



HRA Regular Session - 6:50 p.m.
HRA Closed Session - Immediately Following Council Meeting

CITY COUNCIL AGENDA

Tuesday, April 5, 2016

7:00 p.m.

**Coon Rapids City Center
Council Chambers**

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

1. Oaths of Office for New Police Officers

Approval of Minutes of Previous Meeting

2. Approve Minutes of March 22, 2016

Consent Agenda

3. Adopt Resolution 16-40 Accepting Coon Creek Watershed Grant
4. Adopt Resolution 16-44 Authorizing Donation of Playground Equipment
5. Adopt Resolution 16-45 Appointing Kathie Casey to the Planning Commission
6. Adopt Resolution 16-47, Appointing Bradley Janowski and Cindy Nutter to the Safety Commission
7. Adopt Resolution 16-48 Authorizing Donation of Fire Dog Robot Equipment

Public Hearing

Bid Openings and Contract Awards

8. Consider Contract Award for 2016 Street Maintenance Program, Project 16-5

Old Business

New Business

9. Consider Resolution No. 15-16(9) Awarding Contract for Sand Creek Building Improvements - Project 15-16
10. Consider Introduction of Ordinance Establishing New Liquor License Fees for Microdistilleries, Cocktail Rooms, Brew Pubs, and Brewer Taprooms
11. PC 16-7, Consider Resolution 16-39 Approving Registered Land Survey, 9055-9065 East River Rd., City of Coon Rapids HRA
12. PC 16-3: Consider Introduction of an Ordinance Revising the Allowed Exterior Building Materials
13. Consider Water Rate Increase
14. Consider Sewer Rate Increase
15. Consider Resolution 16-43 Year End Budget Appropriations
16. Consider Adopting Resolution No. 16-8(8) Approving Plans and Specs and Ordering Ad for Bids for Miscellaneous Trail Construction and Rehabilitation
17. Consider Easement Agreement for Project 15-15, Intersection Improvement at Northdale Boulevard and Redwood Street
18. Consider Policies on Park Donations and Naming Parks, Park Facilities and Trails

Open Mic/Public Comment

Reports on Previous Open Mic

Other Business

Adjourn



City Council Regular

1.

Meeting Date: 04/05/2016

Subject: Oaths of Office for New Police Officers

From: Brad Wise, Police Chief

INTRODUCTION

The Oaths of Office shall be administered to Officer Dennis Cook and Officer Daniel Durette by Mayor Jerry Koch. Officers Cook and Durette are new police officers for the City of Coon Rapids.

DISCUSSION

Chief Wise will introduce Officers Cook and Durette to the community on the occasion of their graduating from the police department's field training program and their beginning their service to the citizens of Coon Rapids. Officers Cook and Durette were hired in November 2015 and have since been in the police department's training program. To symbolize their graduation they will be "pinned" with their permanent badges, #148 and #149 respectively, by someone they have chosen for this honor. Following the pinning Mayor Koch will administer the Oaths of Office.

RECOMMENDATION

Staff recommends Mayor Koch administer the Oaths of Office.

BUDGET IMPACT:

Officers Cook and Durette fill vacancies created by retirements so there is no additional impact on the budget.

Attachments

Cook Oath of Office
Durette Oath of Office

OATH OF OFFICE

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

I, Dennis Cook, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Minnesota, and discharge faithfully the duties of a Police Officer for the City of Coon Rapids, in the County of Anoka, and the State of Minnesota, to the best of my judgment and ability.

Dennis Cook

WITNESSED:

Jerry Koch, Mayor

Filed this 5th day of April, 2016.

OATH OF OFFICE

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

I, Daniel Durette, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Minnesota, and discharge faithfully the duties of a Police Officer for the City of Coon Rapids, in the County of Anoka, and the State of Minnesota, to the best of my judgment and ability.

Daniel Durette

WITNESSED:

Jerry Koch, Mayor

Filed this 5th day of April, 2016.



City Council Regular

2.

Meeting Date: 04/05/2016

SUBJECT: Approve Minutes of March 22, 2016

Attachments

March 22, 2016 Minutes

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF MARCH 22, 2016

CALL TO ORDER

The second regular meeting of the Coon Rapids City Council for the month of March was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, March 22, 2016, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Koch led the Council in the Pledge of Allegiance.

ROLL CALL

Members Present: Mayor Jerry Koch, Councilmembers Wade Demmer, Jennifer Geisler, Brad Johnson and Steve Wells

Members Absent: Councilmembers Denise Klint and Ron Manning

ADOPT AGENDA

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

PROCLAMATIONS/PRESENTATIONS

None.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. MARCH 2, 2016, COUNCIL MEETING

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, FOR APPROVAL OF THE MINUTES OF THE MARCH 2, 2016, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

2. ADOPT RESOLUTION 16-37 REQUESTING ADVANCE OF STATE AID FUNDING FOR THE 2016 STREET RECONSTRUCTION PROGRAM
 3. APPROVE PAWNBROKER AND PRECIOUS METALS LICENSING FOR TWIN CITIES PAWN LOCATED AT 1923 COON RAPIDS BOULEVARD
 4. APPROVE TEMPORARY ON-SALE STRONG BEER AND WINE LIQUOR LICENSE FOR EPIPHANY CHURCH
 5. AMEND FACILITY CONSTRUCTION FUND BUDGET FOR REPLACEMENT AUTOMOBILE LIFT
 6. APPROVE CONTRACT BETWEEN THE STATE OF MINNESOTA AND THE CITY OF COON RAPIDS FOR A SEASONAL ICWC CREW
 7. ACCEPT PETITION FOR VACATION OF DRAINAGE AND UTILITY EASEMENTS, MARY KAYSER, 3338 116TH AVENUE AND ORDER PUBLIC HEARING
 8. APPROVE FINAL PAYMENT FOR PROJECT 14-1, STREET RECONSTRUCTION
 9. ADOPT RESOLUTION 16-38, A RESOLUTION IN SUPPORT OF MINNESOTA GREENCORP APPLICATION 2016-2017
 10. RECOMMEND APPOINTMENTS TO THE COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS
-

Councilmember Johnson requested further information on the ICWC Crew contract. He questioned if the City could quantify the amount of work being completed by the crews. Public Works Director Himmer explained he had an outline with the work completed by the crews and he would forward this information to the Council in an upcoming Friday memo.

Councilmember Johnson supported the Coon Creek Water District Board of Managers appointments.

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

PUBLIC HEARING

11. CONSIDER RESOLUTION 14-27(9) AWARDDING CONTRACT FOR 85TH AVENUE TRAIL CONSTRUCTION
-

The Staff report was shared with Council.

Mayor Koch questioned when the project would be completed. Public Works Director Himmer anticipated the project would begin mid-April when road restrictions were lifted and hoped the project would be completed by June 24th.

Mayor Koch opened and closed the public hearing at 7:09 p.m. since no one appeared to address the Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 14-27(9) AWARDED A CONTRACT TO VALLEY PAVING, INC. IN THE AMOUNT OF \$326,804.50 FOR 85TH AVENUE TRAIL CONSTRUCTION. THE MOTION PASSED UNANIMOUSLY.

BID OPENINGS AND CONTRACT AWARDS

None.

OLD BUSINESS

None.

NEW BUSINESS

12. CONSIDER ABATEMENT SERVICES CONTRACT

The Staff report was shared with Council.

Councilmember Demmer commented the Council did not see the bid amounts for this work but understood Duall Services, Inc. submitted the low bid and was most capable to complete the work. Neighborhood Coordinator DeGrande reported this was the case.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO APPROVE AGREEMENT FOR NUISANCE ABATEMENT AND SECURING PROPERTY SERVICES WITH DUALL SERVICES, INC. THE MOTION PASSED UNANIMOUSLY.

OPEN MIC/PUBLIC COMMENT

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

REPORTS ON PREVIOUS OPEN MIC

None.

OTHER BUSINESS

Mayor Koch stated on Wednesday, March 23rd from 5:00 to 7:00 p.m. there would be an Open House at Church of the Epiphany to discuss the Hanson Boulevard grade separation. All Coon Rapids residents were invited to attend this meeting. It was noted a presentation would be made by staff at 5:45 p.m.

Fire Chief Piper was pleased to report the City has received 50% of the funding for the Hanson Boulevard grade separation project. He explained he was invited to the Capital by Representative Gavin Hanson to make a case before a subcommittee regarding the City's interest in receiving the remaining 50% of funding from the State. He stated he would know more on the funding by May 23rd.

ADJOURN

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER JOHNSON, TO ADJOURN THE MEETING AT 7:15 P.M. THE MOTION PASSED UNANIMOUSLY.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

3.

Meeting Date: 04/05/2016

Subject: Adopt Resolution 16-40 Accepting Coon Creek Watershed Grant

Submitted For: Colleen Sinclair, Recycling Coordinator

From: Colleen Sinclair, Recycling Coordinator

INTRODUCTION

The Coon Creek Watershed District has approved the City's Water Education grant application for an irrigation sensor tracking project to be marketed at the 2016 Green Expo. Staff is seeking City Council approval to accept the grant.

DISCUSSION

The City of Coon Rapids has been awarded funding through Coon Creek Watershed District's Water Education Grant in the amount of \$1,000.00. With this grant the City intends to purchase irrigation sensors from Best Irrigation, a local company and vendor at the 2016 Green Expo. The sensors detect both moisture and frost, and adjust irrigation controls to prevent the system from running until conditions warrant more moisture. While current regulations require newly installed systems to include these sensors, older systems are not typically equipped with this feature.

Coon Rapids residents may apply to be selected to participate in the pilot program that the City will run for the next three years. Ten households will be selected and will be required to sign an agreement to allow the City permission to access the past three years of water use data and continue to track their water use patterns for the next three years. Each sensor will be professionally installed early this spring at the start of the watering season. Information gathered from these homes will be used to educate on the importance of water conservation practices in homes and the direct benefits of these irrigation sensors. The goal is to increase education resulting in behavior changes in residents related to water conservation, specifically in yard irrigation systems. All data collected will be tracked, analyzed, and shared with the public for educational purposes. The total cost of this project is \$1,150.00. The Watershed grant was approved for \$1,000.00. The remaining \$150 will be covered by the City's Utility fund.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution 16-40 accepting the grant of \$1000 from the Coon Creek Watershed District for water education.

BUDGET IMPACT:

This pilot program has a total cost of \$1150.00, of which \$1000.00 is covered by the Watershed Grant. The remaining \$150.00 will be funded from the Water Utility Fund.

Attachments

Coon Creek Watershed Application

16-40

Coon Creek Watershed District
12301 Central Ave NE, Suite 100
Blaine, MN 55434
763.755.0975
763.755.0283 (fax)

Office Use: PAN _____
Amount Awarded _____
Funding Agreement signed _____
Date Project Completed _____
Grant reimbursed _____

Water Education Grant Application

Project Information

use additional pages, if needed

Title

Coon Rapids Irrigation Sensor Tracking Project

Purpose

How will this project increase knowledge or activities concerning the watershed, water resources, or water quality?

The City of Coon Rapids continues to explore new and relevant ways to educate our residents about water and what they can do to protect our natural resource. We would like to focus on water conservation related to irrigation of lawns in our City. Coon Rapids currently has an odd/even watering ban during summer months to help combat the increase in demand. We'd like to help some residents take water conservation a step further.

We would like to provide ten residents of Coon Rapids with yard sprinkler system moisture sensors in an effort to reduce their water usage. Water use on residential lawns is very significant in Coon Rapids and something we have identified as an area needing education and behavior change. These sensors can be connected to existing sprinkler systems to detect significant rain fall events and freezing temperatures to adjust sprinkler schedules. The reliable sensors conserves water by preventing system use during and after moisture is detected and stops watering below predetermined set temperature. This grant would fund ten households used as a pilot program to track results and utilize data for further education and programs.

This opportunity will be advertised to residents at our annual Green Expo held Saturday, April 23rd focused on sustainability. The Coon Rapids Sustainability Commission will be present to educate residents about irrigation practices and the benefits of these sensors. Interested residents of Coon Rapids will be able to apply to be selected for the program. Coon Rapids staff will create the application to ensure all necessary criteria is met by the households selected including a working sprinkler system that has been used the past three years at minimum. Households that are later awarded these sensors will also be provided with installation by a licensed professional through Best Irrigation. This will ensure those given the sensors have them installed and

utilized properly in their yards. The commercial grade sensors have a five year warranty.

Irrigation sensors will provide an outlet for education to our residents about the importance of water conservation and efficient water use. This is a focus of ours because residential water use in lawn care is very significant in Coon Rapids. Part of being selected to receive the sensors would include receiving information about the benefits of reduced water use on lawns and best management practices for healthy, green lawns. Residents would also be required to sign an agreement with Coon Rapids allowing us to track their water use for the three years previous to installation and three years after. They will work with Best Irrigation to ensure installation before the summer months of 2016. Information collected will be monitored, analyzed and published for public education. This would provide us with measurable outcomes from the changes and provide beneficial in future education.

Goal(s)

Please address:

Information- what topic(s)?

Activities- what will happen?

Audience- who will benefit?

Outcomes- what is the benefit?

The desired outcome of this project is to educate residents about proper lawn maintenance and watering practices, specifically reducing water use. The first step will be to educate residents at the Green Expo about why these sensors are beneficial and how to utilize them properly. We will have signs and handouts with additional information related to effective watering, conservation methods and other resources to improve water use in lawn care including the awarded sensors.

Ten selected households in Coon Rapids will then be given the rain sensors. Once they are installed, we will be able to monitor how water use changes due to the sensors and ideally behavioral changes by our residents in relation to their lawns. Selected homes will represent the various types of homeowners and lawns present in Coon Rapids in order to get data that can hopefully be applied city-wide. We would like to publish this information to illustrate the changes observed and continue to educate other residents about the process and benefits.

Residents with the system will benefit through cost savings, water conservation and improved environmental health for their lawn. Overall our city will benefit from less water used, healthier lawns and better educated residents about conservation. Water conservation continues to be a highly discussed topic nationally and we want to make the topic relevant and relatable for our residents. We also hope this pilot program will provide beneficial information that can be applied to other lawns, projects or areas in the city in the future.

Timeframe

Our event will be held this year on Saturday, April 23rd. We hope to order the sensors as soon as possible to ensure materials arrive in time. Interested Coon Rapids residents will apply for the sensors at the event and staff will select recipients shortly after. The residents will then be required to sign an agreement allowing the city to monitor their water and use this information for educational purposes. No personal information will be shared with the public. Best Irrigation will then be connected with the residents to install the systems before June 1, 2016. Water usage in these homes will be tracked for the three years before system installation and then at minimum three years after. We will use this data for public education via city newsletters, website and future events. This data will also be reported back to CCWD as desired.

Need

Please describe the reason you are requesting funds

Coon Rapids is requesting this funding because we do not have any other funds available to cover the cost for these sensors and installation. Charges to exhibitors for the Green Expo are kept low to encourage small and local businesses to participate. The cost for each sensors is \$55 and the set installation fee from Best Irrigation is \$60 per household. We will be purchasing Irritrol Wireless Rain Sensors IRSS 1000, the best option available give our budget restrictions. We would like to provide this sensor for ten households bringing the total cost to \$1150.00. We are requesting \$1,000 from CCWD and the City of Coon Rapids will be financing the remaining \$150.

Amount Requested \$1,000.00

Contact Information	
Contact Name, Title	Colleen Sinclair, Recycling Coordinator
Organization	City of Coon Rapids
Contact Phone(s)	763-767-6485
Street Address	1831 111 th Avenue NW
City, State, Zip code	Coon Rapids, MN 55433
Email Address	CSinclair@coonrapidsmn.gov

Signature, date: Colleen Sinclair 2-17-2016

RESOLUTION NO. 16-40

**A RESOLUTION TO ACCEPT A WATER CONSERVATION EDUCATION GRANT FROM
THE COON CREEK WATERSHED DISTRICT**

WHEREAS, the Coon Creek Watershed District has awarded the City of Coon Rapids a grant of \$1000 for Coon Rapids water irrigation sensor tracking project to be marketed at the 2016 Green Expo.

WHEREAS, Minn. Stat. § 465.03 allows cities to accept donations of real or personal property by resolution adopted by a two-thirds majority of Council; and

WHEREAS, the City Council finds the offered grant to be in the public interest.

NOW THEREFORE BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that a grant in the amount of \$1000 from the Coon Creek Watershed District be accepted for a water irrigation sensor tracking project for the 2016 Green Expo.

Adopted by the Coon Rapids City Council this 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

4.

Meeting Date: 04/05/2016

Subject: Adopt Resolution 16-44 Authorizing Donation of Playground Equipment

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

Staff seeks authorization to donate playground equipment being replaced as part of the 2016 Park Redevelopment Projects to Kids Around The World, Inc., a non-profit organization.

DISCUSSION

As part of the 2016 Park Redevelopment Project (Project 15-20), playground equipment will be replaced at Delta Park, Mason Park, and Pheasant Ridge Park. Additionally, Woodview Park will also be replacing playground equipment as part of the City's neighborhood park rehabilitation program. Staff is requesting authorization to donate the old equipment from these facilities to the non-profit organization Kids Around the World, Inc. (KIDS). The organization renovates used park equipment and reinstalls it in underprivileged areas around the world. The City has made donations to KIDS in the past.

RECOMMENDATION

Staff recommends the following actions by City Council:

- a. Approve Resolution 16-44 authorizing the donation of used playground equipment to Kids Around The World, Inc., a non-profit organization; and,
- b. Approve the Agreement with Kids Around The World, Inc. for playground equipment removal and authorize execution of the agreement by appropriate City Officials.

Attachments

Resolution 16-44

Donation Agreement

RESOLUTION NO. 16-44

**A RESOLUTION AUTHORIZING A DONATION OF
PLAYGROUND EQUIPMENT TO A NON-PROFIT ORGANIZATION**

WHEREAS, playground equipment at Delta Park, Mason Park, Pheasant Ridge Park and Woodview Park will be removed and replaced as part of the 2016 Park Redevelopment Projects; and,

WHEREAS, Kids Around the World, Inc. is a faith-based 501c(3) nonprofit organization that recycles used playground equipment and reinstalls it for children around the world; and,

WHEREAS, Kids Around the World, Inc. targets children who live in areas that have been impacted in a negative way as a result of economy, war, acts of nature and severe illness; and,

WHEREAS, the removed playground equipment would otherwise be disposed of; and,

WHEREAS, the removed playground equipment is eligible to be donated to Kids Around the World, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the City Council does hereby authorize the donation of the old playground equipment to Kids Around the World, Inc.

BE IT FURTHER RESOLVED that the City Manager or designee is hereby authorized to execute such agreement as is necessary to allow for the removal of said playground equipment by representatives of Kids Around the World, Inc.

Adopted by the Coon Rapids City Council this 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



kids around the world

PLAYGROUND EQUIPMENT DONATION AGREEMENT

This agreement is entered this date between Kids Around The World, Inc., 4750 Hydraulic Road, Rockford, IL 61109 (hereinafter referred to as “KIDS”) and the City of Coon Rapids, Minnesota (hereafter referred to as “Donating Organization”).

KIDS, an Illinois not-for-profit corporation, registered in Illinois at the above address performing charitable programs including building playgrounds for children in underprivileged locations, desires to acquire as a donation, the below identified used playground equipment from the Donating Organization (hereafter referred to as the “Equipment”).

In consideration for the donation of the Equipment from the Donating Organization, KIDS agrees to the following:

DISCLAIMER: KIDS acknowledges and agrees that the Donating Organization is neither a manufacturer nor a vendor of the Equipment, that KIDS takes the Equipment and each part thereof “as-is” and that the Donating Organization has not made, and does not hereby make, any representation, warranty, or covenant, express or implied, with respect to compliance with any and all applicable guidelines or regulations, including, but not limited to ASTM and CPSC, the merchantability, condition, quality, durability, design, operation, fitness for use, or suitability of the Equipment in any respect whatsoever or in connection with or for the purposes and uses of KIDS, or as to the absence of latent or other defects whether or not discoverable, or as to the absence of any infringement of any patent, trademark or copyright, or as to any obligation based on strict liability in tort or any other representation, warranty, or covenant of any kind or character, express or implied, with respect thereto, it being agreed that all risks incident thereto are to be borne by KIDS and the Donating Organization shall not be obligated or liable for actual, incidental, consequential, or other damages of or to buyer or other person or entity arising out of or in connection with the use or performance of the Equipment and the maintenance thereof. KIDS agrees to defend and indemnify the donor for any claims involving the donated playground equipment brought against the donor by third parties. KIDS acknowledges that KIDS has selected the Equipment KIDS is acquiring from the Donating Organization based on KIDS’ own judgment and the Donating Organization hereby affirmatively disclaims reliance on any oral representation concerning the Equipment made to KIDS.

INSURANCE REQUIREMENTS: KIDS shall maintain insurance of the types and in the amounts listed below.

A. Commercial General Liability Insurance

KIDS shall maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence and a \$2,000,000 aggregate limit.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract.

The City of Coon Rapids Minnesota shall be included as an additional insured under the CGL insurance form.

B. Business Auto Liability Insurance

If applicable, KIDS shall maintain business auto liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

C. Workers Compensation Insurance

KIDS will maintain a worker's compensation insurance policy to cover all of the KIDS employees with a minimum employer's liability limit of \$100,000 / \$500,000 / \$100,000.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to removal of the Equipment, KIDS shall furnish to the Donating Organization with a certificate(s) of valid insurance meeting the above noted requirements.

The donated equipment included in this agreement includes: Delta Park, Mason Park, Pheasant Ridge Park, and Woodview Park.

KIDS AROUND THE WORLD, INC.

CITY OF COON RAPIDS

By: _____

By: _____

By: _____

By: _____

Date: _____

Date: _____



City Council Regular

5.

Meeting Date: 04/05/2016

Subject: Adopt Resolution 16-45 Appointing Kathie Casey to the Planning Commission

From: Melissa Moore, Administrative Assistant I

INTRODUCTION

Staff recommends Council appoint Kathie Casey as a new member to the Planning Commission.

DISCUSSION

A sub-committee consisting of Community Development and Planning Department Staff along with two members of the City Council interviewed three applicants for the Planning Commission vacancy on Tuesday, March 29. After the interviews and discussion, the sub-committee recommends appointment of Kathie Casey to the Planning Commission with a term to expire December 31, 2017.

RECOMMENDATION

Adopt Resolution 16-45 appointing Kathie Casey to the Planning Commission with a term to expire on December 31, 2017.

Attachments

Planning Commission Appointment: Kathie Casey

RESOLUTION NO. 16-45

APPROVING APPOINTMENT TO THE PLANNING COMMISSION

WHEREAS, Jonathan Lipinski has resigned from the Planning Commission; and

WHEREAS, a vacancy now exists on the Planning Commission with a term that expires December 31, 2017; and

WHEREAS, it is necessary to fill the vacancy at this time; and

WHEREAS, Carolyn Kathleen Casey (Kathie) is being recommended for appointment to fill the vacant term.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Kathie Casey be appointed to fill the term to expire on December 31, 2017.

Adopted this 5th day of April, 2016, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

6.

Meeting Date: 04/05/2016

Subject: Adopt Resolution 16-47, Appointing Bradley Janowski and Cindy Nutter to the Safety Commission

From: Melissa Moore, Administrative Assistant I

INTRODUCTION

The Safety Commission recommends the appointment of two new members to the Commission: Bradley Janowski and Cindy Nutter.

DISCUSSION

The Safety Commission has reviewed the applications of Bradley Janowski and Cindy Nutter and recommends their appointment to the Safety Commission with terms to expire December 31, 2018.

RECOMMENDATION

Adopt Resolution 16-47 appointing Bradley Janowski and Cindy Nutter to the Safety Commission with terms to expire on December 31, 2018.

Attachments

Resolution 16-47

RESOLUTION NO. 16-47

APPROVING APPOINTMENTS TO THE SAFETY COMMISSION

WHEREAS, two vacancies now exist on the Safety Commission with terms that expire December 31, 2018; and

WHEREAS, it is necessary to fill the vacancies at this time; and

WHEREAS, Bradley Janowski and Cindy Nutter are being recommended for appointment to fill the vacant terms.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Bradley Janowski and Cindy Nutter be appointed to fill the terms to expire on December 31, 2018.

Adopted this 5th day of April, 2016, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

7.

Meeting Date: 04/05/2016

Subject: Adopt Resolution 16-48 Authorizing Donation of Fire Dog Robot Equipment

From: Melissa Moore, Administrative Assistant I

INTRODUCTION

Staff requests authorization to donate a fire dog robot that is being replaced and would otherwise be disposed of.

DISCUSSION

Coon Rapids Fire Department has an educational fire dog robot that is being replaced and the City of Braham, Minnesota is interested in receiving the fire dog robot. Staff recommends donation of this fire dog robot to the City of Braham.

RECOMMENDATION

Adopt Resolution 16-48, A Resolution Authorizing Donation of Fire Dog Robot Equipment to City of Braham MN.

Attachments

Resolution 16-48 Authorizing Donation of Fire Dog Robot Equipment

RESOLUTION 16-48

**A RESOLUTION AUTHORIZING A DONATION OF FIRE DOG ROBOT
EQUIPMENT TO A NON-PROFIT ORGANIZATION**

WHEREAS, the Coon Rapids Fire Department has an educational fire dog robot that is presently being replaced; and

WHEREAS, the city of Braham, a Minnesota Municipal Corporation is interested in receiving the existing fire dog robot; and

WHEREAS, the old fire dog robot would otherwise be disposed of; and

WHEREAS, the old fire dog robot can be donated to the city of Braham.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Coon Rapids, Minnesota to authorize the donation of the fire dog robot to the City of Braham, MN.

Adopted this 5th day of April, 2016, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

8.

Meeting Date: 04/05/2016

Subject: Consider Contract Award for 2016 Street Maintenance Program, Project 16-5

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

On March 11, 2016, bids were received for various materials and services to be provided under the Regional Street Maintenance Joint Powers Agreement. Items included in this bid were sealcoating, pavement markings, street sweeping, crack sealing and fog sealing. Cities participating in the 2016 program include Andover, Anoka, Brooklyn Center, Circle Pines, Columbia Heights, Coon Rapids, East Bethel, Fridley, Ham Lake and Mahtomedi. Council is requested to award contracts for these services.

DISCUSSION

On February 16, 2016, Council approved plans and specifications and ordered advertisement for bids. In accordance with Council direction, bids were received for various street maintenance materials and services on March 11, 2016. We received three bids for sealcoating, four bids for pavement markings, two bids for street sweeping, four bids for crack sealing, and three bids for fog sealing. A summary of bids and a bid tabulation showing unit prices is attached. The following is an analysis for each item of the program:

Sealcoating

Sealcoating was bid on a volume basis for oil and on an area basis for rock. The base bid includes regular asphalt emulsion sealcoat oil and trap rock cover aggregate. An alternate bid was requested from contractors to provide granite. The low bid was received from Pearson Bros. Inc. Pearson Bros. Inc. has provided services for the City for many years. Bids received are as follows:

Contractor	Base Bid	Alternate
Pearson Bros. Inc.	\$1,562,617.20	\$1,541,936.26
Allied Blacktop Company	\$1,592,547.42	\$1,592,547.42
Asphalt Surface Technologies	\$1,679,148.74	\$1,606,991.28

Again this year, we will use a polymer additive to sealcoat oil and a different type of cover aggregate in high traffic areas, including cul-de-sacs and higher volume collector streets. Previous experience has shown this type of application has minimized scuffing and bleeding of sealcoat material.

Pavement Markings

Pavement markings were bid by the gallon for street markings, parking lot markings, and street symbols. The low bid for pavement markings was submitted by AAA Striping Service, Co. in the amount of \$188,094.40. AAA Striping Service, Co. has completed several pavement markings contracts in the past for the City. Bids received are as follows:

Contractor	Bid
AAA Striping Service, Co.	\$188,094.40
Sir Lines-A-Lot Inc.	\$189,083.20
Traffic Marking Service, Inc.	\$219,676.00
Warning Lites of Minnesota, Inc.	\$224,477.16

Street Sweeping

Street sweeping was bid on an hourly rental basis. The low bid for seasonal sweeping was submitted by Pearson Bros. Inc. in the amount of \$62,780.00. Pearson Bros. Inc. has been doing the street sweeping for the City for several years. Bids received are as follows:

Contractor	Spring Sweeping	Fall Sweeping	Total Bid
Pearson Bros. Inc.	\$30,020.00	\$32,760.00	\$62,780.00
Allied Blacktop Company	\$32,300.00	\$35,700.00	\$68,000.00

Crack Sealing

Crack sealing was bid on a lineal foot basis. The low bid for crack sealing was submitted by American Pavement Solutions, Inc. in the amount of \$327,277.30. American Pavement Solutions, Inc. last performed crack sealing for the City in 2011, and their current unit price bid is slightly lower than the 2015 contract. Bids received are as follows:

Contractor	Bid
American Pavement Solutions, Inc.	\$327,277.30
Fahrner Asphalt Sealers	\$345,336.79
Allied Blacktop Company	\$372,721.30

Asphalt Surface Technologies Corporation	\$382,766.86
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Fog Sealing

Fog sealing was bid by the gallon for streets and trails. The low bid for fog sealing was submitted by Pearson Bros. Inc. in the amount of \$115,750.00. Bids received are as follows:

Contractor	Bid
Pearson Bros. Inc.	\$115,750.00
Allied Blacktop Company	\$116,836.00
Asphalt Surface Technologies Corporation	\$156,262.50

The Joint Powers Agreement stipulates that each city provide written concurrence for the award of bids 20 days after notice of receipt of the bids. We have received concurrence from all participating cities as required. As outlined in the JPA, the cities will now have 30 days to decide whether or not they wish to proceed. Sealcoating and crack sealing will begin in early June and be completed in September. Pavement markings and street sweeping services may continue later in the year as weather permits.

RECOMMENDATION

It is recommended the City Council approve the following resolutions:

- a. Adopt Resolution No. 16-5(9A) awarding a contract to Pearson Bros. Inc. for bituminous sealcoating in the base bid amount of \$1,562,617.20 and alternate amount of \$1,541,936.26.
- b. Adopt Resolution No. 16-5(9B) awarding a contract to AAA Striping Service Co. for pavement markings in the amount of \$188,094.40.
- c. Adopt Resolution No. 16-5(9C) awarding a contract to Pearson Bros. Inc. for seasonal street sweeping in the amount of \$62,780.00.
- d. Adopt Resolution No. 16-5(9D) awarding a contract to American Pavement Solutions Inc. for crack sealing in the amount of \$327,277.30.
- e. Adopt Resolution No. 16-5(9E) awarding a contract to Pearson Bros. Inc. for fog sealing in the amount of \$115,750.00.

