dismantled; or which is used for the sale of parts; or as a source of repair and replacement parts for other vehicles; or which is kept for scrapping, dismantling, or salvage; or is

unlicensed or does not display current registration; or is parked off an improved surface in a front or side yard or any combination therein. The following vehicles are not considered junk vehicles:

- (a) An unlicensed vehicle for sale in an automobile sales lot.
- (b) A collector vehicle registered as a pioneer, classic, collector or street vehicle, as defined in M.S.A. 168.10, if actively being restored.
- (c) Vehicles owned by and being actively repaired by a resident of the premise, inside a building, garage or accessory structure.

Junkyard - An open area where waste and used materials are bought, sold, exchanged, stored, packed, disassembled, or handled, including, but not limited to, scrap iron and other metals, paper, rags, rubber, wires, and bottles. A junkyard includes an auto wrecking yard, but does not include uses that are entirely within enclosed buildings or City Council-approved recycling centers. [Revised 4/1/14, Ordinance 2120]

Kennel - A business where three or more dogs, cats, or any combination thereof, are kept, boarded, bred, or offered for sale. The term kennel does not include animal hospitals, veterinary clinics, or pet stores.

Licensed Engineer - An engineer licensed by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, and Interior Design.

Live/Work Unit - A live/work unit is a single family dwelling unit, part of which may be used as business.

Lodging Room - A room rented as sleeping and living quarters, but without cooking facilities. In a suite of rooms without cooking facilities, each room which provides sleeping accommodation shall be counted as one lodging room.

Lot - A parcel of land intended for transfer of ownership or for building development.

Lot, Corner - A lot within a plat which is bounded on two sides by intersecting streets.

Lot, Double Frontage or Through Lot - A lot which has a front line abutting on a street and a back or rear line abutting another. A corner lot shall not be considered as a double frontage lot.

Lot, Flag - A lot so shaped and designed that the main building site area is set back from the street on which it fronts and includes a narrow access strip connecting the main building site with the frontage street.

Lot Depth - The shortest distance between the front and rear lot lines, measured at the side yard setback line of the shortest side lot line.

Lot Grade - Lot grade for purposes of this Section means the lowest point of elevation of the finished surface of the ground, paving, or sidewalk within the area between the building and a line five feet from the sidewall of the building.

Lot Line - The lines bounding a lot.

Lot Line, Front - The boundary of a lot abutting a public street right-of-way. In the case of a corner lot, the front shall be the lot side having the shortest dimension on a public street. If the dimensions

of a corner lot are within 10 percent of being equal, the owner may select either street lot line as the front lot line.

Lot Line, Rear - Any boundary of a lot which is opposite the front lot line. If the rear lot line is less than 10 feet in length, or if the lot forms a point at the rear, the rear lot line shall be a line 10 feet in length within the lot, connecting the side lot lines and parallel to the front lot line.

Lot Line, Side - Any boundary of a lot which is not a front lot line or a rear lot line.

Lot Split - A subdivision of a parcel of land into two lots along an existing public street not involving the opening, widening, or extension of any public street.

Lot Width - The shortest distance between the side lot lines, measured within the first 30 feet of lot depth, commencing at the front yard setback line.

Major Recreation Equipment – Major recreational equipment includes, but is not limited to: travel trailers, boats, converted busses, coaches, pickup campers, campers, motorized dwellings, race cars, and dune buggies. It does not include vehicles used predominantly for domestic or employment-related transportation.

Maintenance - A Repair that remedies only normal wear and tear, or cleans surfaces.

Manufacturing Uses - All manufacturing, compounding, processing, packaging, treatment, or assembly of products and materials.

Measured Distance - All measured distances shall be to the nearest integral foot. If a fraction is one-half foot or less, the integral foot next below shall be used. Measurements between or up to buildings shall be taken to the nearest point of the vertical building wall.

Metes and Bounds - A method of property description whereby properties are described by means of their direction and distance from an easily identifiable location.

Microbrewery - A brewery with a capacity to manufacture less than 15,000 barrels of alcoholic and nonalcoholic malt liquor in a calendar year. This definition does not include a brewpub.

Microdistillery - A distillery operated within the state producing premium, distilled spirits in total quantity not to exceed 40,000 proof gallons in a calendar year.

Mobile Home - A factory-built structure equipped with the necessary service connections and made so as to be readily movable as a unit on its own running gear and designed to be a relocatable structure used for any occupancy without a permanent foundation, but shall not include motor vehicles as defined in Minn. Stat. §169.011, subd. 42, or recreational camping vehicles as defined in Minn. Stat. §327.14, subd. 7. The phrase "without a permanent foundation" indicates that the support system is constructed with the intent that the mobile home placed thereon will be moved from time to time at the convenience of the owner.

Mobile Home Lot - A parcel of land for the placement of a single mobile home and the exclusive use of its occupants.

Mobile Home Park - Any site or tract of land upon which two or more occupied mobile homes are set.

Multiple Pet Location - A place not constituting a kennel where three or more dogs, cats, or any combination thereof, over six months of age are kept.

Multiple Tenant Building - A building that has more than one tenant, and each tenant has a separate ground level exterior public entrance.

Noncommercial Speech - Dissemination of messages not classified as Commercial Speech which include, but are not limited to, messages concerning political, religious, social, ideological, public service and informational topics.

Nonconforming Use - The lawful use or occupation of land or of a structure existing at the time the City Code is adopted or amended so as to create a nonconformity under Minn. Stat. §462.357, subd.1e.

Nursing Home - A State-licensed facility used to provide care for aged or infirm persons who require nursing care and related services in accordance with these regulations. Examples of nursing care: bedside care, including administration of medications, irrigations, and catheterizations; applications of dressings or bandages; rehabilitative nursing techniques; and other treatments prescribed by a physician which require technical knowledge, skill, and judgment as possessed by a registered nurse.

Office Use - Those commercial activities that take place in office buildings, where goods are not produced, sold, or repaired. These include, but are not limited to: general offices; governmental offices; insurance offices; personal loan agencies; professional offices; real estate offices; travel agency or transportation ticket offices; or telephone exchange offices.

Off Drive Parking Area – An off street, improved surface area connected to a driveway intended for the parking of vehicles.

Off Street Loading Space - A space accessible from a street, alley, or driveway for use while loading or unloading merchandise or materials.

Outdoor Living Room - A structure, attached to an accessory structure or freestanding, containing a hard-surfaced floor on ground level covered by a roof and containing no more than 50 percent permanent, solid walls.

Outdoor Storage - The exterior stockpiling or safekeeping of materials, machinery, equipment, tools, products, vehicles, special mobile equipment, trailers, ground level storage containers, shopping carts and accessories thereto.

Outlot - A parcel of land on a plat which has not been designated as a buildable lot, due to insufficient size or frontage, peculiar site characteristics, topographical problems; or one which is not ready for development due to lack of public improvements.

Parking Space, Common - A townhouse or multiple dwelling parking space designed and located to be clearly available to all residents and guests alike.

Parking Space, Tandem - The single unstacked parking spaces immediately in front of an attached garage door.

Patio - A hard-surfaced area not covered nor designed or intended to be covered by a roof, excluding sidewalks, walkways around swimming pools, or driveways.

Persons - For the purposes of residential facilities and day care facilities, means an adult who is handicapped by reason of mental retardation, mental illness, chemical dependency, or physical handicap; a child, whether handicapped or not; and, for purposes of adult day care, adult foster care, and supportive living residences, an adult who is functionally impaired.

Phase - A specified portion of a planned unit development that may be developed as an independent entity as delineated in the preliminary development plan and specified within the phasing schedule.

Physical Fitness Center – A facility, other than those defined and regulated by Chapter 5-2200 (Adult Oriented Businesses), whose primary purpose is the on-site provision of physical fitness services or equipment, such as: physical fitness training; exercise, aerobics, and similar classes; weight lifting and similar apparatus; running tracks; treadmills and similar apparatus; courts or areas for sports or play; and swimming pools.

Personal Service Establishment - A place where, for a fee, personal care and appearance services are provided to individuals on the premises. Such uses traditionally include beauty parlors, barber shops, nail salons, day spas and tanning salons, tattoo and body piercing parlors and therapeutic massage establishments when operated by a certified, licensed (by the City) massage therapist.

Place of Assembly – A facility that has organized services, meetings, or programs to benefit, educate, entertain, or promote discourse amongst the residents of the community in a public or private setting. Assembly includes such uses as a community center, theaters, and private clubs and lodges.

Place of Worship - A building or place, together with its accessory buildings and uses, where persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship.

Planned Unit Development - An area of land, controlled by a single entity, the plan for which does not correspond in lot size, bulk, or type of dwelling, density, lot coverage, or required open space to the regulations in any conventional zoning district.

Plat - A method of land subdivision.

Plat, Final - The map or plan of record of a subdivision, and any accompanying material required by the City Council.

Plat, Preliminary – The preliminary map or drawing indicating the proposed layout of the subdivision to be submitted to the city for consideration by the planning commission and city council.

Porch - A covered unheated area adjoining an entrance to a building and usually having a separate roof, not more than 60 percent enclosed by walls and attached to the main building for the purpose of sheltering from the rays of the sun and from rain and weather.

Port or Port District – A Preservation or Renovation Tract is a defined zoning district within the City, created with the intent of encouraging development or redevelopment according to a defined theme, within a defined framework of public and private improvements and amenities.

Port Elements Plan – A city-developed plan, adopted by resolution, to promote Port continuity and theme that may prescribe, in both graphic and verbal form, public and private improvements including, but not limited to, site architecture, landscape materials and treatments, lighting design, building treatments and colors, signage, fences, walls, railings, seating, litter receptacles, and other street furniture and structures.

Port Master Plan – A conceptual plan for an entire Port that includes, but is not limited to, proposed uses and use relationships, densities or Floor Area Ratios for each use classification, site circulation, pedestrian systems, parking plans, open space locations, and examples of proposed building types. A Port Master Plan may be developed by the City or by a private developer, landowner, or other applicant.

Pre-application - A preliminary consultation between a subdivider or developer and administrative officials of the City, in order to discuss the person's intent to subdivide or develop a piece of land. Pre-application is advised to give direction to developers.

Public Improvement - Any facility for which the City of Coon Rapids or other governmental agency may ultimately assume the responsibility for maintenance and operation.

Recreational Equipment - Equipment used as an accessory use by residents of the lot where located. Such equipment shall include swing sets, volleyball sets, tennis courts, horseshoes, and similar equipment.

Repair - A change to a property that restores by replacing a part or putting together what is broken or damaged.

Replacement - A Repair that exactly conforms to the original state or condition of the structure.

Research - Medical, chemical, electrical, metallurgical, or other scientific research.

Reserve Strip - A narrow strip of land between property and a public street right-of-way that acts as a buffer for the property.

Residential Area - An area of the City zoned for residential uses (LDR-1, LDR-2, MDR, HDR, MH) or guided for residential uses under the City's Comprehensive Development Plan, whether or not currently developed, or an area developed for residential uses under a Planned Unit Development, and areas of the City located within 500 feet of such residential uses as measured by a straight, perpendicular line.

Residential Floor Area – The gross horizontal area of the main floor of a structure plus the horizontal area of any other floor level having a minimum vertical clearance or ceiling height of five feet.

Residential Living Space – Includes, but is not limited to, all areas of a dwelling suitable and intended for living such as areas for sleeping, eating, or cooking as well as adjunct areas such as

bathrooms, closets, halls, storage and utility space, and attached garages, but shall exclude three season porches and similar, unheated appurtenant structures.

Residential Property – All properties zoned or primarily used for residential purposes.

Restaurant, Fast Food - An establishment whose principal business is the sale of food and/or beverages in a ready-to-consume state for consumption either on the premises or off the premises as carry-out or delivered orders, but not including delicatessens within grocery stores or catering businesses.

Restoration - The process of the renewal and refurbishment to the original state or condition of the structure.

Right-of-Way - A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or for other conditional use.

Roadway - The portion of a right-of-way used for vehicular traffic.

Semitrailer – Semitrailer” means a vehicle of the truck type so designed and used in conjunction with the truck-tractor that a considerable part of its own weight or that of its load rests upon and is carried by the truck-tractor and shall include a trailer drawn by a truck-tractor, semitrailer combination.

Service Business - An establishment providing non-personal care or appearance services to individuals on the premises. Such uses traditionally include dry-cleaning (direct customer service; plants servicing more than one retail outlet are not permitted), interior decorating/upholstery, locksmith, mailing and packaging services, repair and/or servicing of carry-in items, tailor shop, picture framing and self serve laundromat.

Setback - The minimum required distance between a sign, parking lot, or the vertical wall of a building and a lot line.

Shopping Center - An integrated grouping of commercial stores, under single ownership or control.

Sidewalk - A paved surface for pedestrian use. A walkway.

Sight Triangle –The minimum sight triangle shall be defined as a triangle located at the corner of intersecting streets. The adjacent sides shall be located along the curb line, or gutter line of streets without curb and gutter, of the intersecting streets and shall be 50 feet in length. The third side shall be a straight line joining the end points of the adjacent sides.

Sign - Any name, identification, description, display, illustration, structure, emblem, or device which is affixed to, painted, or represented upon a building, bench, or other outdoor structure, vehicle, or piece of land, or which is located indoors in such manner so as to attract notice from outside the building, and which directs or is intended to direct attention to an object, product, place, activity, person, organization, or business. The structure supporting or intended to support a sign shall be considered part of that sign.

Sign, Above Roof - A sign which is attached to a building and projects above the roof line.

Sign, Area Identification - A ground sign that identifies a commercial, residential, institutional or industrial complex, unified development or shopping center. An area identification sign shall include the name of the complex development or center and/or its major tenant(s). If the area identification signs do not include the name of the complex or center, they shall be identical in copy.

Sign, Directory - A ground sign which provides space for the names of all tenants of a building.

Sign, Dynamic Display - Any portion of a sign that contains alphanumeric characters, graphics or symbols defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs or other illumination device within the display area, including computer programmable, microprocessor controlled electronic displays or any other method or technology that allows the sign face to present a series of images or display.

Sign, Ground - A free-standing sign, including whatever structure is needed to support such sign.

Sign, Ground – Monument - A ground sign that contains a solid or enclosed base and where the sign support brace(s) is/are not visible. The monument sign base must be constructed of materials similar in appearance to those of the principal structure and consist of brick, natural stone, stucco, textured cast stone, or integrally colored concrete masonry units. The structure surrounding the face of the sign from the base to the top of the sign must be solid, continuous, and consist of the base materials or complementary materials that match the appearance and color of the principal building.

Sign, Ground – Pylon - A ground sign supported by visible upright braces placed in the ground.

Sign, Marquee, Awning and Canopy - Any message or identification which is affixed to or part of a marquee, awning, or canopy.

Sign, Municipal Entry Monuments - Signs or monuments located at street or highway entry points to the City which indicate, exclusive of any commercial message, that one is entering the City.

Sign, Off Premise - A sign which directs attention to a business, profession, commodity, service or entertainment which is conducted, offered, sold or manufactured elsewhere than on the premises upon which the sign is placed. “Off-premises sign” does not include the following:

- (a) municipal entry monuments as described in Section 11-1203; and
- (b) area identification signs for unified developments as described in Section 11-1203.

Sign, On Premise - A sign which advertises the business, commodity, service, or entertainment offered upon the same premises as those upon which the sign is built.

Sign, Portable - A sign constructed to be movable from one location to another and not permanently attached to the ground or to any immobile structure. Such sign consists of a mobile structure such as a semi-trailer, carriage, van, sled, or other device whose primary function during a specific time is to serve as a sign.

Sign, Readerboard - A permanent sign which is ancillary to and a part of the same sign structure as an on-premises ground sign, the message of which consists solely of manually changeable words, numbers or symbols. Such a sign is typically used to advertise events or sales rather than the business itself.

Sign, Real Estate - A sign advertising the sale, rental, or development of the premises upon which it stands, or directing attention to the opening or location of a new residential development.

Sign, Temporary - Any sign, banner, pennant, poster, or advertising display which is intended to be displayed for a limited period of time, and is not permanently affixed to the ground or a structure. Signs other than temporary signs will be considered permanent signs.

Sign, Wall - A sign affixed to a part of the exterior wall of a building and flush against it.

Sign Area - The area calculated from a figure formed by a line connecting the extreme points of the first and last letter or emblem of each line or the outline differentiating the sign from its background, whichever is larger. However, the area between a readerboard and the permanent message portion of an on-premises ground sign will not be calculated as part of the total sign area provided that the bottom of the readerboard is not more than 10 feet above the unaltered grade immediately below the sign. For a sign with two faces, only the area of one side will be used in computing the sign area.

Special Assistance Shelter - A facility providing temporary housing to indigent, needy, homeless, or transient persons; may also provide ancillary services such as counseling, vocational training, etc.

Special Mobile Equipment - Every vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over a highway, including, but not limited to: ditch digging apparatus, moving dollies, and other machinery such as asphalt spreaders, bituminous mixers, bucket loaders, tractors, other than truck-tractors, ditchers, leveling graders, finishing machines, motor graders, road rollers, scarifiers, earth-moving carryalls, scrapers, power shovels, draglines, self-propelled cranes, and earth-moving equipment.

Street - A public or private right-of-way which permits access by vehicles to abutting properties.

Street, Arterial - A street designed primarily for intercommunication between large land use units.

Street, Collector - A street designed to carry traffic from local streets to the system of major streets, arterials, and highways.

Street, Cul-de-sac - A local street with only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.

Street, Local - A street of limited continuity used primarily for access to the abutting properties and higher order streets.

Street, Marginal Access - A service drive or local street that is parallel and adjacent to a thoroughfare and which provides access to abutting properties and protection from through traffic.

Street Width - The shortest distance from back-of-curb to back-of-curb.

Structure - Anything constructed or erected that requires location on the ground or attached to something having location on the ground.

Structure, Accessory - A subordinate structure which is clearly and customarily incidental to the principal structure and which is located on the same lot as the principal structure.

Structure, Principal - A structure in which is conducted the principal use of the lot on which it is located.

Subdivision - The separation of an area, parcel, or tract of land under single ownership into two or more parcels, tracts, lots, or long-term leasehold interests where the creation of the leasehold interest necessitates the creation of streets, roads, or alleys, for residential, commercial, industrial, or other use or any combination thereof, except those separations:

(a) where all the resulting parcels, tracts, lots, or interests will be 20 acres or larger in size and 500 feet in width for residential uses and five acres or larger in size for commercial and industrial uses;

(b) creating cemetery lots;

(c) resulting from court orders, or the adjustment of a lot line by the relocation of a common boundary.

Taproom - An area on the premises of or adjacent to the brewery location owned by the brewer that allows the on-sale of malt liquor produced by the brewer for consumption. Such use shall be accessory to the primary use of a brewery or microbrewery.

Three Season Porch - An enclosed attached entrance to the primary structure or an enclosed attached room on the outside of the structure which entrance or room is so constructed as not to be intended for habitation during the winter months.

Townhouse Group - A structure containing two or more contiguous Townhouse Units.

Townhouse Unit - One of a group of two or more single-family attached dwellings, in an association established by covenant to regulate common areas, having a wall or walls in common with other dwellings, but separate from any other structure except accessory buildings.

Townhouse Unit Lot - The lot upon which there is built or is proposed to be built one (1) townhouse unit.

Trade or Convention Center - A structure capable of accommodating in excess of 750 persons for purposes such as, but not limited to, concerts, short-term retail or wholesale activities, the large scale marketing, buying, or selling of goods or services, or sporting events.

Truck - Any motor vehicle designed, used, or maintained primarily for the transportation of property and not for the carrying of passengers.

Truck-tractor - Any motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

Unified Development - A development of three or more principal buildings with common characteristics as determined by the Planning Commission. Common characteristics may include shared access, similar architecture, single ownership or history of site plan review approval.

Urgent Care Center - A medical facility, other than an emergency room, that provides only for the delivery of non-routine and non-scheduled medical care and triage of emergent illnesses and injuries.

Usable Open Space - Land which is not occupied by buildings, streets, or parking, or which is not part of the land required for building setbacks. Usable open space shall be suitable for recreational or scenic use and enjoyment by all the residents in the development.

Use, Accessory - A subordinate use which is clearly and customarily incidental to the principal use of a building or premises and which is located on the same lot as the principal building or use.

Use, Principal - The primary or predominant use of any lot, building, or structure.

Utilities, major – Electric power substations, high voltage transmission lines, railroads and gas pipelines,

Utility Uses - Transmission facilities and structures for electric power, oil, liquid and non-liquid fuel, gas, water, sewer, telephone, railroads, radio, or television.

Vehicle –A device used to transport passengers, goods or equipment that is subject to state registration.

Walkway - A paved surface for pedestrian use. A sidewalk.

Wall Graphics - A graphic design or decorative mural not intended for advertising purposes, which is painted directly on an exterior wall surface.

Warehousing - The storage of materials or equipment within an enclosed building.

Waterway - Any natural passageway in the surface of the earth through which, because of location and topography, surface water flows from other areas before reaching a final ponding area. The term “water way” includes all drainage structures that are constructed to conduct water from one place to another.

Wholesale Business - The selling of goods, equipment, and materials in bulk to another business which sells them to the final customer.

Yard – Open space between buildings and adjoining lot lines.

Yard, Front - A yard extending between the side lot lines across the front of a lot from the principal structure to the street right-of-way.

Yard, Rear - A yard extending between the side yard lines across the rear of the lot from the principal structure to the rear lot line.

Yard, Side - A yard extending between the principal structure and the side lot lines and the front and rear yards.

Yard, Street Side Yard – A yard extending between principal structure and the side street right-of-way and the front and rear yards.

Zoning - A plan implementation tool designed to reserve specified areas within the City for specific types of land uses. Limitations may be placed on the land, structures, or use, as specified in this Title.

Section 2. Revised City Code - 1982 Section 11-701.1 is hereby amended as follows:

(deletions in brackets, additions double underlined>)

11-701.1 Uses

<b>COMMERCIAL USES</b>					
<b>Retail Sales and Service</b>	O	NC	CC	GC	RS
General retail sales	NP	NP	P	P	P
General retail sales less than 15,000 square feet total building size	P	P	P	P	P
Art gallery or studio	NP	P	P	P	P
Bank or financial institution	P	NP	P	P	P
Building material sales or lumber yard	NP	NP	P	P	NP
Child care center, state licensed	P	P	P	P	P
Commercial self storage with no outdoor storage	NP	NP	NP	C	NP
Contractors office	NP	NP	NP	P	NP
Dry cleaning establishment	NP	NP	NP	C	NP
Farmers market	NP	P	P	P	NP
Firearms dealer	NP	NP	P	P	P
Funeral home	C	NP	P	P	NP
Greenhouse, lawn and garden supply store	NP	NP	P	P	NP
Laundry, self service	NP	P	P	P	NP
No adult oriented business, as defined by Section 5-2202, is permitted, except adult book stores, adult cabarets, adult conversation parlors, adult motion picture theaters, and adult novelty businesses, subject to regulation under Chapter 5-2200 and Section 11-1208, or state or federal law.	NP	NP	NP	P	NP
Non-on-premises	NP	NP	P	NP	NP

consumption adult bookstores and adult novelty stores, as defined by Revised City Code 1982 Section 5-2202, subject to regulation under Revised City Code 1982 Chapter 5-2200 and Section 11-1208					
Pawnbroker	NP	NP	P	P	NP
Performing, visual or martial arts school	NP	NP	P	P	NP
Personal service establishment	P	P	P	P	P
Pet grooming shops, provided no animal is kept overnight or outside and no noise is audible outside of the building or bay occupied by the grooming shop	NP	P	P	P	P
Pet store	NP	P	P	P	P
Photocopying, duplicating services	P	P	P	P	NP
Precious Metal Dealers defined and regulated by Title 5	NP	P	P	p	NP
Printing and publishing	NP	NP	C	C	NP
Rental business – no outdoor storage	NP	NP	P	P	NP
Rental business – with outdoor storage	NP	NP	NP	C	NP
Secondhand Dealers or Antique Dealers defined and regulated by Title 5	NP	P	P	P	P
Self storage facility with no outdoor storage	NP	NP	NP	C	NP
Service Business	P	P	P	P	NP
Transient Merchants, Solicitors, and Canvassers,	NP	P	P	P	NP

defined and regulated by Title 5					
Veterinary clinic, animal hospital, kennel – no outdoor runs	P	NP	p	P	NP
Video store	P	P	P	P	P
<b>Automobile Services</b>	<b>O</b>	<b>NC</b>	<b>CC</b>	<b>GC</b>	<b>RS</b>
Automobile rental facility	NP	NP	C	C	NP
Automobile repair, major	NP	NP	NP	C	NP
Automobile repair, minor	NP	NP	P	P	NP
Automobile sales provided that: a) Must have minimum of 40,000 square foot building; b) Indoor display area, and c) The building meets the development guidelines found in subsection 11-701.2.	NP	NP	C	P	NP
Car wash	NP	NP	P	P	NP
Convenience store	NP	NP	P	P	NP
Convenience store provided that: (a) The fuel sales are incidental to a retail store; (b) No separate building, structure, or store is used as part of the fuel sales; (c) No more than four dispensing hoses may be operable simultaneously per neighborhood shopping center, and (continued on next page) (d) The fuel sales shall be	NP	C	P	P	NP

accessible from off the parcel of property on which it is located by way of at least two in and out vehicular accesses.					
Major recreational equipment sales, service and rental	NP	NP	NP	C	NP
<b>Food and Beverage</b>	O	NC	CC	GC	RS
<u>Brew pub</u>	<u>NP</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>
Catering	NP	P	P	P	NP
Coffee shop	P	P	P	P	P
Liquor, off sale	NP	NP	P	P	P
<u>Microbrewery with taproom</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Microdistillery with cocktail</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>P</u>
Restaurant, delicatessen	P	P	P	P	P
Restaurant, fast food	NP	NP	P	P	P
Restaurant, sit down including the serving of alcohol beverages provided they occupy no more than 25 percent of a building and have no drive up facility	P	P	P	P	P
Restaurant, sit down including the serving of alcohol beverages	C	C	P	P	P
Tavern or bars	NP	NP	P	P	NP
<b>Commercial Recreation, Entertainment and Lodging</b>	O	NC	CC	GC	RS
Amusement centers	NP	NP	NP	P	NP
Hotel	NP	NP	P	P	P
Indoor recreation	NP	NP	P	P	NP
Outdoor recreation	NP	NP	C	C	NP
Physical fitness center	NP	NP	P	P	P
Physical fitness center 3,000	NP	P	P	P	P

square feet floor area or less					
Radio or television station	NP	NP	P	P	NP
Reception or meeting hall	NP	C	P	P	NP
Theater	NP	NP	P	P	NP
<b>Office and Medical Facilities</b>	O	NC	CC	GC	RS
Blood/ plasma collection facility	NP	NP	NP	P	NP
Clinic, medical or dental	P	NP	P	P	P
Clinic, medical or dental less than 15,000 square feet total building size	P	P	P	P	P
General Office	P	NP	P	P	P
General Office less than 15,000 square feet total building size	P	P	P	P	P
Hospital	NP	NP	C	C	NP
Laboratory, medical or dental	P	NP	P	P	NP
<b>Transportation</b>	O	NC	CC	GC	RS
Ambulance service	NP	NP	NP	C	NP
Limousine service	NP	NP	NP	C	NP
Package delivery service	NP	NP	NP	C	NP
Taxi cab service	NP	NP	NP	C	NP
<b>INSTITUTIONAL AND PUBLIC USES</b>					
<b>Educational Facilities</b>	O	NC	CC	GC	RS
Non-classroom, personalized instructional services for students in grades K-12. The total floor area of all such uses shall not exceed 4,000 square feet of the total gross lease area of the regional	NP	NP	P	P	P

shopping center where they are located					
<b>Social, Cultural, Charitable and Recreation Facilities</b>	O	NC	CC	GC	RS
Club, lodge or hall	C	C	C	P	NP
Community Center	NP	NP	C	C	NP
Community Garden	P	P	P	P	P
Library	P	P	P	P	NP
Museum	C	C	P	P	NP
Public parks and their incidental structures	P	P	P	P	NP
Place of Worship	C	C	C	P	NP
<b>Public Services and Utilities</b>	O	NC	CC	GC	RS
Electric or gas substation	C	C	C	C	C
Governmental buildings and facilities	C	C	C	C	C
Governmental offices	C	C	C	C	C
<b>ACCESSORY USES</b>	O	NC	CC	GC	RS
In building primarily used for office or medical purposes: (a) Restaurants provided they occupy no more than ten percent of the building (b) Retail sales of drugs and other medical supplies	P	P	P	P	P
Medical and dental laboratories in conjunction with medical and dental clinics	NP	P	NP	NP	NP
Outdoor sales area of materials available for active sales as shown on an approved site plan	NP	NP	P	P	NP

Section 3. Revised City Code - 1982 Section 11-701.1 is hereby amended as follows:

(deletions in brackets, additions double underlined)

11-801.1 Uses

<b>PRINCIPLE USES</b>	
<b>INDUSTRIAL USES</b>	
<b>Manufacturing</b>	I
<u>Brewery</u>	<u>P</u>
<u>Distillery</u>	<u>P</u>
<u>Microbrewery</u>	<u>P</u>
<u>Microdistillery</u>	<u>P</u>
Light Industry	P
<b>Vehicle Service and Transportation</b>	I
Vehicle repair major and minor, including the sales of parts in conjunction therewith, but not including a junk yard or salvage business.	C
Sales or rental of vehicles licensed for more than 9,000 pounds gross vehicle weight and special mobile equipment as defined in Section 9-121 of the Revised City Code-1982, except for recreational vehicles. Such use may include the sale of parts in conjunction therewith.	C
Truck rental.	C
Wholesale businesses, warehouses, or freight terminals except for storage of bulk petroleum, scrap or waste material as a primary use.	P
Catalog order facilities, provided there is no direct pickup of orders by customers.	P
<b>Office and Research</b>	I
Office uses	P
Research and development activities, experimental or testing laboratories.	P
Medical and dental clinics and laboratories.	P
<b>Services</b>	I
Service business	P
Animal hospitals, and kennels, duly licensed under Chapter 6-200,	P
Printing, blue-printing, duplicating, mailing and graphic arts.	P
Self service storage facility.	P
Outdoor storage accessory to self service storage.	C
Repair, servicing or parts sales businesses, except for	P

businesses related to vehicles.	
Physical fitness centers	P
Child care center, state licensed	P
<b>Public Services and Utilities</b>	<b>I</b>
Public parks and their incidental structures.	P
Governmental buildings and facilities	C
Governmental offices	C
Electric or gas substation	C
<b>ACCESSORY USES</b>	<b>I</b>
Any accessory use that is permitted in the (O) Office District.	P
Retail sales incidental to the manufacture, processing or wholesaling of products manufactured on, processed on, or wholesaled from the premises.	P
<u>Cocktail room accessory to a microdistillery or distillery</u>	<u>P</u>
<u>Taproom accessory to a microbrewery or brewery</u>	<u>P</u>

Section 4. Revised City Code - 1982 Section 11-903.3(1) is hereby amended as follows:

(deletions in brackets, additions double underlined)

11-903.3 Uses.

(1) Use Table. Permitted, conditional, and accessory uses are specified in the following table as “P,” “C,” and “A,” respectively. Uses not permitted in some Port Districts are specified as “NP” and uses not listed in the table are not permitted in any Port District. [Revised 8/20/13 Ordinance 2107]

Use	Port District			
	River-walk	Campus Square	Evergreen	Wellness
<b>Residential Uses</b>				
<b>Dwellings</b>				
Townhouse/single-family attached dwelling	P	P	NP	P
Multiple-family dwelling (more than four units)	P	P	P	P
Live-work unit	P	P	P	P

Use	Port District			
	River-walk	Campus Square	Evergreen	Wellness
<b>Congregate Living</b>				
Community residential facility serving up to 16 residents	P	P	NP	P
Community residential facility serving more than 16 residents	C	C	NP	C
Dormitories	NP	C	NP	C
Nursing homes, boarding care, assisted living	P	P	P	P
<b>Institutional and Civic Uses</b>				
<b>Educational Facilities</b>				
Group family day care, family day care, group day care	P	P	P	P
Public or private grades K-12 schools	C <sup>1</sup>	NP	NP	NP
College, university, seminary, etc.	C	C	C	C
Trade school, arts school, dance school, etc.	C	C	C	C
<b>Social, Cultural, Religious and Recreational Facilities</b>				
Public library	P	P	P	P
Community center, art center, museum	P	P	P	P
Public and private park, playground	P	P	P	P
Private nonprofit recreation center, pool	P	P	P	P
Place of worship and place of assembly	P	P	P	P
<b>Public Service and Utilities</b>				
Governmental buildings and structures without outdoor storage	C	C	C	C
Public utility buildings and structures without outdoor storage	C	C	C	C
<b>Commercial and Office Uses</b>				
Offices	P	P	P	P
Medical and dental clinics and offices	P	P	P	P
Bed and breakfast residence (up to six rooms)	C	C	NP	C
Parking – principal use	C	C	C	C

Use	Port District			
	River-walk	Campus Square	Evergreen	Wellness
Service businesses <sup>2</sup>	P	P	P	P
Bank, financial institution	P	P	P	P
Food and related goods <sup>3</sup>	P	P	P <sup>7</sup>	P <sup>7</sup>
General retail <sup>4</sup>	P	P	P	P
Eating places <sup>5</sup>	P	P	P	P
<u>Brew pub</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Microbrewery with taproom</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Microdistillery with cocktail room</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Day care center	P	P	P	P
Funeral home, mortuary	P	P	P	P
Laundromat (self-service)	P	P	P	P
Hospital	NP	NP	NP	P
Motel, hotel, inn	C	C	P	C
Photocopying	P	P	P	P
Veterinary clinic (no exterior animal runs)	P	P	NP	NP
Printing and publishing	C	C	C	C
Studios of artists or craftspeople	P	P	P	
Service businesses with showroom or workshop, including office - warehouses (contractor, painter, etc.)	C	C	C	C
Small appliance repair (excluding internal combustion engines)	P	P	NP	NP
Theaters, assembly halls	C	C	NP	NP
Health clubs and fitness centers	C	C	C	C
Indoor recreation (bowling, billiards, etc.)	C	C	NP	P
Commercial outdoor recreation (swim club, miniature golf, etc.)	C	C	NP	NP
Limited production and processing <sup>6</sup>	C	C	C	
Vehicle Services				

Use	Port District			
	River-walk	Campus Square	Evergreen	Wellness
Convenience stores with accessory car washes and/or fuel sales, provided no more than eight dispensing hoses may be operable simultaneously	C	C	C	NP
Convenience stores with accessory car washes and/or fuel sales, provided no more than 16 dispensing hoses may be operable simultaneously	NP	NP	C	NP
Auto repair, detailing or servicing with or without fuel sales	C	C	NP	NP

<sup>1</sup> May not occupy more than five percent of the total development area in Port Riverwalk.

<sup>2</sup> Service businesses: Service businesses include provision of services to the general public that produce minimal off-site impacts. Service businesses include but are not limited to the following:

- barber and beauty shops
- dry-cleaning (direct customer service; plants servicing more than one retail outlet are not permitted)
- interior decorating/upholstery
- locksmith
- mailing and packaging services
- radio and television service and repair
- shoe repair
- tailor shop
- watch repair, other small goods repair
- picture framing

<sup>3</sup> Food and related goods: These uses include the following uses, characterized by the sale of food and related goods to the public for consumption off the premises.

- grocery store, supermarket
- butcher shops
- bakeries
- candy
- greengrocer, other specialty food
- catering

<sup>4</sup> General retail: General retail sales include the retail sale of products, sometimes with provision of related services, to the general public that produce minimal off-site impacts. General retail sales include but are not limited to the following:

- antiques and collectibles store
- art gallery
- bicycle sales and repair
- book store, music store
- clothing and accessories
- drugstore, pharmacy
- electronics sales and repair
- florists
- jewelry store
- hardware store
- liquor store
- news stands, magazine sales
- photographic equipment; film developing
- stationery store
- picture framing

<sup>5</sup> Eating places:  
restaurants with or without liquor sales,  
delis, take-out establishments  
cafés, coffee shops

<sup>6</sup> Limited production and processing. These uses produce minimal off-site impacts due to their limited nature and scale, and are considered compatible with office, retail and service uses. Limited production and processing may include wholesale and off-premises sales. Limited production and processing includes:

- apparel and other finished products made from fabrics
- computers and accessories, including circuit boards and software
- electronic components and accessories
- film, video and audio production
- food and beverage products, except no live slaughter, grain milling, cereal, vegetable oil or vinegar processing
- precision medical and optical goods
- signs, including electric and neon signs
- watches and clocks
- wood crafting and carving
- wood furniture and upholstery

<sup>7</sup> Can occupy no more than 20,000 square feet of a building.

Introduced this \_\_\_\_ day of \_\_\_\_\_, 2016.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**15.**

**Meeting Date:** 01/19/2016

**Subject:** Consider Introduction of a No Wake Ordinance on Crooked Lake During Times of High Water Level

**From:** Scott Harlicker, Planner

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**INTRODUCTION**

Staff is requesting the introduction of a no wake ordinance on Crooked Lake. The ordinance would be in affect during times of high water level. The proposed ordinance is necessary to incorporate changes made by the Department of Natural Resources (DNR) to the previously approved ordinance.

**DISCUSSION**

On September 15, 2015, Council approved an ordinance establishing the no wake regulations for Crooked Lake. The approved ordinance was sent to the DNR for their review and approval. In October, the DNR responded and had three changes they required to the ordinance. They were minor grammatical changes regarding a reference to state statute, a reference regarding public hearing notices and verifying water level.

The reference to state statute regarding definitions was removed (Section 10-602). If that language were included, all definitions would have to match those in state statute. It was simpler to remove the reference. The City of Andover's website was added to the section regarding where notifications of high water level would be posted (Section 10-603(2)). The City of Coon Rapids was removed from list of entities that would have to verify the water level (Section 10-603(1)). Those changes were made and sent back to the DNR for their review. In December the DNR responded and indicated that the new language was approved.

The proposed ordinance the Council is considering for introduction includes the changes required by the DNR.

**RECOMMENDATION**

Staff recommends the City Council introduce the attached ordinance amending Title 10, Chapter 600, No Wake Regulations for Crooked Lake.

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**Attachments**

**Proposed Ordinance**

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ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE  
AMENDING REVISED CITY CODE- 1982,  
CHAPTER 10-600 CROOKED LAKE NO WAKE REGULATIONS**

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

Section 1. Revised City Code – 1982 10-600, Crooked Lake No Wake Regulations is hereby amended as follows: (Deletions in brackets, additions double underlined)

CITY OF COON RAPIDS, MINNESOTA

CHAPTER 10-600

CROOKED LAKE NO WAKE REGULATIONS

10-601 Purpose. As authorized by Minnesota Statutes 86B.201, 86B.205, and 459.20, AND Minnesota Rules 6110.3000 – 6110.3800 as now in effect and as hereafter amended, this Ordinance is enacted for the purpose and with the intent to control and regulate the use of waters of Crooked Lake in the Cities of Coon Rapids and Andover, Minnesota, to promote its fullest use and enjoyment by the public in general and the citizens of the Cities of Coon Rapids and Andover in particular, to insure safety for persons and property in connection with the use of said waters; to harmonize and integrate the varying uses of said waters; and to promote the general health, safety and welfare of the citizens of the Cities of Coon Rapids and Andover, Minnesota.

10-602 Definitions. The following words and phrases, [in accordance with Minnesota Statute 86B.005,] when used in this chapter, shall have the meanings set forth as follows:

- (1) “Operate” means to navigate or otherwise use a watercraft.
- (2) “Person” Includes an individual, partnership, corporation or any body of persons, whether incorporated or formed as an association or not.
- (3) “Crooked Lake” means that body of water that is shared between the cities of Andover and Coon Rapids and assigned the lake identification number of 02008400 by the Minnesota Department of Natural Resources.
- (4) “High Water” means an elevation of 861.6’ or greater above mean sea level on Crooked Lake as determined by the Coon Creek Watershed District.
- (5) “Shore” means the line separating land and water which shifts as lake levels

increase and decrease.

(6) "Slow No-Wake" means the operation of a watercraft at the slowest possible speed necessary to maintain steerage and in no case greater than five (5) miles per hour.

(7) "Watercraft" means any contrivance used or designed for navigation on water, as defined in Minnesota Statutes Section 86B.005, Subdivision 18.

10-603 Watercraft Speed Limitations.

(1) No person shall operate a watercraft at greater than a slow no-wake speed on the entire Lake when the water level reaches eight hundred sixty one point six feet (861.6') sea level, as measured by the City of Andover and the Coon Creek Watershed District gauge [and verified by the City of Coon Rapids].

(2) When the water level of Crooked Lake reaches 861.6' sea level, the City Manager or designee shall arrange to have notice of the no-wake provision posted at all public water accesses and sent to the Crooked Lake Area Association. In addition, notice of said restrictions shall be posted at Andover City Hall, the City of Andover website, the Coon Rapids City Hall, and the City of Coon Rapids web site.

(3) The slow no-wake speed shall be in effect twenty-four (24) hours a day for the entire duration the high water provision is in effect.

(4) When high water levels have subsided and have remained below an elevation of 861.6' sea level for three (3) consecutive days, said restriction shall be promptly removed.

10-604 Information, Notices and Markings. The Cities of Andover and Coon Rapids shall be responsible for informing the public and posting notifications at the Crooked Lake Boat Landing and all other public access points as necessary to give reasonable notice to the speed restrictions established.

10-605 Exemptions Form Provisions.

(1) Authorized resource management, emergency and enforcement personnel, when acting in the performance of their duties, shall be exempt from the provisions of this chapter.

(2) Temporary exemptions from this chapter may be granted to local, state or federal law enforcement agencies.

10-606 Enforcement. Primary responsibility for enforcement of this chapter shall rest with the Anoka County Sheriff's Office. This, however, shall not preclude enforcement by other licensed peace officers.

10-607 Violation a Petty Misdemeanor. Any person violating any provision of this chapter shall be guilty of a petty misdemeanor as defined by state law and subject to the penalties therefore.

Introduced this 19th day of January, 2016.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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ATTEST:

Jerry Koch, Mayor

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Joan Lenzmeier , City Clerk



**City Council Regular**

**16.**

**Meeting Date:** 01/19/2016

**Subject:** Consider Resolution No. 14-27(8) Accepting Plans and Specifications for 85th Avenue Trail Construction, and Authorizing Solicitation of Bids

**From:** Sarah Greene, Administrative Assistant II

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**INTRODUCTION**

Council is requested to approve the plans and specifications and order advertisement for bids for the 85th Avenue Trail Construction from East River Road (CSAH 1), east to the BNSF Railway tracks.

**DISCUSSION**

The City of Coon Rapids is proposing to build a new trail along the south side of 85th Avenue from East River Road (CSAH 1), east to the BNSF Railway tracks. This project requires the installation of a new storm water pipe network from Norway Street to just west of the BNSF Railway tracks to accommodate drainage requirements. Several Xcel Energy power poles will be required to be relocated prior to construction. A section of existing trail within the BNSF Railroad right of way will be removed to allow for installation of new drainage pipe, and then reconstructed to align with the new trail.

Staff coordinated easement acquisitions with three property owners along the trail corridor, and the agreements are included in a forthcoming memo. The trail is proposed to be located entirely on the River Village Estates association property from East River Road to a private driveway. Staff met with Xcel Energy to coordinate the movement of any impacted power poles, and the City has received the necessary permit from the Coon Creek Watershed District. Anoka County's approval letter is attached.

Plans and specifications are available for review in the City Engineer's office. The advertisement would be published on February 5 and 12, with a bid opening scheduled for February 25, 2016. Bid results and a recommendation for contract award would be presented to Council at the March 15, 2016 meeting. Once the contract has been awarded, trail work can begin on April 11, 2016 or as soon as road restrictions are lifted, and would be completed by June 24, 2016.

**RECOMMENDATION**

It is recommended the City Council adopt Resolution No. 14-27(8) approving plans and specifications and ordering advertisement for bids for 85th Avenue Trail Construction.

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**BUDGET IMPACT:**

The work outlined above has been estimated to cost approximately \$550,000. Funding for this trail reconstruction project would come from the Park Bond Referendum.

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**Attachments**

Anoka County Approval

Resolution No. 14-27(8)

85th Avenue Trail - Project Location Map

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# Anoka County

## TRANSPORTATION DIVISION

Highway

Douglas W. Fischer, PE  
County Engineer

January 11, 2016

Mark Hansen, PE  
Assistant City Engineer  
City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, MN 55433

Re: Project 14-27 2016 Trail Construction

Mark,

Anoka County has reviewed your revised Project 14-27 2016 Trail construction plan and has no further comments:

- Your contractor can contact Jorge Bernal (763 862-4224) in our permits section for a permit to work within the Anoka County right of way.

If you have any questions please contact me at [zachary.borgerding@co.anoka.mn.us](mailto:zachary.borgerding@co.anoka.mn.us) or 763-862-4263.

Sincerely,

Zac Borgerding, P.E.

Cc:

File (Coon Rapids, Flat File)

Andrew Witter ACHD

Jane Rose ACHD

Jorge Bernal ACHD

I:\Eng\Plan Reviews\Coon Rapids\2015\Approval letter Proj 14-27.doc

Our passion is your safe way home!

1440 Bunker Lake Blvd. NW ▲ Andover, MN 55304-4005  
Office: 763-862-4200 ▲ Fax: 763-862-4201 ▲ [www.anokacounty.us/highway](http://www.anokacounty.us/highway)

Affirmative Action / Equal Opportunity Employer

**RESOLUTION NO. 14-27(8)**

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

**WHEREAS**, the Coon Rapids Engineering Division has prepared plans and specifications for the improvement of 85<sup>th</sup> Avenue Trail from East River Road (CSAH 1), east to the BNSF Railway tracks by new construction 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 25th day of February, 2016, 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 15th day of March, 2016, 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 19th day of January, 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



# 85th Ave Trail Construction





**City Council Regular**

**17.**

**Meeting Date:** 01/19/2016

**Subject:** Consider Introduction of Ordinance Adopting 2012 Minnesota Plumbing Code

**From:** Greg Brady, Chief Building Official

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**INTRODUCTION**

The Minnesota State Plumbing Board has adopted a new edition of the Minnesota Plumbing Code set to go into effect January 23rd, 2016. The City must revise Chapter 12, Section 12-202(21) in order to be current with the new law.

**DISCUSSION**

These new rules replace the old homegrown plumbing code, Chapter 4715 and replace it with Chapter 4714, a comprehensive plumbing code with Minnesota specific amendments. The 2012 Uniform Plumbing Code (UPC) is a national standard recognized and used by many professionals across the nation. The UPC includes regulation of plumbing standards, materials and methods used in the construction industry. This new code is a long awaited conversion away from state specific standards to nationally recognized standards.

**RECOMMENDATION**

Staff recommends the City Council introduce these new rules for consideration revising Chapter 12-202 of the City Code.

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**Attachments**

**MN Plumbing Code**

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**ORDINANCE NO.**

**AN ORDINANCE REVISING THE ADOPTION DATES  
OF THE MINNESOTA RULES AND THEREBY AMENDING  
REVISED CITY CODE – 1982 SECTION 12-202(21)**

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

Section 1. Revised City Code – 1982 Section 12-202 is hereby amended as follows:

(deletions in brackets, additions double underlined)

12-202 Minnesota Rules Adopted.

Minnesota State Building Code adopted by reference in Section 12-201 above includes the following Chapters of Minnesota Rules:

- (1) 1300, Administration of the Minnesota State Building Code;
- (2) 1301, Building Official Certification;
- (3) 1302, State Building Code Construction Approvals;
- (4) 1303, Minnesota Provisions;
- (5) 1305, Adoption of the 2015 Minnesota Building Code [Revised 6/16/2015, Ordinance 2141];
- (6) 1306, Special Fire Protection Systems;
- (7) 1307, Elevators and Related Devices;
- (8) 1309, Adoption of the 2015 Minnesota Residential Code [Revised 6/16/2015, Ordinance 2141];
- (9) 1311, Adoption of the 2015 Guidelines for the Rehabilitation of Existing Buildings;
- (10) 1315, Adoption of the 2014 National Electrical Code;
- (11) 1322, Adoption of the Minnesota Residential Energy Code and 1323 Minnesota Commercial Energy Code [Revised 6/16/2015, Ordinance 2141];
- (12) 1325, Solar Energy Systems;
- (13) 1330, Fallout Shelters;
- (14) 1335 Floodproofing Regulations [Revised 6/16/15, Ordinance 2141];
- (15) 1341, Adoption of the 2015 Minnesota Accessibility Code;
- (16) 1346, Adoption of the Minnesota State Mechanical Code and Fuel Gas Code;
- (17) 1350, Manufactured Homes;
- (18) 1360, Prefabricated Structures;
- (19) 1361, Industrialized/Modular Buildings;
- (20) 1370, Storm Shelters (Manufactured Home Parks);
- (21) [~~4715~~] 4714, Minnesota Plumbing Code;

(22) 5230, Minnesota High Pressure Piping Systems. [Revised 4/6/99, Ordinance 1661] [Revised 12/2/03, Ordinance 1825] [Revised 12/04/07, Ordinance 1965] [Revised 6/16/15, Ordinance 2141]

Introduced this 19<sup>th</sup> day of January 2016.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk