



HRA Regular Session - 6:50 p.m.

CITY COUNCIL AGENDA

Tuesday, July 19, 2016

7:00 p.m.

Coon Rapids City Center

Council Chambers

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

Approval of Minutes of Previous Meeting

1. Approve July 5, 2016 Minutes

Consent Agenda

2. Approve Green View Inc. Contracts for Recycling Center Staff/Park Staff
3. Adopt Resolution 16-80, Authorizing City Staff to Apply for the Metropolitan Council Planning Assistance Grant
4. Adopt Resolution 16-82 Accepting Fireworks Donation

Public Hearing

Bid Openings and Contract Awards

Old Business

New Business

Open Mic/Public Comment

Reports on Previous Open Mic

Other Business

Adjourn



City Council Regular

1.

Meeting Date: 07/19/2016

SUBJECT: Approve July 5, 2016 Minutes

Attachments

July 5, 2016 Minutes

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF JULY 5, 2016

CALL TO ORDER

The first regular meeting of the Coon Rapids City Council for the month of July was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, July 5, 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 Denise Klint, Ron Manning, Wade Demmer, Jennifer Geisler, Brad Johnson and Steve Wells

Members Absent: None

ADOPT AGENDA

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

PROCLAMATIONS/PRESENTATIONS

None.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. JUNE 21, 2016, COUNCIL MEETING

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER DEMMER, FOR APPROVAL OF THE MINUTES OF THE JUNE 21, 2016, COUNCIL MEETING. THE MOTION PASSED 6-0-1 (KLINT ABSTAINED).

CONSENT AGENDA/INFORMATIONAL BUSINESS

2. APPROVE FINAL PAYMENT FOR PROJECT 15-4 – 2015 WELL REHABILITATION
 3. ADOPT RESOLUTION 16-78, ESTABLISHING CITY MANAGER’S SALARY
 4. ADOPT RESOLUTION 16-79, ESTABLISHING NEW POLLING LOCATION FOR PRECINCT 4-2
 5. INFORMATIONAL ITEM: CORPORATE OFFICER CHANGE – FAMOUS DAVE’S – 3211 NORTHDALÉ BOULEVARD
-

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

PUBLIC HEARING

6. PUBLIC HEARING FOR US DEPARTMENT OF JUSTICE GRANT
-

The Staff report was shared with Council.

Mayor Koch opened and closed the public hearing at 7:05 p.m. since no one appeared to address the Council.

BID OPENINGS AND CONTRACT AWARDS

None.

OLD BUSINESS

7. CONSIDER ADOPTION OF ORDINANCE 2170 AMENDING PARK HOURS/OVERNIGHT PARKING
-

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT ORDINANCE 2170, AN AMENDMENT TO THE PARK ORDINANCE REGARDING PARK HOURS AND OVERNIGHT PARKING.

Councilmember Demmer proposed exemptions be made to allow for thoroughfare trails to have differing hours as these trails provided connections between neighborhoods.

Mayor Koch questioned if trails had park hours. City Manager Stemwedel explained that all trails within a City park would be subject to the new proposed park hours. He noted the trails adjacent to a roadway would not be subject to the park hours. He stated there may be trail segments that could be eliminated from the trail list. Staff recommended the Council adopt the Ordinance as presented and that further discussion regarding this matter be held at a future worksession meeting.

Councilmember Manning understood the proposed Ordinance was to keep individuals from loitering in City parks.

Councilmember Wells agreed stating he did not believe late night walkers or early morning joggers were a concern for the Coon Rapids Police Department. He supported the Ordinance as presented by staff.

THE MOTION PASSED UNANIMOUSLY.

8. CONSIDER ADOPTION OF ORDINANCE 2171 REGULATING PREDATORY
 OFFENDERS RESIDENCY

The Staff report was shared with Council.

Mayor Koch explained the proposed Ordinance referred only to Level 3 offenders, or Level 2 offenders with a victim under the age of 16.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT ORDINANCE 2171, AN ORDINANCE THAT WOULD REGULATE PREDATORY OFFENDERS RESIDENCY.

Councilmember Johnson expressed concern with the exceptions within the Ordinance. He feared that exception Number 8 would allow a family member to purchase a home for a predator in order for them to move into the City of Coon Rapids. He preferred that this restriction language be tightened up and that a time restriction be placed on the home location.

Councilmember Manning and Councilmember Wells supported this friendly amendment.