Attachments

- Summary of Bids
- Bid Tabulation
- Resolution No. 16-5(9A)
- Resolution No. 16-5(9B)

Resolution No. 16-5(9C)

Resolution No. 16-5(9D)

Resolution No. 16-5(9E)

**2016 STREET MAINTENANCE PROGRAM
SUMMARY OF BIDS**

Sealcoating – Bid Schedule 1

	<u>Base Bid</u>	<u>Alternate</u>
Pearson Bros. Inc.	\$1,562,617.20	\$1,541,936.26
Allied Blacktop Company	\$1,592,547.42	\$1,592,547.42
Asphalt Surface Technologies	\$1,679,148.74	\$1,606,991.28

Pavement Markings – Bid Schedule 2

AAA Striping Service	\$188,094.40
Sir Lines-A-Lot Inc.	\$189,083.20
Traffic Marking Service	\$219,676.00
Warning Lites of MN	\$224,477.16

Street Sweeping – Bid Schedule 3

Pearson Bros. Inc.	\$62,780.00
Allied Blacktop Company	\$68,000.00

Crack Sealing – Bid Schedule 4

American Pavement Solutions	\$327,277.30
Fahrner Asphalt Sealers	\$345,336.79
Allied Blacktop Company	\$372,721.30
Asphalt Surface Technologies	\$382,766.86

Fog Sealing – Bid Schedule 5

Pearson Bros. Inc.	\$115,750.00
Allied Blacktop Company	\$116,836.00
Asphalt Surface Technologies	\$156,262.50

RESOLUTION NO. 16-5(9A)

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

WHEREAS, pursuant to an advertisement for bids for the improvement of city streets in the cities of Andover, Anoka, Brooklyn Center, Circle Pines, Columbia Heights, Coon Rapids, Fridley and Mahtomedi by bituminous sealcoating, 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 Bid</u>
Pearson Bros. Inc.	\$1,562,617.20	\$1,541,936.26
Allied Blacktop Company	\$1,592,547.42	\$1,592,547.42
Asphalt Surface Technologies	\$1,679,148.74	\$1,606,991.28

WHEREAS, it appears that Pearson Bros. Inc. of Hanover, 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 base bid of \$1,562,617.20 and alternate bid of \$1,541,936.26 by Pearson Bros. Inc. for Coon Rapids Improvement Project 16-5 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 Pearson Bros. Inc. of Hanover, Minnesota for the improvement of city streets by bituminous sealcoating 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 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 16-5(9B)

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

WHEREAS, pursuant to an advertisement for bids for the improvement of city streets in the cities of Andover, Columbia Heights, Coon Rapids, East Bethel, Fridley, Ham Lake and Mahtomedi by pavement markings, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Bid</u>
AAA Striping Service, Co.	\$188,094.40
Sir Lines-A-Lot Inc.	\$189,083.20
Traffic Marking Service, Inc.	\$219,676.00
Warning Lites of Minnesota, Inc.	\$224,477.16

WHEREAS, it appears that AAA Striping Service, Co. of St. Michael, 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 \$188,094.40 by AAA Striping Service, Co. for Coon Rapids Improvement Project 16-5 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 AAA Striping Service, Co. of St. Michael, Minnesota for the improvement of city streets by pavement markings 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 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 16-5(9C)

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

WHEREAS, pursuant to an advertisement for bids for the improvement of city streets in the cities of Coon Rapids, Fridley and Ham Lake by street sweeping, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Bid</u>
Pearson Bros. Inc.	\$62,780.00
Allied Blacktop Company	\$68,000.00

WHEREAS, it appears that Pearson Bros. Inc. of Hanover, 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 \$62,780.00 by Pearson Bros. Inc. for Coon Rapids Improvement Project 16-5 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 Pearson Bros. Inc. of Hanover, Minnesota for the improvement of city streets by street sweeping 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 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier City Clerk

RESOLUTION NO. 16-5(9D)

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

WHEREAS, pursuant to an advertisement for bids for the improvement of city streets and trails in the cities of Andover, Anoka, Brooklyn Center, Columbia Heights, Coon Rapids, East Bethel, Fridley, Ham Lake and Mahtomedi by crack sealing, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Bid</u>
American Pavement Solutions, Inc.	\$327,277.30
Fahrner Asphalt Sealers	\$345,336.79
Allied Blacktop Company	\$372,721.30
Asphalt Surface Technologies	\$382,766.86

WHEREAS, it appears that American Pavement Solutions, Inc. of Green Bay, Wisconsin 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 \$327,277.30 from American Pavement Solutions, Inc. for Coon Rapids Improvement Project 16-5 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 American Pavement Solutions, Inc. of Green Bay, Wisconsin for the improvement of city streets and trails by crack sealing 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 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 16-5(9E)

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

WHEREAS, pursuant to an advertisement for bids for the improvement of city streets and trails in the cities of Andover, Columbia Heights, Coon Rapids and Mahtomedi by fog sealing, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Bid</u>
Pearson Bros. Inc.	\$115,750.00
Allied Blacktop Company	\$116,836.00
Asphalt Surface Technologies	\$156,262.50

WHEREAS, it appears that Pearson Bros. Inc. of Hanover, 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 \$115,750.00 from Pearson Bros. Inc. for Coon Rapids Improvement Project 16-5 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 Pearson Bros. Inc. of Hanover, Minnesota for the improvement of city streets and trails by fog sealing 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 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

9.

Meeting Date: 04/05/2016

Subject: Consider Resolution No. 15-16(9) Awarding Contract for Sand Creek Building Improvements - Project 15-16

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

Council is requested to review bid packages for several components of the Sand Creek Park warming house and concession stand, and award contracts to complete the planned improvements.

DISCUSSION

Council authorized the solicitation of bids for the Sand Creek Park Building package on May 19, 2015. At the same meeting, Council awarded a construction management contract to Amcon Construction. Bids were received on July 13th and, at that time, all bids were rejected and it was decided to rebid the project at a later date with alternative exterior materials and construction type (structurally insulated panels vs. masonry construction). The final package was designed by Oertel Architects, and included two alternative exterior material options (architectural metal and masonry veneer).

Council approved redesigned plans and specifications and authorized the project for bid at its January 5, 2016 meeting. Council also authorized funds to cover additional work related to the redesign completed by the architect, mechanical and structural engineers and construction manager. The project was advertised in the Anoka County UnionHerald and several trade publications in January, and bids for were received February 8, 2016.

A summary of all bids received and recommendations of award from Amcon Construction are attached. If awarded, construction is anticipated to begin in early May and be completed in August.

Following is a summary of recommended contracts:

CONTRACT	LOW BIDDER	BASE BID
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C-01	Concrete and Excavating	Kelleher Construction, Inc.	\$112,316.00
C-02	Masonry	Cornerstone Custom Construction, Inc.	\$9,600.00
C-03	Miscellaneous Metals	NO BID - Allowance	\$5,000.00
C-04	Stainless Steel Countertops	LSV Metals, Inc.	\$21,839.00
C-05	Carpentry	Parkos Construction Company	\$230,800.00
C-06	Structural Insulated Panels	Cornerstone Custom Construction, Inc.	\$217,000.00
C-07	Sheet Waterproofing	C and S Management Company D/B/A Waterproofing by Experts	\$9,800.00
C-08	Exterior Stucco	American Stucco Enterprises, LLC	\$12,000.00
C-09	Composite Roofing Tiles	Minnesota Home Improvements, LLC	\$99,898.00
C-10	Architectural Metal Panels	Advanced Design Contracting	\$45,168.19
C-11	Hollow Metal Doors and Frames	Bredemus Hardware Co., Inc.	\$15,070.00
C-12	Overhead Coiling Shutter	American Door Works	\$15,526.00
C-13	Aluminum Framed Entrances	Top Lite Contract Glazing, Inc.	\$29,900.00
C-14	Gypsum Board	RTL Construction, Inc.	\$46,900.00
C-15	Tiling	Advanced Terrazzo & Tile Co., Inc.	\$24,860.00
C-16	Acoustical Ceiling Panels	Acoustic Associates	\$33,900.00
C-17	Rubber Flooring	Acoustic Associates	\$19,600.00
C-18	Paintings & Coatings	Wasche Commercial Finishes, Inc.	\$14,270
C-19	Signage	Walker Sign Holdings, Inc. D/B/A Nordquist Sign	\$4,267.00
C-20	Misc Specialties	Construction Supply, Inc.	\$5,325.00
C-21	Plumbing	Northern Mechanical Contractors	\$179,800.00
C-22	Fire Protection	TBD - Estimated Costs	\$50,000
C-23	HVAC	Metro Sheet Metal, Inc.	\$103,500.00
C-24	Electrical	Aid Electric Corporation	\$176,320.00
	TOTAL		\$1,482,659.19

RECOMMENDATION

Staff recommends awarding contracts C-01, C-02, C-04 through C-21, C-23, and C-24 for the Sand Creek Park Building Improvements as recommended by the construction manager and detailed herein.

Item C-03 (miscellaneous metals) is a placeholder budget allowance that will be covered under one of the other awarded contracts, based upon the materials needed by that respective contractor to complete their work.

Bids for contract C-22 (fire protection) are currently being collected and a recommendation for award will be provided at the Council meeting on April 5th.

BUDGET IMPACT:

The total project budget being considered for this improvement is \$1,482,659.19. This amount includes the estimated costs for fire protection (\$50,000), which may be adjusted based upon the final bids, and miscellaneous metals (\$5,000). All funding for this project will come from the City's Facilities Construction Fund.

Attachments

Recommendation Letter

Low Bid Summary

Resolution No. 15-16(9)



DESIGN/BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING

February 11, 2016

City of Coon Rapids
Robinson Boulevard
Coon Rapids, MN

Attention: Tim Himmer, P.E., Public Services Director

Subject: Sand Creek Warming House/Concession Building – Recommendation to award contracts for construction

Dear Mr. Himmer

Please find attached the Contract Award Recommendations and Budget Update. We are recommending the award of contracts C-01, C-02, C-04 through C-21, C-23 and C-24 as listed and highlighted in green. We recommend that the Council make the award of these contracts as one action item.

A public bid opening was conducted on 2/8/16 at City Hall where multiple bids on each of these contracts were opened and we will provide PDF copies of all bids for your review and file under separate cover. Bid package C-03 Misc. Metals and C-22 Fire Protection did not received any bids. Bid Package C-03 is anchor bolts and due to the low value of this contract we can solicit quotes and negotiate this work with a supplier. We recommend re-bidding bid package C-22.

The alternate A-1 was to delete metal wall panels and incorporate a thin brick veneer in defined areas. The low bidders for the metal wall panels and masonry did not bid the alternate. To incorporate the A-1 alternate it would require dropping the low bids for bid packs C-02, C-09 and C-10 and going with higher bids that provided alternate pricing. The alternate (if accepted) would add \$106,710 to the overall project cost.

In addition to plans and specifications prepared by Oertel Architects LTD, all contracts as bid include the City of Coon Rapids standard contract requirements, prevailing wage requirements, and safety procedures. Amcon will prepare the contracts for signature by the contractors and then submit them to the City for final execution.

Please call me if you need additional information prior to the meeting.

Sincerely,
Amcon

Scott Quiring
Project Manager

BID TABULATION FORM
Sand Creek Park Warming House/Concession Building
Coon Rapids, MN
FINAL TABULATION SUMMARY

	CONTRACT	Apparent Low Bidder	BASE BID	Alternates			Unit Prices			APPARENT LOW BIDDER
				A-1	A-2	A-3	UP-1	UP-2	UP-3	
C-01	Concrete and Excavating	KELLEHER CONSTRUCTION	112,316	N/A	-	-	-	-	-	KELLEHER CONSTRUCTION
C-02	Masonry	CORNERSTONE	9,600	N/A	-	-	-	-	-	CORNERSTONE
C-03	Miscellaneous Metals	NO BID-- ALLOWANCE	5,000	-	-	-	-	-	-	ALLOWANCE (NO BID)
C-04	Stainless Steel Countertops	LSV METALS	21,839	N/A	-	-	-	-	-	LSV METALS
C-05	Carpentry	PARKOS	230,800	N/A	-	-	-	-	-	PARKOS
C-06	Structural Insulated Panels	CORNERSTONE	217,000	N/A	-	-	-	-	-	CORNERSTONE
C-07	Sheet Waterproofing	WATERPROOFING BY EXPERTS	9,800	N/A	-	-	-	-	-	WATERPROOFING BY EXPERTS
C-08	Exterior Stucco	AMERICAN STUCCO	12,000	N/A	-	-	-	-	-	AMERICAN STUCCO
C-09	Composite Roofing Tiles	MINNESOTA HOME IMPROVEMENT	99,898	-	-	-	-	-	-	MINNESOTA HOME IMPROVEMENT
C-10	Architectural Metal Panels	ADVANCED DESIGN CONTRACTING	45,168	N/A	-	-	-	-	-	ADVANCED DESIGN CONTRACTING
C-11	Hollow Metal Doors and Frames	BREDEMUS HARDWARE	15,070	N/A	-	-	-	-	-	BREDEMUS HARDWARE
C-12	Overhead Coiling Shutter	AMERICAN DOOR WORKS	15,526	N/A	-	-	-	-	-	AMERICAN DOOR WORKS
C-13	Aluminum Framed Entrances	TOP LITE CONTRACT GLAZING	29,900	N/A	-	-	-	-	-	TOP LITE CONTRACT GLAZING
C-14	Gypsum Board	RTL	46,900	N/A	-	-	-	-	-	RTL
C-15	Tiling	ADVANCED TERRAZZO & TILE	24,860	N/A	-	-	-	-	-	ADVANCED TERRAZZO & TILE
C-16	Acoustical Ceiling Panels	ACOUSTIC ASSOCIATES	33,900	N/A	-	-	-	-	-	ACOUSTIC ASSOCIATES
C-17	Rubber Flooring	ACOUSTIC ASSOCIATES	19,600	N/A	-	-	-	-	-	ACOUSTIC ASSOCIATES
C-18	Paintings & Coatings	WASCHE COMMERCIAL FLOORING	14,270	N/A	-	-	-	-	-	WASCHE COMMERCIAL FLOORING
C-19	Signage	NORDQUIST SIGN	4,267	N/A	-	-	-	-	-	NORDQUIST SIGN
C-20	Misc Specialties	CONSTRUCTION SUPPLY	5,325	N/A	-	-	-	-	-	CONSTRUCTION SUPPLY
C-21	Plumbing	NORTHERN MECHANICAL	179,800	N/A	-	-	-	-	-	NORTHERN MECHANICAL
C-22	Fire Protection	NO BID-- ALLOWANCE	50,000	-	-	-	-	-	-	NO BID-- ALLOWANCE
C-23	HVAC	METRO SHEET METAL	103,500	N/A	-	-	-	-	-	METRO SHEET METAL
C-24	Electrical	AID ELECTRIC	176,320	N/A	-	-	-	-	-	AID ELECTRIC
	TOTAL		1,482,659		-	-				

A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-01 Concrete Excavating

BID DATE: Feb 8, 2016
 BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
MAJESTIC MASONRY	\$80,659	N/A						X	X	X	X
KELLEHER CONSTRUCTION	\$112,316	N/A						X	X	X	X
CORNERSTONE	\$119,000	N/A						X	X	X	X
NORTHLAND	\$123,900	N/A						X	X	X	X

APPARENT LOW BIDDER

KELLEHER CONSTRUCTION	\$112,316	N/A	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-02 Masonry

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
CORNERSTONE	\$9,600	NO BID						X	X	X	X
MAJESTIC MASONRY	\$13,392	NO BID						X	X	X	X
S & S CONCRETE & MASONRY	\$14,800	\$98,400						X	X	X	X

APPARENT LOW BIDDER

CORNERSTONE	\$ 9,600	NO BID	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-04 SStl Counertops

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
LSV METALS	\$21,839	N/A						X	X	X	X
SCHDEGG	\$22,700	N/A						X	X	X	X
CUSTON STAINLESS STEEL	\$31,013	N/A						X	X	X	X
TRIMARK	\$43,850	N/A						X	X	X	X

APPARENT LOW BIDDER

LSV METALS	\$21,839	N/A	\$0	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-05 Carpentry

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
PARKOS	\$230,800	N/A						X	X	X	X
EBERT	\$268,700	N/A						X	X	X	X
ACOUSTICS ASSOCIATES	\$298,260	N/A						X	X	X	X

APPARENT LOW BIDDER

PARKOS	\$230,800	N/A	\$0	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-06 Struct Insul Panel

BID DATE: Feb 8, 2016
 BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
CORNERSTONE	\$217,000	N/A						X	X	X	X
PANEL SETTERS PLUS	\$251,437	N/A						X	X	X	X
GREENBERG CONSTRUCTION	\$182,672	N/A						X	X	X	X
Note: Not a complete bid											

APPARENT LOW BIDDER

CORNERSTONE	\$217,000	N/A	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-07 Sheet Waterproofing

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
WATERPROOFING BY EXPERTS	\$9,800	N/A						X	X	X	
HENKEMEYER	\$29,396	N/A						X	X	X	X
ADVANCED WATERPROOFING	ONE NUMBER										

APPARENT LOW BIDDER

WATERPROOFING BY EXPERTS	\$9,800	N/A	\$0	\$0	\$0	\$0	\$0	\$0	X	X	X	###
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-08 Exterior Stucco

BID DATE: Feb 8, 2016
 BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
AMERICAN STUCCO	\$12,000	N/A						X	X	X	X
MULCAHY NICHOLAUS	\$12,800	N/A						X	X	X	X
PINNACALE WALL SYSTEMS	\$24,200	N/A						x	x	x	x

APPARENT LOW BIDDER*

AMERICAN STUCCO	\$ 12,000	N/A	\$ -	0	0	0	0	0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-09 Composite Roofing Tiles

BID DATE: Feb 8, 2016
 BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
MINNESOTA HOME IMPROVEMENT	\$99,898							X			
FLYNN MIDWEST	\$204,977	N/A						X	X	X	X

APPARENT LOW BIDDER

MINNESOTA HOME IMPROVEMENT	\$99,898	\$0	\$0	\$0	\$0	\$0	\$0	X	###	###	\$0.00
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-10 Arch Metal Panels

BID DATE: Feb 8, 2016
BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
ADVANCED DESIGN CONTRACTING	\$45,168	N/A							?	?	?
REDLINE ARCH. SHEET METAL (INCLUDES BID PACK C-09 ALSO)	\$179,846	(\$31,670)						X	X	X	X

APPARENT LOW BIDDER

ADVANCED DESIGN CONTRACTING	\$45,168	N/A	\$0	\$0	\$0	\$0	\$0	0%	?	?	?
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-11 HM Doors & Frames

BID DATE: Feb 8, 2016
BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
BREDEMUS HARDWARE	\$15,070	N/A							X	X	X
STRAUGHAN HARDWARE	\$17,207	N/A						X	X	X	X
GLEWWE DOORS	\$18,670	N/A						X	X	X	X
KENDELL DOORS & HARDWARE	\$20,323	N/A						X	X	X	X
TWIN CITIES HARDWARE	\$20,500	N/A						X	X	X	X

APPARENT LOW BIDDER

BREDEMUS HARDWARE	\$15,070	N/A	\$0	\$0	\$0	\$0	\$0	0%	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-12 OH Coiling Shutter

BID DATE: Feb 8, 2016
BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
AMERICAN DOOR WORKS	\$15,526	N/A						X	X	X	X
ALL SEASON CO	\$20,150	N/A							X	X	X
TWIN DITY GARAGE DOOR	\$39,907	N/A						X	X	X	X

APPARENT LOW BIDDER

AMERICAN DOOR WORKS	\$15,526	N/A	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-13 Alum Framed Entrances

BID DATE: Feb 8, 2016
BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
TOP LITE CONTRACT GLAZING	\$29,900	N/A						X	X	X	X
EMPIREHOUSE	\$35,255	N/A						X	X	X	X

APPARENT LOW BIDDER

TOP LITE CONTRACT GLAZING	\$29,900	N/A	\$0	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.



CONTRACT No. C-14 Gypsum Board

BID DATE: Feb 8, 2016
BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
RTL	\$46,900	N/A						X	X	X	X
COMMERCIAL DRYWALL	\$47,800	N/A							X	X	X
PINNACLE	\$47,800	N/A						X	X	X	X
MULCAHY NICHOLAUS	\$49,870	N/A						X	X	X	X

APPARENT LOW BIDDER

RTL	\$46,900	N/A	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-15 Tiling

BID DATE: Feb 8, 2016
 BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
ADVANCED TERRAZZO & TILE	\$24,860	N/A						X	X	X	X
ACOUSTIC ASSOCIATES	\$26,500	N/A						X	X	X	X
GRAZZINI	\$28,410	N/A							X	X	X

APPARENT LOW BIDDER

ADVANCED TERRAZZO & TILE	\$24,860	N/A	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-16 Acoustical Ceiling Panels

BID DATE: Feb 8, 2016
 BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
ACOUSTIC ASSOCIATES	\$33,900	N/A						X	X	X	X
TWIN CITIES ACOUSTICS	\$43,440	N/A						X	X	X	X

APPARENT LOW BIDDER

ACOUSTIC ASSOCIATES	\$33,900	N/A	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-17 Rubber Flooring

BID DATE: Feb 8, 2016
BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
ACOUSTIC ASSOCIATES	\$19,600	N/A						X	X	X	X
CFS	\$20,700	N/A						X	X	X	X

APPARENT LOW BIDDER

ACOUSTIC ASSOCIATES	\$19,600	N/A	\$0	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-19 Signage

BID DATE: Feb 8, 2016
BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
NORDQUIST SIGN	\$4,267	N/A						X	X	X	X
SPECTRUM SIGN	\$5,190	N/A						X	X	X	X
IMAGINALITY	\$13,000	N/A									

APPARENT LOW BIDDER

NORDQUIST SIGN	\$4,267	N/A	\$0	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-20 Misc Specialties

BID DATE: Feb 8, 2016
BID TIME: 1:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
CONSTRUCTION SUPPLY	\$5,325	N/A							X	X	X
BARTLEY DALSE	\$6,300	N/A						X	X	X	X
PARKOS CONSTRUCTION	\$7,400	N/A						X	X	X	X

APPARENT LOW BIDDER

CONSTRUCTION SUPPLY	\$5,325	N/A	\$0	\$0	\$0	\$0	\$0	\$0	0%	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-23 HVAC

BID DATE: Feb 8, 2016
 BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
METRO SHEET METAL	\$103,500	N/A						X	X	X	X

APPARENT LOW BIDDER

METRO SHEET METAL	\$103,500	N/A	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

CONTRACT No. C-24 Eletrical

BID DATE: Feb 8, 2016
 BID TIME: 2:00 PM

CONTRACTOR	BASE BID	ALTERNATES			UNIT PRICES			BID BOND	ADDENDA		
		A-1	A-2	A-3	UP-1	UP-2	UP-3		1	2	3
AID ELECTRIC	\$176,320	N/A						X	X	X	X
D & G ELECTRIC	\$179,800	N/A						X	X	X	X
KILLMER ELECTRIC	\$181,500	N/A						X	X	X	X
AGI ELECTRIC	\$91,414	N/A						X	X	X	X

APPARENT LOW BIDDER

AID ELECTRIC	\$176,320	N/A	\$0	\$0	\$0	\$0	\$0	X	X	X	X
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A-1 Provide a masonry veneer finish in lieu of prefinished metal panel.

1 RESOLUTION NO. (9)

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

WHEREAS, pursuant to an advertisement for bids for building improvements at Sand Creek Park by new construction, bids were received, opened and tabulated according to law by the construction project manager, Amcon Construction Company, LLC, and the following low bids were received complying with the advertisement:

	CONTRACT	LOW BIDDER	BASE BID
C-01	Concrete and Excavating	Kelleher Construction, Inc.	\$112,316.00
C-02	Masonry	Cornerstone Custom Construction, Inc.	\$9,600.00
C-03	Miscellaneous Metals	NO BID - Allowance	\$5,000.00
C-04	Stainless Steel Countertops	LSV Metals, Inc.	\$21,839.00
C-05	Carpentry	Parkos Construction Company	\$230,800.00
C-06	Structural Insulated Panels	Cornerstone Custom Construction, Inc.	\$217,000.00
C-07	Sheet Waterproofing	C and S Management Company D/B/A Waterproofing by Experts	\$9,800.00
C-08	Exterior Stucco	American Stucco Enterprises, LLC	\$12,000.00
C-09	Composite Roofing Tiles	Minnesota Home Improvements, LLC	\$99,898.00
C-10	Architectural Metal Panels	Advanced Design Contracting	\$45,168.19
C-11	Hollow Metal Doors and Frames	Bredemus Hardware Co., Inc.	\$15,070.00
C-12	Overhead Coiling Shutter	American Door Works	\$15,526.00
C-13	Aluminum Framed Entrances	Top Lite Contract Glazing, Inc.	\$29,900.00
C-14	Gypsum Board	RTL Construction, Inc.	\$46,900.00
C-15	Tiling	Advanced Terrazzo & Tile Co., Inc.	\$24,860.00
C-16	Acoustical Ceiling Panels	Acoustic Associates	\$33,900.00
C-17	Rubber Flooring	Acoustic Associates	\$19,600.00
C-18	Paintings & Coatings	Wasche Commercial Finishes, Inc.	\$14,270
C-19	Signage	Walker Sign Holdings, Inc. D/B/A Nordquist Sign	\$4,267.00
C-20	Misc Specialties	Construction Supply, Inc.	\$5,325.00
C-21	Plumbing	Northern Mechanical Contractors	\$179,800.00
C-22	Fire Protection	TBD – Estimated Costs	\$50,000
C-23	HVAC	Metro Sheet Metal, Inc.	\$103,500.00
C-24	Electrical	Aid Electric Corporation	\$176,320.00
	TOTAL		\$1,482,659.19

WHEREAS, the Project Manager has tabulated bids and made recommendation to award the low bids provided herein; and

WHEREAS, all bids received are on file in the office of the City Engineer; 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 bids and allowances detailed herein totaling \$1,482,659.19 for Coon Rapids Improvement Project 15-16 be accepted as the lowest responsible bids.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized and directed to enter into a contract with the contractors and suppliers listed herein for the improvement of Sand Creek Park by new construction 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 5th day of April, 2016.

ATTEST:

Joan Lenzmeier, City Clerk

Jerry Koch, Mayor



City Council Regular

10.

Meeting Date: 04/05/2016

Subject: Consider Introduction of Ordinance Establishing New Liquor License Fees for Microdistilleries, Cocktail Rooms, Brew Pubs, and Brewer Taprooms

From: Stephanie Lincoln, Deputy City Clerk

INTRODUCTION

On March 2, 2016, Ordinance 2159 was adopted adding microdistilleries, cocktail rooms, brew pubs and brewer taprooms to the alcohol licensing code. Council is now asked to consider an ordinance to establish fees for the new liquor licensing.

DISCUSSION

In order to allow for licensing of microdistilleries, cocktail rooms, brew pubs and brewer taprooms, it is necessary to establish licensing fees. After researching the licensing fees of other Minnesota cities that license these types of establishments, taking into consideration state statute limits on certain fees and keeping in alignment with other current City of Coon Rapids liquor license fees, staff recommends the following new fees:

Microdistillery Cocktail Room License: \$750

Microdistillery Off-Sale License: \$380

Brew Pub Off-Sale License: \$380

Small Brewer Off-Sale License: \$380

Brewer Taproom License: \$750

RECOMMENDATION

Introduce ordinance establishing licensing fees for microdistilleries, cocktail rooms, brew pubs and brewer taprooms.

Attachments

License Fee Ordinance

ORDINANCE NO.

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF LICENSING FEES FOR MICRODISTILLERIES, COCKTAIL ROOMS, BREW PUBS AND BREWER TAPROOMS

The City of Coon Rapids does ordain:

Section 1. The following fees authorized pursuant to City Code Section 5-200 will be effective as of the effective date of this ordinance and will remain in effect until revised by City ordinance:

Microdistillery Cocktail Room License: \$750
Microdistillery Off-Sale License: \$380
Brew Pub Off-Sale License: \$380
Small Brewer Off-Sale License: \$380
Brewer Taproom License: \$750

Section 2. The City Council for the City of Coon Rapids authorizes the collection of any surcharge imposed by the State of Minnesota or other governmental agency in addition to the City fee.

Section 3. Effective Date of Ordinance. This ordinance shall be effective for all annual licenses issued for 2016 and succeeding years.

Introduced this 5th day of April, 2016.

Adopted this ____ day of _____ 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

11.

Meeting Date: 04/05/2016

Subject: PC 16-7, Consider Resolution 16-39 Approving Registered Land Survey, 9055-9065 East River Rd., City of Coon Rapids HRA

From: Scott Harlicker, Planner

INTRODUCTION

The City Council is being asked to consider Resolution 16-39 approving a registered land survey to adjust a lot line to clean up a title issue.

DISCUSSION

The City HRA, as part of the scattered site program, acquired ownership of the property at 9065 East River Road. During the title research a discrepancy was found in the legal description. There is an area with overlapping legal descriptions with the city's lot and the adjacent lot to the south, 9055 East River Road. To complicate the matter, the city's property has an abstract title and the property to the south has a torrens title.

Tract B, which is the area of overlap, has historically been considered part of the city owned parcel and separated from the lot to the south by a fence. Since the city parcel and the adjacent parcel have different types of titles, a lot line adjustment to correct the overlap is not an option. To correct the overlap a registered land survey (RLS) is required.

The RLS will create a new lot, Tract B, and the adjacent lot to the south, Tract A. Tract B can then be combined with the city parcel and sold as one lot.

Planning Commission Meeting

At the Planning Commission meeting held on March 17th, two residents spoke at the public hearing. Both residents were concerned about the future development of Tract A. Staff explained that it was not being subdivided into two buildable lots and any future zone change would included a public hearing. The Commission voted unanimously to recommend approval of the registered land survey.

RECOMMENDATION

In Planning Case 16-7, the Planning Commission recommended the City Council approve the attached Resolution 16-39 approving the proposed Registered Land Survey. The Council should consider including the following conditions:

1. The appropriate drainage and utility easements be approved by the City Engineer and recorded at the County.
2. Compliance with Title 11, Land Development Regulations.

Attachments

Location Map

Proposed RLS

Resolution 16-39

Location Map



REGISTERED LAND SURVEY NO. _____

CITY OF COON RAPIDS
COUNTY OF ANOKA
SEC. 36, T. 31, R. 24

I, Charles R. Christopherson, hereby certify that, in accordance with the provisions of Minnesota Statutes, Section 508.47, I have surveyed the following described property situated in the County of Anoka, State of Minnesota:

That part of Lot 10, Block 1, AQUA VISTA, Anoka County, Minn., and of Section 36, Township 31, Range 24, Anoka County, Minnesota, described as follows:

Beginning at a point on the west line of said Section 36, distant 1520.77 feet southerly of the northwest corner of said Section 36, for the purpose of this description said east line is assumed to bear South 2 degrees 04 minutes 08 seconds East; thence North 85 degrees 28 minutes 14 seconds East a distance of 33.77 feet to the intersection with the most northerly west line of SUNWOOD ESTATES 2ND ADDITION; thence South 1 degree 44 minutes 03 seconds West, along said West line, a distance of 176.90 feet to an angle point in the boundary line of said plot, thence South 88 degrees 02 seconds West, along the boundary line of said plot, a distance of 18.20 feet to an angle point in said boundary line; thence South 87 degrees 55 minutes 31 seconds West, along the boundary line of said plot and the westerly extension, a distance of 71.27 feet; thence North 22 degrees 20 minutes 23 seconds West, a distance of 123.33 feet to the intersection with a line drawn from the point of beginning on a bearing of South 83 degrees 28 minutes 14 seconds West; thence North 83 degrees 28 minutes 14 seconds East a distance of 124.47 feet to the point of beginning.
(A portion of the above described land is also known as part of Lot 11, AUDITOR'S SUBDIVISION NUMBER 43.)

I hereby certify that this Registered Land Survey was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota and that this Registered Land Survey is a correct representation of said parcel of land.

Dated this ____ day of _____, 20____.

Charles R. Christopherson, Licensed Land Surveyor, Minnesota License No. 18420

CITY COUNCIL, CITY OF COON RAPIDS, MINNESOTA

We do hereby certify that on this ____ day of _____, 20____, the City Council of the City of Coon Rapids, Minnesota, has approved this REGISTERED LAND SURVEY.

By _____, Mayor By _____, Clerk

ANOKA COUNTY SURVEYOR

Pursuant to Minnesota Statutes, Section 389.06, Subd. 1, this Registered Land Survey has been reviewed and approved this ____ day of _____, 20____.

Larry D. Holm,
Anoka County Surveyor

ANOKA COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 508.47, Subd. 4, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20____.

Property Tax Administrator

By _____, Deputy

ANOKA COUNTY RECORDER/REGISTRAR OF TITLES

County of Anoka, State of Minnesota

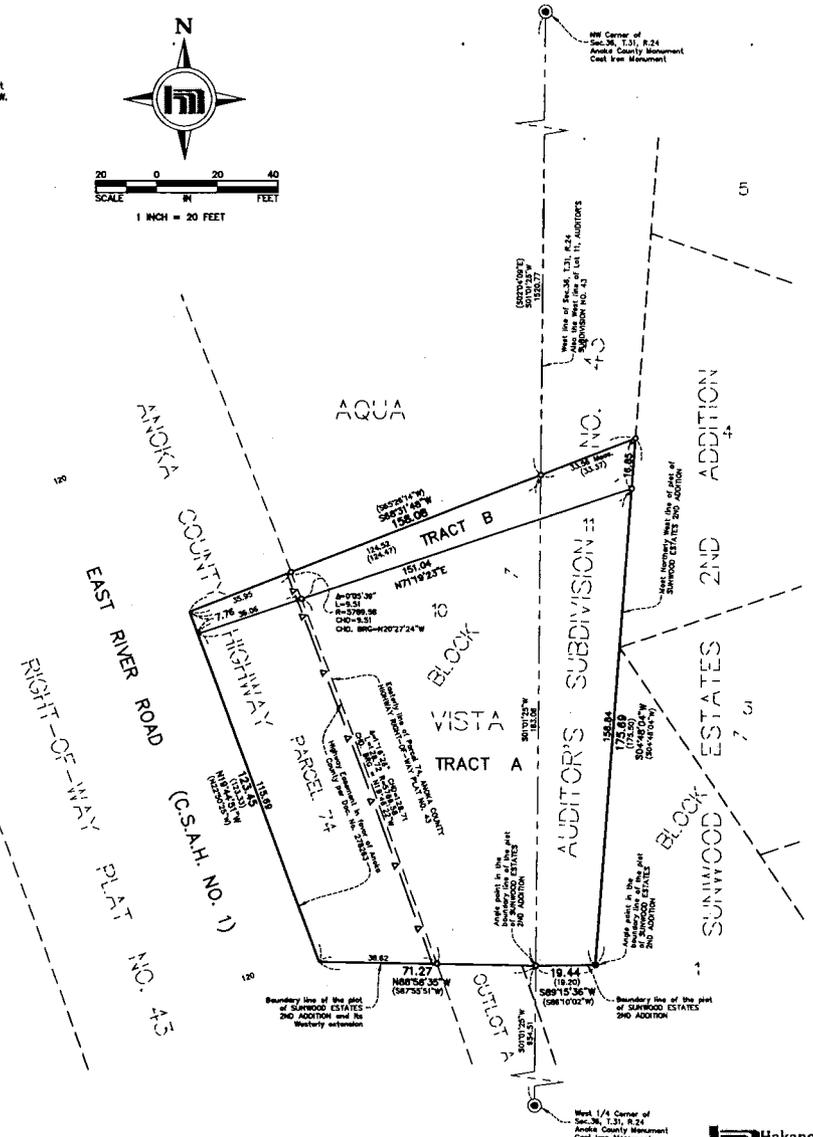
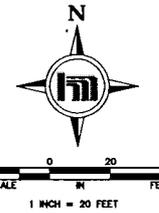
I hereby certify that this REGISTERED LAND SURVEY NO. _____ was filed in the office of the County Recorder/Registrar of Titles for public record on this ____ day of _____, 20____, at _____ o'clock _____ M. and was duly recorded in Book _____ Page _____, as Document Number _____.

County Recorder/Registrar of Titles

By _____, Deputy

For the purpose of this Registered Land Survey the West line of Sec.36, T.31, R.24 is assumed to bear S01°01'25"W.

- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 18420.
- Denotes found iron monument
- ⊙ Denotes Anoka County Monument
- (S07°04'09"E) Denotes Deed Call
- ▲— Denotes Restricted Access per Doc. No. 278263



Resolution 16-39

A Resolution of the City of Coon Rapids Granting Approval of a Registered Land Survey, Planning Case No. PC 16-7

WHEREAS, application has been made for approval of a registered land survey, pursuant to Section 11-1504.5 of the Coon Rapids Code of Ordinances, of the property legally described on attached Exhibit A and hereinafter referred to as “the Property”; and

WHEREAS, the Planning Commission on March 17, 2016 recommended approval of the registered land survey of the Property.

NOW, THEREFORE, BE IT RESOLVED

1. It is hereby determined by the City Council for the City of Coon Rapids as follows:
 - A. The proposed subdivision is consistent with the Title 11, Chapter 1500 of the City Code of Ordinances and conforms with all of its requirements.
 - B. The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans including, but not limited to, the City’s Comprehensive Plan.
 - C. The physical characteristics of the site, including, but not limited to, topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage are suitable for the type and density of development and uses contemplated.
 - D. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, parks and walkways, erosion control and all other services, facilities and improvements otherwise required herein.
 - E. The proposed subdivision will not cause substantial environmental damage.
 - F. The proposed subdivision will not have an undue or adverse impact on the reasonable development of neighboring land.
2. Registered land survey approval is hereby granted for the Property, subject to the conditions set forth in attached Exhibit B.
3. The officers of the City are hereby authorized, once the conditions set forth in Exhibit B are met and complied with, to sign the registered land survey for the Property and to issue a certified copy of this Resolution giving final approval of the survey.
4. The owner of the Property is authorized to record the registered land survey as required by law and shall file proof of said recording with the City. No building permits will be issued for the Property until the registered land survey is recorded.

5. This registered land survey approval may be rescinded 90 days from the date of this resolution if the survey is not recorded within that time.

Adopted this 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk (STATE OF MINNESOTA)
COUNTY OF ANOKA)ss. CERTIFICATION OF CLERK
CITY OF COON RAPIDS)

I, the undersigned, being the duly qualified and acting City Clerk of the City of Coon Rapids, Minnesota, hereby certify that I have carefully compared the attached and foregoing Resolution with the original thereof on file in my office and the same is a full, true and complete transcript therefrom, insofar as the same relates to Planning Case 16-7.

WITNESS hand officially as such City Clerk and the corporate seal of the City of Coon Rapids this ____ day of _____, 2016.

Joan Lenzmeier, City Clerk

EXHIBIT A
LEGAL DESCRIPTION

That part of Lot 10, Block 1, Aqua Vista, Anoka County, Minnesota, and Section 36, Township 31, Range 24, Anoka County Minnesota, described as follows:

Beginning at a point on the West line of said Section 36, distant 1520.77 feet southerly of the northwest corner of said Section 36, for the purposes of this description said east line is assumed to bear South 2 degrees 04 minutes 09 seconds East; thence North 65 degrees 26 minutes 14 seconds East a distance of 33.37 feet to the intersection with the most northerly west line of Sunwood Estates 2nd Addition; thence South 1 degree 44 minutes 03 seconds West, along said West line, a distance of 175.50 feet to an angle point in the boundary of said plat; thence South 86 degrees 10 minutes 02 seconds West, along the boundary line of said plat, a distance of 19.20 feet to an angle point in said boundary line; thence South 87 degrees 55 minutes 51 seconds West, along the boundary line of said plat and its westerly extension, a distance of 71.27 feet; thence North 22 degrees 50 minutes 25 seconds West, a distance of 123.33 feet to the intersection with a line drawn from the point of beginning on a bearing of South 65 degrees 26 minutes 14 seconds West; thence North 65 degrees 16 minutes 14 seconds East a distance of 124.47 feet to the point of beginning.

(A portion of the above described land is also known as part of Lot 11, Auditors Subdivision Number 43.)EXHIBIT B

CONDITIONS OF APPROVAL

1. The appropriate drainage and utility easements be approved by the City Engineer and recorded at the County.
2. Compliance with Title 11, Land Development Regulations.



City Council Regular

12.

Meeting Date: 04/05/2016

Subject: PC 16-3: Consider Introduction of an Ordinance Revising the Allowed Exterior Building Materials

From: Scott Harlicker, Planner

INTRODUCTION

The City Council is being asked to introduce the attached Ordinance amending the list of allowed exterior materials in the Low Density Residential 1 and 2 districts, Moderate Density Residential district, High Density Residential district, General, Community and Neighborhood Commercial districts, Office district and Industrial district.

DISCUSSION

Background

In January, the Planning Commission considered and recommended approval of an ordinance revising the requirements regarding exterior building materials. The proposed ordinance included a revised list of acceptable materials and a provision that would have given the Director discretion to approve other materials that were not specifically listed. The proposed ordinance was considered for introduction by the Council on February 2nd. Council introduced the ordinance, but asked for several changes to be made. At a following workshop, staff requested Council clarification on several issues raised at the previous meeting. Council had concerns about prohibiting "mirrored glass" and asked that the non-reflective clause be removed from the description of architectural glass. In addition, Council wanted to reserve discretion for itself to approve alternative materials that are not on the acceptable list. Staff determined the proposed changes were significant enough to warrant a second review by the Planning Commission. The Commission reviewed the proposed changes at their March 17th meeting.

Proposed Changes

Listed below are the proposed changes to the ordinance the Council considered in February.

Description of Architectural Glass

The Council did not want to limit or prohibit a mirrored glass building. The Northtown Financial Plaza building on Coon Rapids Boulevard and Springbrook Drive was referenced as an example. To address this concern, staff is proposing to eliminate the term "non-reflective" from the description of architectural glass.

Approval of Other Materials (Exceptions)

The process for reviewing exceptions to the list and mixes of materials would be similar to that for design flexibility. The Commission would review and approve/deny the site plan; however, the exterior elevations of the building would go to the Council for consideration (following the Commission's review).

The attached ordinance includes the changes noted above. Other language in the ordinance has not been revised from the ordinance considered by the Council in February.

Planning Commission Meeting

At the Planning Commission meeting held on March 17th, no one spoke at the public hearing. Staff explained the proposed changes to the previous ordinance and how exceptions to the list and mix of materials would be processed. The Commission voted unanimously to recommend approval of the proposed ordinance.

RECOMMENDATION

In Planning Case 16-3, the Planning Commission recommended the City Council introduce the attached ordinance revising the acceptable materials for multi-family, institutional, commercial and industrial buildings.

Attachments

Proposed Ordinance

ORDINANCE NO. _____

AN ORDINANCE ADDING SECTION 11-601.12; DELETING SECTIONS 11-602.2(3), 11-603.2(3) AND 11-604.2(2)(f) AND AMENDING SECTIONS 11-605.2(2)(e), 11-701.2(5) AND 11-801.2(6), REGARDING EXTERIOR BUILDING MATERIALS

The City of Coon Rapids does ordain:

Section 1. Revised City Code – 1982 Section, 11-601.12 Institutional and Commercial

Building Materials is hereby added as follows:

(Deletions in brackets, additions double underlined)

11-601.12 Institutional and Commercial Building Materials. The exterior of institutional and commercial buildings, excluding city park structures, must include a variation in building materials and colors, which are to be distributed throughout the building facades and coordinated into the architectural design of the structure.

(1) Acceptable exterior building materials include the following:

(a) Brick or similar custom masonry unit having brick like appearance

(b) Natural or cementitious stone

(c) Architectural glass (ie. curtain wall)

(d) Architectural, Single Skin Roll Formed Profiles metal panel, minimum 22 gauge

(e) Masonry stucco, or EFIS in conformance with ICC ES report

(f) Integrally colored split face (rock face), burnished or glazed concrete masonry units

(g) Integrally colored architecturally precast concrete panels having an exposed aggregate, light sandblast, acid etch, form liner, natural stone veneer, brick face and/or cast stone type finish (excluding single-T or double-T panels, plain, uncolored, or raked finish)

(2) The City Council may approve alternative materials or mix of materials provided the applicant demonstrates the modification results in a better integration of the building with the surrounding area.

(3) Front facades and side and rear facades visible from a public right-of-way, parks and adjacent residential uses must be composed of not more than 35 percent of any one acceptable material. Brick with a distinctively different color may be considered a second material. Side and rear facades not visible from a public right-of-way, parks and adjacent residential uses may use any combination of acceptable material. Other materials may be used as accents if found they are compatible with the listed materials and provided it does not cover more than 15 percent of a building face.

Section 2 Revised City Code- 1982 Sections, 11-602.2(3) is hereby amended as follows:

(Deletions in brackets, additions double underlined)

11-602.2(3) ~~[Institutional and Commercial Building Materials. The exterior of institutional and commercial buildings must include a variation in building materials, which are to be distributed throughout the building facades and coordinated into the architectural design of the structure. Exterior building materials must be primarily brick, stone, fiber cement, non-reflective architectural glass. (i.e. curtain wall), integrally colored split face (rock face), burnished or glazed concrete masonry units (excluding smooth/plain or painted), integrally colored (excluding single-T or double-T panels, aggregate, plain, uncolored, or raked finish) specially designed, cast-in-place concrete panels and approved architectural metal. EIFS can be used as an accent material, provided it does not cover more than 15 percent of a building face.]~~

Section 3 Revised City Code- 1982 Sections, 11-603.2(3) is hereby amended as follows:

(Deletions in brackets, additions double underlined)

11-603.2(3) ~~[Institutional and Commercial Building Materials. The exterior of institutional and commercial buildings must include a variation in building materials, which are to be distributed throughout the building facades and coordinated into the architectural design of the structure. Exterior building materials must be primarily brick, stone, fiber cement siding, non-reflective architectural glass. (i.e. curtain wall), integrally colored split face (rock face), burnished or glazed concrete masonry units (excluding smooth/plain or painted), integrally colored (excluding single-T or double-T panels, aggregate, plain, uncolored, or raked finish) specially designed, cast-in-place concrete panels and approved architectural metal. EIFS can be used as an accent material, provided it does not cover more than 15 percent of a building face.]~~

Section 4 Revised City Code- 1982 Sections, 11-604.2(2)(f) is hereby amended as

follows:

(Deletions in brackets, additions double underlined)

11-604.2(2)(f) ~~[Institutional and Commercial Building Materials. The exterior of institutional and commercial buildings must include a variation in building materials, which are to be distributed throughout the building facades and coordinated into the architectural design of the structure. Exterior building materials must be primarily brick, stone, fiber cement siding, non-reflective architectural glass. (i.e. curtain wall), integrally colored split face (rock face),~~

~~burnished or glazed concrete masonry units (excluding smooth/plain or painted), integrally colored (excluding single-T or double-T panels, aggregate, plain, uncolored, or raked finish) specially designed, cast-in-place concrete panels and approved architectural metal. EIFS can be used as an accent material, provided it does not cover more than 15 percent of a building face.]~~

Section 5 Revised City Code- 1982 Section, 11-605.2(2)(e) is hereby amended as

follows:

(Deletions in brackets, additions double underlined)

11-605.2(2)(e) [~~Residential, Institutional and Commercial Building Materials. The exterior of residential, institutional and commercial buildings must include a variation in building materials, which are to be distributed throughout the building facades and coordinated into the architectural design of the structure. Exterior building materials must be primarily brick, stone, fiber cement siding, non-reflective architectural glass. (i.e. curtain wall), integrally colored split face (rock face), burnished or glazed concrete masonry units (excluding smooth/plain or painted), integrally colored (excluding single-T or double-T panels, aggregate, plain, uncolored, or raked finish) specially designed, cast-in-place concrete panels and approved architectural metal. EIFS can be used as an accent material, provided it does not cover more than 15 percent of a building face.]~~

Residential Building Materials. The exterior of residential buildings must include a variation in building materials and colors, which are to be distributed throughout the building facades and coordinated into the architectural design of the structure. Brick with a distinctively different color may be considered a second material. Acceptable exterior building materials include the following:

- (a) Brick or similar custom masonry unit having brick like appearance
- (b) Natural or cementitious stone
- (c) Architectural glass (ie. curtain wall)
- (d) Architectural, Single Skin Roll Formed Profiles metal panel, minimum 22 gauge
- (e) Masonry stucco, or EIFS in conformance with ICC ES report
- (f) Integrally colored split face (rock face), burnished or glazed concrete masonry units
- (g) Integrally colored architecturally precast concrete panels having an exposed aggregate, light sandblast, acid etch, form liner, natural stone veneer, brick face and/or cast stone type finish (excluding single-T or double-T panels, plain, uncolored, or raked finish)

The Council may approve an alternative material or mix of materials provided the applicant demonstrates that the modification results in a better integration of the building with the surrounding area and will further the intent of this Section.

Other materials may be used as accents if found they are compatible with the listed materials and provided it does not cover more than 15 percent of a building face.

Section 6 Revised City Code- 1982 Section, 11-701.2(5) is hereby amended as follows:

(Deletions in brackets, additions double underlined)

11-701.2(5) All exterior wall surfaces must include a variation in building materials and color, which are to be distributed throughout the building facades and coordinated into the architectural design of the structure. [~~Exterior building materials must be primarily brick, stone, fiber cement siding, stucco, non-reflective architectural glass. (i.e. curtain wall), integrally colored split face (rock face), burnished or glazed concrete masonry units (excluding smooth/plain or painted), integrally colored (excluding single-T or double-T panels, aggregate, plain, uncolored, or raked finish) specially designed, cast-in-place concrete panels and approved architectural metal. Other materials may be used as accents if found they are compatible with the listed materials and provided it does not cover more than 15 percent of a building face.~~]

Acceptable exterior building materials include the following:

- (a) Brick or similar custom masonry unit having brick like appearance
- (b) Natural or cementitious stone
- (c) Architectural glass (ie. curtain wall)
- (d) Architectural, Single Skin Roll Formed Profiles metal panel, minimum 22 gauge
- (e) Masonry stucco, or EFIS in conformance with ICC ES report
- (f) Integrally colored split face (rock face), burnished or glazed concrete masonry units
- (g) Integrally colored architecturally precast concrete panels having an exposed aggregate, light sandblast, acid etch, form liner, natural stone veneer, brick face and/or cast stone type finish (excluding single-T or double-T panels, plain, uncolored, or raked finish)

The Council may approve an alternative material or mix of materials provided the applicant demonstrates that the modification results in a better integration of the building with the surrounding area and will further the intent of this Section.

Front facades and side and rear facades visible from a public right-of-way, parks and adjacent residential uses must be composed of not more than 35 percent of any one acceptable material. Brick with a distinctively different color may be considered a second material. Side and rear facades not visible from a public right-of-way, parks and adjacent residential uses may use any combination of acceptable material. Other materials may be used as accents if found they are compatible with the listed materials and provided it does not cover more than 15 percent of a building face.

Section 7 Revised City Code- 1982 Section, 11-801.2(6) is hereby amended as follows:

(Deletions in brackets, additions double underlined)

11-801.2(6) High quality, exterior building materials must be used. All exterior wall surfaces must include a variation in building materials and color, which are to be distributed throughout the building facades and coordinated into the architectural design of the structure. [~~Such materials include brick, natural stone, integrally colored (excluding single-T or double-T panels, aggregate, plain, uncolored, or raked finish) specially designed, cast-in-place concrete panels, integrally colored, concrete masonry units and similar materials, prefinished architectural metal panels, non-reflective architectural glass. (i.e. curtain wall). Accent materials may include metal, glass block, EIFS and similar materials. Exterior materials shall not include smooth-faced concrete block, pre-fabricated steel panels, reflective glass or aluminum, fiberglass or vinyl siding.~~] Acceptable exterior building materials include the following:

- (a) Brick or similar custom masonry unit having brick like appearance
- (b) Natural or cementitious stone
- (c) Architectural glass (ie. curtain wall)
- (d) Architectural, Single Skin Roll Formed Profiles metal panel, minimum 22 gauge
- (e) Masonry stucco, or EFIS in conformance with ICC ES report
- (f) Integrally colored split face (rock face), burnished or glazed concrete masonry units
- (g) Integrally colored architecturally precast concrete panels having an exposed aggregate, light sandblast, acid etch, form liner, natural stone veneer, brick face and/or cast stone type finish (excluding single-T or double-T panels, plain, uncolored, or raked finish)

The Council may approve an alternative material or mix of materials provided the applicant demonstrates that the modification results in a better integration of the building with the surrounding area and will further the intent of this Section.

Front facades and side and rear facades visible from a public right-of-way, parks and adjacent residential uses must be composed of not more than 65 percent of any one acceptable material. Brick with a distinctively different color may be considered a second material. Side and rear facades not visible from a public right-of-way, parks and adjacent residential uses may use any combination of acceptable material. Other materials may be used as accents if found they are compatible with the listed materials and provided it does not cover more than 15 percent of a building face.

Introduced this ____ day of _____, 2016.

Adopted this ____ day of _____, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

13.

Meeting Date: 04/05/2016

Subject: Consider Water Rate Increase

From: Sharon Legg, Finance Director

INTRODUCTION

Staff recommends that water rates be increased.

DISCUSSION

The Water Fund is a self-supporting fund whereas water revenues pay for water related expenses and taxes are not levied for the operation. Water rates are structured using a tiered system, whereby the more the usage the higher the rate, satisfying the conservation system required by the Department of Natural Resources.

In 2015, expenses were significantly less than in 2014 when the City experienced a high number of frozen water services. Furthermore, cost saving measures have reduced the amount of overtime required and water main repairs are now handled by one vendor rather than a number of vendors. This has reduced the amount of staff time required to coordinate all of the restoration efforts and accomplishing restoration in a more timely manner. Energy costs in 2015 were down as well. However, staff has spent significant time replacing failing water meters, which staff has engaged assistance from the meter vendor. This situation is still ongoing at present.

As you may recall, the City has embarked on an extensive Water Master Plan, which includes a number of capital improvements over the next ten years. The SCADA (treatment plant control system) is presently in the process of being replaced in the amount of \$915,000. In 2015, wells 8, 9, 10 and 13 were rehabbed in the amount of \$396,000 and wells 15, 21, 24, and 25 are in the process of rehab in the amount of \$330,000. Additionally funds may be needed in 2016 to fund the engineering study and land purchase for a replacement water tower. This has been budgeted at \$500,000. The tower to be built in 2017 will cost approximately \$3.5 million. In addition to these improvements, during street reconstruction water mains are being replaced if necessary. In 2016, it is anticipated that roughly \$7.3 million of water mains will be replaced. This is paid for out of the Water Fund with a bond to be issued later this year. Thus, the interest expense and depreciation of these capital items must be covered with water rates. The depreciation on the 2016 water main replacement adds about \$100,000 as well as \$215,000 annually for interest expense. This alone would require a 5.8 percent increase in revenues.

Water revenue was significantly less than projected due to continued declining water sold. Water pumped declined by 2.7 percent in 2015 from 2014. In 2015, the Water Fund will show a loss of

about \$127,000.

The following shows how much water has been pumped over the past few years, declining due to conservation rates, water saving devices, smaller families, etc.

Year	Million gallons	% change	Water sales	% change
2007	3,268	-2.4	4,820,631	-2.6
2008	2,969	-9.1	4,612,562	-4.3
2009	3,059	3.	4,978,702	7.9
2010	2,878	-5.9	4,649,373	-6.6
2011	2,761	-4.1	4,877,657	4.9
2012	2,959	7.1	6,071,211	24.5
2013	2,662	-10.	5,529,131	-8.9
2014	2,433	-8.6	5,128,363	-7.2
2015	2,368	-2.7	5,393,580	5.07

The City Council has authorized staff to gradually implement a rate structure that increases the base cost proportionately more than the per gallon cost. The reasoning is to provide for the fixed costs of the water operations. The most variable costs are the chemicals (\$110,000) and electricity (\$560,000) to treat and pump the water, in addition to some of the cost to depreciate storage facilities. Many of the costs to replace mains and curb stops, fix breaks, etc. are not impacted by the amount of water sold. At present, the rate system generates most of the revenue based on usage. Staff is recommending that the base charge be increased by \$2 to \$16, up from the present cost of \$14. This will cover the cost of billing as well as contributing to the fixed costs of maintaining infrastructure. The remaining rates would increase by around ten to eleven percent. Recommended rates are included in the attached resolution. The rate increases were anticipated during the 2016 budget process.

The base fee and water rates were last increased on May 1, 2015. An increase in the base fee only was made on July 1, 2014, and before that rates were increased on June 1, 2012.

RECOMMENDATION

Staff recommends adoption of Resolution 16-41 Establishing Water Rates.

Attachments

Water Budget

Resolution 16-41

CITY OF COON RAPIDS, MINNESOTA

71000 - WATER FUND - ACTIVITY 601
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 ACTUAL TO 6/30	2015 Preliminary THRU 12/31	2016 BUDGET
Operating Revenues:						
Water charges	\$ 5,529,131	\$ 5,133,244	\$ 5,742,000	\$ 2,503,320	\$ 5,393,580	\$ 5,940,000
Miscellaneous	23,835	26,166	40,000	1,750	32,104	30,000
Total Operating Revenues	5,552,966	5,159,410	5,782,000	2,505,070	5,425,684	5,970,000
Operating Expenses:						
Personal services	917,673	970,767	870,030	441,909	878,638	869,821
Other charges and services	2,013,447	2,572,559	2,155,039	889,813	2,123,944	2,360,857
Supplies	231,263	237,025	273,820	102,357	214,750	237,395
Depreciation	1,853,629	1,869,988	1,977,740	983,887	1,967,775	2,124,054
Total Operating Expenses	5,016,012	5,650,339	5,276,629	2,417,966	5,185,107	5,592,127
Operating Income (Loss)	536,954	(490,929)	505,371	87,104	240,577	377,873
Nonoperating Revenues (Expenses):						
Investment income	15,120	63,508	(6,915)	25,424	55,363	57,498
Sale of water meters	28,745	30,280	35,000	25,643	34,095	35,000
Gain on disposal of fixed assets	1,395		5,000			
Interest and fiscal charges	(320,834)	(326,788)	(278,251)	(208,548)	(417,096)	(376,758)
Purchase and repair of water meters	(63,484)	(58,638)	(50,000)	(26,303)	(39,585)	(50,000)
Total Nonoperating Revenues (Expenses)	(339,058)	(291,638)	(295,166)	(183,784)	(367,223)	(334,260)
Change in net position	197,896	(782,567)	210,205	(96,680)	(126,646)	43,613
Net Position at Beginning of Year	45,962,761	46,160,657	46,435,066	45,378,090	45,378,090	45,251,444
Net Position at End of Year	\$ 46,160,657	\$ 45,378,090	\$ 46,645,271	\$ 45,281,410	\$ 45,251,444	\$ 45,295,057
Cash balance at year-end:	2,590,560	4,667,373			\$ 4,221,066	\$ 2,407,682
			*** For Accounting purposes only			
			Cash balance at beg year		4,667,373	4,221,066
			+Revenues(less interest)		5,459,779	6,005,000
			-Expenses		(5,641,788)	(6,018,885)
			+Depreciation		1,967,775	2,124,054
			-Capital Outlay		(2,773,245)	(3,981,051)
			"- Principal payments on debt		(1,195,000)	(1,655,000)
			"+ New debt issue		1,595,000	
			"+ Premium on new debt		85,809	
			Cash balance at end year w/o interest		4,165,703	2,350,184
			Cash balance at end year with interest		4,221,066	2,407,682
			Average cash balance		4,416,538	3,285,625
					1.50%	1.75%
			Estimated interest revenue		66,248	57,498
			Income from Escrow Fund			-
					66,248	57,498

RESOLUTION 16-41

RESOLUTION ESTABLISHING WATER RATES

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

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

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

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

Residential (single and multiple units):		
Tier 1 per 1,000 gallons (first 20,000 gallons):	(\$1.80)	\$ 2.00
Tier 2 per 1,000 gallons (20,001 to 80,000 gallons):	(\$2.20)	\$ 2.45
Tier 3 per 1,000 gallons (80,001 gallons and above):	(\$2.40)	\$ 2.65
Commercial/Industrial Users, per 1,000 gallons	(\$1.80)	\$ 2.00
Sprinkling meters, per 1,000 gallons	(\$2.40)	\$ 2.65
Service Charge per account:	(\$14.00)	\$16.00

BE IT FURTHER RESOLVED that these rates will become effective starting with the District Bills sent out May 1, 2016.

Adopted by the Coon Rapids City Council this 5th day of April 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

14.

Meeting Date: 04/05/2016

Subject: Consider Sewer Rate Increase

From: Sharon Legg, Finance Director

INTRODUCTION

Staff recommends that sewer rates be increased effective with the May 1, 2016 billing.

DISCUSSION

The Sewer Fund is a self-supporting fund whereas sewer revenues pay for sewer related expenses and taxes are not levied for the operation. Sewer rates are structured using a combination of a base fee and winter quarter consumption, which is based on the winter quarter for most residential types of properties or actual consumption for commercial, industrial and institutional properties. Attached is a Statement of Revenues, Expenses and Changes in Retained Earning for 2015 and the 2016 budget for the Sewer Fund. The 2015 actual expenses were less than budgeted by over \$300,000. The 2016 Revenue Budget anticipated a rate increase to cover anticipated cost increases. The budget for disposal charges (paid to the Metropolitan Council Environmental Services (MCES) to treat waste) increased roughly \$400,000 from the 2015 Budget to the 2016 Budget. The MCES total budget increased roughly five percent with the City paying its percent of the total MCES budget based on the City's portion of the total flow. Although the City's flow decreased for the measurement period, the rest of the cities decreased more. Thus, the City is picking up a higher portion of the total cost amounting to an 11.6 percent increase.

Capital outlay projected for 2016 includes the balance of the sewer lining (\$1,200,000), new control panels for lift stations numbered 11 and 17 for \$120,000 as well as a replacement sewer jet truck for \$256,000.

Sewer rates were last increased June 3, 2014. Staff is recommending an overall five percent increase in rates reflected in the attached resolution. As you may remember, there is a base fee plus a consumption fee for each account. The resolution shows old rates in parentheses for comparison purposes. Not all rates reflect the same percentage increase overall in an attempt to increase base fees for larger acreage properties and bringing the rate per 1,000 gallons for residential and other property types closer together while still generating the amount of revenue needed to allow the fund to break even.

RECOMMENDATION

Staff recommends adoption of Resolution No. 16-42 Establishing Sewer Rates.

Attachments

Sewer Budget

RS 16-42 Establishing Sewer Rates

CITY OF COON RAPIDS, MINNESOTA

70000 - SEWER FUND - ACTIVITY 620

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 ACTUAL TO 6/30	2015 Preliminary THRU 12/31	2016 BUDGET
Operating Revenues:						
Sewer charges	\$ 5,984,839	\$ 6,175,769	\$ 6,316,000	\$ 3,080,045	\$ 6,200,047	\$ 6,484,800
Miscellaneous	1,727	885	1,000		579	1,000
Total Operating Revenues	5,986,566	6,176,654	6,317,000	3,080,045	6,200,626	6,485,800
Operating Expenses:						
Personal services	628,786	626,859	681,116	300,220	621,238	655,304
Other charges and services	600,291	685,346	754,729	354,129	654,402	702,442
Supplies	50,117	37,981	53,620	12,924	28,616	44,845
Disposal charges	3,857,331	4,001,908	3,972,227	1,958,169	3,916,339	4,369,425
Depreciation	838,046	834,808	933,624	428,046	856,091	894,561
Total Operating Expenses	5,974,571	6,186,902	6,395,316	3,053,488	6,076,686	6,666,577
Operating Income (Loss)	11,995	(10,248)	(78,316)	26,557	123,940	(180,777)
Nonoperating Revenues:						
Investment income	(268,168)	342,551	51,336	40,686	82,980	77,467
Gain on disposal of capital assets	7,295	3,220				50,000
Total Nonoperating Revenues	(260,873)	345,771	51,336	40,686	82,980	127,467
Change in net position	(248,878)	335,523	(26,980)	67,243	206,920	(53,310)
Net Position at Beginning of Year	37,963,107	37,714,229	37,712,448	38,049,752	38,049,752	38,256,672
Net Position at End of Year	\$ 37,714,229	\$ 38,049,752	\$ 37,685,468	\$ 38,116,995	\$ 38,256,672	\$ 38,203,362
Cash balance at year-end:	5,965,582	4,976,089			\$ 5,079,082	\$ 4,320,333

*** For Accounting purposes only

Cash balance at beg year	4,976,089	5,079,082
+Revenues(less interest)	6,200,626	6,535,800
-Expenses	(6,076,686)	(6,666,577)
+Depreciation	856,091	894,561
-Capital Outlay	(960,018)	(1,600,000)
Cash balance at end year w/o interest	4,996,102	4,242,866
Cash balance at end year with interest	5,079,082	4,320,333
Average cash balance	4,986,096	4,660,974
Estimated interest revenue	1.50% 74,791	1.75% 81,567

RESOLUTION NO. 16-42

RESOLUTION ESTABLISHING SEWER RATES

WHEREAS, the City Code 13-604 allows sewer rates to be set by resolution; and

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

WHEREAS, rates were last increased effective with billings dated May 1, 2014; and

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that the following Rates per quarter be adopted:

Flat fee

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

Base fee plus winter quarter or less consumption:

	<u>Base</u>		<u>Minimum</u>		<u>Maximum</u>		<u>Per 1,000 gallons</u>	
	Old	New	Old	New	Old	New	Old	New
Single-family (SF) properties	(\$23.00)	\$24.00	(\$44.50)	\$46.50	(\$96.00)	\$100.50	(2.85)	3.00
SF Seniors eligible prior to 1997	(\$23.00)	\$24.00	(\$39.00)	\$41.00	(\$96.00)	\$100.50	(2.85)	3.00
Duplex properties	(\$18.00)	\$18.75	(\$39.50)	\$41.25	(\$91.00)	\$95.25	(2.85)	3.00
Townhomes/condos, mobile homes	(\$11.00)	\$11.50	(\$32.40)	\$33.90	(\$84.00)	\$87.90	(2.85)	3.00

Base fee plus consumption:

Townhomes/condos, apartments, common meter	(\$7.50)	\$8.00	N/A	N/A	N/A	N/A	(2.85)	3.00
Commercial	(\$50.00)	\$52.75	N/A	N/A	N/A	N/A	(3.20)	3.35
Industrial and Institutional	(\$70.00)	\$75.00	N/A	N/A	N/A	N/A	(3.20)	3.35
Restaurants	(\$75.00)	\$79.00	N/a	N/A	N/A	N/A	(3.20)	3.35

BE IT FURTHER RESOLVED, that these rates will become effective starting with the Billing sent out May 1, 2016.

Adopted by the Coon Rapids City Council this 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

15.

Meeting Date: 04/05/2016

Subject: Consider Resolution 16-43 Year End Budget Appropriations

Submitted For: Kevin Vouk, Manager of Accounting/Treasurer

From: Dianne Nelson, Advanced Accounting Technician

INTRODUCTION

Final 2015 General Fund budget reappropriations and carry-forwards from 2015 to 2016 are recommended.

DISCUSSION

Resolution 16-43 is attached for your consideration and includes the following items:

Reallocation of appropriations in the 2015 General Fund budget

After all transactions are completed each year, the General fund budget is compared to year-to-date expenditures to ensure that each activity does not exceed budgeted amounts. Net adjustments equal to zero are being recommended. Budget reappropriations require a simple majority vote (4 members).

Carryforward of items from the 2015 to 2016 budget

Council is asked to consider carrying forward \$4,400 in the General fund and \$1,183,075 for other funds into fiscal year 2016 for items not purchased or completed in 2015 as detailed in Resolution No. 16-43.

RECOMMENDATION

Staff recommends adoption of Resolution 16-43 Reallocating the 2015 General Fund Budget and Amending the 2015 and 2016 Budgets.

Attachments

Resolution 16-43

RESOLUTION 16-43

RESOLUTION REALLOCATING THE 2015 GENERAL FUND BUDGET AND AMENDING THE 2015 AND 2016 BUDGETS

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

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

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

WHEREAS, some 2015 budgeted items and services were not purchased in 2015.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Coon Rapids hereby authorizes the re-appropriation of 2015 funds and amends the 2015 and 2016 budgets to include re-appropriation of 2015 budgeted funds to fiscal year 2016 as follows:

2015 BUDGET ADJUSTMENTS (Reductions are indicated in parentheses.)

ACT #	DESCRIPTION	PERSONAL SERVICES	OTHER CHARGES & SERVICES	SUPPLIES	CAPITAL OUTLAY	OTHER DISBURSEMENTS	TOTAL
101	Legislative Control		(2,300)				(2,300)
103	Legal Services	600					600
104	Elections & Voter Registration	200					200
121	Maintenance of Official Records	400	(600)				(200)
122	Information	(600)	600				0
123	Management	(1,200)					(1,200)
124	Licensing		(400)	400			0
142	Fiscal Planning	(400)					(400)
143	Information Technology	1,200					1,200
149	Payroll	400					400
201	Court Case/Preparation	(600)					(600)
202	Investigation/Non-Traffic	6,900					6,900
203	Preventative Patrol/Traffic	(30,000)		(600)	600		(30,000)
206	Community Education	8,600	(100)	100			8,600
207	Drug Enforcement & Education	14,500					14,500
221	Fire Prevention		(8,000)	(400)			(8,400)
222	Fire Training		3,800	400			4,200
223	Fire Suppression	(8,600)	4,200	(400)	400		(4,400)
224	Rescue and First Aid	5,900		(600)			5,300
225	Fire Investigation	300		600			900
251	Employee Safety	2,400					2,400
302	Riverwind Recreational Center	500	1,300	300			2,100
320	Facilities Rental	(700)	100	200			(400)
323	Contract Grants		2,300				2,300
324	Multi-Purpose Senior Center	700	(100)	(200)			400
500	Snow Removal		1,000	(16,000)			(15,000)

ACT #	DESCRIPTION	PERSONAL SERVICES	OTHER CHARGES & SERVICES	SUPPLIES	CAPITAL OUTLAY	OTHER DISBURSEMENTS	TOTAL
501	Street Maintenance	(8,400)	3,300	(29,600)	(1,300)		(36,000)
503	Streetlight Maintenance	(6,000)	1,000				(5,000)
506	Garage/Vehicle Maintenance	4,100	(800)	2,400	(900)	2,100	6,900
507	Public Building Maintenance	(4,100)	(7,800)	2,800	(900)		(10,000)
508	GIS	300	(3,300)	(200)	200		(3,000)
509	Engineering Maintenance Service	12,400	5,700	(2,500)			15,600
510	Park Maintenance	(1,600)	11,700	8,600			18,700
511	Sidewalk Maintenance	1,700	(3,400)	100			(1,600)
514	Adult Softball Program	(500)					(500)
515	Indoor Skating	14,100	3,200	3,600	5,000		25,900
516	Outdoor Skating/Open	(14,100)		2,400			(11,700)
521	Tree Maintenance	1,600	12,000				13,600
	Total	0	23,400	(28,600)	3,100	2,100	0

2015/2016 Budget Amendment

Re-appropriation of the following funds from the 2015 Budget to the 2016 Budget:

General Fund

Activity 202 – Investigation/Non-Traffic \$2,000 Gun conversion parts

Activity 203 – Preventative Patrol/Traffic \$2,400 Gun conversion parts

\$4,400

Other Funds

Activity 786 – Facilities Construction Fund \$5,485 Paint Finance area in City Hall

Activity 786 – Facilities Construction Fund \$5,787 Clean beams in lobby at City Hall

Activity 601 – Water Fund \$151,874 Rehabilitation of wells 8, 9, 10, 13

Activity 601 – Water Fund \$575,545 SCADA & technology improvements

Activity 601 – Water Fund \$35,050 Booster Pump #6

Activity 620 – Sewer Fund \$409,334 Sanitary sewer main lining

\$1,183,075

Adopted by the Coon Rapids City Council this 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

16.

Meeting Date: 04/05/2016

Subject: Consider Adopting Resolution No. 16-8(8) Approving Plans and Specs and Orderin Ad for Bids for Miscellaneous Trail Construction and Rehabilitation

Submitted For: Mark Hansen, Assistant City Engineer

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

The City Engineering Division has completed plans and specifications for the 2016 miscellaneous trail construction, rehabilitation and Erlandson Park Pedestrian Bridge replacement. Council is requested to approve the plans and specifications and order advertisement for bids for this work.

DISCUSSION

Work proposed to be included within the contract is as follows:

- Replacement of existing Pedestrian Bridge located within Erlandson Park
- Trail reconstruction from Xavis Street to 105th Avenue between Dahlia and Riverview Parks
- New trail construction at Peppermint Stick Park

The work areas are depicted on the attached project location map.

The existing pedestrian bridge located within Erlandson Park is narrow, and in need of replacement. The existing bridge does not allow for emergency vehicles or snow plowing equipment to cross. The City will purchase the pedestrian bridge and abutments directly from a supplier, Contech Engineered Solutions LLC, at a cost of \$37,518. This contract will be for the installation of the purchased bridge and abutments, as well as ancillary trail reconstruction directly adjacent to the park bridge replacement.

The contract will also include miscellaneous trail reconstruction north of Riverview Park, as well as construction of a small trail segment within Peppermint Stick Park.

The advertisement would be published in April with a bid opening scheduled for May 5, 2016. Bid results and a recommendation for contract award would be presented to Council at the May 17, 2016 meeting. Once the contract has been awarded, the work will be scheduled to take place in August and September of 2016.

RECOMMENDATION

It is recommended the City Council adopt Resolution No. 16-8(8) approving plans and specifications and ordering advertisement of bids for the miscellaneous trail construction, rehabilitation and Erlandson Park Pedestrian Bridge replacement contract.

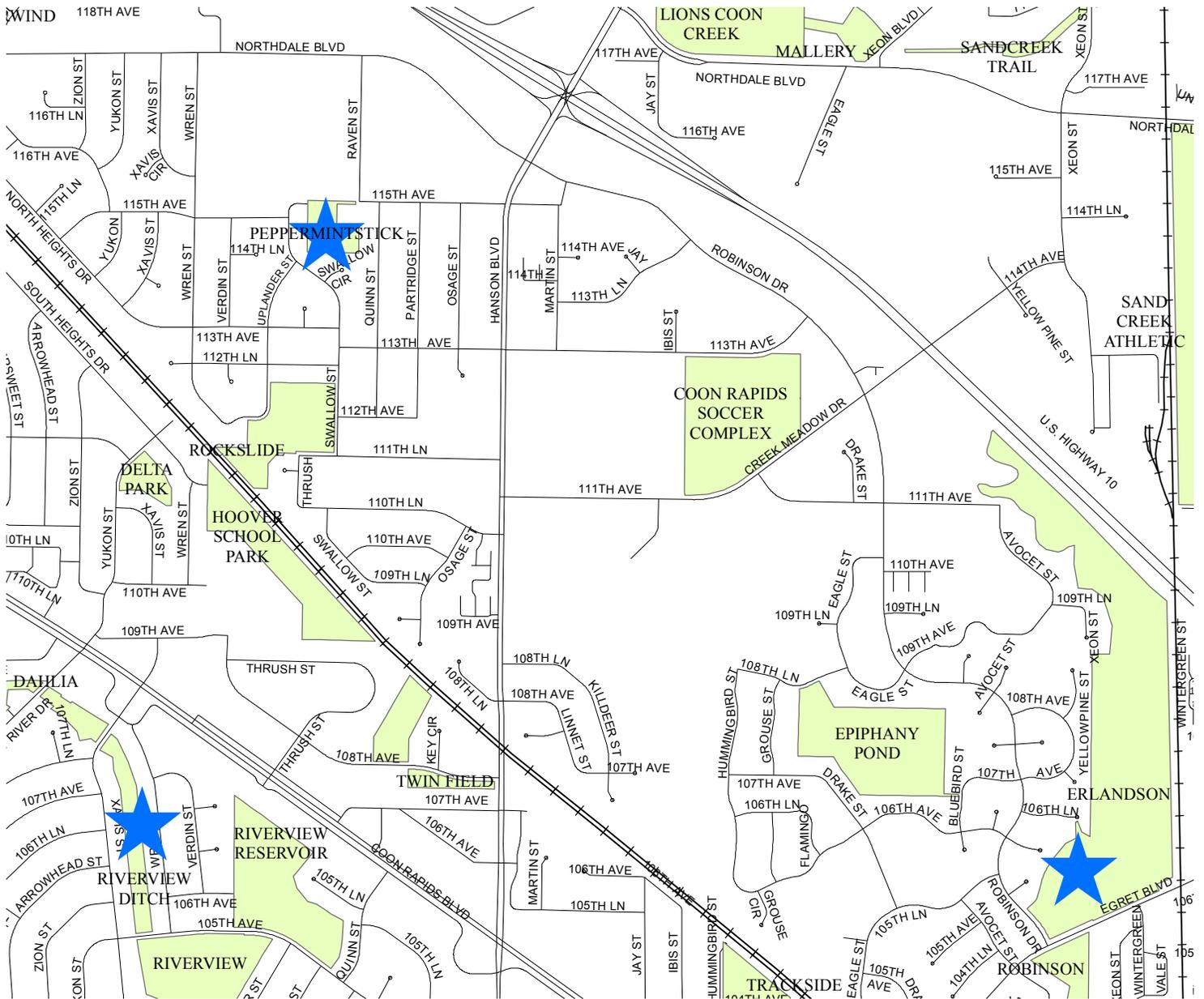
It is further recommended that the City Council authorize a purchase order with Contech Engineering Solutions, LLC in the amount of \$37,518 for the direct purchase of the pedestrian bridge and abutments.

BUDGET IMPACT:

The work outlined above has been estimated to cost approximately \$125,000 (does not include cost to purchase pedestrian bridge and abutments estimated at \$37,518). Funding for this project will come from the park maintenance fund (510) under the line item of misc. trail improvements.

Attachments

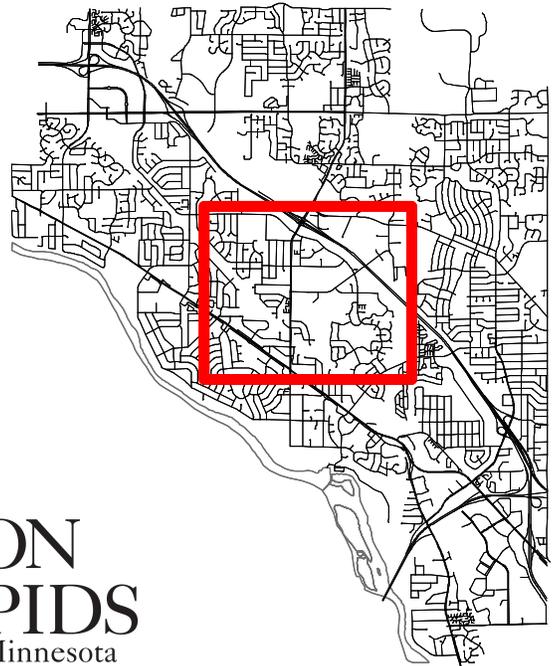
Project Location Map
Resolution No. 16-8(8)



Trail Project Locations



0 1,000 2,000 Feet



RESOLUTION NO. 16-8(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 miscellaneous trails and the Erlandson Park pedestrian bridge by bituminous repairs and bridge replacement 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 14 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 5th day of May, 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 17th day of May, 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 5th day of April, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

17.

Meeting Date: 04/05/2016

Subject: Consider Easement Agreement for Project 15-15, Intersection Improvement at Northdale Boulevard and Redwood Street

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

At its regular meeting held November 4, 2015, the City Council approved temporary and permanent easement agreements from ten properties along Northdale Boulevard and Redwood Street NW to facilitate construction of a traffic signal at the intersection as part of City improvement project 15-15. Council is now being asked to approve one additional permanent easement agreement to install directional signage in advance of the traffic signal.

DISCUSSION

On July 7, 2015, Council approved a Joint Powers Agreement (JPA) between the City of Coon Rapids and Anoka County (County) for intersection signalization at CSAH 11 (Northdale Boulevard NW) and Redwood Street NW. Per MnDOT requirements, Council adopted an ordinance and corresponding resolution restricting parking on both sides of Northdale Boulevard between Redwood Street and Quince Street on August 18, 2015.

This intersection signalization project is being completed in conjunction with the Sand Creek Park redevelopment to improve site access and pedestrian safety. Improvements include roadway widening for turn lanes at all four legs of the intersection, some curb and gutter work, a traffic signal at the new entrance to the park, minor storm sewer, roadway mill and overlay, and a sidewalk along the north side of Northdale Boulevard extending west to the railroad tracks.

Staff notified Council of this additional easement at its November 4, 2015 meeting when the others were approved; it was required as part of the County's plan review. A location map and agreement is attached for the following property:

- 841 Northdale Boulevard NW (PIN 14-31-24-11-0005)

Terms of the acquisition have been omitted from the memo because it is technically still being negotiated, but staff could share this information with the Council in private if desired.

RECOMMENDATION

Staff recommends that the City Council accept the permanent easement for dedication of right-of-way detailed herein, and authorize the execution of the agreement between the City of Coon Rapids and landowners of the property listed above.

BUDGET IMPACT:

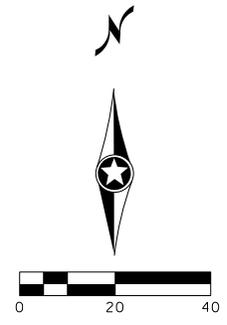
Under the terms of the JPA, this acquisition is solely the City's responsibility and will be funded from the Revolving Construction Fund.

Attachments

Location of Easement
841 Northdale Boulevard PE



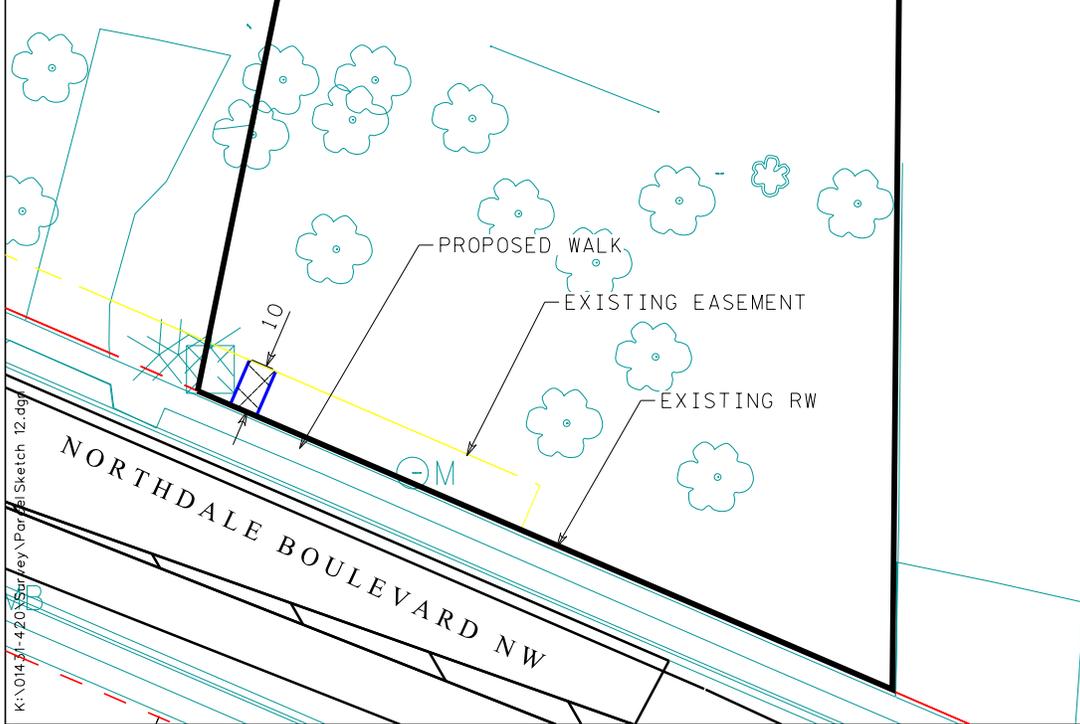
PROPOSED PERMANENT EASEMENT
AREA= 60 sq ft



843

841

839



K:\014\11-420\Sarley\Parcel Sketch 12.dwg



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CITY OF COON RAPIDS, MINNESOTA

CSAH 11 & REDWOOD ST INTERSECTION
PARCEL SKETCH

S.A.P. 002-611-035 / S.A.P. 114-020-051

1431-42

Date: 10/14/15

Parcel 12

EASEMENT AGREEMENT

()

THIS INDENTURE, made this _____ day of _____, 2016, between DANIEL E. GENGLER AND NANCY A. GENGLER, husband and wife, herein referred to as the “Landowners”, 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 Landowners in consideration of the sum of One and 00/100 Dollars (\$1.00) and other good and valuable consideration to them in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, do hereby grant and convey unto the said City, its successors and assigns, forever, a permanent easement for drainage and utility, trail, sidewalk, snow storage and right-of-way purposes over, under and across the following described property:

That part of the Northeast Quarter of the Northeast Quarter of Section 14 Township 31 Range 24 West of the 5th Principal Meridian, Anoka County, Minnesota, described as follows:

Commencing at the most south east corner of Lot 1 Block 7 Sand Creek Estates Second Addition, thence South 0 degrees 11 minutes 53 seconds West, a distance of 7.42 feet; thence South 66 degrees 38 minutes 41 seconds East, a distance of 182.88 feet to the point of beginning; thence continuing South 66 degrees 38 minutes 41 seconds East, a distance of 6.00 feet; thence at right angles 10.22 feet to the intersection of the northerly right of way of Northdale Boulevard; thence northwesterly along said right of way 6.00 feet; thence at right angles northeasterly to the point of beginning and there ending.

The total area of said permanent easement to be 61.33 square feet.

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 Landowners 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 Landowners, their 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 Landowners, for themselves, their successors and assigns, do covenant with the City, its successors and assigns, that they are well seized in fee of the lands and premises aforesaid and have good right to grant and convey the easement herein to said City.

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

By: _____
Daniel E. Gengler

By: _____
Nancy A. Gengler

[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 _____, before me a Notary Public within and for said County, personally appeared Dennis L. Jacobson and M. A. Jacobson, 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 _____, 2016.

Joan Lenzmeier, City Clerk



City Council Regular

18.

Meeting Date: 04/05/2016

Subject: Consider Policies on Park Donations and Naming Parks, Park Facilities and Trails

Submitted For: Tim Himmer, Public Works Director

From: Ryan Gunderson, Recreation Coordinator

INTRODUCTION

At the December 8th, 2015 Council work session, Council discussed a number of Park and Recreation items. A policy detailing donation of park physical improvements and the process for naming or changing the name of parks were introduced. The donation and park naming policies are part of the agenda packet.

DISCUSSION

Parks and Recreation facilities are spaces open to the general public. From time to time interest is expressed in donating to the park system for memorial and improvement reasons. Most donations have been in the form of trees and benches in parks and along trails. However, with the passing of the parks bond referendum there has been interest in donations of park improvements. The City has lacked a specific policy for guiding the acceptance of donations of physical improvements to its park system. The Park Physical Improvement Donation Policy guides donors, staff, and Council through the process for accepting future donations to the park system. Once accepted, the policy also guides future changes that may be needed due to deterioration, maintenance, and park master plans.

Additionally, interest has been expressed from Council and the public in the naming of parks and/or facilities within parks. Based on discussion from December 8th, a Policy for Naming and Renaming of Parks, Park Facilities and Trails has been developed. This policy gives guidance for proposing and/or changing names to parks and park facilities. The policy specifically details the criteria for naming a park or park facility.

These policies and procedures will guide the process for City Council, Parks and Recreation Commission, and staff in administering future requests and proposals. Both policies give Council ultimate judgment in each particular case.

RECOMMENDATION

Council is requested to approve the Park Physical Improvement Donation Policy and Policy for Naming and Renaming of Parks, Park Facilities and Trails.

Attachments

Park Physical Donation Policy
Policy for Naming Parks

CITY OF COON RAPIDS

PARK PHYSICAL IMPROVEMENT DONATION POLICY

INTRODUCTION

For many years, the City has allowed private individuals and organizations to dedicate improvements in Coon Rapids parks. The vast majority of these installations have been simple park benches (with a small donor recognition plaque) and trees (typically without any donor recognition plaque). Occasionally, more elaborate improvements were installed with support of local athletic and civic groups. This policy defines the types of allowable park physical improvement donations, the procedures to approve them, and the conditions and timeline under which they are allowed to remain.

PURPOSE OF PARK PHYSICAL IMPROVEMENT DONATIONS

Coon Rapid's parks are developed, maintained and operated for the benefit of the general public. As with other public infrastructure, resources needed to run the park system are limited and donations from private entities, sometimes in the form of memorials, offer a way to make improvements that may not be implemented with existing resources. Park physical improvement donations often have two components:

- 1) Park Physical Improvement
- 2) Donor Recognition Component

The "Donor Recognition Component" of a park physical improvement donation should be incidental to the "Park Physical Improvement." The "Park Physical Improvement" should fulfill an identified need in our park system while the "Donor Recognition Component" should not detract from the public enjoyment of the installation or surrounding park. As delineated in this policy, opportunities for physical improvement donations may be limited in a given park and the physical improvement, like other park infrastructure, have a limited useful life. Therefore, it may not be possible to accept physical improvement donations in some locations and it is understood that approved installations will be removed when they are no longer serviceable or conflict with other park system needs.

POLICY

For purposes of this policy, park physical improvement donations have been divided into three categories: *Standard Benches and Trees*, *Other Park Physical Improvement Donations* and *Park Donation Recognition Areas*. The policy governing each category follows.

Standard Benches and Trees

- Under the direction of the Public Works Director, staff will establish a standard model of bench and donor recognition plaque which suits the needs of the park system and is readily available.

- Staff, specific to each park, shall identify allowable locations and the number of standard park bench locations to ensure that only benches needed to enhance the park are installed and that they do not detract from the intended park experience.
- Allowable tree species and locations shall be consistent with the nature of the specific park and shall be in a location where the tree will thrive.
- As delegated by the Public Works Director, the Parks Supervisor has approval authority for standard benches and trees as outlined in this policy.
- Donors will be provided with a copy of this policy prior to submitting a donation application to the City.
- The donor shall make application to the Parks Division for either a standard bench or tree:
 - Standard bench – the donor shall be responsible for the delivered cost of the bench as well as the concrete slab under the bench. The donation application will include payment to the City for the cost of the concrete slab installation. Once the application is approved by staff, the donor will purchase the bench directly from the City-approved vendor, and the bench will be delivered to the City. The City will then coordinate the installation of the bench and concrete slab under the bench.
 - Tree – the donor shall be responsible for the delivered cost of the tree. The donation application will include payment to the City for the delivered cost of the tree. Once the application is approved by staff, the City will purchase the tree and cover all costs associated with planting the tree.
- For standard benches, the donor shall be responsible for engraving the standard recognition plaque. The City will install the plaque once engraved.
- Photos, pictures or depictions of the recognition subject are prohibited on the bench recognition plaque.
- Logos, symbols or graphics are limited to no more than 50% of the total space on the bench recognition plaque.
- Language included on the bench recognition plaque is subject to the following restrictions:
 - Shall not directly or indirectly endorse or promote unlawful activity.
 - Shall not directly or indirectly endorse or promote age-restricted products such as alcohol or tobacco products, or other products generally considered detrimental to the health, welfare or safety of children.
 - Shall not directly or indirectly endorse or promote sexually explicit signs or graphics, including signs that describe sexual conduct in a patently offensive manner.
 - Shall not directly advertise, market or promote a business, organization or cause by including a sales pitch, phone number, website address, social media address or QR code.
- All plaques are intended to recognize a person, or a group of people, or an event, and the language/engraving on the plaque shall reflect that intent. All other types of proposed park physical improvement donations will be reviewed on an individual basis (see Other Park Physical Improvement Donations section below). No plaques will be placed at tree installations.

- The City will take normal care to protect and maintain benches and trees. Benches and trees will be removed at the City's sole discretion for, including but not limited to, the following reasons: if they conflict with other needed park improvements; if they are vandalized beyond reasonable repair; if they have exceeded their useful service life or no longer meet the character of the park or Park Master Plan.
- The City will attempt to contact the donor to inform them of the pending removal of their donated bench or tree. If it is determined to be in the best interest of the park system, the donor may be afforded the opportunity to repair or replace the bench or tree at the donor's expense. The City is not obligated to repair or replace the bench or tree.
- The donation will be formally accepted by the City Council.
- Thank you letters will be sent to donors.
- Upon installation, the bench or tree becomes the property of the City.
- Occasionally, members of the public will donate small to medium sized amenities or fixtures such as Eagle Scout projects. The acceptance of these donations shall follow the same policy guidelines as listed above for Standard Benches and Trees.
- Benches and trees that were installed prior to the approval date of this updated policy may remain in the park under the terms of this Policy. Existing benches and trees will be removed, refurbished, modified or replaced in the manner provided for in this Policy.

Other Park Physical Improvement Donations

- All other types of proposed park physical improvement donations will be reviewed on an individual basis. The following items will be considered when reviewing such proposals:
 - The extent to which the park function of the donation proposal satisfies identified needs within Coon Rapid's park system.
 - Integration, both visually and functionally, of the donation proposal into the park.
 - Whether the proposed park physical improvement donation is at a site identified in the City's Master Plan of locations for potential physical improvement donation in selected City parks, which serves as a guide to individuals requesting park physical improvement donations.
 - The balance between the donor recognition component of the donation and the park physical improvement. To be approved, the donor recognition component must be incidental to the park physical improvement, and should not detract from the public's enjoyment of the installation, nor the surrounding park.
 - Physical improvement donations are not to be large or ostentatious, nor of a design that places the focus on the donor recognition component versus the park physical improvement.
 - The park physical improvement and associated recognition component shall not give the appearance of an edifice or monument that would typically be found in a cemetery. The following types of park physical improvement donations are not acceptable:
 - Polished granite-type markers that are similar in style to grave markers, gravestones or other cemetery monuments.
 - Photos, pictures or depictions of the recognition subject.
- In most cases, the donor recognition component of the proposal will be limited to two (2) square feet of area (e.g. 12" x 24" or 17" x 17") and will be placed in a non-visually prominent location within the installation.

- Graphics on the recognition component must be related to the park or architectural aspects of the donation and will not directly reference or depict the subject of the donation.
- Logos, symbols or graphics are limited to no more than 50% of the total space on the donor recognition component.
- Audio/video displays are prohibited.
- Language included on the physical improvement donation is subject to the following restrictions:
 - Shall not directly or indirectly endorse or promote unlawful activity.
 - Shall not directly or indirectly endorse or promote age-restricted products such as alcohol or tobacco products, or other products generally considered detrimental to the health, welfare or safety of children.
 - Shall not directly or indirectly endorse or promote sexually explicit signs or graphics, including signs that describe sexual conduct in a patently offensive manner.
 - Shall not directly advertise, market or promote a business, organization or cause by including a sales pitch, phone number, website address, Twitter address or QR code.
 - Shall be a donation to recognize a person, or a group of people or an event, and the language/engraving on the plaque shall reflect that intent. All other language will be reviewed on an individual basis. All proposals shall be submitted to the Parks Supervisor and reviewed by both the Parks & Recreation Commission and Parks Maintenance staff.
- An agreement will be drafted between the donor and the City that includes the following:
 - Clear description of the proposed installation.
 - Outline of financial obligations (in most cases, the entire financial burden will lie with the donor).
 - Recognition of no tax benefits to the donor in donating to the City.
 - Clarification of maintenance responsibilities (in most cases, any maintenance requirements beyond what is currently provided by the City will be the donor's responsibility).
 - Outline of the conditions and timeframe for the eventual removal of the installation.
- The proposal, along with a report and recommendation from staff, will be presented to the Parks & Recreation Commission for review and for their recommendation regarding approval to the City Council.
- Final approval and acceptance of the park physical improvement donation and the associated agreement by the City Council is required.
- The City will take normal care to protect and maintain park physical improvement donations. Park physical improvement donations will be removed at the City's sole discretion for, including but not limited to, the following reasons: if they conflict with other needed park improvements; if they are vandalized beyond reasonable repair; or if they have exceeded their useful service life or no longer meet the character of the park or Park Master Plan.
- The City will attempt to contact the donor to inform them of the pending removal of their park physical improvement donation. If it is determined to be in the best interest of the

park system, the donor may be afforded the opportunity to repair, replace or take possession of the memorial at the donor's expense.

- The City is not obligated to repair or replace the park physical improvement donation.
- Thank you letters will be sent to donors.
- Upon installation, the memorial becomes the property of the City.
- Park physical improvement donations that were installed prior to the approval date of this updated policy may remain in the park under the terms of this updated policy. Existing park physical improvement donations will be removed, refurbished, modified or replaced in the manner provided for in this updated policy as a non-conforming physical improvement donation. At such time that the non-conforming park physical improvement donations, in the sole discretion of the City, have exceeded their useful life, are vandalized beyond reasonable repair, conflict with other park improvements, or no longer meet the character of the park or Park Master Plan, the donated improvements will be removed. Any "grandfathered in" improvements that are requested to be refurbished, modified or replaced must comply with the current Park Physical Improvement Donation Policy.

Park Donation Recognition Areas

- The City Council may designate a City park or a defined section of a City park as a "park donation recognition area."
- "Park donation recognition areas" shall be intended to recognize a prominent or historic person, a significant event or a notable group of people, such as a veterans' memorial.
- "Park donation recognition areas" are not cemeteries and the remains of humans, pets, etc. are not permitted to be interred in a City park.
- Designated "park donation recognition areas" would permit the installation of large structures, fountains, statues, plazas, flag poles, audio/visual displays, markers and gardens.
- "Park donation recognition areas" shall be public spaces designed and developed primarily by the City's Parks and Recreation Division as a component of the City's parks system.
- While the City may choose to partner with individuals or groups to develop and maintain "park donation recognition areas," these are City park facilities and not privately-donated facilities.
- The City shall have full authority as to the location, design, amenities, operations and maintenance of "park donation recognition areas."

City of Coon Rapids
Policy for Naming and Renaming of
Parks, Park Facilities and Trails

I. Introduction

The selection of a property name for a park, park facility and trail is a thoughtful process which requires careful analysis. The policy and procedure has been adopted by the City of Coon Rapids to provide the proper procedure and guidelines for any naming or renaming of said amenities.

II. Procedure

Original naming of a park, park facility and trail will be done as part of the platting process guided by the City of Rapid's subdivision ordinance. Subsequent renaming will use the following procedure:

1. Staff, Council, Advisory Body or any Coon Rapids resident recognizes and requests the naming of a park, park facility or trail.
2. Staff will perform a background investigation of the request and then distribute the request to the City Council, upon review, send to the Parks & Recreation Commission for review.
3. The Park & Recreation Commission will discuss the merit of the name and make a recommendation to the City Council.
4. The recommendation will then be placed on the next regular City Council meeting for consideration.

III. Park, Park Facility and Trail Naming Criteria

Listed below are some of the criteria that may be used to determine the appropriate naming or renaming of parks, park facilities and trails.

1. The name of the subdivision associated with the park, park facility or trail.
2. The name of the neighborhood in which the park, park facility or trail is located.
3. The street name adjacent to or closely identified with the park, park facility or trail.
4. The name of a local interest point, or local focal point near the park, park facility or trail.
5. The name of an event or historical occurrence associated with the park, park facility or trail.
6. The name of a person who donates a major part or all of the land for the park, park facility or trail.
7. The name of a person of significant stature within the community (with the permission of the honoree, immediate family or designated representative). He/she must adhere to at least one of the following credentials and complete a waiting period of at least six months from the conclusion of service or time of death:
 - a. At least 10 years of local service to the community.
 - b. Shown outstanding assistance or support of the local park system.
 - c. Major financial donor to the park system.
 - d. A historical figure or family.
 - e. A local born or raised person of historic, statewide or national importance.

IV. Final Determinations

The City Council reserves all rights in the naming or renaming of all parks, park facilities and trails.