City Attorney Brodie reported this language amendment was significant enough that it would require reintroduction of the Ordinance.

Councilmember Klint stated she could not support the Ordinance without the proposed language in place.

Councilmember Geisler supported the proposed language change as well.

Councilmember Klint requested the language change be fast tracked by staff.

Councilmember Wells recommended the Council approve the Ordinance as presented and that staff report back with amended language at a future meeting for exception Number 8. The Council was in agreement with this suggestion.

Mayor Koch summarized that the motion and second on the floor was to adopt the Ordinance as written.

THE MOTION PASSED UNANIMOUSLY.

9. CONSIDER ADOPTION OF ORDINANCE 2172 ADOPTING THE 2015
MINNESOTA STATE FIRE CODE

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER DEMMER, TO ADOPT ORDINANCE 2172, TO AMEND SECTION 12-401 OF CITY CODE TO INCORPORATE THE 2015 MINNESOTA STATE FIRE CODE, ALONG WITH APPENDICES A, B, C, D, E, F, G, H, I, J AND L. THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

10. CONSIDER RESOLUTION 16-76 AND 16-77 SUPPORTING ANOKA COUNTY
FEDERAL FUNDING APPLICATIONS FOR HANSON AND FOLEY BOULEVARDS

The Staff report was shared with Council.

Councilmember Manning stated he wanted to offer his support however, he believed the City should be offered some assurances.

Councilmember Klint suggested the letter of support state the City was not offering municipal approval at this time.

Councilmember Manning asked if the County would be seeking approval from the City for this project. Public Works Director Himmer explained a cost-share agreement would have to come before the City prior to the project commencing if the County needed financial assistance from the City. However, if the County had enough funds to cover the cost of the entire project, City approval would not be necessary.

Councilmember Demmer asked if the Council could offer their support so long as the plan includes an additional median break. City Manager Stemwedel stated the proposed letter of

support was fairly generic. He explained if the plans did not show the median break the City could remove its support from the Foley project.

Councilmember Wells supported this recommendation. He suggested the Council offer their support of the County pursuing Federal funding, but not offer their support for the project design. Public Works Director Himmer believed staff could draft a letter with this sentiment.

Councilmember Geisler agreed the County should be allowed to pursue Federal funding. Her concern was with the coordinated efforts between the City and the County for the Foley and Hanson projects. She did not believe the needs of the City were being considered. It was her opinion the City needed to reach a point where it could support a mutually agreed upon design for both projects.

Councilmember Johnson discussed the Foley project and expressed frustration that the County has not heeded the requests of the City to place a median break on this roadway. He expressed concern with how the County was managing these projects. He believed the County should have to do the plans right and do them right the first time in order to create a sense of collaboration between the City and the County. He recommended the County further engage with City staff on these projects. He stated he would not be supporting the recommendation from staff.

Public Works Director Himmer reiterated that he believed he could draft a letter of support expressing the concerns of the Council making the County aware of the City's project design concerns.

Councilmember Demmer was in favor of the Council only supporting the submittal for Federal funds if the project plans were changed, especially for the Foley project. He asked if the Council could place this strict criteria on the Foley project.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 16-77 SUPPORTING ANOKA COUNTY'S FEDERAL FUNDING APPLICATION FOR FOLEY BOULEVARD (CSAH 11) ONLY IF THE COUNTY PLACES A MEDIAN BREAK IN THE PLAN AS DISCUSSED BY THE CITY A YEAR AND A HALF AGO WITH THE COUNTY.

Councilmember Johnson requested the median be placed as close to the Foley Park and Ride as possible.

THE MOTION PASSED 6-1 (JOHNSON OPPOSED).

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-76 SUPPORTING ANOKA COUNTY'S FEDERAL FUNDING APPLICATION FOR HANSON BOULEVARD (CSAH 78) CONTINGENT UPON MUNICIPAL CONSENT NOT OCCURRING UNTIL SUCH A TIME THAT THE CITY CAN MUTUALLY AGREE ON A COLLABORATIVE DESIGN.

Councilmember Demmer requested clarification on the motion. City Manager Stemwedel clarified the motion for the City Council.

Councilmember Johnson explained the Council does not support the County's plans as submitted. He supported improvements along Hanson Boulevard, but not under the current plans. For this reason, he would not be supporting the proposed motion.

Mayor Koch questioned if some of the Council's suggestions could be achieved by the County prior to July 15th. Public Works Director Himmer believed that the left turn into Lion's Park would be easy to accomplish. He provided further comment on the other three areas where traffic would be restricted.

Councilmember Geisler preferred to offer her support making it clear the Council was supporting the County's efforts to receive Federal funding but did not support the design.

Councilmember Demmer would not be supporting the motion as stated. He feared the County would not be willing to change their plans after the fact. He did not believe that two or three major access changes could be made by the County at a future date. Public Works Director Himmer stated this would be up to the County to determine if the project should be resubmitted for Federal funds.

Councilmember Geisler recommended the Council support the Resolution contingent upon municipal consent not being granted until the plans were collaborated on, versus not offering any support at all. She believed that the proposed motion would let the County know where the City stands on this project.

Councilmember Manning and Mayor Koch agreed.

Councilmember Johnson asked if any public meetings had been held to date. Public Works Director Himmer stated no public meetings would be held by the County until the project was ready to move forward.

THE MOTION PASSED 4-3 (DEMMER, JOHNSON AND KLINT OPPOSED).

City Attorney Brodie advised that the letters of support would be crafted to reflect the Councils intent within the adopted Resolutions.

11. CONSIDER APPOINTMENT OF ELECTION JUDGES, APPROVE SALARIES, AND SET CANVASS DATE FOR PRIMARY ELECTION

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER JOHNSON, TO APPROVE APPOINTMENT OF ELECTION JUDGES AS OUTLINED ON THE LIST; AUTHORIZE THE CITY CLERK TO APPOINT AND ASSIGN ELECTION JUDGES DURING THE 25 DAYS PRECEDING THE ELECTION IF SUBSTITUTIONS ARE NECESSARY; APPROVE HOURLY SALARY FOR ELECTION JUDGES AT \$9.50 PER HOUR; ASSISTANT HEAD JUDGES AT \$10.00 PER HOUR; HEAD JUDGES AT \$11.00 PER HOUR; AND STUDENT TRAINEES AT \$9.50 PER HOUR; AND SCHEDULE A SPECIAL MEETING TO CANVASS THE RESULTS OF THE PRIMARY ELECTION FOR FRIDAY, AUGUST 12, 2016 AT 7:30 A.M. 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

12. OPEN MIC REPORT – GREG LEONE RE: MET COUNCIL GOVERNANCE REFORM

Mayor Koch discussed Mr. Leone's comments made during Open Mic at the June 21, 2016 Council meeting.

13. OPEN MIC REPORT – JENNIFER PERNELL RE: SAFETY MEASURES FOR RAILROAD TRACKS

Mayor Koch discussed Ms. Pernell's comments made during Open Mic at the June 21, 2016 Council meeting.

14. OPEN MIC REPORT – SCOTT BROMLEY RE: ACCESS INTO SHOPPING CENTER AT NORTHDALÉ BOULEVARD AND FOLEY BOULEVARD

Mayor Koch discussed Mr. Bromley's comments made during Open Mic at the June 21, 2016 Council meeting.

OTHER BUSINESS

Councilmember Manning invited the public to attend the next Concert at the Dam on Thursday,

July 7th.

Councilmember Demmer thanked the Fire Department for their work on the 1st Annual Firecracker 5K. He was pleased that the City's trails could be highlighted for this event. He thanked all of the volunteers that made this event possible.

Councilmember Manning complimented Councilmember Wells and his wife for the numerous hours they put in at the Fourth of July celebration.

Fire Chief Piper stated the carnival was a tremendous success this year. He thanked the Police Department and Public Works Department for all of their efforts. He stated the bands, 5K and fireworks were all great. He also appreciated the communities' participation in the Fill the Boot campaign noting the Fire Department raised \$30,000 for muscular dystrophy.

Mayor Koch thanked the Coon Rapids North Star Lion's, Anoka Ramsey Community College, Coon Rapids Fire Social Group, Coon Rapids Community Strength Group, the Coon Rapids Police, Fire and Public Works Departments, and all of the local business partners that made this year's Fourth of July Celebration a huge success.

City Clerk Lenzmeier reported the City was seeking fire more individuals willing to serve as election judge alternates.

City Manager Stemwedel stated the first Summer in the City meeting would be held on Tuesday, July 12th from 6:30 to 8:00 p.m. at Sunrise Pond Park. In addition, the Council would be at Thorp Park on Monday, July 18th.

ADJOURN

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER DEMMER, TO ADJOURN THE MEETING AT 8:25 P.M. THE MOTION PASSED UNANIMOUSLY.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

2.

Meeting Date: 07/19/2016

Subject: Approve Green View Inc. Contracts for Recycling Center Staff/Park Staff

Submitted For: Colleen Sinclair, Recycling Coordinator

From: Colleen Sinclair, Recycling Coordinator

INTRODUCTION

The City Council is asked to review and approve the annual contract renewals with Green View, Inc. for staffing assistance at the Recycling Center and after hours maintenance of City parks. The current contracts are expiring and in need of renewal.

DISCUSSION

The Coon Rapids recycling drop off center contracts with Green View, Inc. for daily staffing needs at the facility. The Parks Department contracts with Green View, Inc. for after hours and weekend cleaning of restrooms, facilities and shelters in the parks system. Attached are the proposed 2016-17 contracts for consideration. Revisions to last years contract terms include a cost of living pay increase.

RECOMMENDATION

Staff recommends approving the annual contract renewals for staffing services provided by Green View, Inc.

Attachments

Green View - Recycling

Green View - Parks

COON RAPIDS

Recycle Center

GREEN VIEW, INC.

MAINTENANCE AGREEMENT

July 1, 2016 - June 30, 2017

THIS AGREEMENT, made by and between GREEN VIEW, INC., 550 County Road D West, Suite 2, St. Paul, Minnesota, 55112 and COON RAPIDS, for work at the recycling center, 1831 111th Avenue NW, Coon Rapids, Minnesota.

Green View, Inc., a non-profit organization, has a program through which needy, elderly persons are recruited, employed, and periodically supervised in the performance of maintenance, custodial, and public service duties.

Coon Rapids has determined it has need for these services.

Coon Rapids desires to acquire, and Green View, Inc. desires to supply, these services.

This agreement shall be in effect from July 1, 2016 through June 30, 2017.

It is mutually agreed that this project will be carried out under the auspices of Green View, Inc. and subject to the following terms and conditions:

I. Green View, Inc. shall:

- A. Recruit and hire all personnel required.
- B. Periodically supervise all Green View, Inc. employees.
- C. Administrate the payroll and all fringe benefits; such as, but not limited to, payroll taxes, workers' compensation and liability insurance, etc.
- D. Provide bonding for those persons administratively handling funds for Green View, Inc.
- E. Furnish workers' compensation and liability insurance certificates with minimum limits of \$600,000.
- F. File all appropriate unemployment tax filings and notify Coon Rapids in the event Green View's exemption status should change.
- G. Provide Green View employees with AWAIR Training, Employee Right to Know Training, and Personal Protective Training.

II. Coon Rapids shall:

- A. Provide the daily supervision, general training and instructions.
- B. Provide the tools, supplies, and equipment necessary for the proper implementation of the work plan.

III. Payment:

- A. Green View, Inc. agrees to accept, and Coon Rapids agrees to pay, full compensation for all services and expenses contemplated by this agreement.
- B. Coon Rapids upon submission of invoices shall reimburse payroll and other allowable expenses incurred by Green View, Inc., in the course of performing this agreement.

IV. Schedule of Payments:

- A. Green View, Inc. shall submit invoices for services rendered and Coon Rapids shall reimburse Green View, Inc. upon receipt of said invoices.

V. Records:

- A. Green View, Inc. shall keep such records that maintain an efficient and accurate cost-keeping system for records.

VI. Audits and Examinations:

- A. Green View, Inc. shall afford reasonable facilities for audits and examinations of Green View, Inc.'s accounting records.

VII. Changes:

- A. Green View, Inc. is managed in reliance upon experience-based operating cost projections, in other words we look at last year's costs as the basis for determining the next fiscal period's expenses. While this approach is consistent with the non-profit status and purposes of Green View, Inc., it does create a significant vulnerability for Green View should changes, particularly in mandated state or federal employee benefits/programs occur.

Therefore, in consideration of the risks described above it is understood by and between the parties hereto that in the event changes occur in the application of mandated worker/employee costs, including but not limited to unemployment insurance coverage, social security and medicare taxes, minimum wage laws, and the Affordable Care Act. The amount of the payment from the City of Coon Rapids set forth on the attachment to this agreement may be modified by the mutual agreement of the parties.

- B. This agreement may be terminated by either party at any time, with or without cause, upon not less than 30 days written notice delivered by mail or in person to the other party.

COON RAPIDS:

By

Title

By

Mayor

By

City Manager

Attest

Dated: _____

GREEN VIEW, INC:

By Donald D. Knutson

Executive Director
Title

Attest

Dated: _____

Exhibit A

COON RAPIDS
Recycle Center

GREEN VIEW, INC.

July 1, 2016 – June 30, 2017

CUSTODIAL EXPENSE:

Labor: Employee Compensation per hour	
Lead Worker (allocation of projected costs 60%)	\$13.05
Regular Worker (allocation of projected costs 40%)	\$12.10

OTHER LABOR EXPENSES:

Employer-related costs for Payroll Taxes, Workers' Compensation Insurance and Loss Prevention, and Liability and Bonding Insurance	
Total Other Labor Expenses per Hour of Labor:	\$2.30

ADMINISTRATIVE EXPENSES:

(Administrative Salaries, Employer's Payroll Taxes Expense, Fringe Benefits, Administrative Mileage, Administrative Per Diem, Administrative Workers' Compensation, Rent Expense, Postage Expense, Office Supplies, Telephone Expense, Computer Expense and Miscellaneous Expenses)	
Total Administrative Expense per Hour of Labor:	<u>\$2.05</u>

AVERAGE HOURLY RATE: \$17.02

COON RAPIDS
GREEN VIEW, INC.
MAINTENANCE AGREEMENT
July 1, 2016 - June 30, 2017

THIS AGREEMENT, made by and between GREEN VIEW, INC., 550 County Road D West, Suite 2, St. Paul, Minnesota, 55112 and COON RAPIDS, for work at the Public Works Department and Riverwind Recreation Center.

Green View, Inc., a non-profit organization, has a program through which needy, elderly persons are recruited, employed, and periodically supervised in the performance of maintenance, custodial, and public service duties.

Coon Rapids has determined it has need for these services.

Coon Rapids desires to acquire, and Green View, Inc. desires to supply, these services.

This agreement shall be in effect from July 1, 2016 through June 30, 2017.

It is mutually agreed that this project will be carried out under the auspices of Green View, Inc. and subject to the following terms and conditions:

- I. Green View, Inc. shall:
 - A. Recruit and hire all personnel required.
 - B. Periodically supervise all Green View, Inc. employees.
 - C. Administrate the payroll and all fringe benefits; such as, but not limited to, payroll taxes, workers' compensation and liability insurance, etc.
 - D. Provide bonding for those persons administratively handling funds for Green View, Inc.
 - E. Furnish workers' compensation and liability insurance certificates with minimum limits of \$600,000.
 - F. File all appropriate unemployment tax filings and notify the Coon Rapids in the event Green View's exemption status should change.
 - G. Provide Green View employees with AWAIR Training, Employee Right to Know Training, and Personal Protective Training.
- II. Coon Rapids shall:
 - A. Provide the daily supervision, general training and instructions.
 - B. Provide the tools, supplies, and equipment necessary for the proper implementation of the work plan.

III. Payment:

A. Green View, Inc. agrees to accept, and Coon Rapids agrees to pay, full compensation for all services and expenses contemplated by this agreement.

B. The Coon Rapids upon submission of invoices shall reimburse payroll and other allowable expenses incurred by Green View, Inc., in the course of performing this agreement.

C. Under no conditions shall payments under this contract exceed the grand total hourly rate for each site, as per attached exhibits, unless mutually agreed upon by both Green View, Inc. and Coon Rapids.

IV. Schedule of Payments:

A. Green View, Inc. shall submit invoices for services rendered and the Coon Rapids shall reimburse Green View, Inc. upon receipt of said invoices.

V. Records:

A. Green View, Inc. shall keep such records that maintain an efficient and accurate cost-keeping system for records.

VI. Audits and Examinations:

A. Green View, Inc. shall afford reasonable facilities for audits and examinations of Green View, Inc.'s accounting records.

VII. Changes:

A. Green View, Inc. is managed in reliance upon experience-based operating cost projections, in other words we look at last year's costs as the basis for determining the next fiscal period's expenses. While this approach is consistent with the non-profit status and purposes of Green View, Inc., it does create a significant vulnerability for Green View should changes, particularly in mandated state or federal employee benefits/programs occur.

Therefore, in consideration of the risks described above it is understood by and between the parties hereto that in the event changes occur in the application of mandated worker/employee costs, including but not limited to unemployment insurance coverage, social security and medicare taxes, minimum wage laws, and the Affordable Care Act. The amount of the payment from the City of Coon Rapids set forth on the attachment to this agreement may be modified by the mutual agreement of the parties.

B. This agreement may be terminated by either party at any time, with or without cause, upon not less than 30 days written notice delivered by mail or in person to the other party.

COON RAPIDS:

GREEN VIEW, INC:

By

By Donald D. Knutson

Title

Executive Director
Title

By

Attest

Mayor

D
ated: _____

By

City Manager

Attest

Dated: _____

Exhibit A

COON RAPIDS
Public Works Department
1831 111th Avenue NW
Coon Rapids MN 55433
and
GREEN VIEW, INC.

July 1, 2016 – June 30, 2017

CUSTODIAL EXPENSE:

Labor: 860 hours

(Based on 28 hours per week, 30 weeks

Includes 20 hours of contingency)

Employee compensation per hour: \$12.20

OTHER LABOR EXPENSES:

Employer-related costs for Payroll Taxes,

Workers' Compensation Insurance and Loss

Prevention, and Liability and Bonding Insurance

Total Other Labor Expenses per Hour of Labor: \$ 2.20

ADMINISTRATIVE EXPENSES:

(Administrative Salaries, Employer's Payroll

Taxes Expense, Fringe Benefits, Administrative

Mileage, Administrative Per Diem, Administrative

Workers' Compensation, Rent Expense, Postage

Expense, Office Supplies, Telephone Expense,

Computer Expenses and Miscellaneous Expenses)

Total Administrative Expense per Hour of Labor: \$ 2.05

GRAND TOTAL HOURLY RATE:

\$16.45

Exhibit B

COON RAPIDS
Riverwind Recreation Center
2701 Northdale Blvd
Coon Rapids MN 55433
and
GREEN VIEW, INC.

July 1, 2016 – June 30, 2017

CUSTODIAL EXPENSE:

Labor: 322 hours

(Based on 6 hours per week,
Includes 10 hours contingency)

Employee compensation per hour: \$11.90

OTHER LABOR EXPENSES:

Employer-related costs for Payroll Taxes,
Workers' Compensation Insurance and Loss
Prevention, and Liability and Bonding Insurance

Total Other Labor Expenses per Hour of Labor: \$ 2.15

ADMINISTRATIVE EXPENSES:

(Administrative Salaries, Employer's Payroll
Taxes Expense, Fringe Benefits, Administrative
Mileage, Administrative Per Diem, Administrative
Workers' Compensation, Rent Expense, Postage
Expense, Office Supplies, Telephone Expense,
Computer Expenses and Miscellaneous Expenses)

Total Administrative Expense per Hour of Labor: \$ 2.05

GRAND TOTAL HOURLY RATE: \$16.10



City Council Regular

3.

Meeting Date: 07/19/2016

Subject: Adopt Resolution 16-80, Authorizing City Staff to Apply for the Metropolitan Council Planning Assistance Grant

Submitted For: Grant Fernelius, Community Development Director

From: Matt Brown, Economic Development Coordinator

INTRODUCTION

The Council is asked to consider resolution 16-80 approving the submission of a Planning Assistance grant application to the Metropolitan council to help fund the city's 2040 Comprehensive Plan update.

DISCUSSION

Coon Rapids is eligible to apply for the 2016-2018 Planning Assistance Fund, a non-competitive grant program of the Metropolitan Council intended to assist local communities with the costs of performing the mandatory 2040 comprehensive plan update. The grant can be used for staff pay, consultant and professional services, and printing and publishing, but these costs can only be incurred after the execution of a grant agreement between the city and the Metropolitan Council. Coon Rapids is eligible for a \$32,000 grant for sewer communities that have a 2015 Net Tax Capacity (NTC) per capita less than or equal to the regional median NTC per capita and forecasted 2010-2014 growth greater than or equal to the regional median forecasted growth of 24.4%. Coon Rapids is among 42 eligible cities, including the neighboring communities of Blaine, Brooklyn Park, Anoka, and Andover. The city was not eligible for this grant the previous time it was awarded, as the Metropolitan Council's Land Use Advisory Committee adjusted the eligibility criteria from 2008 to include more communities for this cycle of updates. All communities eligible in 2008 applied and were awarded a planning grant.

The application deadline for the grant is September 5, 2016, and the application must be submitted through the online web grants portal of the Metropolitan Council. The city must provide budget estimates, a project work plan, and lead contact persons for each of the comprehensive plan's main elements. Staff will work on those elements in the next month.

In order to maintain eligibility, the comprehensive plan update must be reviewed and updated by December 31, 2018 (which is the standard deadline), and meet all minimum requirements for a comprehensive plan as outlined in the Council's Local Planning Handbook. In addition, all comp plans must conform to the system plans of the Met Council, and must be compatible with plans of adjacent and affected jurisdictions. A midpoint and final progress report must be submitted, and the city must maintain accurate and complete accounts, financial records, and supporting

documents relating to the receipt and expenditure of the grant fund.

Fifty percent of the grant will be disbursed within 30 days after the final execution of the grant agreement, with the remaining fifty percent to be disbursed after the Metropolitan Council has reviewed and acted upon the grantee's comprehensive plan update, meeting all timeliness, completeness, conformance, consistency, and compatibility requirements. Consistency with Metropolitan Council policy is a requirement for the LCDA program, in which Coon Rapids is already participating. Based on our initial research, there don't appear to be any other "strings" attached to the funding.

RECOMMENDATION

Adopt Resolution 16-80, Authorizing City staff to apply for the Metropolitan Council Planning Assistance Grant Fund, and to execute such agreements as may be necessary to implement the grant funding on behalf of the City.

BUDGET IMPACT:

The grant is supplemental funding for the Comprehensive Plan update. All local sources of funding for the comprehensive plan update, such as staff time and the department's budget, will be identified on the grant application.

Attachments

Resolution 16-80

RESOLUTION 16-80

CITY OF COON RAPIDS, MINNESOTA

**RESOLUTION IDENTIFYING THE NEED FOR
FUNDING TO COMPLETE ITS 2040 COMPREHENSIVE PLAN UPDATE AND
AUTHORIZING AN APPLICATION FOR
PLANNING ASSISTANCE GRANT FUNDS**

WHEREAS, the City of Coon Rapids must review and update its comprehensive plan as required by the “decennial” review provision of Minnesota Statutes section 473.864 , subdivision 2; and

WHEREAS, on April 27, 2016, the Metropolitan Council adopted need-based eligibility criteria for awarding available local planning assistance grant funds and established maximum grant amounts for eligible grantees to help grantees review and update their comprehensive plans as required by the “decennial” review provisions of Minnesota Statutes section 473.864, subdivision 2; and

WHEREAS, the City is an eligible city, county, or town in the metropolitan area as defined in Minnesota Statutes section 473.121; AND

WHEREAS, planning assistance grant funds will be made available to eligible applicants subject to terms and conditions contained in Metropolitan Council grant agreements.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the City:

Authorizes its Community Development Department to:

- 1) submit on behalf of the City an application to the Metropolitan Council for \$32,000 Local Planning Assistance grant funds for the decennial review and update of the City’s local comprehensive plan required under Minnesota Statutes section 473.864; and
- 2) execute on behalf of the City a grant agreement with the Metropolitan Council for planning assistance grant funds.

Adopted by the Coon Rapids City Council this ____ day of _____, 2016.

Jerry Koch, Mayor

Joan Lenzmeier, City Clerk



City Council Regular

4.

Meeting Date: 07/19/2016

Subject: Adopt Resolution 16-82 Accepting Fireworks Donation

From: Sharon Legg, Finance Director

INTRODUCTION

The City Council is asked to accept the donation for the 2016 Fourth of July fireworks display from the Coon Rapids Community Strength Foundation.

DISCUSSION

The Coon Rapids Community Strength Foundation donated \$38,500 for the fireworks display. According to State Statutes, the City is required to publicly accept the donation with a resolution.

RECOMMENDATION

Staff recommends that the City Council approve Resolution No. 16-82 Accepting the Donation to be used for the 2016 Fireworks.

Attachments

RS 16-82

RESOLUTION NO. 16-82

**RESOLUTION ACCEPTING THE DONATION TO BE USED TOWARD THE 2016
FIREWORKS**

WHEREAS, Minnesota State Statutes require donations to be accepted by resolution; and

WHEREAS, the Coon Rapids Community Strength Foundation donated funds for the 2016 fireworks display; and

WHEREAS, the City of Coon Rapids very much appreciates the donation allowing for a very successful fireworks display; and

WHEREAS, without the donation the fireworks display would not be possible.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota to accept the donation in the amount of \$38,500 from the Coon Rapids Community Strength Foundation.

Adopted this 19st day of July, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk