



**CITY COUNCIL AGENDA**  
**Tuesday, September 6, 2016**  
**7:00 p.m.**  
**Coon Rapids City Center**  
**Council Chambers**

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**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Adopt Agenda**

**Proclamations/Presentations**

**Approval of Minutes of Previous Meeting**

1. Approve Minutes of August 12, 2016 Special Meeting
2. Approve Minutes of August 16, 2016

**Consent Agenda**

3. Receive Mid Year Gambling Expenditure Report
4. Approve Service Agreement with Alexandra House
5. Accept Source Water Protection Implementation Grant and Approve Agreement with the State of Minnesota
6. Approve Letter of Engagement for Engineering Services - Wellhead Protection Plan Amendment, Part II (15-19)
7. Approve 2016-2017 Contract for School Liaison Officer Services at the River Trail Learning Center
8. Approve 2016-2017 Contract for School Liaison Officers and Prevention Program Services

9. Approve Temporary On-Sale Strong Beer and Wine Liquor License for Fall Festival at Epiphany Church

### **Public Hearing**

10. Consider Adopting Resolution 16-91, Establishing Housing Improvement Fee - Creek Meadows II Owners Assication

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

### **Old Business**

11. Consider Adoption of Ordinance 2175 Restricting Parking on Crooked Lake Boulevard Service Road
12. Consider Adoption of Ordinance 2176 Restricting Parking on 114th Avenue NW and Magnolia Street NW
13. Consider Adoption of Ordinance 2177 Restricting Parking on 105th Lane NW and Kumquat Street NW

### **New Business**

14. HRA Budget and Tax Levy
15. Consider Adopting Preliminary 2017 Tax Levy
16. PC 16-19, Consider the Introduction of an Ordinance Approving a Zone Change, Vanman Architects, 10110 Woodcrest Drive (Spirit of Grace Church)
17. PC 16-21, Consider the Introduction of An Ordinance Approving a Zone Change, Local Oil Company of Anoka, 2437, 2423 and 2405 Coon Rapids Boulevard
18. Consider Introduction of an Ordinance Restricting Parking on Dakotah Street NW
19. Consider Introduction of an Ordinance Restricting Parking on Eldorado Street NW
20. Consider Adopting Resolution 16-92 Calling for Public Hearing on a Drainage and Utility Easement Vacation for Lawrence Estates

21. PC 15-35, Consider Resolution 16-97 Granting Final Plat Approval for Anoka Hennepin 1st Addition, 11301 Dogwood Street
22. Consider Adopting Resolution 16-93 Calling for Public Hearing to Vacate Storm Sewer, Water Main and Sanitary Sewer per Document Number 438053
23. Consider Adopting Resolution 16-94 Calling for Public Hearing to Vacate Utility, Water Well and Access per Document Number 438056
24. Consider Adopting Resolution 16-95 Calling for Public Hearing to Vacate Water Main per Document Number 904370
25. Consider Adopting Resolution 16-98 Calling for Public Hearing to Vacate Storm Sewer per Document Number 438054

**Open Mic/Public Comment**

**Reports on Previous Open Mic**

**Other Business**

**Adjourn**



**City Council Regular**

**1.**

**Meeting Date:** 09/06/2016

**SUBJECT:** Approve Minutes of August 12, 2016 Special Meeting

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**Attachments**

August 12, 2016 City Council Special Meeting Minutes

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COON RAPIDS CITY COUNCIL MEETING MINUTES OF AUGUST 12, 2016

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CALL TO ORDER

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A special meeting of the Coon Rapids City Council was called to order by Mayor Jerry Koch at 7:35 a.m. on Friday, August 12, 2016, in the Council Chambers.

ROLL CALL

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Members Present: Mayor Jerry Koch, Councilmembers, Ron Manning, Jennifer Geisler, Brad Johnson and Steve Wells

Members Absent: Councilmembers Denise Klint and Wade Demmer

NEW BUSINESS

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1. CANVASS AUGUST 9, 2016 ELECTION RESULTS

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The Staff report was shared with Council.

MOTION BY JOHNSON, SECONDED BY WELLS TO APPROVE CANVASS FOR PRIMARY ELECTION CONDUCTED AUGUST 9, 2016, AND DECLARE THE NOMINEES TO APPEAR ON THE NOVEMBER 8, 2016 GENERAL ELECTION BALLOT TO BE: BRAD GRESKOWIAK AND JULIA STEVENS FOR WARD 1; AND JENNY GEISLER AND CHUCK PHILIPSEK FOR WARD 4. THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

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None.

ADJOURN

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MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER GEISLER, TO ADJOURN THE MEETING AT 7:40 A.M. THE MOTION PASSED UNANIMOUSLY.

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

ATTEST:

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



**City Council Regular**

**2.**

**Meeting Date:** 09/06/2016

**SUBJECT:** Approve Minutes of August 16, 2016

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**Attachments**

August 16, 2016 Minutes

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## UNAPPROVED

### COON RAPIDS CITY COUNCIL MEETING MINUTES OF AUGUST 16, 2016

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#### CALL TO ORDER

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The second regular meeting of the Coon Rapids City Council for the month of August was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, August 16, 2016, in the Council Chambers.

#### PLEDGE OF ALLEGIANCE TO THE FLAG

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Mayor Koch led the Council in the Pledge of Allegiance.

#### ROLL CALL

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

Members Absent: None

#### ADOPT AGENDA

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

#### PROCLAMATIONS/PRESENTATIONS

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None.

#### APPROVAL OF MINUTES OF PREVIOUS MEETINGS

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##### 1. AUGUST 3, 2016, COUNCIL MEETING

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MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER GEISLER, FOR APPROVAL OF THE MINUTES OF THE AUGUST 3, 2016, COUNCIL MEETING. THE MOTION PASSED 6-0-1 (DEMME ABSTAINED).

CONSENT AGENDA/INFORMATIONAL BUSINESS

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2. APPROVE TEMPORARY ON-SALE STRONG BEER AND WINE LIQUOR LICENSE FOR CATHOLIC WATCHMAN RALLY AT EPIPHANY CHURCH
  3. APPROVE TEMPORARY ON-SALE STRONG BEER AND WINE LIQUOR LICENSE FOR BLUE LIVES MATTER AT AMERICAN LEGION POST 334
  4. APPROVE CHANGE ORDER AND FINAL PAYMENT FOR PROJECT 16-7, 2016 WELL REHABILITATION PROGRAM
  5. ADOPT RESOLUTION 16-86, 16-87 AND 16-88 LEVY OF MISCELLANEOUS 2016(2) APPEALED ASSESSMENTS
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MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER DEMMER, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED.

Councilmember Klint asked if the Council should take action on the appealed assessments. City Attorney Brodie reviewed the proper course of action for these cases and noted the Board of Adjustments has recommended the Council approve these assessments. He stated the property owners' next step would be to take the matter to the District Court for further appeal. He advised this same process has been followed for the past several years and the Council has not allowed matters to be reopened and discussed.

Councilmember Johnson was uncertain if the Council had enough information to make a recommendation on these matters given the fact they were being recommended as a mass and not as individual cases.

Mayor Koch believed this would lead the Council to a much larger conversation.

Councilmember Manning understood the Council had just received this information, however, he did not want to see the Council deviate from the followed practice.

Councilmember Geisler questioned if the Board of Adjustments had final approval on this matter. City Attorney Brodie explained the Board of Adjustments was a recommending body to the City Council. He noted this group took testimony, heard the evidence for each appeal and then made a recommendation to the City Council based on the information provided to the Board.

Mayor Koch supported the recommendation given the fact a full hearing was already held by the Board of Adjustments.

Councilmember Demmer questioned why one assessment amount was cut in half. City Attorney Brodie stated it was his understanding the amount was reduced because the person had completed the proper credit check.

Mr. Neilson expressed his frustration that the City Council would be rubber-stamping the Board

of Adjustments recommendation.

Councilmember Klint asked if a single item could be removed from the recommendation being made by the Board of Adjustments.

City Attorney Brodie stated the Council could proceed in this manner, but he did not recommend it. He did not believe the City Council was simply rubber-stamping these matters, but rather that a process has been followed and a hearing was held where evidence and facts was reviewed. He discussed how further appeals could be brought to District Court.

Councilmember Manning supported the process that has been followed for the City.

Councilmember Geisler provided further comment on the decisions that are made by the City's recommending bodies. City Attorney Brodie described the process that has been followed in the past for appeals noting the Council did have the authority to consider a single item, however this has not been the practice in the past.

Councilmember Johnson believed this item was difficult because it was on the Consent Agenda. He discussed the assessment amounts further and stated he would like to have more information to understand why an assessment went from \$15,000 to \$7,500. He stated he has never found himself not supporting the Consent Agenda, but indicated he could not vote in favor of the matter before him.

Councilmember Klint asked if the homeowner had taken the proper action to proceed to the next step. City Attorney Brodie reported the homeowner had objected and had the ability to appeal the Council's action.

Councilmember Klint questioned if an item could be removed from the Consent Agenda to be discussed further by the City Council. City Attorney Brodie reported the Council had a motion and second to approve the Consent Agenda as is.

Councilmember Manning stated he could support amending the Consent Agenda.

Councilmember Geisler recommended the item be removed, which would allow the Council to support the remaining items on the Consent Agenda.

Councilmember Wells did not believe it would do the Council any good to move the item further on down the agenda given the fact staff was not prepared to have further discussion on this matter.

Councilmember Geisler was in favor of the item being removed and tabled.

Mayor Koch feared that this would interfere with the assessment timeline and the City's prescribed appeal process. He noted staff was not prepared to give a presentation on this item.

He questioned how the Council could single out a single appeal and allow for further testimony. He did not believe it was in the City's best interest to allow the other 13 appeals to come in and provide further comment.

Councilmember Klint stated she was not arguing with the appeal process. She simply wanted to be able to vote no for the appeals and support the remaining items on the Consent Agenda.

Councilmember Manning supported the Mayor's statement. He did not recommend the City Council single out one item. He believed what was fair for one, should be fair for all of them. He requested the Council not go against the appeal process that has been followed for years.

Councilmember Johnson stated if this was the case then the City Council has rubber-stamped these appeals for years and no further consideration has ever been taken. Respectfully, he did not believe this was the proper course of action for one of the appeals. He stated all of the residents were made aware that this matter would be considered by the Council on the Consent Agenda and only Mr. Neilson was in attendance at the meeting, with the full understanding he would not be able to speak out against the matter. He believed Mr. Neilson had the right to provide more information to the City Council regarding the appeal.

Councilmember Klint requested the Council be allowed to vote on the Consent Agenda items individually.

Mayor Koch stated this was not the motion on the floor.

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

#### PUBLIC HEARING

None.

#### BID OPENINGS AND CONTRACT AWARDS

None.

#### OLD BUSINESS

6.      CONSIDER ADOPTION OF ORDINANCE 2174, AN ORDINANCE REVISING THE COMPLIANCE DATE EXTENSION FOR A CITATION

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT ORDINANCE 2174, REVISING THE AMOUNT OF TIME A CITY OFFICIAL CAN EXTEND A COMPLIANCE DEADLINE FOR A CITATION AND THEREBY AMENDING REVISED CITY CODE SECTION 2-1105(2).

Councilmember Klint was bothered by the proposed changes. She questioned how extensions would be determined by staff. Neighborhood Coordinator DeGrande discussed the current process followed by staff and noted maintenance issues would be allowed more time to be brought into compliance. She explained the City has two inspectors and each takes into consideration the history of the property when setting a compliance timeline.

Councilmember Klint asked if extensions could be removed if the situation were to become worse instead of better. Neighborhood Coordinator DeGrande did not recall a situation where the City has rescinded an extension. She provided further comment on the tight timelines that were set forth by the City in order to bring a property back into compliance with City Code.

Councilmember Demmer supported the proposed Ordinance and allowing staff some additional discretion when managing compliance issues. He requested staff monitor how many extensions residents are given to ensure the City remains consistent.

Councilmember Klint requested this item be discussed further by the Council at an upcoming worksession meeting. City Manager Stemwedel stated this matter has been on his radar for some time and agreed this matter should be discussed further by the City Council.

THE MOTION PASSED UNANIMOUSLY.

#### NEW BUSINESS

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7.      **CONSIDER INTRODUCTION OF AN ORDINANCE TO CREATE MISDEMEANOR PENALTY FOR FAILURE TO HAVE RABIES VACCINATION**

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The Staff report was shared with Council.

Mayor Koch questioned if other communities had set a precedent on this matter. He asked who would receive the misdemeanor. City Attorney Brodie stated the owner of record would be cited with the offense noting the citation would be a payable misdemeanor versus appearing in court.

Councilmember Johnson suggested the misdemeanor be changed to a petty misdemeanor. City Attorney Brodie commented the Council could elect to make this change, noting that subsequent offenses could have a more serious consequence.

Councilmember Johnson reviewed the language included within the City of Anoka's City Code regarding pets. He reported the language was vague stating a petty misdemeanor or misdemeanor would be charged.

Councilmember Klint asked if puppies would be exempt from this Ordinance. City Attorney Brodie explained if a dog cannot be vaccinated because of age, the City would not charge a pet owner.

Mayor Koch requested staff change the misdemeanor reference to a petty misdemeanor within the Ordinance prior to the Second Reading.

Mayor Koch considered the Ordinance regarding the creation of a misdemeanor penalty for the failure to have rabies vaccination to have been introduced.

8.      **CONSIDER INTRODUCTION OF AN ORDINANCE RESTRICTING PARKING ON  
CROOKED LAKE BOULEVARD SERVICE ROAD**

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The Staff report was shared with Council.

Mayor Koch asked if the City had received any comments from the public regarding the proposed parking restriction on the Crooked Lake Boulevard service road. Public Works Director Himmer reported the City had received no comments.

Councilmember Klint requested the City consider no parking along some of the adjacent streets.

Councilmember Demmer questioned if there were any other areas of the City that similar consideration should be made. Public Works Director Demmer noted the City received complaints from residents near the Blaine High School. He described how these complaints are reviewed by staff.

Mayor Koch considered the Ordinance restricting parking on Crooked Lake Boulevards Service Road to have been introduced.

9.      **CONSIDER INTRODUCTION OF AN ORDINANCE RESTRICTING PARKING ON  
105<sup>TH</sup> LANE NW AND KUMQUAT STREET NW**

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The Staff report was shared with Council.

Councilmember Johnson reported he lives in this neighborhood and asked what the issue was with the parking. Public Works Director Himmer stated there were concerns with snow removal, blocked sight lines and apartment parking spilling onto the street.

Mayor Koch considered the Ordinance restricting parking on 105<sup>th</sup> Lane NW and Kumquat Street NW to have been introduced.

10.      **CONSIDER INTRODUCTION OF AN ORDINANCE RESTRICTING PARKING ON  
114<sup>TH</sup> AVENUE NW AND MAGNOLIA STREET NW**

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The Staff report was shared with Council.

Councilmember Klint questioned why the City was pursuing no parking signs for these streets. Public Works Director Himmer explained there were snow removal concerns.

Mayor Koch considered the Ordinance restricting parking on 114<sup>th</sup> Avenue NW and Magnolia Street NW to have been introduced.

11.      **CONSIDER RESOLUTION 16-89 ESTABLISHING 2016-2017 COON RAPIDS ICE  
CENTER RENTAL RATES**

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The Staff report was shared with Council.

Councilmember Klint asked why the hockey association rate was different. Public Works Director Himmer explained the hockey association rates were compared to neighboring communities and the City was trying to keep them in line with everyone else. He reported the City had tried to keep the rates more affordable, but reported there was a movement to even out the rate. It was noted the outdoor ice was less expensive.

**MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER  
GEISLER, TO APPROVE THE PROPOSED 2016-2017 RATE STRUCTURE FOR THE  
COON RAPIDS ICE CENTER. THE MOTION PASSED 6-1 (KLINT OPPOSED).**

12.      **CONSIDER APPROVAL OF 2016-2017 COON RAPIDS ICE CENTER USER  
CONTRACTS AND FEE STRUCTURE**

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The Staff report was shared with Council.

**MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER  
WELLS, TO APPROVE THE PROPOSED 2016-2017 COON RAPIDS ICE CENTER FEE  
STRUCTURE AND USER CONTRACTS. THE MOTION PASSED UNANIMOUSLY.**

OPEN MIC/PUBLIC COMMENT

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

Jim Nielson, 118 East Main Street, explained he was a real estate attorney. He believed it was unusual for a City to have their Open Mic portion of the meeting at the end of the agenda. He requested the City provide him a written Ordinance providing the Board of Adjustment the authority to make a final decision which can only be appealed to the County District Court and not to the City Council. He explained there was a reason the citizens of Coon Rapids elected Councilmembers. He did not believe the Board of Adjustment should be making a final determination on appeals with the City Council simply rubber-stamping these decisions. He assumed none of the Councilmembers wanted to be seen as a rubber stamp. He had an issue with the \$15,000 fine he was being charged stating there was no legal basis. He could not understand how staff determined this amount. It was his understanding the fees were being charged because written documentation for the credit reports and criminal background checks were not provided to the City. He stated this requirement was not cited within the City Ordinance. He believed credit checks were regulated by the Federal government. He described the documentation that had to be kept on file for landlords based on the City Ordinance requirements. He explained he would be bringing this to District Court.

Angie Hasseck stated she was visiting the City Council on behalf of Eric Paulson. She explained Eric Paulson has an open door to assist residents with any Federal issues they may have.

REPORTS ON PREVIOUS OPEN MIC

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13.      OPEN MIC REPORT – DIANE MARSHALL REGARDING CREEKSIDE ESTATES

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

14.      OPEN MIC REPORT – BOB KRAHN REGARDING PROPERTY AT 12097 ILEX STREET NW

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Mayor Koch discussed Mr. Krahn's comments made during Open Mic at the July 21, 2016 Council meeting. City Manager Stemwedel reported it was his understanding the security at the home has been improved. If the neighbors had further concerns, they were encouraged to contact the City.

OTHER BUSINESS

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Councilmember Manning stated concerns have been voiced regarding the parking situation at the Ward 1 precinct for the upcoming election. He asked if temporary parking could be allowed along the street. City Clerk Lenzmeier stated this was being reviewed by staff.

Councilmember Demmer reported Thursday, August 25<sup>th</sup> marked the 100<sup>th</sup> anniversary of the founding of the American National Park System. He stated the Coon Rapids Dam was a member of the National Park System. He encouraged the public to visit the dam and take part in this park.

City Manager Stemwedel stated a Movie in the Park would be held at the Coon Rapids Soccer Complex on Friday, August 26<sup>th</sup>. He reported Inside Out would be screened at 8:30 p.m.

City Manager Stemwedel explained on Tuesday, August 23<sup>rd</sup> a Summer in the City meeting would be held at Kennedy Park at 6:30 p.m.

ADJOURN

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MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER DEMMER, TO ADJOURN THE MEETING AT 8:12 P.M. THE MOTION PASSED UNANIMOUSLY.

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

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**3.**

**Meeting Date:** 09/06/2016

**Subject:** Receive Mid Year Gambling Expenditure Report

**From:** Stephanie Lincoln, Deputy City Clerk

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**INTRODUCTION**

City Code 5-2010 requires a semi-annual accounting of gambling expenditures which directly benefit Coon Rapids and cities within the trade area from the organizations licensed by the State Gambling Control Board.

**DISCUSSION**

Staff has received and reviewed the semi-annual reports for January 1 through June 30, 2016 showing gambling expenditures within the City of Coon Rapids and trade area for the six organizations at 15 locations. The combined net profit this period was reported at \$390,815.13 with expenditures within the trade area (which includes City of Coon Rapids) reported at \$358,489.45. The reported combined expenditures specifically within the City of Coon Rapids was \$329,517.45. All organizations achieved the 60% expenditure requirement within the trade area for this period.

**RECOMMENDATION**

Council is requested to receive the gambling expenditure report for the first half of 2016.

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**Attachments**

Gambling Expenditure Report  
Premise Permit Holders

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### January 1 - June 30, 2016 Semi-Annual Gambling Expenditures Report

Organization	Net Profit	Coon Rapids Expenditures	Coon Rapids %	Trade Area Expenditures	Trade Area %
American Legion Post #334	\$ 41,675.00	\$ 30,400.00	73%	\$ 38,127.00	91%
Coon Rapids Lions	\$ 20,707.00	\$ 19,287.78	93%	\$ 22,462.78	108%
Coon Rapids Mat Bandits	\$ 159,094.92	\$ 109,782.52	69%	\$ 109,782.52	69%
Coon Rapids National Little League	\$ 55,895.62	\$ 67,901.85	121%	\$ 67,901.85	121%
Coon Rapids VFW Post #9625	\$ 46,359.69	\$ 12,670.00	27%	\$ 30,740.00	66%
Coon Rapids Youth Hockey	\$ 67,082.90	\$ 89,475.30	133%	\$ 89,475.30	133%
<b>1st Half Total</b>	<b>\$ 390,815.13</b>	<b>\$ 329,517.45</b>	<b>84%</b>	<b>\$ 358,489.45</b>	<b>92%</b>

# COON RAPIDS GAMBLING LICENSES

REVISED AS OF 5/18/16

organization	location(s)	Address(es)	Type
American Legion Post #334	American Legion Post #334	11640 Crooked Lake Boulevard	
	Chanticlear Pizza & Grill	11706 Crooked Lake Boulevard	
			EPT
			EPT
Coon Rapids Lion's Club	Classic Bowl	11707 Round Lake Boulevard	
	Kendall's Chophouse	12800 Bunker Prairie Road	
	Coon Rapids Liquor	11239 Foley Blvd	EPT
			EPT
Coon Rapids Mat Bandits Wrestling Club	Broadway Pizza	3420 129 <sup>th</sup> Avenue NW	
	Shortstop	421 Northdale Boulevard	
	Boulevard Bar and Grill	3395 Coon Rapids Boulevard	
			EPT
			EPT
Coon Rapids National Little League	The Well	35 Coon Rapids Boulevard	
	Willy's	2501 Coon Rapids Boulevard	
	Sammy's Pizza dba Five Four Lounge	445 99 <sup>th</sup> Ave NW, Suite 54	
			EPT
			EPT
Coon Rapids Youth Hockey Association	Scoop's Pub	482 Northdale Boulevard	
	Carbone's/CR Billiards	8525 Cottonwood Street	
	Muddy Cow	133 Coon Rapids Blvd	
			EPT
			EPT
Coon Rapids VFW Post #9625	VFW Post #9625	1919 Coon Rapids Boulevard	
			EPT
			EPT

EPT = Electronic Pull-Tab

( ) = Proposed



**City Council Regular**

4.

**Meeting Date:** 09/06/2016

**Subject:** Approve Service Agreement with Alexandra House

**Submitted For:** Melissa Westervelt, Assistant City Attorney

**From:** Kim Reid, Administrative Legal Assistant

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**INTRODUCTION**

Council is asked to approve the proposed service agreement between the City and Alexandra House which provides the City pay Alexandra House an amount of \$10,000 in 2016. In exchange, Alexandra House will provide its support services, shelter and advocacy to the City.

**DISCUSSION**

Alexandra House is a non-profit corporation that is Anoka County's only women's shelter. It provides a 24 hour shelter, support services, advocacy, educational opportunities to women and their children in the City and Anoka County. Alexandra House also works with the Police Department and the City Attorney's Office with domestic violence cases. Alexandra House has made a request for financial assistance for the services it provides to the City. The Council did appropriate \$10,000.00 to the Alexandra House in the 2016 budget for these services. This service agreement reduces the parties' wishes to writing. This agreement is for one year and can be terminated by either party with 30 days notice.

**RECOMMENDATION**

Council to approve the City to enter into a service agreement with Alexandra House to provide, shelter, support services and advocacy to women and their children in the City.

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**Attachments**

Service Agreement

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## AGREEMENT

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of January, 2016 by and between Alexandra House and the City of Coon Rapids, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "City"

WITNESSETH:

WHEREAS, Alexandra House is a non-profit corporation which provides direct service and systems advocacy to victims of domestic and sexual assault and their families in the City of Coon Rapids including criminal and civil court advocacy, crisis intervention, support, general advocacy, referral and education; 24 hour emergency shelter; collaboration with police and prosecution on behalf of victims of domestic and sexual assault;

WHEREAS, Alexandra House is the only shelter within Anoka County that provides these services; and

WHEREAS, Alexandra House provides assistance to the Police Department and the City in the area of public safety; and

WHEREAS, collaboration and cooperation between the City and Alexandra House in providing services is beneficial to both parties as well as the citizens of Coon Rapids and victims of domestic and sexual assault; and

WHEREAS, Alexandra House desires financial support for its services; and

WHEREAS, the parties have entered into this Agreement to outline the scope and limitations of the collaboration between the parties.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. While recognizing that the Alexandra House advocacy and shelter services are apart from services provided by the City, the city recognizes the value of these advocacy and shelter services to its citizens. Accordingly the City will compensate Alexandra House the sum Ten Thousand (\$10,000) Dollars in 2016 payable in one payment upon a receipt of an invoice from Alexandra House;
2. Nothing in this Agreement is intended to create an agency relationship between Alexandra House and the City or an agency or employment agreement between the City and any advocate employed by Alexandra House;
3. The advocacy and shelter services provided by Alexandra House are separate from those services provided by the City of Coon Rapids. No Alexandra House employee (including an advocate) will be considered to be (and may not represent that they are) an employee, representative or agent of the City and will not act for or on behalf of the City. The

advocate, as an employee of Alexandra House, is subject to the exclusive control and direction of Alexandra House. In addition, Alexandra House will retain control over the equipment, supplies, operations, material, files, data or other information collected or utilized by Alexandra House or its advocate(s) in providing these services;

4. The City of Coon Rapids or its officers, employees, representative or agents will not have authority to direct or assign Alexandra House employees (including advocate(s)) or representatives or to access files, data or other information without the consent of the advocate(s) or Alexandra House;
5. Alexandra House, its officers, employees (including advocates), representative and agents will not have authority to direct or assign City employees or representatives or to access files, data or other information without the consent of the City;
6. As an independent service provider, Alexandra House agrees to hold harmless and indemnify the City from all claims, suits, actions, costs, counsel fees, expenses, damages, judgments or decrees, by reason of any person or persons or property being injured or damaged as a result of any advocacy services performed within or on any cases arising from the City of Coon Rapids.
7. Either the Alexandra House or the City may terminate this agreement upon thirty (30) days prior written notice to the other party without cause.

*(Signatures continued on the following page)*

IN WITNESS WHEREOF, the parties hereto have signed this agreement as of the date and year first above written.

ALEXNDRA HOUSE

By: 

Connie Moore, Executive Director

CITY OF COON RAPIDS

By: \_\_\_\_\_

Jerry Koch, Mayor

By: \_\_\_\_\_

Matt Stemwedel, City Manager



**City Council Regular**

5.

**Meeting Date:** 09/06/2016

**Subject:** Accept Source Water Protection Implementation Grant and Approve Agreement with the State of Minnesota

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

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

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**INTRODUCTION**

City staff applied for a grant issued by the State of Minnesota through its Commissioner of the Department of Health (MDH) to assist with work related to the City's Part II Wellhead Protection Plan Amendment, also referred to as the City's Sourcewater Protection Plan. The MDH awarded grant funds in the amount of \$6,115. City Council is asked to consider the award and adopt Resolution No. 16-96 accepting the grant, as well as approve the accompanying grant agreement.

**DISCUSSION**

Wellhead Protection is a way to prevent drinking water from becoming polluted by managing potential sources of contamination in the areas which supply water to a public well. The City of Coon Rapids is continuously looking to maintain safe drinking water by implementing wellhead protection standards that keep the City's groundwater and wells from becoming polluted. BARR Engineering completed Part 1 of the City's WHPP amendment in March, 2016. Part 2 will focus on specific strategies for managing and protecting the critical areas identified in Part 1.

Staff will work with BARR Engineering to execute activities outlined in the attached grant agreement. Work that will be performed and financed with grant funds includes: Verification of potential contaminate source locations not previously identified, and the preparation of public educational materials to be posted on the City's website, published in the City's newsletter, or distributed to other media outlets.

Per the grant requirements, no work shall begin until after all required signatures have been obtained on the grant agreement by MDH staff and the City has received a signed copy of it. The grant funds will expire April 30, 2018 or until all obligations have been fulfilled to the satisfaction of the State, whichever occurs first. Payment will be issued by the State upon receipt and approval of an itemized invoice (Exhibit A of agreement) submitted by the City upon completion of the work.

**RECOMMENDATION**

Staff recommends the City Council adopt Resolution No. 16-96 accepting the \$6,115 grant from the State of Minnesota, acting through its Commissioner of the Department of Health. It is further recommended that Council approve the execution of the attached grant agreement between the City of Coon Rapids and the State of Minnesota.

---

**Attachments**

Resolution No. 16-96  
Grant Agreement

---

**RESOLUTION NO. 16-96**

**A RESOLUTION TO ACCEPT THE GRANT OF MONIES  
FROM THE STATE OF MINNESOTA  
TO BE USED TOWARD SOURCE WATER PROTECTION IMPLEMENTATION**

**WHEREAS**, the State of Minnesota through its Commissioner of the Department of Health has awarded a grant in the amount of \$6,115 to the City of Coon Rapids; and

**WHEREAS**, the State would like to assist public water suppliers with protecting drinking water sources; and

**WHEREAS**, the grant will be used toward the cost of verifying the location of potential contaminant sources in the Drinking Water Supply Management Area (DWSMA) and for preparation of public education materials for the City's website and newsletter; and

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

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

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Coon Rapids, Minnesota, that the grant of \$6,115 is hereby accepted.

**BE IT FURTHER RESOLVED**, that the City of Coon Rapids hereby extends its gratitude to the State of Minnesota for its generosity.

Adopted by the Coon Rapids City Council this 6th day of September, 2016.

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

ATTEST:

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

If you circulate this grant agreement internally, only offices that require access to the tax identification number AND all individuals/offices signing this grant agreement should have access to this document.

## Minnesota Department of Health Grant Agreement

This grant agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health ("State") and City of Coon Rapids ("Grantee"). Grantee's address is 11155 Robinson Drive, Coon Rapids, MN 55433.

### Recitals

1. Under Minnesota Statutes 144.0742 and §114D.50 Clean Water Fund, the State is empowered to enter into this grant agreement.
2. The State is in need of assisting public water suppliers to protect the source of drinking water.
3. The Grantee represents that it is duly qualified and will perform all the duties described in this agreement to the satisfaction of the State. Pursuant to Minnesota Statutes section 16B.98, subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

### Grant Agreement

#### 1. *Term of Agreement*

**1.1 Effective date** September 1, 2016, or the date the State obtains all required signatures under Minnesota Statutes section 16C.05, subdivision 2, whichever is later.

**The Grantee must not begin work until this contract is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.**

**1.2 Expiration date** April 30, 2018, or until all obligations have been fulfilled to the satisfaction of the State, whichever occurs first.

**1.3 Survival of Terms** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10.1 Government Data Practices; 10.2 Data Disclosure; 12. Intellectual Property; 14.1 Publicity; 14.2 Endorsement; and 16. Governing Law, Jurisdiction, and Venue.

#### 2. *Grantee's Duties* The Grantee, who is not a state employee, shall:

- Verify the location of potential contaminant sources in the Drinking Water Supply Management Area (DWSMA).

- Prepare public education materials for the City's website and newsletter.
- Grantee agrees that work shall take place only in the MDH approved DWSMA. Grantee will be reimbursed only for work that takes place in the DWSMA.
- Grantee agrees that no system of water supply for public use shall be installed, altered or extended until complete plans and specifications for the installation, alteration or extension have been submitted and approved by the State, and no construction shall take place except in accordance with the approved plans. No grant funds can be used prior to approval of the plans. Failure to submit plans for approval within the first 2 months from the start date of the grant may result in termination of the grant award.
- The Grantee shall use the Clean Water Land and Legacy Amendment logo on all materials that are purchased or produced under this Grant Agreement (equipment, reports to the public, publications, displays, videos). Failure to display the logo may render the Grantee ineligible for reimbursement.
- If the project involves well(s) sealing, it is the Grantee's responsibility to contact the MDH Well Management section 24 hours prior to the beginning of well sealing work during normal business hours Monday to Friday between 8 am and 4:30 pm. The Grantee or their representative must contact either MDH Field Inspector or MDH District Supervisor at least 48 hours prior to the start of well sealing work to ensure that MDH has the opportunity to inspect during the well sealing process.
- On or before the end date of this Agreement, the Grantee shall provide the State with one electronic copy of all final products produced under this Grant Agreement, including reports, publications, software and videos. If required by the nature of the project, data collected during the project shall be reported in a format acceptable to the State.
- The Grantee shall pay in full any licensed contractor or consultant hired for the purpose of completing any work under this Grant Agreement within 10 days of receiving payment from the State.
- The Grantee shall submit an itemized invoice for the total cost of the project.
- Exhibits A and B are attached and incorporated into this grant agreement. Upon completion of the project Grantee shall submit a Grant Narrative Report (Exhibit A) and a Grant Invoice (Exhibit B). The Grant Narrative Report and the Grant Invoice shall be due no later than the expiration day of this Grant Agreement.
- The Potential Contaminant Source Inventory (PCSI) must be submitted to the State upon the completion of the project and must include: GIS, labels, figures, spatial data and a narrative describing the methodology.

- In the event the Grantee is unable to satisfactorily complete all the duties specified in this grant agreement, the Grantee may forfeit the final payment. Grantee who has not satisfactorily fulfilled the grant obligations, including but not limited to paying the contractor in full for all work performed by the contractor, will be denied participation in the next grant cycle.

**3. Time** The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence, and failure to meet a deadline may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the grant.

The Grantee is required to perform all of the duties recited above within the grant period. The State is not obligated to extend the grant period.

**4. Consideration and Payment**

**4.1 Consideration** The State will pay for all services performed by the Grantee under this grant agreement as follows:

**(a) Compensation.** The Grantee will be paid according to the following breakdown of costs:

Activity	Grant Amount
Verify the location of potential contaminant sources in the DWSMA.	\$4,390
Prepare public education materials for the City's website and newsletter.	\$1,725
Total	\$6,115

The following costs are not eligible and will be deducted from the final invoice, before reimbursement:

- permitting fees payable to MDH (i.e. well construction fee; well sealing fee)
- pressure tank and associated plumbing
- water lines may be reimbursed only from the well to the pressure tank or to the building, whichever comes first)
- indirect or administrative costs related to the grant.

**(b) Total Obligation** The total obligation of the State for all compensation and reimbursements to the Grantee under this agreement will not exceed Six Thousand One Hundred Fifteen Dollars and Zero Cents (\$6,115.00).

**(c) Travel Expenses** The Grantee will be reimbursed \$0.00 for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management

and Budget ("MMB"). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

**(d) Budget Modifications.** Modifications greater than 10 percent of any budget line item in the most recently approved budget (listed in 4.1(a) and 4.1(b) or incorporated in Exhibit B) requires prior written approval from the State and must be indicated on submitted reports. Failure to obtain prior written approval for modifications greater than 10 percent of any budget line item may result in denial of modification request and/or loss of funds. Modifications equal to or less than 10 percent of any budget line item are permitted without prior approval from the State provided that such modification is indicated on submitted reports and that the total obligation of the State for all compensation and reimbursements to the Grantee shall not exceed the total obligation listed in 4.1(b).

#### **4.2 Terms of Payment**

**(a) Invoices** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted in a timely fashion and according to the following schedule: Upon completion of the services. The State does not pay merely for the passage of time.

All the grant documentation (Grant Narrative Report, Grant Invoice, itemized invoice(s), electronic copies) must be submitted in one packet by either email or mail. The Grantee shall use the following mailing address:

Attn: Kris Wenner  
Source Water Protection  
Minnesota Department of Health  
PO Box 64975, St. Paul, MN 55164-0975

If the final invoice is not received by the State before the end date of this Grant Agreement, the Grantee may forfeit the final payment.

**5. Conditions of Payment** All services provided by Grantee pursuant to this agreement must be performed to the satisfaction of the State, as determined in the sole discretion of its Authorized Representative. Further, all services provided by the Grantee must be in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. Requirements of receiving grant funds may include, but are not limited to: financial reconciliations of payments to Grantees, site visits of the

Grantee, programmatic monitoring of work performed by the Grantee and program evaluation. The Grantee will not be paid for work that the State deems unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

## **6. Authorized Representatives**

**6.1 State's Authorized Representative** The State's Authorized Representative for purposes of administering this agreement is Kris Wenner, SWP Grants Coordinator, 625 Robert Street N, PO Box 64975, Saint Paul, MN 55164-0975, 651-201-4696, [Kris.Wenner@state.mn.us](mailto:Kris.Wenner@state.mn.us), or her successor, and has the responsibility to monitor the Grantee's performance and the final authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

**6.2 Grantee's Authorized Representative** The Grantee's Authorized Representative is Tim Himmer, Public Works Director, 11155 Robinson Drive, Coon Rapids, MN 55433, 763-767-6494, [thimmer@coonrapidsmn.gov](mailto:thimmer@coonrapidsmn.gov), or his successor. The Grantee's Authorized Representative has full authority to represent the Grantee in fulfillment of the terms, conditions, and requirements of this agreement. If the Grantee selects a new Authorized Representative at any time during this agreement, the Grantee must immediately notify the State in writing, via e-mail or letter.

## **7. Assignment, Amendments, Waiver, and Merger**

**7.1 Assignment** The Grantee shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State.

**7.2 Amendments** If there are any amendments to this agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by the State and Grantee.

**7.3 Waiver** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to enforce it.

**7.4 Merger** This agreement contains all the negotiations and agreements between the State and the Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

**8. Liability** The Grantee must indemnify and hold harmless the State, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by the State, arising from the performance of this agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this agreement. Nothing in this clause may be construed as a waiver by the Grantee

of any immunities or limitations of liability to which Grantee may be entitled pursuant to Minnesota Statutes Chapter 466, or any other statute or law.

**9. State Audits** Under Minnesota Statutes section 16B.98, subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee, or any other relevant party or transaction, are subject to examination by the State, the State Auditor, and the Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **10. Government Data Practices and Data Disclosure**

**10.1 Government Data Practices** Pursuant to Minnesota Statutes Chapter 13.05, Subd. 11(a), the Grantee and the State must comply with the Minnesota Government Data Practices Act as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of Minnesota Statutes section 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before any data is released. The Grantee's response to the request must comply with the applicable law.

**10.2 Data Disclosure** Pursuant to Minnesota Statutes section 270C.65, subdivision 3, and all other applicable laws, the Grantee consents to disclosure of its social security number, federal employee tax identification number, and Minnesota tax identification number, all of which have already been provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**11. Ownership of Equipment** The State shall have the right to require transfer of all equipment purchased with grant funds (including title) to the State or to an eligible non-State party named by the State. This right will normally be exercised by the State only if the project or program for which the equipment was acquired is transferred from one grantee to another.

## **12. Ownership of Materials and Intellectual Property Rights**

**12.1 Ownership of Materials** The State shall own all rights, title and interest in all of the materials conceived or created by the Grantee, or its employees or subgrantees, either individually or jointly with others and which arise out of the performance of this grant agreement, including any inventions, reports, studies, designs, drawings, specifications, notes,

documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("materials").

The Grantee hereby assigns to the State all rights, title and interest to the materials. The Grantee shall, upon request of the State, execute all papers and perform all other acts necessary to assist the State to obtain and register copyrights, patents or other forms of protection provided by law for the materials. The materials created under this grant agreement by the Grantee, its employees or subgrantees, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the materials, whether in paper, electronic, or other form, shall be remitted to the State by the Grantee. Its employees and any subgrantees shall not copy, reproduce, allow or cause to have the materials copied, reproduced or used for any purpose other than performance of the Grantee's obligations under this grant agreement without the prior written consent of the State's Authorized Representative.

**12.2 Intellectual Property Rights** Grantee represents and warrants that materials produced or used under this grant agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this grant agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, Grantee shall at the State's discretion either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

**13. Workers' Compensation** The Grantee certifies that it is in compliance with Minnesota Statutes section 176.181, subdivision 2, which pertains to workers' compensation insurance coverage. The Grantee's employees and agents, and any contractor hired by the Grantee to perform the work required by this Grant Agreement and its employees, will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees, and any claims made by any third party as a consequence of any act or omission on the part of these employees, are in no way the State's obligation or responsibility.

#### **14. Publicity and Endorsement**

**14.1 Publicity** Any publicity given to the program, publications, or services provided resulting from this grant agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the

Grantee or its employees individually or jointly with others, or any subgrantees shall identify the State as the sponsoring agency and shall not be released without prior written approval by the State's Authorized Representative, unless such release is a specific part of an approved work plan included in this grant agreement.

**14.2 Endorsement** The Grantee must not claim that the State endorses its products or services.

## **15. Termination**

**15.1 Termination by the State or Grantee** The State or Grantee may cancel this grant agreement at any time, with or without cause, upon thirty (30) days written notice to the other party.

**15.2 Termination for Cause** If the Grantee fails to comply with the provisions of this grant agreement, the State may terminate this grant agreement without prejudice to the right of the State to recover any money previously paid. The termination shall be effective five business days after the State mails, by certified mail, return receipt requested, written notice of termination to the Grantee at its last known address.

**15.3 Termination for Insufficient Funding** The State may immediately terminate this agreement if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this agreement. Termination must be by written or facsimile notice to the Grantee. The State is not obligated to pay for any work performed after notice and effective date of the termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this agreement is terminated because of the decision of the Minnesota legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving notice of the same.

**16. Governing Law, Jurisdiction, and Venue** This grant agreement, and amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant agreement, or for breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**17. Lobbying** Ensure funds are not used for lobbying, which is defined as attempting to influence legislators or other public officials on behalf of or against proposed legislation. Providing education about the importance of policies as a public health strategy is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.

IN WITNESS WHEREOF, the parties have caused this grant agreement to be duly executed intending to be bound thereby.

**APPROVED:**

**1. Grantee**

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. State Agency**

Grant Agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

By: \_\_\_\_\_ (with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Distribution:*

*Agency – Original (fully executed) Grant Agreement  
Grantee  
State Authorized Representative*



Environmental Health Division  
 Drinking Water Protection Section  
 P.O. Box 64975  
 St. Paul, Minnesota 55164-0975  
 Phone: 651-201-4700

**Source Water Protection Plan Implementation Grant Invoice**

<b>GRANTEE INFORMATION</b>	<b>PWSID:</b>
System Name: _____	
Address: _____	
Contact Person Name: _____	
Phone: _____	Fax: _____
E-mail: _____	

<b>INVOICE INFORMATION</b>
----------------------------

Is this the final invoice?       Yes       No

<b>WORK ITEMS AND EXPENDITURE DESCRIPTION – use an additional page if necessary</b>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenditures	\$
<b>Net Invoice Amount to be Paid</b>	<b>\$</b>

<p><b>DISCLAIMER AND SIGNATURE</b> I declare that no part of this claim has been previously billed to MDH, and that the Total Expenditures reflect only charges related to the source water protection project. I also declare that the data on this document is correct and all transactions that support this claim were made in accordance with all applicable Federal and State statutes and regulations.</p>	
Authorized Grantee Signature _____	Date _____

<b>FOR MINNESOTA DEPARTMENT OF HEALTH USE ONLY</b>	
Grant Manager Signature _____	Date _____
PO: _____	Approved by: _____
Period of Service: _____	Date sent to F.S: _____



Environmental Health Division  
 Drinking Water Protection Section  
 P.O. Box 64975  
 St. Paul, Minnesota 55164-0975  
 Phone: 651-201-4700

**GRANT NARRATIVE REPORT TEMPLATE**

<b>System Name:</b>	<b>PWSID:</b>
<b>Address:</b>	
<b>Contact Person Name:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Describe the issue</b> <i>Why did you apply for funding? Was there a problem? Where/When did it take place?</i>	
<b>Describe in detail the work that was performed</b>	
<b>Describe the results of this project; How did this work benefit your system? How was drinking water and public health protected?</b>	
<b>Would this work have happened in the absence of the grant program?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Assistance received</b> – <i>How did Minnesota Department of Health (MDH) or Minnesota Rural Water Association (MRWA) help? (i.e. MDH/MRWA consulted, recommended, analyzed, educated, advised, provided, etc.)</i>	
<b>How can the grant program be improved?</b>	

Pictures available?                       Yes     No  
 Publication, software, videos available?     Yes     No

**DISCLAIMER** I declare that the data on this document is correct

Authorized Grantee Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR MINNESOTA DEPARTMENT OF HEALTH USE ONLY**

**How much money was spent completing this work (total to include cost share)**

**Estimate the number of people served by the PWS**



**City Council Regular**

6.

**Meeting Date:** 09/06/2016

**Subject:** Approve Letter of Engagement for Engineering Services - Wellhead Protection Plan Amendment, Part II (15-19)

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

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

**INTRODUCTION**

Staff is seeking Council approval to retain BARR Engineering to complete Part II of the City's Wellhead Protection Plan (WHPP) amendment.

**DISCUSSION**

Wellhead protection is a way to prevent drinking water from becoming polluted by managing potential sources of contamination in the areas which supply water to a public well. The City of Coon Rapids is continuously looking to maintain safe drinking water by implementing wellhead protection standards that keep the City's groundwater and wells from becoming polluted.

BARR Engineering completed Part 1 of the City's WHPP amendment in March, 2016. Part 2 will focus on specific strategies for managing and protecting the critical areas identified in Part 1. Part 2, or the City's Sourcewater Protection Plan, will include such elements as an inventory of potential contamination sources within the drinking water supply management areas (DWSMA), specific management activities, and public education.

Staff would like to partner with BARR Engineering on Part 2 of the WHPP due to the firm's prior experience with the City's Part 1 plan, and its extensive groundwater expertise. The attached Letter of Engagement falls under the Master Consulting Agreement between BARR and the City that was executed on May 3, 2016.

The proposed project schedule is as follows:

City review of draft Part 2 Wellhead Protection Plan amendment	March 15 to April 14, 2017
Draft Part 2 Wellhead Protection Plan amendment submitted to MDH for review	No later than June 30, 2017
Public Hearing on the Part 2 Wellhead Protection Plan amendment	No later than September 5, 2017

Submit final Part 2 Wellhead Protection Plan amendment to the MDH for approval

On or before September 22, 2017

**RECOMMENDATION**

It is recommended that the City Council approve the execution of the attached Letter of Engagement with Barr Engineering for engineering services related to Part 2 of the City's Wellhead Protection Plan.

**BUDGET IMPACT:**

The proposal contains a lump sum fee for engineering services in the amount of \$27,795.00, which is broken down into the following tasks:

Attend Scoping Meeting No. 2	\$720.00
Complete Potential Contaminant Source Inventory	\$5,410.00
Prepare Review Draft and Final Versions of the Part 2 Wellhead Protection Plan Amendment Report	\$19,295.00
Present the Wellhead Protection Plan at the Public Hearing	\$900.00
Project Administration	\$1,470.00

**Attachments**

LOE and Proposal

**CITY OF COON RAPIDS**

**LETTER OF ENGAGEMENT**

**Project Name: Part 2 Wellhead Protection Plan Amendment**

**Project No.: 23021033.01**

This Letter of Engagement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the CITY OF COON RAPIDS, 11555 Robinson Drive, Coon Rapids, Minnesota 55433 (the “City”) and Barr Engineering Co.  
\_\_\_\_\_  
(Name, Address)  
4300 MarketPointe Dr., Suite 200, Minneapolis, MN 55435  
\_\_\_\_\_  
(the “Consultant”).

**RECITALS**

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement (the “Agreement”) on the 3rd day of May, 2016; and

WHEREAS, this Agreement provides that the City will engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement; and

WHEREAS, the City wishes to retain Consultant to perform Service(s) to assist with the following described project:

Amendment of Part 2 of the City’s Wellhead Protection Plan  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(the “Project”); and

WHEREAS, this Letter of Engagement outlines the Service(s) to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

**ARTICLE ONE  
SERVICES TO BE PERFORMED BY THE CONSULTANT**

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described on Exhibit A attached hereto and made a part hereof.

**ARTICLE TWO**  
**SCHEDULE OF PERFORMANCE**

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit B and made a part hereof by reference. The schedule may be adjusted by mutual consent as the Service(s) proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for a reasonable cause agreed to by the City.

**ARTICLE THREE**  
**CONSULTANT'S COMPENSATION**

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit C attached hereto and made a part hereof.

**ARTICLE FOUR**  
**CAPITALIZED TERMS**

Capitalized terms not otherwise defined herein have the meaning given them in this Agreement.

Subject to the terms and conditions of this Engagement Letter, all of the terms and conditions of the Engineering Master Consulting Agreement dated the 3<sup>rd</sup> day of May, 2016 will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Engagement Letter as of the date first above written.

CONSULTANT

CITY OF COON RAPIDS

**Barr Engineering Co.**

\_\_\_\_\_

By: \_\_\_\_\_

Its: Mayor

By:  \_\_\_\_\_

By: \_\_\_\_\_

Its: City Manager

Its: Vice President

Recommended:

By: \_\_\_\_\_

Its: Public Works Director

Approved as to Form:

By: \_\_\_\_\_

Its: City Attorney

**EXHIBIT A**

**SERVICES TO BE PERFORMED BY CONSULTANT**

- Preliminary Engineering Reports
- Application for and pursuant to various funding programs
- Environmental Worksheets
- Design, Construction and Legal Boundary Surveys
- Detailed Design and Plan Preparation
- Technical Specifications
- Estimates and Construction Contract Documents
- Comparative Bids Solicitation and Evaluation
- Construction Engineering and Observation Services
- Contract Management
- Preparation of Record Plans and Final Contract Compliance Reports
- Preparation of the City's Part 2 Wellhead Protection Plan amendment as described in Attachment 1 to Exhibit A

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## EXHIBIT B

### PROJECT SCHEDULE

Item	Date
Council awards consultant contract and orders preliminary report	
Submit draft preliminary report to City for review and comment	
Receive draft preliminary report comments from City	
Council approves preliminary report, sets public hearing date, and sends notices to newspapers to publish	
Council holds public improvement hearing, orders project, and authorizes preparation of plans and specifications	
Submit draft plans with Engineer's estimate to City for review and comment	
Council approves plans and specifications, sets bid date and assessment hearing date	
Receive draft plan comments from City	
First advertisement for bid	
Final plans and specs to Contractors	
Bid opening	
Send assessment hearing notice to newspaper to publish, and send notice to affected property owners	
Assessment hearing	
Construction commences	
Construction ends	
Notice to proceed	No later than July 29, 2016
City review of draft Part 2 Wellhead Protection Plan amendment	March 15 to April 14, 2017
Draft Part 2 Wellhead Protection Plan amendment submitted to MDH for review	No later than June 30, 2017
Public Hearing on the Wellhead Protection Plan amendment	No later than September 5, 2017
Submit final Part 2 Wellhead Protection Plan amendment to the MDH for approval	On or before September 22, 2017

## EXHIBIT C

### CONSULTANT'S COMPENSATION FOR PROJECT

Item	Amount	Reimbursable Expenses
Preliminary Report		
Preparation of contract documents and construction plans		
Preliminary Survey		
Design		
Construction Staking		
Construction Services		
Final Inspection		
Record Drawings		
Special Services		
Attend Scoping Meeting No. 2	\$720	
Complete Potential Contaminant Source Inventory	\$5,410	
Prepare Review Draft and Final Versions of the Part 2 Wellhead Protection Plan Amendment	\$19,295	
Present the Wellhead Protection Plan at the Public Hearing	\$900	
Project Administration	\$1,470	
<b>Total Project Costs</b>	<b>\$27,795</b>	

The above sums for services shall be Hourly Not to Exceed, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and the Consultant.

## **Attachment 1 to Exhibit A**

### **Barr Engineering Project Understanding and Scope of Work for Preparing Coon Rapids Part 2 Wellhead Protection Plan Amendment**

#### **Project Understanding**

Per the Minnesota Department of Health (MDH), the City of Coon Rapids (City) must complete the process of amending their Wellhead Protection Plan (WHPP) by November 22, 2017. Barr Engineering's understanding of the project and the scope of professional consulting services for preparing the amendment of Part 2 of the City's Wellhead Protection Plan (WHPP) are described in the following paragraphs.

The development of Part 2 of a WHPP must be done according to the Wellhead Protection Rules. Per the rules, Part 2 of the WHPP must include 1) an assessment of data elements relevant to the Plan, 2) an inventory and mapping of potential contaminant sources within the Drinking Water Supply Management Areas (DWSMAs) that were identified during development of Part 1 of the Plan, 3) a discussion of issues, problems, and opportunities associated with the DWSMAs and the source water aquifers, 4) an assessment of the impact on the public water supply wells of potential future changes in the DWSMAs, 5) identification of goals for the Wellhead Protection Program, and 6) development of management strategies for addressing the identified potential contaminant sources.

Our scope of work presented below is based on our experience with developing Part 2 WHPPs. It is our understanding that Scoping Meeting No. 2 with the Minnesota Department of Health (MDH) has not yet been held. After the Scoping Meeting is held the MDH will provide the City with Scoping Decision Notice No. 2 within 30 days of the meeting. The Scoping Decision Notice will outline the requirements of Part 2 of the WHPP amendment. If any of the requirements in the Scoping Decision Notice contradict one or more of our assumptions in this proposal we reserve the right to modify our proposed scope of work and cost estimate. The MDH Planner that will be responsible for reviewing the Part 2 of the Coon Rapids WHPP is John Freitag.

#### **Scope of Work Tasks and Assumptions**

Barr Engineering's scope of work is presented below.

##### **Task 1: Attend Scoping Meeting No. 2**

As noted above, it is our understanding that Scoping Meeting No. 2 with the MDH has not yet been scheduled. We have assumed that the meeting will be held in the City's offices and that John Greer of Barr Engineering will attend the meeting. We propose that this meeting also serve as the project kick off meeting.

- We have assumed that Scoping Meeting No. 2 will last no more than 2 hours.

*Task 1 Cost: \$720*

## **Task 2: Potential Contaminant Source Inventory**

The Wellhead Protection Rules require that potential contaminant sources within DWSMAs be inventoried. Types of potential contaminant sources that must be inventoried depend upon the aquifer vulnerability classifications within the DWSMAs. The aquifer vulnerability classifications within the Coon Rapids DWSMAs range from Low to High with the vulnerability in the majority of the area classified as Moderate. It is expected that the MDH will require that the potential contaminant sources that must be inventoried include wells, storage tanks, chemical storage sites, dump and spill sites, septic systems, hazardous waste generators, and Class V wells. Identification and verification of these locations is known as a potential contaminant source inventory (PCSI). It is possible that not all potential contaminant source types are present in the DWSMAs.

- We have assumed that Barr will be responsible for compiling information on potential contaminant source types in the DWSMAs from publicly available databases.
- The MDH requires that the locations of a minimum of 25 of each type of potential contaminant source present within the DWSMAs be verified during development of the Part 2 Plan. If there are less than 25 of a particular type of potential contaminant source within the DWSMAs, the MDH requires that all of the locations for that type of potential contaminant source in the DWSMAs be verified. For our cost estimate, we have assumed that Barr Engineering staff will be responsible for completing the location verifications for each type of potential contaminant source using GIS mapping techniques and, if necessary, local knowledge of City staff. We have further assumed that field verification activities such as windshield surveys, door to door surveys, or mail/telephone requests for information from property owners will not be necessary. We propose to verify as many locations during preparation of the PCSI as can be done under our proposed budget. If the City so chooses, we will limit the verification to 25 locations of each potential contaminant source type during development of the Plan. If you prefer that City staff complete the location verification during development of the Plan amendment Barr staff will provide guidance to City staff on how to complete the location verifications.
- It is our understanding that the City submitted a Source Water Plan Implementation Grant application to the MDH in March 2016. The grant application included a request for \$4,390 to update the PCSI within the limits of the City's DWSMAs that were delineated in 2006. We further understand that the City received notification from the MDH on April 22, 2016 that the application will be given priority for funding during the next Plan Implementation grant cycle in September 2016. Note that our cost estimate in this proposal assumes that no PCSI work is performed under a grant from the MDH. If the MDH does, indeed, fund the City's grant application in September 2016 then the ultimate cost to the City for us to complete the PCSI

would be reduced by \$4,390 since costs for a portion of the PCSI work would be reimbursed under the MDH grant. Note that no work to be funded by an MDH grant can be performed before the grant agreement is fully signed by all parties.

- We have assumed that the City will provide us with a copy of their existing Part 2 Wellhead Protection Plan.

*Task 2 Cost: \$5,410*

### **Task 3: Wellhead Protection Plan Part 2 Preparation**

Barr Engineering will prepare, in consultation with the City, an initial draft of the Part 2 WHPP amendment for City review. After addressing any City comments on the initial draft, Barr will provide a copy of the draft Part 2 WHPP amendment via electronic means (i.e., email or ftp site) to the MDH for preliminary review.

Barr Engineering will review any MDH comments that come from the preliminary review of the draft Part 2 WHPP amendment, discuss the comments with City staff, make necessary changes to the draft that result from MDH comments, and provide the City with CDs containing the draft Part 2 Plan that the City will distribute to local governmental units (LGUs) whose jurisdictions overlaps the DWSMAs. If requested, Barr will also provide the City with a template for a transmittal letter that could be used by the City to send the draft Part 2 Plan to the LGUs. Please note that the Wellhead Protection Rules require that the LGUs be given 60 days to review the draft Part 2 Plan.

Barr Engineering will address, in consultation with the City, any comments received from the LGUs and prepare a final Part 2 WHPP amendment. Copies of the final Part 2 Plan will be provided to the City on CD for submittal to the MDH (note: the MDH requires submittal of six copies of the Part 2 Plan on CD; paper copies will not be accepted). If you desire, Barr can submit the Part 2 WHPP amendment to the MDH for approval on behalf of the City. Paper copies of the final Part 2 Plan amendment can be provided for City use at an additional cost.

- We have assumed that the City will provide copies of documents such as the City's Water Supply, comprehensive Water System Plan, etc. that may be of use in preparing the Part 2 WHPP amendment.
- We have assumed that communications with City staff, including receiving and/or discussing comments on the draft Part 2 WHPP, will occur via telephone and/or email.
- We have assumed that a meeting with MDH staff to discuss any comments arising from the preliminary review will not be necessary. If such a meeting is necessary we will attend on a time and expenses basis over and above our budget for this scope.

*Task 3 Cost: \$19,295*

#### **Task 4: Public Hearing**

The Wellhead Protection Rules require that the WHPP be presented at a Public Hearing. The MDH requires that the Public Hearing be held prior to submittal of the Part 2 Plan to the MDH for approval.

- We have assumed that John Greer of Barr Engineering will present the Plan at the Public Hearing.

*Task 4 Cost: \$900*

#### **Task 5: Project Administration**

This task includes completion of necessary project administrative tasks.

*Task Cost: \$1,470*

### **Project Schedule**

We have assumed that the plan development and submittal tasks identified above will be completed prior to the November 22, 2017 deadline for the City of complete amendment of Part 2 of the WHPP. This schedule assumes that Scoping Meeting No. 2 is held no later than November 22, 2016, preliminary MDH review of the draft Part 2 WHPP will be completed within 30 days, and the public hearing will be held within 30 days after the 60 day local unit of government review period.

### **Project Cost**

As shown in Table 1 our estimated total for completing the Part 2 WHPP amendment is \$27,795.



**City Council Regular**

7.

**Meeting Date:** 09/06/2016

**Subject:** Approve 2016-2017 Contract for School Liaison Officer Services at the River Trail Learning Center

**Submitted For:** Paul Ireland, Captain Administration

**From:** Kim Reid, Administrative Legal Assistant

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**INTRODUCTION**

The Police Department requests to renew a contract with Anoka-Hennepin School District #11 for the 2016-2017 school year for School Liaison Officer (SLO) Services at River Trail Learning Center at L.O. Jacob School.

**DISCUSSION**

The Police Department maintains a separate contract with the Anoka-Hennepin School District #11 for School Liaison Officer services provided at this school. The Police Department has operated the School Liaison Program at this school since 2010.

**RECOMMENDATION**

Staff recommends the City Council approve the 2016-2017 contract for School Liaison Officer Services at the River Trail Learning Center with Anoka-Hennepin School District #11.

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**BUDGET IMPACT:**

The 2016-2017 contract reflects a 2-percent increase over last year, for a total of \$75,088.32.

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**Attachments**

River Trail Learning Center Contract

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**2016-2017**  
**River Trail Learning Center**  
**Contract for School Liaison and Prevention Program Officer Services**  
**Between the Anoka – Hennepin School District No. 11**  
**and the City of Coon Rapids**

This contract by and between the City of Coon Rapids (hereafter referred to as “City”) and Anoka – Hennepin Independent School District No. 11 (hereafter referred to as “District”) is entered into under Minnesota law.

**PURPOSE:** This contract is to address the need for the presence of police officers in District schools to provide prevention program instruction and liaison service to the District schools recognizing these services:

1. Promote crime prevention within District schools.
2. Provide drug abuse education.
3. Coordinate activities between the District, the criminal justice system, and social services.

1. **DEFINITIONS.** Police Officers working in the District will be engaged in two authorized programs. The School Liaison Officers in the middle schools and high schools will serve students and staff primarily in the area of crime prevention. Officers in the prevention program in the elementary schools will present an approved prevention program which is a part of the fifth grade health curriculum.
2. **OFFICER EMPLOYED BY CITY.** City shall employ (or assign), in accordance with applicable state statutes, a police officer or officers to serve as School Liaison and Prevention Program officer(s) in District schools. The selection or assignment of such officers shall be done by City. City shall assume all obligations and payments with regard to officers’ salaries and benefits including worker’s compensation, PERA, withholding taxes, etc. District will reimburse City as defined in Part 10 of this document.
3. **TERM OF CONTRACT.** The term of this contract shall be from July 1, 2016 to June 30, 2017, District’s fiscal year, renewable each year unless terminated by either party as defined in paragraph 10.
4. **ADMINISTRATION RESPONSIBILITIES.** Law enforcement services rendered to District shall be at the sole direction of City. Standards of performance, discipline of the officer assigned, and other internal matters shall be under the authority of City. If requested, District shall provide City with an appraisal of the services received. City shall provide District with a statistical summary report once a year indicating services provided at the secondary level, Prevention Program schedules, and the name of the officer(s) providing the service.
5. **LEVEL OF SERVICE.** The officer will respond to emergency calls within the boundaries of City and attend police training and special duties as assigned by City while fulfilling the requirements of this contract. Time spent on emergency calls, police training, etc., shall not be considered to be time spent as a School Liaison or Prevention Program officer. Time in excess of eight hours per day shall be paid according to the officer’s contract, providing such additional time has been approved in advance by City and District. Blanket approvals will not be accepted.
6. **DUTIES OF OFFICER.** The list of basic duties and work schedule of the officer(s) shall be cooperatively developed between City and District.
- 6a. **PRIVACY OF PUPIL RECORDS.** Pursuant to the District’s Protection and Privacy of Pupil Records Policy and consistent with the requirements of the family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act, police officers shall be deemed to be school officials when performing the duties and responsibilities of the Police Liaison Officer. As such, the Police Liaison Officer and City certify and agree that all data created, collected, received, stored, used, maintained, or disseminated by the Police Liaison Officer must comply with the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act.

7. CLOTHING, EQUIPMENT, AND SUPPLIES. City shall provide any required clothing, uniforms, vehicle, necessary equipment and supplies for officer to perform law enforcement duties. District shall provide School Liaison Officers with a private, lockable office, telephone, and supplies necessary for the officer to perform required duties as specified in paragraph 6 of this contract.
8. SCHOOL CALENDAR. District shall provide City with a school calendar. Liaison services will be provided during the regular school year.
9. TERMINATION. Either party may terminate this agreement upon 30 days written notice of such termination. All payment due hereunder shall be prorated in the event of such termination.
10. \*DURATION AND COST. For and in consideration of the provision of School Liaison Officer and the Prevention Program Officer services in accordance with the terms of this contract, District shall pay City the sum \$75,088.32. Request for payment should be submitted by June 1, 2017, of the fiscal year.
11. INDEMNIFICATION. The CITY agrees to hold the DISTRICT, its agent and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the negligent performance of the duties of the School Liaison Officer and/or the Prevention Program Officer.
12. SERVICE TO SCHOOLS. The following secondary schools shall receive School Liaison Officer service as a result of this contract:  
  
River Trail Learning Center
13. SCOPE. It is agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have hereunder to set their hands.

City of \_\_\_\_\_

Anoka – Hennepin School District No. 11

Signed By \_\_\_\_\_

Signed By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**CONTRACT ADMINISTRATION INFORMATION FORM**

CONTACTS AT THE SCHOOL DISTRICT

Contracted Administration

Linda Anderson  
Director of Student Services  
Educational Service Center  
2727 N Ferry St  
Anoka, MN 55303  
763-506-1017

Program Administration

Stephanie Diaz-Celon, Program Supervisor      River Trail Learning Center      763-506-1900

Payment Procedures-

Pursuant to section 10 of the agreement, the City should submit a bill to:

ATTN: Linda Anderson  
Educational Service Center  
2727 N Ferry St  
Anoka, MN 55303  
763-506-1017



ANOKA-HENNEPIN  
SCHOOLS  
*A future without limit*

## 2016-17 CALENDAR

# GRADES K THROUGH 12

### 2016-17 Calendar Key Dates - GRADES K-12

- Jul 4 .....District Closed, Holiday
- △ Aug 23 - 25.....New Teacher Orientation
- Aug 29 - Sep 1 .....Workshop
- Sep 5 .....District Closed, Holiday
- Sep 6.....First Day of School
- Oct 10 .....No Elem Students, Elem PLC/Conf, K-5 Para Staff Dev
- Oct 19 .....No Students, Staff Development
- Oct 20 - 21 .....No School, MEA
- Nov 23.....No School-teachers, paras, cooks, Conference Conversion Day
- Nov 24.....District Closed, Holiday
- Nov 25 .....District Closed, Designated Holiday
- Dec 1 .....End of Trimester I
- Dec 2.....No Students, Staff Planning, Grades
- Dec 5 .....No Students, PLC/Staff Dev 9/10 Month Duty Day
- Dec 23.....District Closed, Designated Holiday
- Dec 26 .....District Closed, Holiday
- Dec 27 - 30 .....No School, Winter Break
- Jan 2.....District Closed, Holiday
- Jan 16 .....No School, MLK Day
- Feb 20 .....District Closed, Holiday
- Feb 21 .....No Students, Elem PLC/Conf, Sec Staff Dev
- Mar 9.....End of Trimester II
- Mar 10.....No Students, Staff Planning, Grades
- Mar 13 - 15.....No School, Spring Break
- Mar 16 - 17.....District Closed, Designated Holiday
- Apr 14 .....No Students, Staff Development
- May 29.....District Closed, Holiday
- Jun 8.....Last Day School End of Trimester III
- Jun 9.....No Students, Staff Planning, Grades

NOTE: If instructional days are lost due to emergency closings, the district may convert days designated as "staff planning," reduce spring break or extend the school year in order to make up lost days.

2/4/2016

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JULY				
M	T	W	TH	F
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AUGUST				
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SEPTEMBER				
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OCTOBER				
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NOVEMBER				
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DECEMBER				
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JANUARY				
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30	31			

FEBRUARY				
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MARCH				
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APRIL				
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MAY				
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JUNE				
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26	27	28	29	30



**City Council Regular**

**8.**

**Meeting Date:** 09/06/2016

**Subject:** Approve 2016-2017 Contract for School Liaison Officers and Prevention Program Services

**Submitted For:** Paul Ireland, Captain Administration

**From:** Kim Reid, Administrative Legal Assistant

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**INTRODUCTION**

The Police Department requests to renew a contract with Anoka-Hennepin School District #11 for the 2016-2017 school year for School Liaison Officer and Prevention Program Services. This agreement provides funding for assigning police officers as School Liaison Officers at Coon Rapids High School, Coon Rapids Middle School, Northdale Middle School and Anoka-Hennepin Regional High School (formerly Crossroads Alternative); and for officers teaching the Drug Abuse Resistance Education (D.A.R.E) program in the elementary schools.

**DISCUSSION**

The Police Department has operated the School Liaison Program since 1974. Since 1989, the Police Department has instructed the nationally recognized D.A.R.E. program in all elementary schools in Coon Rapids.

**RECOMMENDATION**

Staff recommends the City Council approve the 2016-2017 contract for School Liaison and Prevention Program Officer Services with Anoka-Hennepin School District #11.

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**BUDGET IMPACT:**

The 2016-2017 contract reflects 2-percent increase over last year, for a total of \$189,756.86.

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**Attachments**

Anoka Hennepin School District 11 Contract

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**2016-2017**  
**Contract for School Liaison and Prevention Program Officer Services**  
**Between the Anoka – Hennepin School District No. 11**  
**and the City of Coon Rapids**

This contract by and between the City of Coon Rapids (hereafter referred to as “City”) and Anoka – Hennepin Independent School District No. 11 (hereafter referred to as “District”) is entered into under Minnesota law.

**PURPOSE:** This contract is to address the need for the presence of police officers in District schools to provide prevention program instruction and liaison service to the District schools recognizing these services:

1. Promote crime prevention within District schools.
2. Provide drug abuse education.
3. Coordinate activities between the District, the criminal justice system, and social services.

1. **DEFINITIONS.** Police Officers working in the District will be engaged in two authorized programs. The School Liaison Officers in the middle schools and high schools will serve students and staff primarily in the area of crime prevention. Officers in the prevention program in the elementary schools will present an approved prevention program which is a part of the fifth grade health curriculum.
2. **OFFICER EMPLOYED BY CITY.** City shall employ (or assign), in accordance with applicable state statutes, a police officer or officers to serve as School Liaison and Prevention Program officer(s) in District schools. The selection or assignment of such officers shall be done by City. City shall assume all obligations and payments with regard to officers’ salaries and benefits including worker’s compensation, PERA, withholding taxes, etc. District will reimburse City as defined in Part 10 of this document.
3. **TERM OF CONTRACT.** The term of this contract shall be from July 1, 2016 to June 30, 2017, District’s fiscal year, renewable each year unless terminated by either party as defined in paragraph 10.
4. **ADMINISTRATION RESPONSIBILITIES.** Law enforcement services rendered to District shall be at the sole direction of City. Standards of performance, discipline of the officer assigned, and other internal matters shall be under the authority of City. If requested, District shall provide City with an appraisal of the services received. City shall provide District with a statistical summary report once a year indicating services provided at the secondary level, Prevention Program schedules, and the name of the officer(s) providing the service.
5. **LEVEL OF SERVICE.** The officer will respond to emergency calls within the boundaries of City and attend police training and special duties as assigned by City while fulfilling the requirements of this contract. Time spent on emergency calls, police training, etc., shall not be considered to be time spent as a School Liaison or Prevention Program officer. Time in excess of eight hours per day shall be paid according to the officer’s contract, providing such additional time has been approved in advance by City and District. Blanket approvals will not be accepted.
6. **DUTIES OF OFFICER.** The list of basic duties and work schedule of the officer(s) shall be cooperatively developed between City and District..
- 6a. **PRIVACY OF PUPIL RECORDS.** Pursuant to the District’s Protection and Privacy of Pupil Records Policy and consistent with the requirements of the family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act, police officers shall be deemed to be school officials when performing the duties and responsibilities of the Police Liaison Officer. As such, the Police Liaison Officer and City certify and agree that all data created, collected, received, stored, used, maintained, or disseminated by the Police Liaison Officer must comply with the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act.

7. CLOTHING, EQUIPMENT, AND SUPPLIES. City shall provide any required clothing, uniforms, vehicle, necessary equipment and supplies for officer to perform law enforcement duties. District shall provide School Liaison Officers with a private, lockable office, telephone, and supplies necessary for the officer to perform required duties as specified in paragraph 6 of this contract.
8. SCHOOL CALENDAR. District shall provide City with a school calendar. Liaison services will be provided during the regular school year.
9. TERMINATION. Either party may terminate this agreement upon 30 days written notice of such termination. All payment due hereunder shall be prorated in the event of such termination.
10. DURATION AND COST. For and in consideration of the provision of School Liaison Officer and the Prevention Program Officer services in accordance with the terms of this contract, District shall pay City the sum \$189,756.86. Request for payment should be submitted by June 1, 2017, of the fiscal year.
11. INDEMNIFICATION. The CITY agrees to hold the DISTRICT, its agent and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the negligent performance of the duties of the School Liaison Officer and/or the Prevention Program Officer.
12. SERVICE TO SCHOOLS. The following secondary schools shall receive School Liaison Officer service as a result of this contract:

Coon Rapids High School  
 Coon Rapids Middle School  
 Northdale Middle School  
 A-H Regional High School

The following elementary schools shall receive Prevention Program services as a result of this contract:

Adams	Hoover	Sand Creek
Eisenhower	Mississippi	
Hamilton	Morris Bye	

13. SCOPE. It is agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have hereunder to set their hands.

City of \_\_\_\_\_

Anoka – Hennepin School District No. 11

Signed By \_\_\_\_\_

Signed By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**CONTRACT ADMINISTRATION INFORMATION FORM**

**CONTACTS AT THE SCHOOL DISTRICT**

**Contracted Administration**

Linda Anderson  
Director of Student Services  
Educational Service Center  
2727 N Ferry St  
Anoka, MN 55303  
763-506-1017

**Program Administration**

Annette Ziegler, Principal	Coon Rapids High School	763-506-7100
Tom Shaw, Principal	Coon Rapids Middle School	763-506-4800
Jeff Leach, Principal	Northdale Middle School	763-506-5400
Nancy Chave, Principal	A-H Regional High School	763-506-7401
Ann Herlofsky, Principal	Adams Elementary	763-506-1600
Amy Reed, Principal	Eisenhower Elementary	763-506-2300
Melissa Monson, Principal	Hamilton Elementary	763-506-2700
George Vasil, Principal	Hoover Elementary	763-506-2800
Ann Sangster, Principal	Mississippi Elementary	763-506-3500
Janel Wahlin, Principal	Morris Bye Elementary	763-506-3700
Paul Anderson, Principal	Sand Creek Elementary	763-506-4300

**Payment Procedures-**  
Pursuant to section 10 of the agreement, the City should submit a bill to:

ATTN: Linda Anderson  
Educational Service Center  
2727 N Ferry St  
Anoka, MN 55303  
763-506-1017



**ANOKA-HENNEPIN**  
**SCHOOLS**  
*A future without limit*

## 2016-17 CALENDAR

# GRADES K THROUGH 12

### 2016-17 Calendar Key Dates - GRADES K-12

- Jul 4.....District Closed, Holiday
- △ Aug 23 - 25.....New Teacher Orientation
- Aug 29 - Sep 1 .....Workshop
- Sep 5.....District Closed, Holiday
- Sep 6.....**First Day of School**
- Oct 10.....No Elem Students, Elem PLC/Conf, K-5 Para Staff Dev
- Oct 19.....No Students, Staff Development
- Oct 20 - 21.....No School, MEA
- Nov 23.....No School-teachers, paras, cooks, Conference Conversion Day
- Nov 24.....District Closed, Holiday
- Nov 25.....District Closed, Designated Holiday
- Dec 1.....**End of Trimester I**
- Dec 2.....No Students, Staff Planning, Grades
- Dec 5.....No Students, PLC/Staff Dev 9/10 Month Duty Day
- Dec 23.....District Closed, Designated Holiday
- Dec 26.....District Closed, Holiday
- Dec 27 - 30.....No School, Winter Break
- Jan 2.....District Closed, Holiday
- Jan 16.....No School, MLK Day
- Feb 20.....District Closed, Holiday
- Feb 21.....No Students, Elem PLC/Conf, Sec Staff Dev
- Mar 9.....**End of Trimester II**
- Mar 10.....No Students, Staff Planning, Grades
- Mar 13 - 15.....No School, Spring Break
- Mar 16 - 17.....District Closed, Designated Holiday
- Apr 14.....No Students, Staff Development
- May 29.....District Closed, Holiday
- Jun 8.....**Last Day School End of Trimester III**
- Jun 9.....No Students, Staff Planning, Grades

NOTE: If instructional days are lost due to emergency closings, the district may convert days designated as "staff planning," reduce spring break or extend the school year in order to make up lost days.

2/4/2016

[www.anoka.k12.mn.us](http://www.anoka.k12.mn.us)

JULY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	TH	F
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17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	TH	F
			①	2
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## SCHOOL DIRECTORY

CS = Community School • A+ = Adventures Plus • \* = Specialty school

### Elementary Schools

#### **ADAMS**

763-506-1600  
CS Phone 506-1612 • A+ Phone 506-1613  
8989 Sycamore St. NW, Coon Rapids 55433-5723

#### **ANDOVER**

763-506-1700  
CS Phone 506-1712 • A+ Phone 506-1713  
14950 Hanson Blvd. NW, Andover 55304-3455

#### **CHAMPLIN-BROOKLYN PARK ACADEMY\***

763-506-6000  
CS Phone 506-6012 • A+ Phone 506-6013  
6100 109th Ave. N, Champlin 55316-3440

#### **CROOKED LAKE**

763-506-2100  
CS Phone 506-2112 • A+ Phone 506-2113  
2939 Bunker Lk. Blvd. NW, Andover 55304-3804

#### **DAYTON**

763-506-2200  
CS Phone 506-2212 • A+ Phone 506-2213  
12000 S. Diamond Lk. Rd., Dayton 55327-9735

#### **EISENHOWER**

763-506-2300  
CS Phone 506-2312 • A+ Phone 506-2313  
151 Northdale Blvd., Coon Rapids 55448-3359

#### **EVERGREEN PARK\***

763-506-2500  
CS Phone 506-2512 • A+ Phone 506-2513  
7020 Dupont Ave. N, Brooklyn Center 55430-1212

#### **FRANKLIN**

763-506-2600  
CS Phone 506-2612 • A+ Phone 506-2613  
215 W Main St., Anoka 55303-2023

#### **HAMILTON**

763-506-2700  
CS Phone 506-2712 • A+ Phone 506-2713  
1374 111 Ave. NW, Coon Rapids 55433-4221

#### **HOOVER**

763-506-2800  
CS Phone 506-2812 • A+ Phone 506-2813  
2369 109th Ave. NW, Coon Rapids 55433-4156

#### **JEFFERSON**

763-506-2900  
CS Phone 506-2912 • A+ Phone 506-2913  
11331 Jefferson St. NE, Blaine 55434-1802

#### **JOHNSVILLE**

763-506-3000  
CS Phone 506-3012 • A+ Phone 506-3013  
991 125th Ave. NE, Blaine 55434-3141

#### **LINCOLN\***

763-506-3100  
CS Phone 506-3112 • A+ Phone 506-3113  
540 South St., Anoka 55303-5208

#### **MADISON**

763-506-3300  
CS Phone 506-3312 • A+ Phone 506-3313  
650 Territorial Rd. NE, Blaine 55434-2837

#### **MCKINLEY**

763-506-3400  
CS Phone 506-3412 • A+ Phone 506-3413  
1740 Constance Blvd. NE, Ham Lake 55304-5636

#### **MISSISSIPPI**

763-506-3500  
CS Phone 506-3512 • A+ Phone 506-3513  
10620 Direct River Dr. NW, Coon Rapids 55433-3800

#### **MONROE\***

763-506-3600  
CS Phone 506-3612 • A+ Phone 506-3613  
901 Brookdale Dr. N, Brooklyn Park 55444-2121

#### **MORRIS BYE**

763-506-3700  
CS Phone 506-3712 • A+ Phone 506-3713  
11931 Crooked Lk. Blvd., Coon Rapids 55433-1735

#### **OXBOW CREEK**

763-506-3800  
CS Phone 506-3812 • A+ Phone 506-3813  
6505 109th Ave. N, Champlin 55316-3559

#### **RAMSEY**

763-506-4000  
CS Phone 506-4012 • A+ Phone 506-4013  
15000 Nowthen Blvd., Ramsey 55303-6142

#### **RUM RIVER**

763-506-8200  
CS Phone 506-8212 • A+ Phone 506-8213  
16950 Verdin St. NW, Andover 55304-2027

#### **SAND CREEK**

763-506-4300  
CS Phone 506-4312 • A+ Phone 506-4313  
12156 Olive St. NW, Coon Rapids 55448-2148

#### **UNIVERSITY AVENUE\***

763-506-4500  
CS Phone 506-4512 • A+ Phone 506-4513  
9901 University Ave. NE, Blaine 55434-8012

#### **WILSON**

763-506-4700  
CS Phone 506-4712 • A+ Phone 506-4713  
1025 Sunny Lane, Anoka 55303-1416

### Middle Schools

#### **ANOKA MIDDLE SCHOOL FOR THE ARTS\***

**Fred Moore Campus:**  
763-506-5000  
CS Phone 506-5012  
1523 Fifth Ave. S, Anoka 55303-2721

**Washington Campus:**  
763-506-4600  
CS Phone 506-5012  
2171 Sixth Ave. N, Anoka 55303-2370

#### **COON RAPIDS MS**

763-506-4800  
CS Phone 506-4812  
11600 Raven St. NW, Coon Rapids 55433-3011

#### **JACKSON MS\***

763-506-5200  
CS Phone 506-5312  
6000 109th Ave. N, Champlin 55316-3463

#### **NORTHDALE MS**

763-506-5400  
CS Phone 506-5412  
11301 Dogwood St. NW, Coon Rapids 55448-2420

#### **OAK VIEW MS**

763-506-5600  
CS Phone 506-5612  
15400 Hanson Blvd. NW, Andover 55304-2648

#### **ROOSEVELT MS**

763-506-5800  
CS Phone 506-5812  
650 125th Ave. NE, Blaine 55434-3134

### High Schools

#### **ANDOVER HS**

763-506-8400  
2115 Andover Blvd. NW, Andover 55304-3407

#### **ANOKA HS**

763-506-6200  
3939 Seventh Ave. N, Anoka 55303-1261

#### **BLAINE HS\***

763-506-6500  
12555 University Ave. NE, Blaine 55434-2108

#### **CHAMPLIN PARK HS\***

763-506-6800  
6025 109th Ave. N, Champlin 55316-3475

#### **COON RAPIDS HS\***

763-506-7100  
2340 Northdale Blvd., Coon Rapids 55433-3009

#### **SECONDARY TECHNICAL ED. PROGRAM (STEP)\***

763-433-4000  
1353 W Highway 10, Anoka 55303-1564

### Alternative Secondary Programs

#### **COMPASS PROGRAMS AT BELL CENTER**

763-506-3200  
1374 Northdale Blvd., Coon Rapids 55448-3143

#### **ANOKA-HENNEPIN REGIONAL HS**

763-506-7400  
1313 Coon Rapids Blvd. NW, Coon Rapids 55433-5362

#### **ANOKA-HENNEPIN TECHNICAL HS**

763-576-7960  
1355 W Highway 10, Anoka 55303-1564

### Other sites

#### **ABC JUNIOR ACHIEVEMENT**

763-506-7590 Suite 115  
13735 Round Lake Blvd. NW, Andover 55304-2083

#### **ADVENTURES PLUS BUSINESS OFFICE**

763-506-1400  
2727 N Ferry St., Anoka, MN 55303-1650

#### **BRIDGES PROGRAM**

763-506-7500 Suite 110  
13735 Round Lake Blvd. NW, Andover 55304-2083

#### **ECFE FAMILY PLACE SITES**

Andover – 763-767-3520  
13632 Crosstown Blvd. NW, Andover 55304-3895  
Anoka – 763-506-1275  
2727 N Ferry St., Anoka 55303-1650  
Coon Rapids – 763-433-4650  
11254 Crooked Lake Blvd. NW, Coon Rapids 55433-3427

#### **FAMILY WELCOME CENTER**

763-433-4680 Door A  
11224 Crooked Lake Blvd. NW, Coon Rapids 55433-3437

#### **PATHWAYS**

763-506-7600  
11238 Crooked Lake Blvd. NW, Coon Rapids 55433-3437

#### **RIVER TRAIL LEARNING CENTER AT LO JACOB**

763-506-1900  
1700 Coon Rapids Blvd. NW, Coon Rapids 55433-4753

#### **RIVERVIEW EARLY CHILDHOOD CENTER**

Early Childhood Family Education – 763-506-6170  
Early Childhood Special Education – 763-506-6100  
School Readiness Preschool – 763-506-1500  
1400 93rd Ave. N, Brooklyn Park 55444-1102

#### **SANDBURG EDUCATION CENTER**

District Special Ed Evaluation Office – 763-506-7920  
1902 Second Ave., Anoka, MN 55303-2429

#### **SORTEBERG EARLY CHILDHOOD CENTER**

Early Childhood Family Education – 763-433-4900  
Early Childhood Screening – 763-433-4833  
Early Childhood Special Education – 763-433-4800  
Early Intervention Program – 763-433-4800 or 763-433-4888  
School Readiness Preschool – 763-506-1500  
11400 Magnolia St. NW, Coon Rapids 55448-3227

### Educational Service Center

#### **ESC - CENTRAL OFFICES**

763-506-1000  
2727 N Ferry St., Anoka, MN 55303-1650

#### **COMMUNITY EDUCATION DEPT.**

Parent Involvement – 763-506-1278  
Early Childhood Family Education – 763-506-1275  
School Readiness Preschool – 763-506-1500  
General Information – 763-506-1260  
2727 N Ferry St., Anoka 55303-1650

#### **SPECIAL EDUCATION**

763-506-1350  
2727 N Ferry St., Anoka 55303-1650

#### **STAFF DEVELOPMENT CENTER**

763-506-1550  
2727 N Ferry St., Anoka 55303-1650

See district web page for information  
[www.anoka.k12.mn.us](http://www.anoka.k12.mn.us)



**City Council Regular**

**9.**

**Meeting Date:** 09/06/2016

**Subject:** Approve Temporary On-Sale Strong Beer and Wine Liquor License for Fall Festival at Epiphany Church

**From:** Stephanie Lincoln, Deputy City Clerk

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**INTRODUCTION**

Jay Tomaszewski, on behalf of Epiphany Church, 11001 Hanson Blvd, has applied for a temporary on-sale strong beer and wine liquor license to be used at a Fall Festival event on October 15, 2016.

**DISCUSSION**

The appropriate fees have been paid and the Certificate of Insurance for liquor liability is on file, and Mr. Tomaszewski's background investigation has been approved by the Police Department.

The temporary on-sale strong beer and wine liquor license will be valid from 5:00 p.m. to 10:00 p.m. on Saturday, October 15, 2016.

**RECOMMENDATION**

Council approval of a temporary strong beer and wine liquor license for Epiphany Church for use at Fall Festival event on October 15, 2016.

---



**City Council Regular**

**10.**

**Meeting Date:** 09/06/2016

**Subject:** Consider Adopting Resolution 16-91, Establishing Housing Improvement Fee - Creek Meadows II Owners Association

**Submitted For:** David Brodie, City Attorney

**From:** Kim Reid, Administrative Legal Assistant

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**INTRODUCTION**

Council is asked to consider a resolution for the imposition and collection of fees in the Housing Improvement Area.

**DISCUSSION**

The ordinance establishing the housing improvement area was adopted by Council on June 7, 2016. Under state law, the owners of the residential units then had 45 days in which to file objections to that ordinance. If objections had been received from owners of 45% or more of the residential units the ordinance would be void.

After the 45 day period has passed with the City receiving no objections, the Creek Meadows II Homeowner's Association obtained quotes from various contractors. The contractors have now been selected so the final cost is available and the City can proceed with the next step of the process, the imposition of the fee. The cost of the improvements amounts to \$1,007,554.00. This includes replacement of the siding, gutters, windows, doors, concrete aprons, sidewalks, landscaping, remove and replace curb and gutters and prep all driveways for paving of the seven of the buildings. With the City's standard assessment fee, the total cost is \$1,031,735.30.

In accordance with the ordinance establishing the area, the costs are proposed to be spread equally among the 44 residential units in the Creek Meadows II Owners Association Housing Improvement Area and the fees are to be spread over a period of 15 years. The propose interest rate of 2.92% is consistent with the current rate for special assessments. The amount of the fee to be levied against each of the units is proposed to be \$23,448.53.

The fees will be collected annually along with taxes although they may be paid in full at any time. Any fees paid in full within 30 days of the adoption of the resolution will not be subject to interest. Thereafter, interest is charged from the date of the resolution. If payment is received after November 19th in any year, interest is charged through December 31st of the Following year. This is all in accordance with the City's assessment policy.

Like the ordinance, State law provides that a resolution imposing the fee may be vetoed within 45

days after its adoption by the owners of 45% or more of the housing units. For this reason, the City should not take the risk of committing to the project until those 45 days have elapsed, or until the owners of at least 55% of the units have committed in writing not to object to the fee.

The statutes required that before a resolution imposing the improvement fees can be adopted, the Association must submit a financial plan demonstrating that future maintenance and capital improvements in the area can be accomplished by the Association. Such a plan has been presented and reviewed by the City's Finance Director. The plan indicates that through increases in monthly assessments and proper scheduling the Association should be able to maintain the existing improvements as well as make future capital improvements that may be needed.

Notice of for the September 6th public hearing was sent to the affected property owners but was inadvertently not sent to the newspaper for publication as required by state statute. As such, staff is asking that the public hearing be opened and continued to the September 20, 2016 City Council Meeting. Staff is also asking that action on the resolution be postponed until the September 20th date as well.

### **RECOMMENDATION**

Open the public hearing and continue the hearing to September 20, 2016 at 7 p.m.

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### **Attachments**

Resolution 16-91

Map

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**RESOLUTION NO. 16-91**

**A RESOLUTION IMPOSING IMPROVEMENT FEES IN THE  
CREEK MEADOWS II OWNERS ASSOCIATION  
HOUSING IMPROVEMENT AREA AND  
PROVIDING FOR THE COLLECTION OF THE FEES**

**WHEREAS**, pursuant to Minnesota Statutes Section 428A.13, the Coon Rapids City Council on established by ordinance the Housing Improvement Area; and

**WHEREAS**, pursuant to proper notice duly given as required by Minn. Stat. ' 428A.14, the City Council has met and heard and passed upon all objections to the proposed improvement fees in the Creek Meadows II Owners Association Housing Improvement Area for improvements made to the residential buildings within the Area and the proposed collection of those fees at the same time and in the same manner as ad valorem taxes; and

**WHEREAS**, pursuant to Minnesota Statutes Section 428A.18, the effective date of this resolution must be at least 45 days after it is adopted unless 55% of the unit owners have committed in writing not to object to the fee; and

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

**WHEREAS**, the above stated amount will be the maximum to be assessed. Should the project come in at a lesser amount, the refund will be applied to the outstanding assessment. In the event that the assessment has been paid in its entirety, the refund will be mailed to the owner of property tax record unless the City had been notified upon payment who will be responsible for the refund, should there be one.

**WHEREAS**, this declaration is made pursuant to Section 1.102-18 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 imposed improvement fees, a copy of which is attached hereto as Exhibit A and made a part hereof, shall constitute the fees imposed against the lands named herein to be collected at the same time and in the same manner as provided for the payment and collection of ad valorem taxes under authority of Minn. Stat. ' ' 428A.05, 428A.14, and 428A.15, and each tract of land herein included is hereby found to be benefitted by the proposed improvement in the amount of the assessed fee levied against it.

2. Such improvement fees shall be payable in equal annual installments extending over a period of fifteen years from the first Monday in January, and shall bear interest at the rate of 2.92% per annum from the date of adoption of this resolution. The total amount of the fifteen

year assessed fees is \$1,031,735.30.

3. The owner of any property so assessed may, at any time prior to the certification of the assessed improvement fees to the Director of the Anoka County Records and Taxation Division but no later than November 14, 2016, pay the whole of the assessed fees on such property, with interest accrued to the date of payment to the City Treasurer, except that no interest shall be charged if the entire assessed fee is paid within 30 days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the City Treasurer the entire amount of the assessed fees remaining unpaid. Such payment must be made no later than November 14th or interest will be charged through December 31st of the next succeeding year.

4. The City Clerk shall forthwith transmit a certified duplicate of this assessed improvement fee to the County Property Records and Taxation Division to be extended on the property tax list of the County, and such assessed fees shall be paid over in the same manner as other municipal taxes.

Adopted by the Coon Rapids City Council this 6<sup>th</sup> day of September, 2016.

---

Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk

# Exhibit A

## CITY OF COON RAPIDS

## HOME IMPROVEMENT ASSESSMENT WORKSHEET

OTHER CODE      active      15 years

PROJECT CODE      0

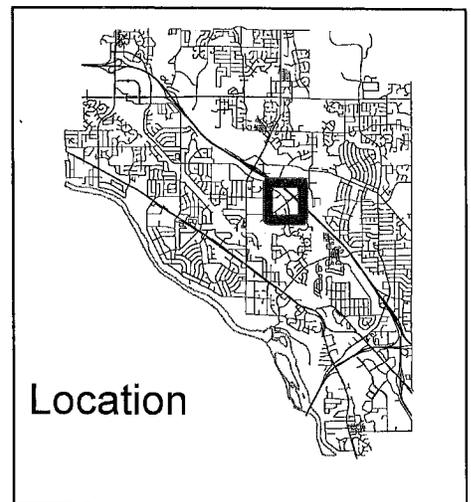
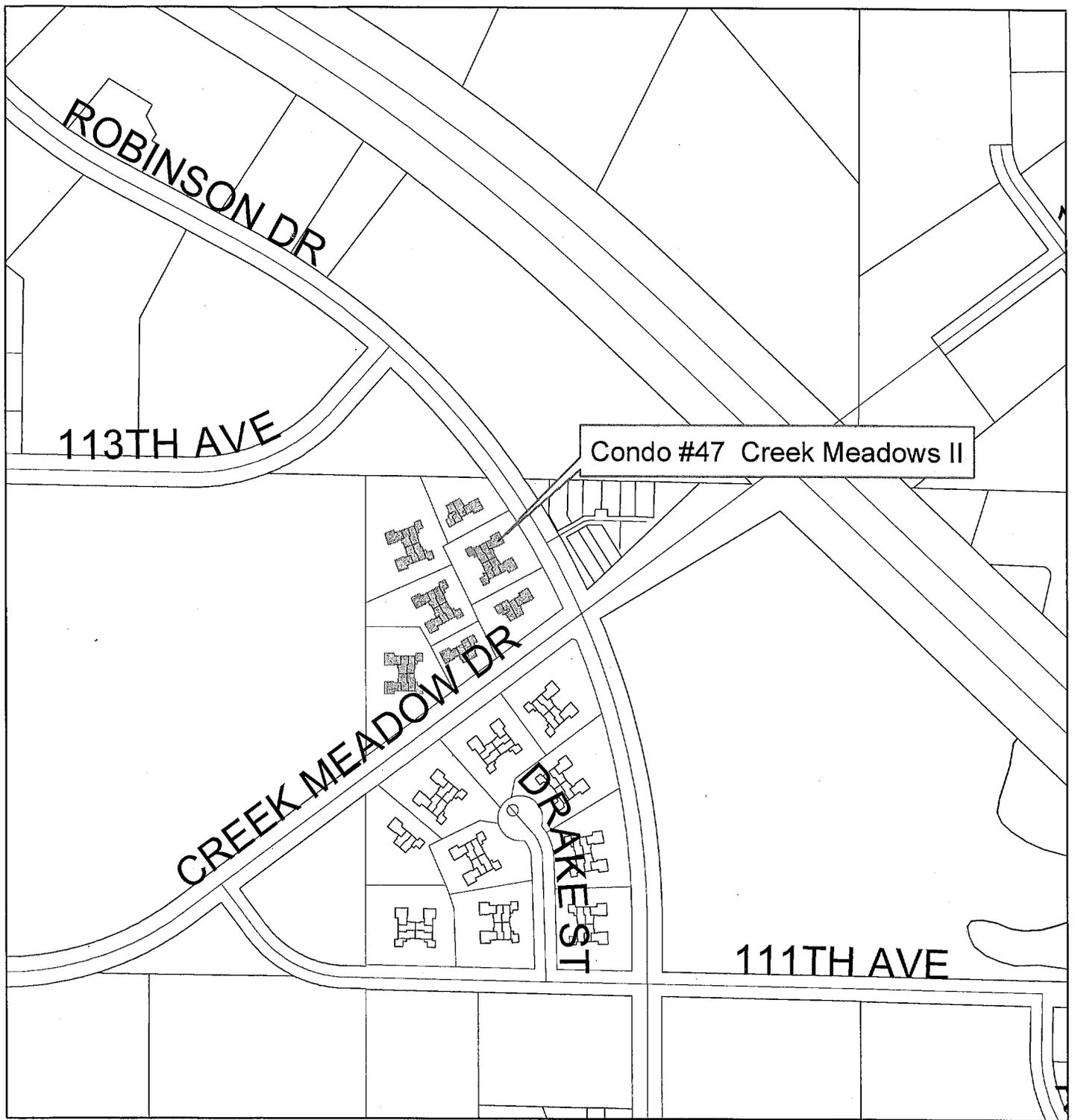
INTEREST RATE      2.92

NAME: Creek Meadow II Housing Improvement

PROJECT #

PIN NUMBER	PARCEL	TRUNK SEWER			SUB TRUNK			SERVICE RATE & TYPE	SERVICE CODE	SERVICE AMOUNT	ORIGINAL AMOUNT
		FEET/ UNIT	RATE CODE	LATERAL AMOUNT	UNIT	RATE CODE	TRUNK AMOUNT				
143124320114											\$23,448.53
143124320112											\$23,448.53
143124320111											\$23,448.53
143124320113											\$23,448.53
143124320120											\$23,448.53
143124320119											\$23,448.53
143124320121											\$23,448.53
143124320122											\$23,448.53
143124320110											\$23,448.53
143124320109											\$23,448.53
143124320118											\$23,448.53
143124320116											\$23,448.53
143124320107											\$23,448.53
143124320108											\$23,448.53
143124320117											\$23,448.53
143124320115											\$23,448.53
143124320099											\$23,448.53
143124320100											\$23,448.53
143124320102											\$23,448.53
143124320101											\$23,448.53
143124320129											\$23,448.53
143124320130											\$23,448.53
143124320103											\$23,448.53
143124320127											\$23,448.53
143124320128											\$23,448.53
143124320105											\$23,448.53
143124320106											\$23,448.53
143124320123											\$23,448.53
143124320104											\$23,448.53
143124320125											\$23,448.53
143124320124											\$23,448.53







**City Council Regular**

11.

**Meeting Date:** 09/06/2016

**Subject:** Consider Adoption of Ordinance 2175 Restricting Parking on Crooked Lake Boulevard Service Road

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

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

---

**INTRODUCTION**

Staff is requesting the City Council adopt a no parking ordinance on the east side of the Crooked Lake Boulevard service road from 119th Avenue NW to 121st Avenue NW.

**DISCUSSION**

This proposal came about due to resident concerns regarding on-street parking in the area - presumably overflow from Morris Bye Elementary. The Traffic Review Committee reviewed the area on July 12, 2016. On July 26, City staff sent a letter to residents along the Crooked Lake Boulevard service road requesting feedback regarding the placement of No Parking signs along the west (home) side of the Crooked Lake Boulevard service road between 119th Avenue NW and 121st Avenue NW. Signs would be considered only during business hours, Monday through Friday, throughout the regularly scheduled school year (per Anoka-Hennepin School District).

Staff received a number of varied responses from residents. The majority of residents were against parking on the west (home) side of the road, but suggested several alternatives, including no parking on the east side. Several residents were in favor of no parking on both sides of the road. After considering all comments and observations, staff's revised recommendation is to post permanent (24-hour, year round) no parking signs on the EAST (northbound) side of the Crooked Lake Boulevard service road from 119th Avenue NW to 121st Avenue NW. This would alleviate concerns regarding events held outside regular school hours and further prohibit parking across from driveway entrances.

A follow-up letter stating such was sent to residents in the area on August 8. An ordinance was introduced by Council on August 16, 2016. Council is now requested to adopt the ordinance restricting parking on the Crooked Lake Boulevard service road.

**RECOMMENDATION**

Staff recommends the City Council adopt the ordinance restricting parking on the east side of the Crooked Lake Boulevard service road from 119th Avenue NW to 121st Avenue NW.

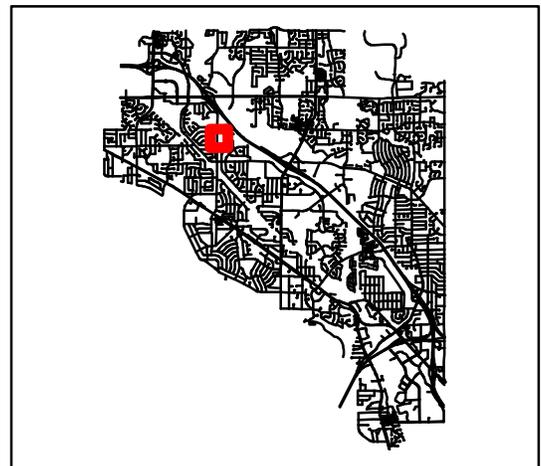
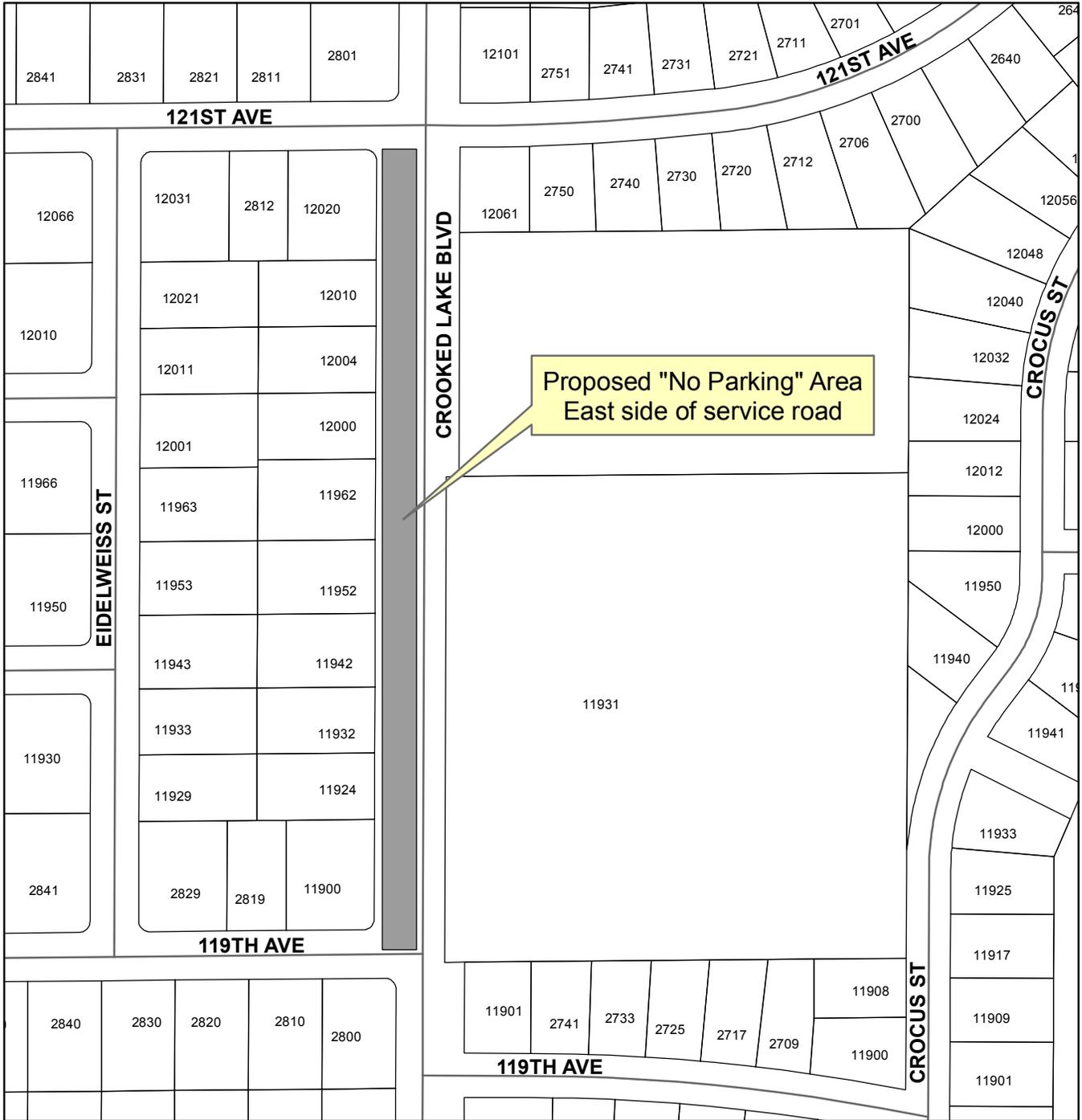
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## Attachments

Layout

Ordinance 2175

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**ORDINANCE NO. 2175**

**AN ORDINANCE RESTRICTING PARKING ON THE EAST SIDE  
OF THE CROOKED LAKE BOULEVARD SERVICE ROAD  
FROM 119<sup>TH</sup> AVENUE NW TO 121<sup>ST</sup> AVENUE NW**

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

Section 1. There is hereby established a parking restriction on the east side of the Crooked Lake Boulevard service road from 119<sup>th</sup> Avenue NW to 121<sup>st</sup> Avenue NW.

Section 2. The Public Works Director is authorized and directed to install appropriate signs to effectuate the purpose of this ordinance.

Introduced on the 16th day of August, 2016.

Adopted on the 6th day of September, 2016.

---

Jerry Koch, Mayor

ATTEST:

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City Clerk



**City Council Regular**

**12.**

**Meeting Date:** 09/06/2016

**Subject:** Consider Adoption of Ordinance 2176 Restricting Parking on 114th Avenue NW at Magnolia Street NW

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

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

---

**INTRODUCTION**

Staff is requesting the City Council adopt a no parking ordinance on both sides of the street at the intersection of 114th Avenue NW and Magnolia Street NW.

**DISCUSSION**

This proposal came about from the Streets Supervisor regarding on-street parking in the area. The Traffic Review Committee reviewed the area on May 31, 2016. On June 16, City staff sent a letter to residents requesting feedback regarding the placement of No Parking signs on both sides of the street from the northwest corner of the intersection to a distance of approximately 250 feet south/southwest and 150 feet east/southeast.

Staff received several resident responses on the matter. A majority of residents indicated they are not in favor of permanently posting No Parking signs, but did indicate they would be in favor of No Parking only during daytime hours (not including Saturday and Sunday). After considering all comments and observations, staff's revised recommendation is to post no Parking signs between the hours of 8 a.m. and 5 p.m., Monday-Friday, at the intersection.

A follow-up letter stating such was sent to residents in the area on July 21. Staff received no objections or comments from area residents based on the follow-up letter. An ordinance was introduced by Council on August 16, 2016. Council is now requested to adopt the ordinance restricting parking on 114th Avenue NW and Magnolia Street NW.

**RECOMMENDATION**

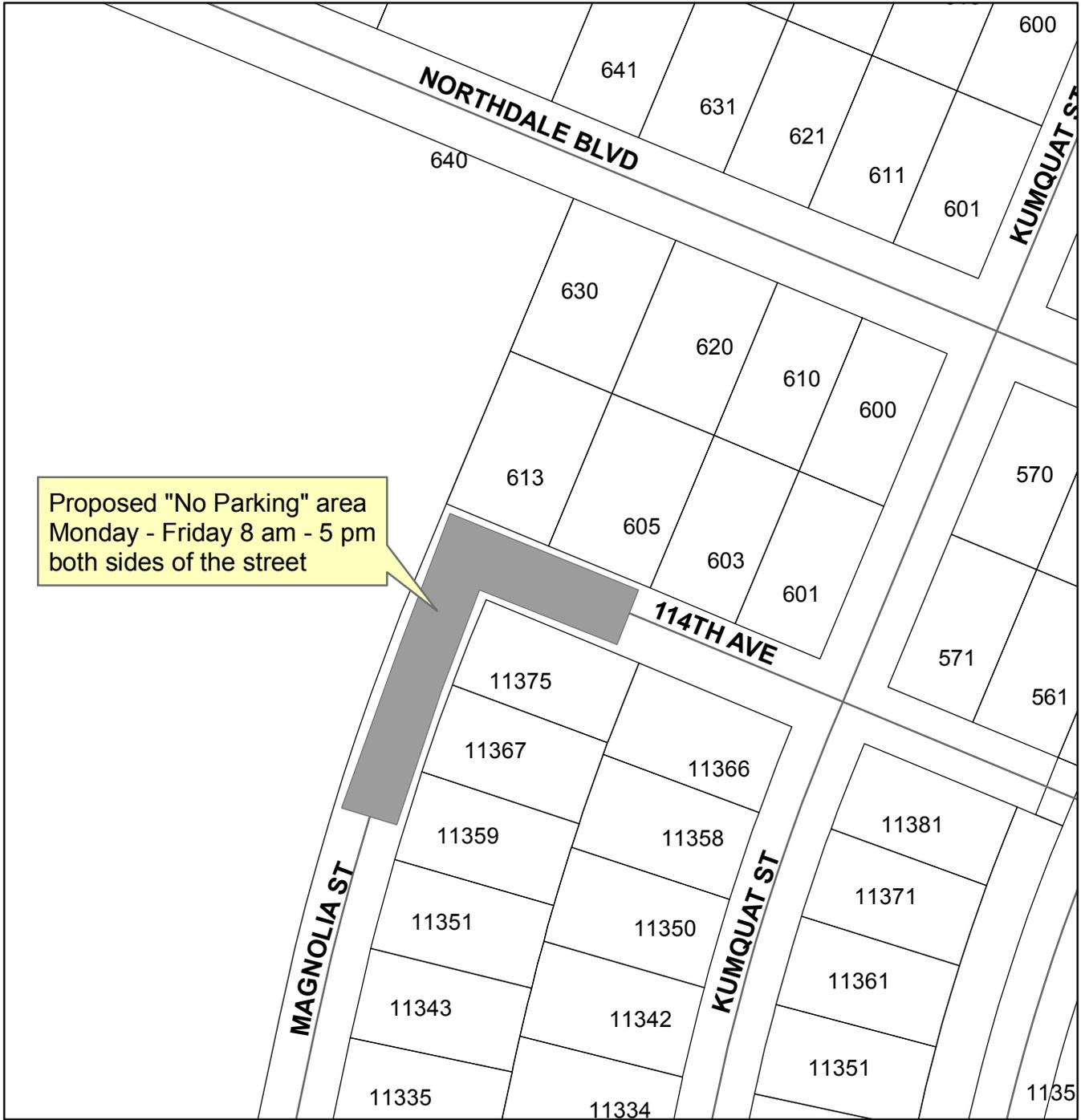
Staff recommends the City Council adopt the ordinance restricting parking at the intersection of Magnolia Street NW and 114th Avenue NW on both sides of the street from the northwest corner of the intersection to a distance of approximately 250 feet south/southwest and 150 feet east/southeast, between the hours of 8 a.m. and 5 p.m., Monday-Friday.

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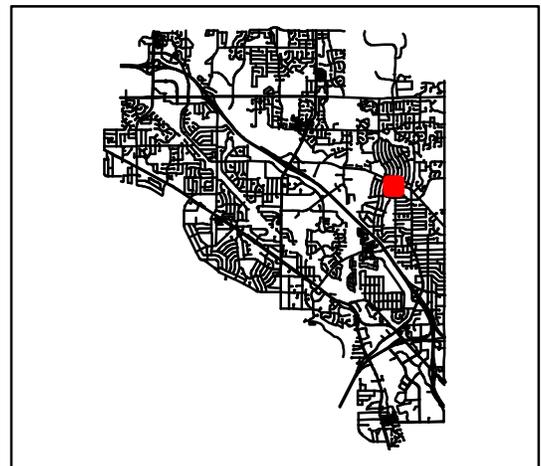
**Attachments**

Layout





Proposed "No Parking" area  
Monday - Friday 8 am - 5 pm  
both sides of the street



**ORDINANCE NO. 2176**

**AN ORDINANCE RESTRICTING PARKING ON BOTH SIDES OF  
114<sup>th</sup> AVENUE NW AND MAGNOLIA STREET NW  
FROM THE NORTHWEST CORNER OF THE INTERSECTION  
TO A DISTANCE OF 250 FEET SOUTH AND 150 FEET EAST  
MONDAY THROUGH FRIDAY FROM 8 A.M. TO 5 P.M.**

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

Section 1. There is hereby established a parking restriction between the hours of 8 a.m. and 5 p.m., Monday-Friday, at the intersection of Magnolia Street NW and 114th Avenue NW on both sides of the street from the northwest corner of the intersection to a distance of 250 feet south/southwest and 150 feet east/southeast.

Section 2. The Public Works Director is authorized and directed to install appropriate signs to effectuate the purpose of this ordinance.

Introduced on the 16th day of August, 2016.

Adopted on the 6th day of September, 2016.

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Jerry Koch, Mayor

ATTEST:

---

City Clerk



**City Council Regular**

**13.**

**Meeting Date:** 09/06/2016

**Subject:** Consider Adoption of Ordinance 2177 Restricting Parking on 105th Lane NW and Kumquat Street NW

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

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

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**INTRODUCTION**

Staff is requesting the City Council adopt a no parking ordinance on both sides of the street at the intersection of 105th Lane NW and Kumquat Street NW.

**DISCUSSION**

This proposal came about from the Streets Supervisor regarding on-street parking in the area. The Traffic Review Committee reviewed the area on May 31, 2016. On June 16, City staff sent a letter to residents requesting feedback regarding the placement of No Parking signs on both sides of the street from the southwest corner of the intersection to a distance of 150 feet north and east.

Staff received one resident response on the matter, in favor of the parking restrictions.

A follow-up letter stating such was sent to residents in the area on July 21. Staff received no objections or comments from area residents based on the follow-up letter. An ordinance was introduced by Council on August 16, 2016. Council is now requested to adopt the ordinance restricting parking on 105th Lane NW and Kumquat Street NW.

**RECOMMENDATION**

Staff recommends the City Council adopt the ordinance restricting parking at the intersection of Kumquat Street NW and 105th Lane NW on both sides of the street from the southwest corner of the intersection to a distance of 150 feet north and east.

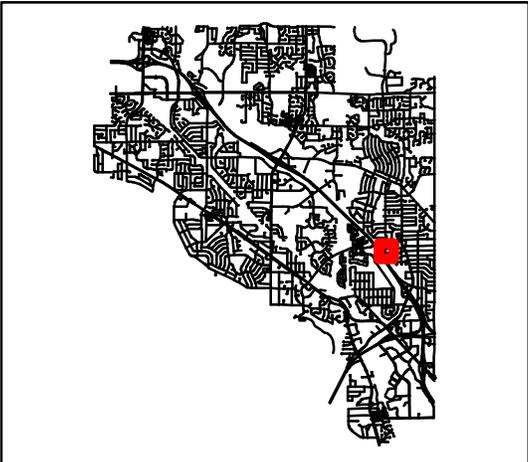
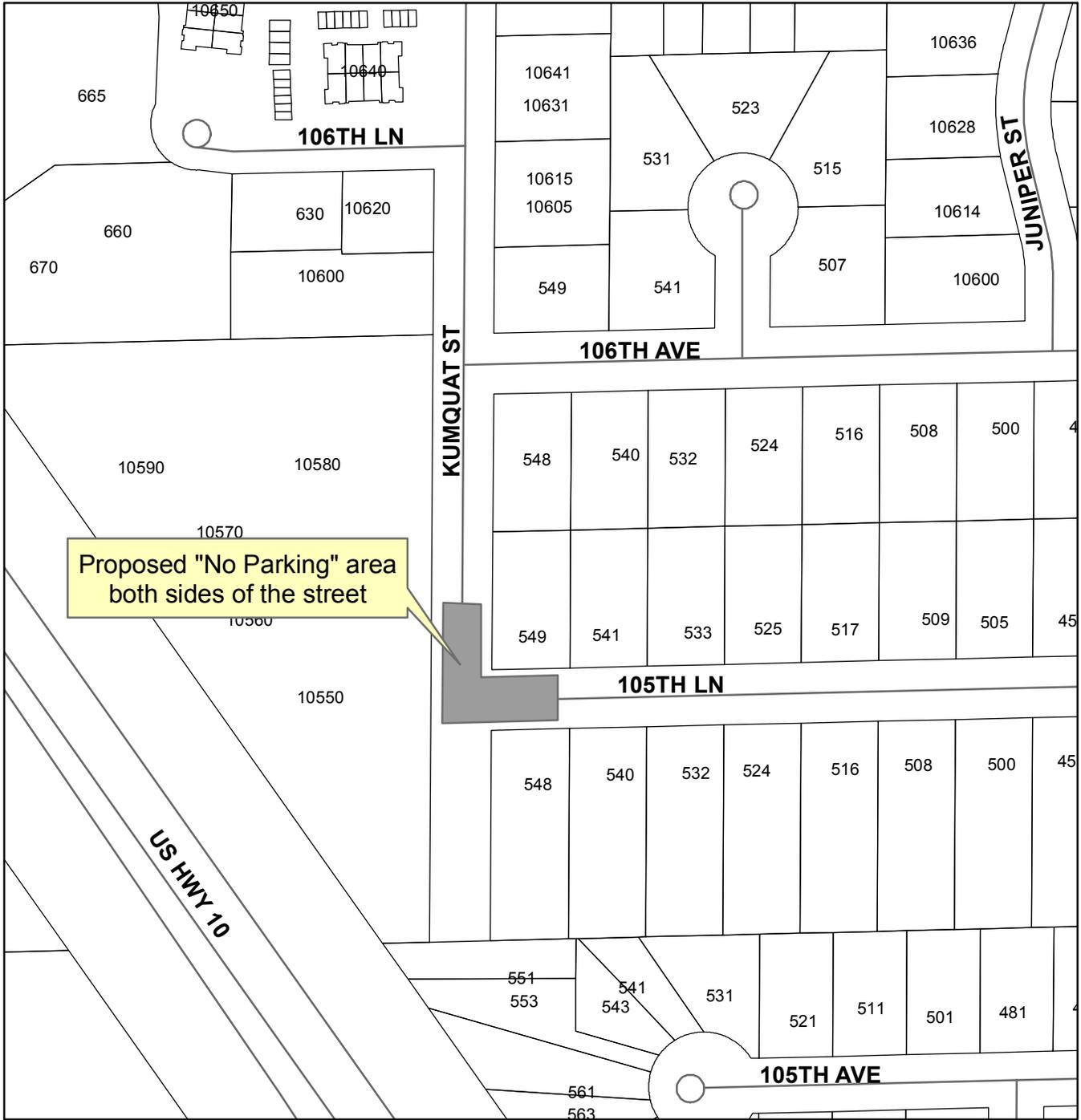
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**Attachments**

Layout

Ordinance 2177

---



**ORDINANCE NO. 2177**

**AN ORDINANCE RESTRICTING PARKING ON BOTH SIDES OF  
KUMQUAT STREET NW AND 105<sup>TH</sup> LANE NW FROM THE  
SOUTHWEST CORNER OF THE INTERSECTION TO A  
DISTANCE OF 150 FEET NORTH AND EAST**

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

Section 1. There is hereby established a parking restriction at the intersection of Kumquat Street NW and 105th Lane NW on both sides of the street from the southwest corner of the intersection to a distance of 150 feet north and east.

Section 2. The Public Works Director is authorized and directed to install appropriate signs to effectuate the purpose of this ordinance.

Introduced on the 16th day of August, 2016.

Adopted on the 6th day of September, 2016.

---

Jerry Koch, Mayor

ATTEST:

---

City Clerk



**City Council Regular**

**14.**

**Meeting Date:** 09/06/2016

**Subject:** HRA Budget and Tax Levy

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

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**INTRODUCTION**

The Housing and Redevelopment Authority in and for the City of Coon Rapids (HRA) should approve the preliminary tax levy for 2017.

**DISCUSSION**

The budget for the HRA is included in the 2017 City Budget as the Housing and Redevelopment Fund. Because the HRA is considered to be a separate entity, a preliminary tax levy need to be adopted by the HRA. There is no truth in taxation hearing required for special districts. However, a levy must be certified to the County by September 15. (Note: this is different from the regular City tax levy certification date.)

**RECOMMENDATION**

Staff recommends adoption of Resolution HRA 16-3 Setting the Preliminary 2017 HRA tax levy.

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**Attachments**

RS 16-3

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**RESOLUTION HRA NO. 16-3**

**RESOLUTION ADOPTING THE PRELIMINARY 2017 HRA TAX LEVY**

**WHEREAS**, the Housing and Redevelopment Authority Fund is included as a part of the City of Coon Rapids budget; and

**WHEREAS**, a preliminary levy of \$725,000 for the HRA was included in the 2017 Budget; and

**WHEREAS**, Minnesota Statute 469.033, Subdivision 6, limits the amount an HRA can levy to .018 percent of taxable market value which this levy is within; and

**NOW, THEREFORE, BE IT RESOLVED** that the Coon Rapids Housing and Redevelopment Authority hereby adopts the 2017 Preliminary Tax levy for taxes payable in 2017 for the Housing and Redevelopment Authority.

Adopted by the Coon Rapids HRA this 6th day of September, 2016.

ATTEST:

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Jerry Koch, Chair

---

Brad Johnson, Secretary



**City Council Regular**

**Meeting Date:** 09/06/2016

**Subject:** Consider Adopting Preliminary 2017 Tax Levy

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

**From:** Sharon Legg, Finance Director

**INTRODUCTION**

A preliminary tax levy must be certified to the County by September 30, 2016 to compute parcel specific notices.

**DISCUSSION**

As discussed at the workshop on August 10 to review the proposed 2017 budget, the proposed City tax levy is \$25,613,000. This levy can be reduced before final certification in December but cannot be increased.

The following summarizes key factors to determine the tax rate. The net levy is divided by the net tax capacity value to determine the rate. **Fiscal disparity distribution** is the dollar amount that the City receives. **Fiscal disparity contribution** is the value that the City’s commercial and industrial properties contribute to the pool. Fiscal disparity distribution is calculated by using the value that the City gets from the pool multiplied by the prior year’s tax rate.

	<b>Pay 2017</b>	<b>Pay 2016</b>	<b>Pay 2015</b>
Tax levy	25,613,000	24,873,760	24,260,690
\$ received from fiscal disparities (distribution)	(4,883,974)	(4,632,339)	(5,133,785)
Net levy	20,729,026	20,241,421	19,126,905
Tax capacity value (preliminary pay 2017)	54,252,419	51,614,051	49,038,831
Value contributed (given) to fiscal disparity pool	(6,927,793)	(6,355,191)	(6,120,338)
Captured tax increment	(185,394)	(185,394)	(180,078)
Net tax capacity value	47,139,232	45,073,466	42,738,415
Tax rate (preliminary)	43.974	44.908	44.754

Fiscal disparity distribution calculation:			
Value received from the pool	10,875,512	10,350,803	10,806,149
Prior year tax rate	44.908	44.754	47.508
Fiscal disparity distribution	4,883,974	4,632,339	5,133,785

The impact on the benchmark homes is as follows:

2015 value, Pay 2016		2016 value, Pay 2017		
Taxable Value	City Taxes	Taxable Value	City Taxes	% Increase
98,600	315	114,700	386	22.4
144,000	538	148,900	550	2.3
191,300	769	189,900	746	(3.0)
204,500	834	206,400	826	(1.0)
277,600	1,192	283,800	1,197	.4
375,500	1,671	384,100	1,677	.4

**RECOMMENDATION**

Adopt Resolution 16-90 Establishing the Preliminary Tax Levy for the City of Coon Rapids.

---

**Attachments**

RS 16-90

---

**RESOLUTION NO. 16-90**

**RESOLUTION ESTABLISHING THE PRELIMINARY 2017 TAX LEVY FOR THE CITY OF COON RAPIDS**

**WHEREAS**, the State of Minnesota has enacted legislation providing for City certification of a preliminary 2017 property tax levy prior to September 30 of each year; and

**WHEREAS**, the City Council has reviewed the 2017 budget at workshop held on August 10, 2016 and reviewed the tax levy as proposed by the City Manager; and

**WHEREAS**, the amount of the tax levy approved by this resolution can be reduced after September 30, 2016 but cannot be increased; and

**WHEREAS**, the City Council must allow the public to comment on the budget which will be scheduled for the Council meeting on December 6, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the amounts listed below will be certified to Anoka County as the preliminary tax levy payable in 2017 for collection with 2017 taxes:

General Fund	\$19,888,000
Capital Projects	2,370,689
Debt Service:	
Special Assessments on city property	33,000
Equipment Certificates	175,000
Bonds of 2008	152,000
Bonds of 2010	85,000
Bonds of 2013B	207,730
Bonds of 2014	296,985
Bonds of 2015	202,850
Payment of bonds for another government	988,503
Park Improvement Bonds	451,540
Park Improvement Capital Projects	761,703
Total City Wide Levy	\$25,613,000
HRA Levy	<u>725,000</u>
TOTAL CITY AND HRA LEVY	\$26,338,000

Adopted this 6th day of September 2016.

---

Jerry Koch, Mayor

ATTEST:

---

Joan Lenzmeier, City Clerk



**City Council Regular**

**16.**

**Meeting Date:** 09/06/2016

**Subject:** PC 16-19, Consider the Introduction of an Ordinance Approving a Zone Change, Vanman Architects, 10110 Woodcrest Drive (Spirit of Grace Church)

**From:** Scott Harlicker, Planner

---

**INTRODUCTION**

The applicant is requesting introduction of an ordinance approving a zone change of certain property from High Density Residential to Office. The applicant is also proposing a corresponding land use amendment to Office.

**DISCUSSION**

**Background**

The applicant is requesting a zone change from High Density Residential to Office. The site is currently home to Spirit of Grace Church. The site is approximately two acres in size. It is bounded by Woodcrest Park on the north and west, Woodcrest Drive and a lumber yard on the east and 101st Avenue and single family residences on the south.

Spirit of Grace Church was granted a conditional use permit in 2001. The property at that time was zoned and guided High Density Residential. In July 2004 the site plan for the church was approved. When the church purchased the site there was no need to rezone it because churches were a conditional use in the High Density Residential district. The church was also able to comply with the development criteria for that district. Since that time, the church's membership has grown as had the need for additional space. The 50% impervious surface coverage in the High Density Residential district does not allow them to expand. The lot coverage requirement in the Office district is measured differently, it is based only on building coverage and does not include parking and driveways.

The property has been zoned High Density Residential since 1985. At that time most of the adjacent park and the property along Highway 10 was also zoned High Density Residential. In 1986 the area between Woodcrest Drive and Highway 10 was rezoned to General Commercial. The property west of Woodcrest remained High Density Residential. In 1987 the City, as part of a land swap, received what is now the southern part of Woodcrest Park. The new parkland was rezoned from High Density Residential to Conservancy. The subject parcel was not included in the swap and was left as High Density Residential.

**Analysis**

The stated intent of the Office zoning district is to buffer residential districts from arterial streets or from General and Community Commercial districts and is generally compatible with adjacent residential uses. The intent of the High Density Residential designation is to provide housing at high densities and at the same time offer amenities for individual family living.

*Proposed Office*

The proposed Office zoning better reflects the the current use of the property and and potential reuse of the site. Because of its size, the parcel is triangular shaped and is two acres in size, the current and future uses will likely be institutional or a small office. Both of which fall within the intent of the Office zoning dsitric. The site provides a buffer between the adjacent single family neighborhood and the General Commercial district on Woodcrest Drive.

***Compatibility with the Comprehensive Plan***

The proposed zone change is consistent with the following goals of the Comprehensive Plan:

1. It will maintain a complete and balanced neighborhood by including a variety of supporting commercial development. The proposed Office designation will offer opportunities supporting commercial/office and institutional uses.
2. Maintain a climate that encourages redevelopment and ongoing business activity. The proposed Office designation promote the retention and expansion of existing businesses and attraction of new businesses. It will allow the existing use to expand and broaden the opportunity for future redevelopment

The attached narrative provided by the applicant offers additional reasons why the proposed zone change is appropriate.

*High Density Residential*

The same reasons that make this site appropriate for the Office zoning district make it difficult to develop as high density residential. The parcel's shape, size and the high density residential development standards limits the development potential. Even though the site is bounded by a city park on one side, it is across the street from a General Commercial use that includes a large lumber yard. The proximity to the commercial uses decreases it's desirability as a high density housing site.

The Council should also give consideration to the evaluation criteria found in Section 11- 304 when considering rezoning requests.

Section 11-304.10 Criteria	Comments
Effect of public health, safety, order, convenience, and general welfare in the area.	<b>OK</b> - The proposed zoning will not adversely impact area.
Effect on present and potential surrounding land uses.	<b>OK</b> – The proposed zoning will not adversely impact the surrounding land uses.

Conformance with the Comprehensive Land Use Plan.	<b>OK</b> – Assuming the proposed land use amendment is approved, the proposed zone change will be consistent with the City’s Comprehensive Land Use Plan. The proposed land use designation is General Commercial
Conformance with any applicable development district.	N/A

Planning Commission Meeting

At the Planning Commission meeting held on August 18th, no one spoke at the public hearing. The Commission voted unanimously to recommend approval of the proposed zone change.

**RECOMMENDATION**

In Planning Case 16-19, the Planning Commission recommended the City Council introduce the attached ordinance approving of the proposed zone change based on the following findings:

1. The proposed rezoning to Office is consistent with the land use designation of Office.
2. The proposed rezoning is compatible with the adjacent land uses and zoning.
3. The times and conditions have change so that a reasonable use of the property can not be made under the current zoning.
4. The proposed zone change would not have an adverse impact on the area.

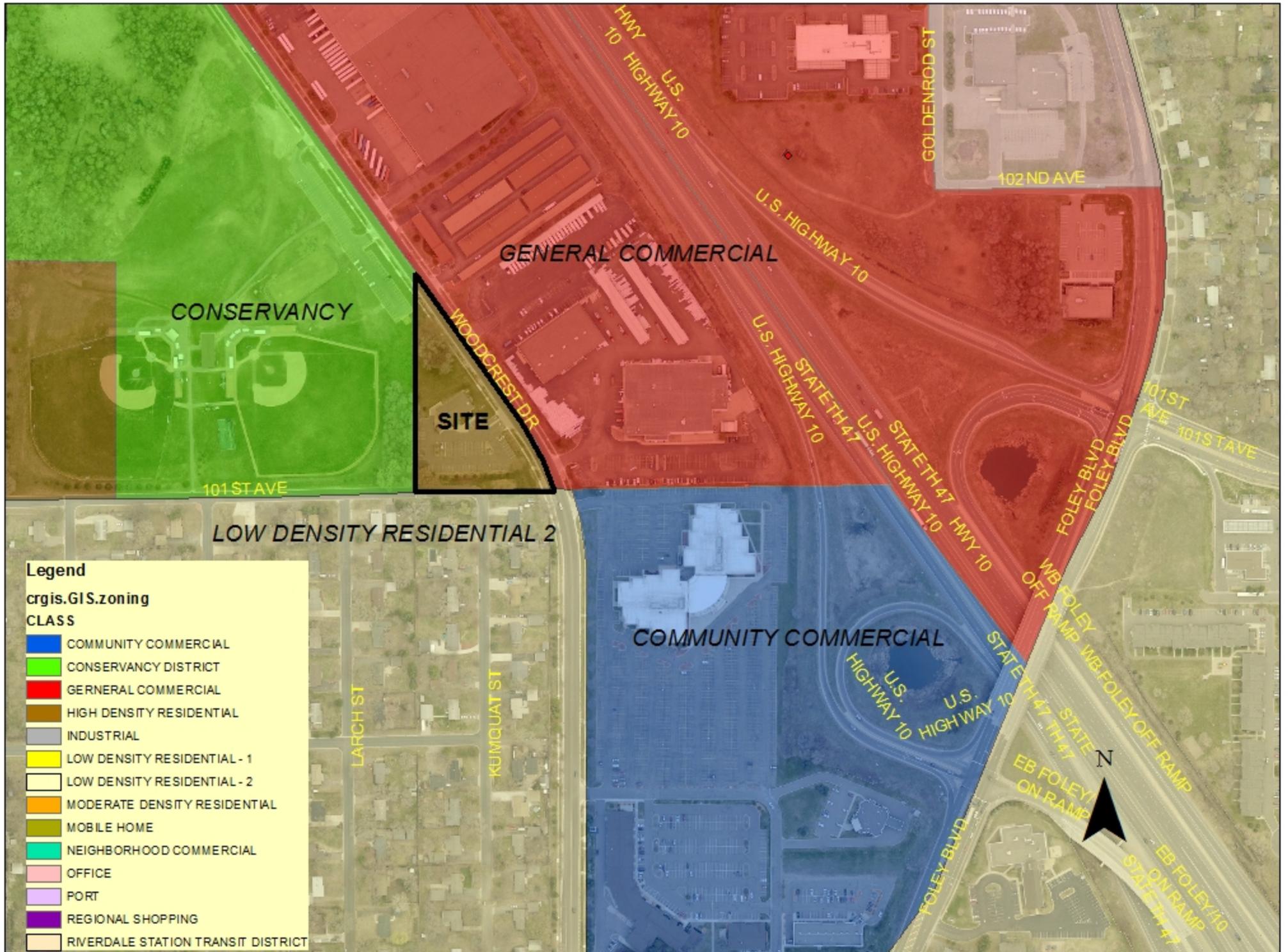
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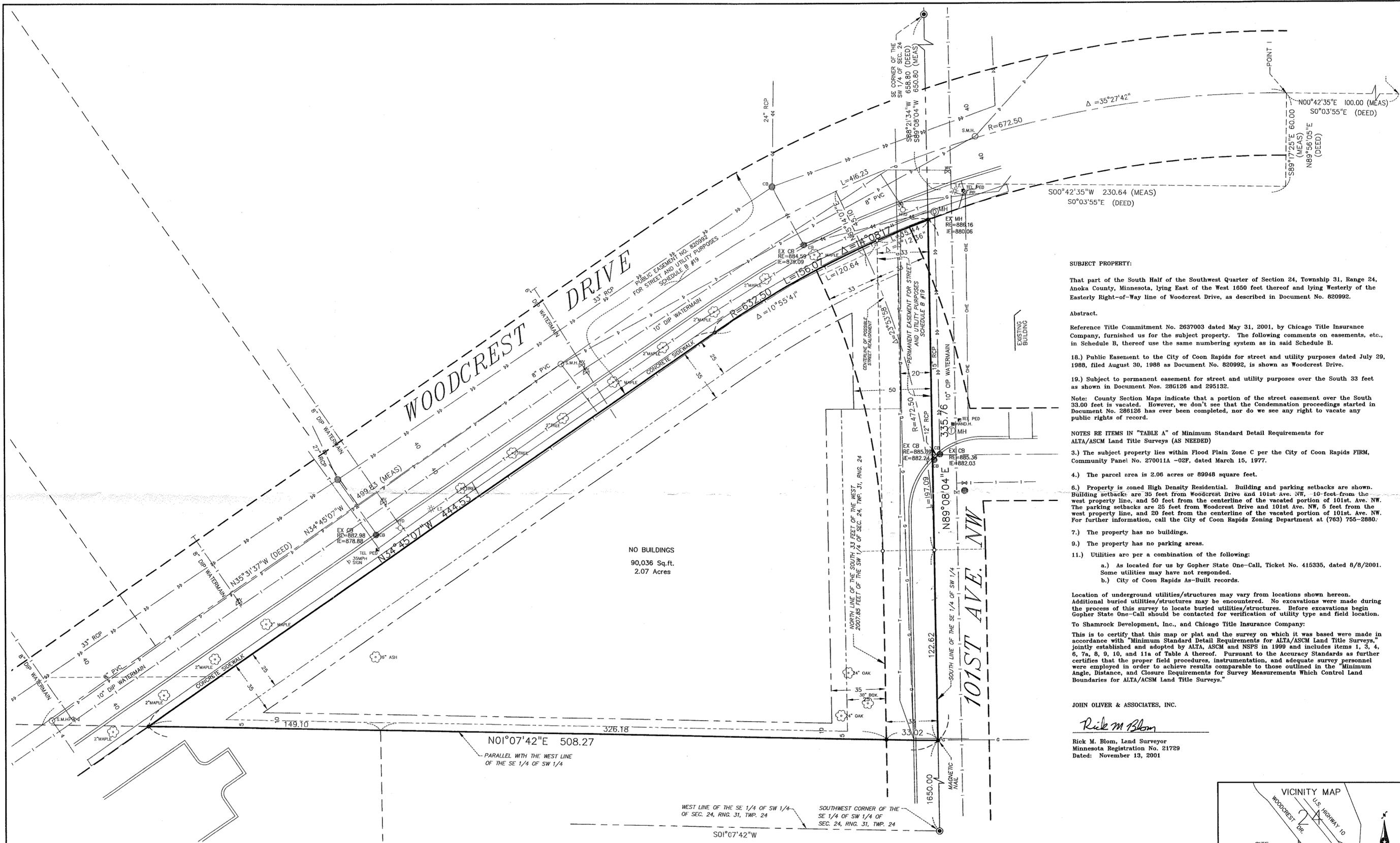
**Attachments**

- Location Map
  - Zoning map
  - Survey of Property
  - Site Plan
  - Applicant's Narrative
  - Proposed Ordinance
-



# Zoning Map





NO BUILDINGS  
90,036 Sq.ft.  
2.07 Acres

**SUBJECT PROPERTY:**

That part of the South Half of the Southwest Quarter of Section 24, Township 31, Range 24, Anoka County, Minnesota, lying East of the West 1650 feet thereof and lying Westerly of the Easterly Right-of-Way line of Woodcrest Drive, as described in Document No. 820992.

**Abstract.**

Reference Title Commitment No. 2637003 dated May 31, 2001, by Chicago Title Insurance Company, furnished us for the subject property. The following comments on easements, etc., in Schedule B, thereof use the same numbering system as in said Schedule B.

18.) Public Easement to the City of Coon Rapids for street and utility purposes dated July 29, 1988, filed August 30, 1988 as Document No. 820992, is shown as Woodcrest Drive.

19.) Subject to permanent easement for street and utility purposes over the South 33 feet as shown in Document Nos. 286126 and 295132.

**Note:** County Section Maps indicate that a portion of the street easement over the South 33.00 feet is vacated. However, we don't see that the Condemnation proceedings started in Document No. 286126 has ever been completed, nor do we see any right to vacate any public rights of record.

**NOTES RE ITEMS IN "TABLE A" of Minimum Standard Detail Requirements for ALTA/ASCM Land Title Surveys (AS NEEDED)**

3.) The subject property lies within Flood Plain Zone C per the City of Coon Rapids FIRM, Community Panel No. 270011A -02F, dated March 15, 1977.

4.) The parcel area is 2.06 acres or 89948 square feet.

6.) Property is zoned High Density Residential. Building and parking setbacks are shown. Building setbacks are 35 feet from Woodcrest Drive and 101st Ave. NW, -10 feet from the west property line, and 50 feet from the centerline of the vacated portion of 101st Ave. NW. The parking setbacks are 25 feet from Woodcrest Drive and 101st Ave. NW, 5 feet from the west property line, and 20 feet from the centerline of the vacated portion of 101st Ave. NW. For further information, call the City of Coon Rapids Zoning Department at (763) 755-2880.

7.) The property has no buildings.

9.) The property has no parking areas.

11.) Utilities are per a combination of the following:

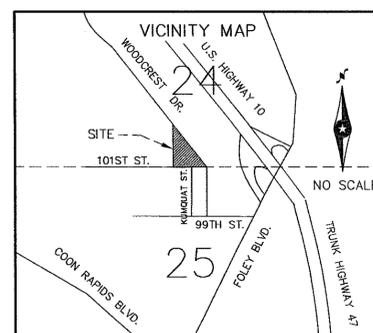
- As located for us by Gopher State One-Call, Ticket No. 415335, dated 8/8/2001. Some utilities may have not responded.
- City of Coon Rapids As-Built records.

Location of underground utilities/structures may vary from locations shown hereon. Additional buried utilities/structures will be encountered. No excavations were made during the process of this survey to locate buried utilities/structures. Before excavations begin Gopher State One-Call should be contacted for verification of utility type and field location.

To Shamrock Development, Inc., and Chicago Title Insurance Company:

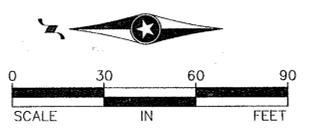
This is to certify that this map or plat and the survey on which it was based were made in accordance with "Minimum Standard Detail Requirements for ALTA/ASCM Land Title Surveys," jointly established and adopted by ALTA, ASCM and NSPS in 1999 and includes items 1, 3, 4, 6, 7a, 8, 9, 10, and 11a of Table A thereof. Pursuant to the Accuracy Standards as further certifies that the proper field procedures, instrumentation, and adequate survey personnel were employed in order to achieve results comparable to those outlined in the "Minimum Angle, Distance, and Closure Requirements for Survey Measurements Which Control Land Boundaries for ALTA/ASCM Land Title Surveys."

JOHN OLIVER & ASSOCIATES, INC.  
*Rick M. Blom*  
Rick M. Blom, Lead Surveyor  
Minnesota Registration No. 21729  
Dated: November 13, 2001



**LEGEND**

HYD	Denotes Existing Fire Hydrant	S.M.H.	Denotes Existing Sanitary Manhole
CB	Denotes Existing Catch Basin	HAND.H.	Denotes Existing Hand Hole
W.V.	Denotes Existing Water Valve	T	Denotes Existing Telephone, Cable Line
TEL PED	Denotes Existing Telephone Pedestal	G	Denotes Existing Underground Gas Line
LT	Denotes Existing Light Pole	4	Denotes Existing Sanitary Sewer
TRF SIGN	Denotes Existing Traffic Sign	44	Denotes Existing Storm Sewer
MH	Denotes Existing Storm Manhole	I	Denotes Existing Watermain
PP	Denotes Existing Power Pole	---	Denotes Parking Setback
		---	Denotes Building Setback



○ Denotes iron pipe set with a plastic plug stamped RLS 21729.  
● Denotes iron pipe found.

REV. NO.	DATE	DESCRIPTION
1	5/17/04	REVISED BOUNDARY

DATE:	11/13/01
BK/PG:	211/62,64
DRAWN BY:	SMK
CHECKED BY:	RMB
DWG:	8056ALTA.dwg
TEXT:	
FILE NO.:	8056.10-11

**John Oliver & Associates, Inc.**  
Civil Engineering, Land Surveying, Land Planning  
550 Dodge Avenue  
216 River, Minnesota 55330  
763-441-2072 FAX 763-441-5665  
Offices in: Elk River, Burnsville  
and Brooklyn Park, Minnesota

**ALTA/ASCM Land Title Survey**  
Shamrock Development  
COON RAPIDS, MN  
FOR  
**GRACE APOSTOLIC CHURCH**

SHEET NO. 1 OF 1

SECTIONS 24 & 25, TWP. 31, RNG. 24  
ANOKA COUNTY, MN



LAMPERT ARCHITECTS

13837 NE Lincoln Street  
Ham Lake, MN 55304  
Phone: 763.755.1211 Fax: 763.757.2849  
lampert@lampert-arch.com

ARCHITECT CERTIFICATION:  
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

LEONARD LAMPERT  
LEONARD LAMPERT  
13669  
DATE: 8/2/04

Proposed Building For  
**SPIRIT OF GRACE CHURCH**  
Coon Rapids, Minnesota

Copyright 2004  
Leonard Lampert Architects, P.A.  
Project Designer: Keith B.  
Drawn By: KMB  
Checked By: LL, LML

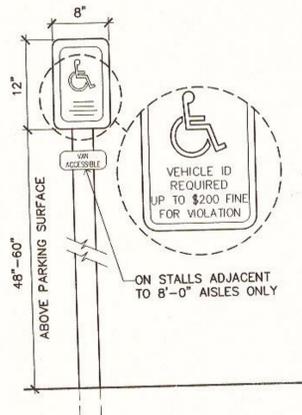
Revisions	
3/5/04	PRELIMINARY
4/15/04	PRELIMINARY
4/26/04	PRELIMINARY
6/02/04	PRELIMINARY
6/07/04	CITY SUBMITT
7/21/04	FINAL REVIEW
8/02/04	ISSUED FOR

SITE PLAN & DETAILS

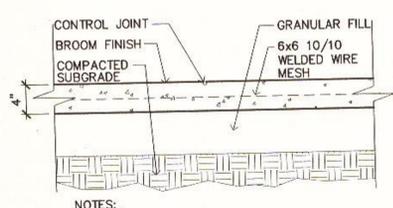
Sheet Number

**A1**

Project No. 031126



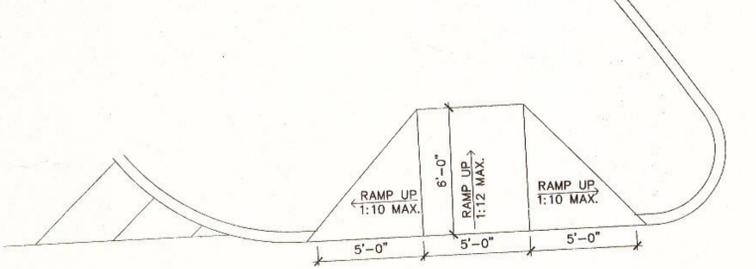
4 ACCESSIBLE PARKING SIGN  
SCALE: 1" = 1'-0"



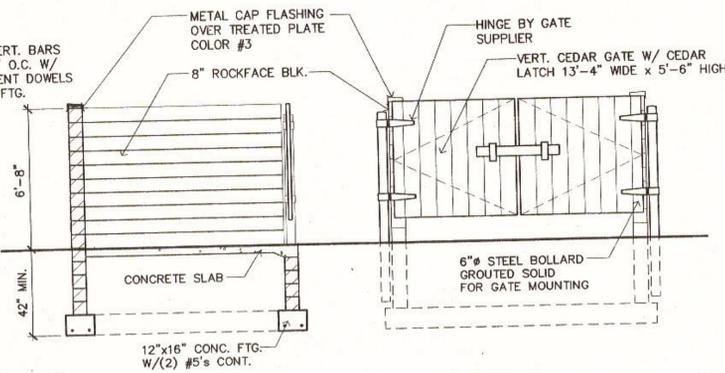
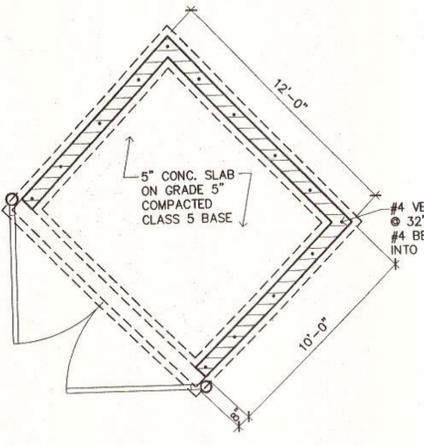
3 CONCRETE SIDEWALK  
SCALE: 1" = 1'-0"



2 B6-12 CURB  
NOT TO SCALE

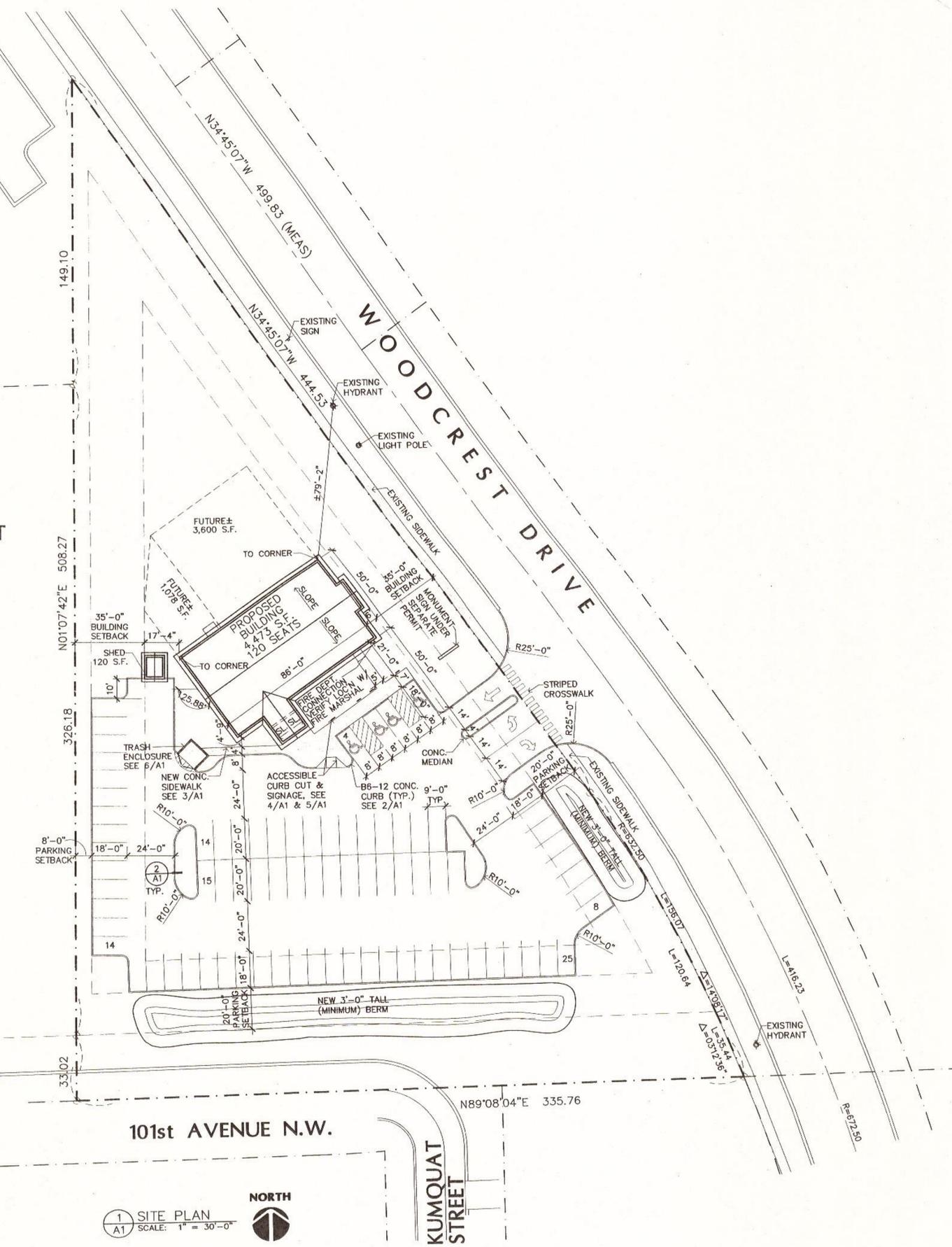


5 ACCESSIBLE CURB CUT  
SCALE: 1/4" = 1'-0"



6 TRASH ENCLOSURE DETAIL  
SCALE: 1/4" = 1'-0"

WINTERCREST PARK



1 SITE PLAN  
SCALE: 1" = 30'-0"

Filename: SpiritOfGraceChurch\_SpiritOfGraceChurch-A1.dwg



## Zone Change Narrative

### Spirit of Grace Church

10110 Woodcrest Drive NW

Spirit of Grace Church purchased the land located at 10110 Woodcrest Drive Northwest in December of 2001. In October of 2004 they began to build their church on this property. With much excitement and anticipation, the congregation moved into the new building in the spring of 2005. Since then, Spirit of Grace has continued to grow and is currently looking to expand their building on this site.

The property is currently zoned High Density Residential and the existing conditions are almost meeting the 50 % impervious factor. Therefore, the new addition would exceed this site requirement. Spirit of Grace Church is requesting a change in the Zoning Classification to be Commercial / Office district. Directly to the east are numerous properties classified as Commercial / Office district, therefore it seems reasonable to consider this property to be re-zoned. With the re-zone, Spirit of Grace would be able to accommodate a new addition and meet the 40% building coverage requirement as set forth in the Commercial /Office District.

As described in the City Code, the High Density Residential district is intended to provide housing at high densities and at the same time offer amenities for individual and family living. Due to the size and shape of this site, it would be very difficult to construct a multi-family dwelling including townhomes or apartments.

### **A description of how the request is consistent with the comprehensive plan**

*Spirit of Grace is requesting a Comprehensive Plan Land Use change from High Density Residential to Office. According to the Future Land Use Categories, **High Density Residential** is listed as multi-family housing, including apartment buildings and condominiums, at a gross density of 7 to 30 units per acre. **Office** is predominantly administrative, professional, or clerical services, including medical clinics. May include limited commercial uses generally compatible with adjacent residential uses. A religious building would be compatible with this group.*



**Goal #1 – Maintain complete and balanced neighborhoods that include a variety of house resources, supporting commercial development, and adequate open space and recreation opportunities.**

Spirit of Grace will preserve the integrity of the current neighborhood as it will continue to function as a church. An addition to the building would provide opportunity for community outreach.

**Goal #2 – Maintain a diversified economic base and a climate that encourages economic development, redevelopment, and ongoing business activity.**

Spirit of Grace will bring hundreds of people each and every Sunday morning to this area who will potentially eat at area restaurants, buy gas and spend money in this area supporting the surrounding community.

**Goal #3 – Protect and enhance the City's natural resources for the community's long-term benefit.**

Spirit of Grace sits directly adjacent to Wintercrest Park and values the amenities associated with the park.

**Goal #4 – Maintain community character and ensure top-quality appearance of new development.**

The addition and re-model to the Spirit of Grace Church is intended to create an updated appearance that will be compatible with the surrounding area.

**Goal #5 – Provide distinctive commercial districts that serve neighborhood, community, and regional consumers.**

Spirit of Grace will provide high aesthetic quality with the new addition.

**Goal #6 – Improve the appearance and function of Coon Rapids Boulevard, ensuring that it gradually redevelops with a variety of housing types, supporting commercial uses, and urban design amenities.**

Spirit of Grace is not located on or directly adjacent to Coon Rapids Boulevard therefore this item does not apply.

**Goal #7 – Eliminate blighting influences throughout the City and encourage redevelopment of underutilized land.**

By adding to the existing building Spirit of Grace would have the ability to re-develop their existing building to better meet their ministry needs as well as an addition to best serve the community.



#### **Current land use designation and zoning classification of subject property.**

The property is currently zoned **High Density Residential**.

#### **Current land use designation and zoning classification of properties within 350 feet.**

The current land use designation is High Density Residential and the adjacent properties within 350 feet are zoned as follows. Directly west is Wintercrest Park and is zoned **Conservancy**. Directly south is **Low Density Residential 2**. The property south east is the AMC Coon Rapids Movie Theater and is zoned **Community Commercial**. The properties to the east is zoned **General Commercial**.

#### **Existing land uses on subject property**

The existing land use for this property is **Institutional**.

#### **Existing land uses of properties within 350 feet**

The existing land use designation is Institutional and the adjacent properties within 350 feet are zoned as follows. Directly west is Wintercrest Park and is considered **Park, Recreational or Preserve**. Directly south is **Single Family Residential**. The property south east is the AMC Coon Rapids Movie Theater and is zoned **Retail and Other Commercial**. The properties to the east is zoned **Retail and Other Commercial**.

#### **Comprehensive Plan Future land use on subject property**

The future land use designated for this property is **High Density Residential**. Spirit of Grace is requesting the Comprehensive Plan Change to be **Office**.

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

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF  
THE CITY OF COON RAPIDS SO AS TO PROVIDE CHANGES  
IN THE ZONING CLASSIFICATION (PC 16-19)**

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

Section 1. The official zoning map of the City of Coon Rapids is hereby amended to change the classification of the following described property from High Density Residential to Office:

That part of the South half of the Southwest quarter of Section 24, Township 31, Range 24, Anoka County, Minnesota, lying East of the West 1650 feet thereof and lying Westerly of the Easterly right-of-way line of Woodcrest Drive, as described in Document No. 820992

Introduced the 6th day of September, 2016

Adopted on the \_\_\_\_ day of September, 2016

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

**ATTEST:**

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



**City Council Regular**

17.

**Meeting Date:** 09/06/2016

**Subject:** PC 16-21, Consider the Introduction of An Ordinance Approving a Zone Change, Local Oil Company of Anoka, 2437, 2423 and 2405 Coon Rapids Boulevard

**From:** Scott Harlicker, Planner

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**INTRODUCTION**

The applicant is requesting introduction of an ordinance approving a zone change to change the zoning of three properties from Office and High Density Residential to General Commercial. The applicant is also proposing a corresponding land use amendment to General Commercial.

**DISCUSSION**

**Background**

**Adjacent Land Uses**

Adjacent land uses include a restaurant to the west, apartments and a single family home on the north, an office building on the east and Coon Rapids Boulevard on the south. On the east the properties are also bounded by a 30 foot wide strip that provides access to a home at 2380 108th Avenue.

The applicant is requesting a change to zoning from Office and High Density Residential to General Commercial. The proposal includes three lots.

**2437 Coon Rapids Boulevard**

This property is 30,000 square feet (.68 acres) and includes a 3500 square foot building. The building is currently fully occupied by the owner, an accounting company. The structure has been modified over the years. The most recent modification was a second floor addition and parking lot expansion in 1985. The property has been zoned Office since 1980.

The building complies with the current setback requirement for both the Office and General Commercial districts. However, the parking does not comply with the current rear yard setback requirement for either district; the required parking setback is 20' for both districts and 5' is provided. Both districts also require a buffer yard between the development and the adjacent apartment complex; the buffer is not provided.

**2423 and 2405 Coon Rapids**

These properties are 47,636 square feet (1.1 acre) and includes a 16,200 square foot building. The

building is currently partially occupied (one tenant leases about 1/3 of the building) The property was granted a CUP for a 9700 square foot furniture store in 1995; in 1997 the owner received approval for a 6500 square foot addition. These properties have also been zoned Office since 1980.

The building setback requirement for both the Office and General Commercial districts is 25 feet from the apartment complex and 50 feet from the single family home. A 25 foot setback is provided for the apartment complex and 30' for the single family home. Both districts also require a buffer yard between the development and the adjacent apartment complex and single family home. The Office district requires a 20' buffer between development and the adjacent apartment complex and the single family home; the General Commercial district requires a 30' buffer between both. Twenty-five feet is to provide for the apartment complex and 30' is provided for the single family home.

### Analysis

The stated intent of the Office zoning district is to buffer residential districts from arterial streets or from General and Community Commercial districts and is generally compatible with adjacent residential uses. The stated intent of the General Commercial zoning district is to encourage businesses that do not belong in shopping centers, businesses that are highway-oriented, or tend to service industries, other businesses, and residences.

### *Proposed General Commercial*

The proposed General Commercial zoning better reflects the the current use of the property and and potential reuse of the site. This site sits along one of the most heavily traveled corridors in the city. The site is buffered from the apartments and single family house to the north by the existing garages and a wooded area. Changing the zoning of these parcels to General Commercial is an extension of the existing General Commercial district to the west. The applicant is not proposing any changes to the site. The proposed zoning will allow better utilization of the buildings.

### ***Compatibility with the Comprehensive Plan***

#### *Goal of improving the appearance and function of Coon Rapids Boulevard*

One of the ongoing discussions relating to the Boulevard is how does the City improve it's commercial vitality. This proposed zone change from Office to General Commercial would lay the groundwork for the revitalization of these sites. It would allow a more variety of uses.

#### *Objective to curb the blighting characteristics along the Boulevard and eliminate under utilized and obsolete land uses*

By changing the zoning to General Commercial, this under utilized site can be in a position to be an asset to the Boulevard.

### ***Compatibility with the Coon Rapids Boulevard Framework Plan***

The Framework calls out for the revitalization of obsolete, vacant and weak areas. By changing

the zoning to General Commercial, this site would be more attractive for potential users.

The City Council should also give consideration to the evaluation criteria found in Section 11-304 when making their recommendation on rezoning requests.

Section 11-304.10 Criteria	Comments
Effect of public health, safety, order, convenience, and general welfare in the area.	<b>OK</b> - The proposed zoning will not adversely impact area.
Effect on present and potential surrounding land uses.	<b>OK</b> – The proposed zoning will not adversely impact the surrounding land uses.
Conformance with the Comprehensive Land Use Plan.	<b>OK</b> – Assuming the proposed land use amendment is approved, the proposed zone change will be consistent with the City’s Comprehensive Land Use Plan. The proposed land use designation is General Commercial
Conformance with any applicable development district.	<b>OK</b> – Improvements and uses of the site will have to be in conformance with the River Rapids Overlay District.

Planning Commission Meeting

At the Planning Commission meeting held on August 18th, no one spoke at the public hearing. The Commission voted unanimously to recommended approval of the proposed zone change.

**RECOMMENDATION**

In Planning Case 16-21, the Planning Commission recommended the City Council introduce the attached ordinance approving the proposed zone change based on the following findings:

1. The proposed rezoning to General Commercial is consistent with the land use designation of General Commercial.
2. The proposed rezoning is compatible with the adjacent land uses and zoning.
3. The times and conditions have change so that a reasonable use of the property can not be made under the current zoning.
4. The proposed zone change would not have an adverse impact on the area.
5. The proposed rezoning is consistent with the Coon Rapids Boulevard framework Plan and the River Rapids Overlay District.

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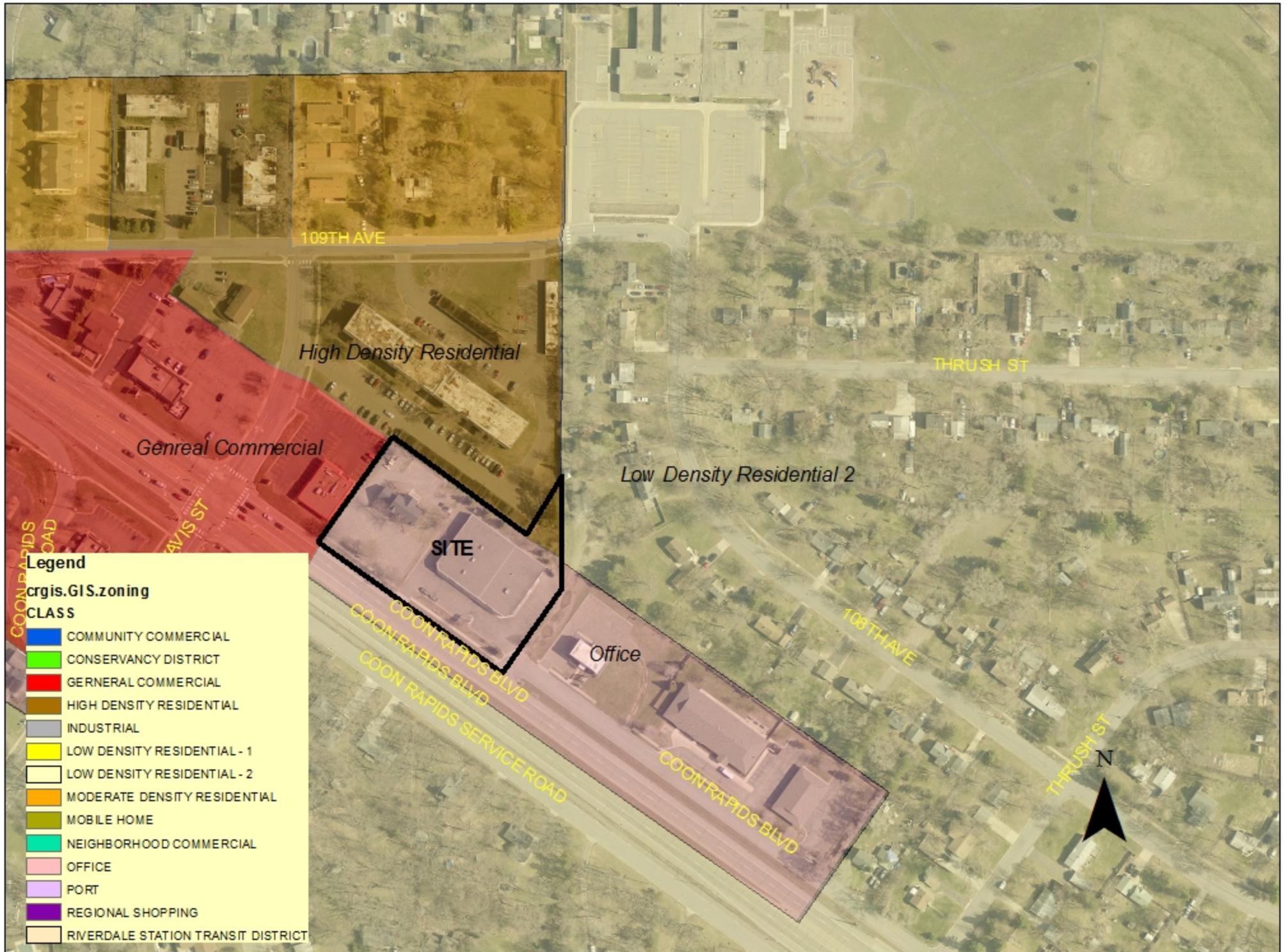
**Attachments**

- Location Map
  - Zoning map
  - Applicant's Narrative
  - Commercial Uses Table
  - Proposed Ordinance
-

# Location Map



# Zoning Map



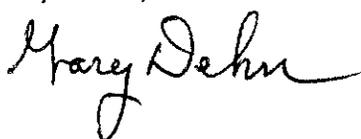
## EXPLANATION FOR ZONING CHANGE REQUEST

This zoning change request is based largely on the issue that the property was never properly classified in the first place. The building is 16,200 square feet and has always been used as a retail store. Office zoning does not allow retail of over 15,000 square feet. When we purchased this property in 2009 it had two tenants, one was a carpet store and the other a furniture store. This was an investment property and was purchased under the assumption the use must be permissible. We have struggled for several years now with over one half of the building being empty. I am an owner but also a Commercial Real Estate Agent and have pushed as hard as I can to gain a new tenant. I have not had one potential office user inquire about this rental spot. All inquiries have needed a General Commercial zoning. I have worked on the assumption this building must have been grandfathered in but many tenants have passed knowing to change the zoning and be safe for their use of the space, would take some time and so moved on. I cannot afford to move forward any longer in this situation. The one tenant covers most of my loan payment but that leaves \$40,000 per year for taxes and overhead which is a big lose as we go farther into debt. The building was built for the uses that fit in the General Commercial Districts. We are only one property away the other General Commercial properties. It is consistent with the similar uses in the area and would fit the comprehensive plan. It makes sense to continue the General Commercial zoning from the Pizza Hut property to ours. To our rear is a large apartment complex and a large parking garage buffers us from it. It is critical to the success of this property to be changed to General Commercial zoning and to our peace of mind so that we are not always concerned about being in violation for having a tenant that has an unpermitted use renting from us. I have offices on both sides of our property and someday I may have the opportunity to rent to a larger office user but for now we need a larger scope of uses to fit the times and conditions.

Thank you,

Local Oil Co. of Anoka, Inc.

Gary Dehn, Owner

A handwritten signature in black ink that reads "Gary Dehn". The signature is written in a cursive style with a large, prominent "G" and "D".

11-701 - General Regulations and Tables.

11-701.1 Uses.

<b>PRINCIPAL USES</b>					
<b>COMMERCIAL USES</b>					
<b>Retail Sales and Service</b>	O	NC	CC	GC	RS
General retail sales	NP	NP	P	P	P
General retail sales less than 15,000 square feet total building size	P	P	P	P	P
Art gallery or studio	NP	P	P	P	P
Bank or financial institution	P	NP	P	P	P
Building material sales or lumber yard	NP	NP	P	P	NP
Child care center, state licensed	P	P	P	P	P
Commercial self storage with no outdoor storage	NP	NP	NP	C	NP
Contractors office	NP	NP	NP	P	NP
Dry cleaning establishment	NP	NP	NP	C	NP
Farmers market	NP	P	P	P	NP

Firearms dealer	NP	NP	P	P	P
Funeral home	C	NP	P	P	NP
Greenhouse, lawn and garden supply store	NP	NP	P	P	NP
Laundry, self service	NP	P	P	P	NP
No adult oriented business, as defined by <u>Section 5-2202</u> , is permitted, except adult book stores, adult cabarets, adult conversation parlors, adult motion picture theaters, and adult novelty businesses, subject to regulation under Chapter 5-2200 and Section 11-1208, or state or federal law.	NP	NP	NP	P	NP
Non-on-premises consumption adult bookstores and adult novelty stores, as defined by Revised City Code 1982 <u>Section 5-2202</u> , subject to regulation under Revised City Code 1982 <u>Chapter 5-2200</u> and <u>Section 11-1208</u>	NP	NP	P	NP	NP

Pawnbroker	NP	NP	P	P	NP
Performing, visual or martial arts school	NP	NP	P	P	NP
Personal service establishment	P	P	P	P	P
Pet grooming shops, provided no animal is kept overnight or outside and no noise is audible outside of the building or bay occupied by the grooming shop	NP	P	P	P	P
Pet store	NP	P	P	P	P
Photocopying, duplicating services	P	P	P	P	NP
Precious Metal Dealers defined and regulated by <u>Title 5</u>	NP	P	P	p	NP
Printing and publishing	NP	NP	C	C	NP
Rental business - no outdoor storage	NP	NP	P	P	NP
Rental business - with outdoor storage	NP	NP	NP	C	NP

Secondhand Dealers or Antique Dealers defined and regulated by <u>Title 5</u>	NP	P	P	P	P
Self storage facility with no outdoor storage	NP	NP	NP	C	NP
Service Business	P	P	P	P	NP
Transient Merchants, Solicitors, and Canvassers, defined and regulated by <u>Title 5</u>	NP	P	P	P	NP
Veterinary clinic, animal hospital, kennel - no outdoor runs	P	NP	p	P	NP
Video store	P	P	P	P	P
<b>Automobile Services</b>	O	NC	CC	GC	RS
Automobile rental facility	NP	NP	C	C	NP
Automobile repair, major	NP	NP	NP	C	NP
Automobile repair, minor	NP	NP	P	P	NP
Automobile sales provided that:	NP	NP	C	P	NP

<p>(a) Must have minimum of 40,000 square foot building;</p>					
<p>(b) Indoor display area, and (c) The building meets the development guidelines found in subsection 11-701.2.</p>					
<p>Car wash</p>	NP	NP	P	P	NP
<p>Convenience store</p>	NP	NP	P	P	NP
<p>Convenience store provided that:</p>	NP	C	P	P	NP
<p>(a) The fuel sales are incidental to a retail store;  (b) No separate building, structure, or store is used as part of the fuel sales;  (c) No more than four dispensing hoses may be operable simultaneously per neighborhood shopping center, and</p>					

<p>(d) The fuel sales shall be accessible from off the parcel of property on which it is located by way of at least two in and out vehicular accesses.</p>					
<p>Major recreational equipment sales, service and rental</p>	<p>NP</p>	<p>NP</p>	<p>NP</p>	<p>C</p>	<p>NP</p>
<p><b>Food and Beverage</b></p>	<p>O</p>	<p>NC</p>	<p>CC</p>	<p>GC</p>	<p>RS</p>
<p>Brew pub</p>	<p>NP</p>	<p>C</p>	<p>P</p>	<p>P</p>	<p>P</p>
<p>Catering</p>	<p>NP</p>	<p>P</p>	<p>P</p>	<p>P</p>	<p>NP</p>
<p>Coffee shop</p>	<p>P</p>	<p>P</p>	<p>P</p>	<p>P</p>	<p>P</p>
<p>Liquor, off sale</p>	<p>NP</p>	<p>NP</p>	<p>P</p>	<p>P</p>	<p>P</p>
<p>Microbrewery with taproom</p>	<p>NP</p>	<p>NP</p>	<p>P</p>	<p>P</p>	<p>P</p>
<p>Microdistillery with cocktail</p>	<p>NP</p>	<p>NP</p>	<p>P</p>	<p>P</p>	<p>P</p>
<p>Restaurant, delicatessen</p>	<p>P</p>	<p>P</p>	<p>P</p>	<p>P</p>	<p>P</p>
<p>Restaurant, fast food</p>	<p>NP</p>	<p>NP</p>	<p>P</p>	<p>P</p>	<p>P</p>

Restaurant, sit down including the serving of alcohol beverages provided they occupy no more than 25 percent of a building and have no drive up facility	P	P	P	P	P
Restaurant, sit down including the serving of alcohol beverages	C	C	P	P	P
Tavern or bars	NP	NP	P	P	NP
<b>Commercial Recreation, Entertainment and Lodging</b>	O	NC	CC	GC	RS
Amusement centers	NP	NP	NP	P	NP
Hotel	NP	NP	P	P	P
Indoor recreation	NP	NP	P	P	NP
Outdoor recreation	NP	NP	C	C	NP
Physical fitness center	NP	NP	P	P	P
Physical fitness center 3,000 square feet floor area or less	NP	P	P	P	P
Radio or television station	NP	NP	P	P	NP

Reception or meeting hall	NP	C	P	P	NP
Theater	NP	NP	P	P	NP
<b>Office and Medical Facilities</b>	O	NC	CC	GC	RS
Blood/ plasma collection facility	NP	NP	NP	P	NP
Clinic, medical or dental	P	NP	P	P	P
Clinic, medical or dental less than 15,000 square feet total building size	P	P	P	P	P
General Office	P	NP	P	P	P
General Office less than 15,000 square feet total building size	P	P	P	P	P
Hospital	NP	NP	C	C	NP
Laboratory, medical or dental	P	NP	P	P	NP
<b>Transportation</b>	O	NC	CC	GC	RS
Ambulance service	NP	NP	NP	C	NP
Limousine service	NP	NP	NP	C	NP

Package delivery service	NP	NP	NP	C	NP
Taxi cab service	NP	NP	NP	C	NP
<b>INSTITUTIONAL AND PUBLIC USES</b>					
<b>Educational Facilities</b>	O	NC	CC	GC	RS
Non-classroom, personalized instructional services for students in grades K-12. The total floor area of all such uses shall not exceed 4,000 square feet of the total gross lease area of the regional shopping center where they are located	NP	NP	P	P	P
<b>Social, Cultural, Charitable and Recreation Facilities</b>	O	NC	CC	GC	RS
Club, lodge or hall	C	C	C	P	NP
Community Center	NP	NP	C	C	NP
Community Garden	P	P	P	P	P
Library	P	P	P	P	NP
Museum	C	C	P	P	NP

Public parks and their incidental structures	P	P	P	P	NP
Place of Worship	C	C	C	P	NP
<b>Public Services and Utilities</b>	O	NC	CC	GC	RS
Electric or gas substation	C	C	C	C	C
Governmental buildings and facilities	C	C	C	C	C
Governmental offices	C	C	C	C	C
<b>ACCESSORY USES</b>	O	NC	CC	GC	RS
In building primarily used for office or medical purposes:	P	P	P	P	P
(a) Restaurants provided they occupy no more than ten percent of the building					
(b) Retail sales of drugs and other medical supplies					
Medical and dental laboratories in conjunction with medical and dental clinics	NP	P	NP	NP	NP

Outdoor sales area of materials available for active sales as shown on an approved site plan	NP	NP	P	P	NP
--	----	----	---	---	----

11-701.2 Development Guidelines. Developments must satisfy the following guidelines.

Determination of whether these guidelines are satisfied will be made by the Planning Commission or by the City Council after receiving a recommendation from the Planning Commission.

- (1) Vary building massing, using methods including staggering building components, adding columns, recessing doorways, creating interesting shapes and short, uneven facades.
- (2) Articulate building facades using techniques such as staggering, arcades, awnings, special window treatments, ornamentation and unique details. Face primary entries to public or private streets and orient doors for loading and unloading goods away from public or private streets.
- (3) Provide a variety of roof shapes using techniques including pitched, gable or hip roofs or detailed parapets and cornices or creatively shaped cornice lines creating interesting roof line profiles.
- (4) Every building must include a focal element or feature adding interest or distinction, using techniques such as elevating parts of buildings, towers, or emphasizing a prominent part of the building such as a corner or main entry or by using features such as canopies, porticoes, overhangs, arcades, facade recesses and projections, and peaked roofs or raised parapets above doors or windows.
- (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. 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 (i.e., curtain wall).
  - (d) Architectural, single skin roll formed profiles metal panel, minimum 22 gauge.

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

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF  
THE CITY OF COON RAPIDS SO AS TO PROVIDE CHANGES  
IN THE ZONING CLASSIFICATION (PC 16-21)**

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

Section 1. The official zoning map of the City of Coon Rapids is hereby amended to change the classification of the following described property from Office and High Density Residential to General Commercial :

That part of the Northeast Quarter of the Northeast Quarter of Section 21, Township 31, Range 24 , Anoka County, Minnesota , that is described as follows:

Commencing at a point where the East line of Section 21 intersects the North line of State Highway No. 10 as laid out (now known as Coon Rapids Boulevard); thence Northwesterly along the North line of said State Highway 10 a distance of 334.5 feet to the actual point of beginning; thence Northeasterly and at right angles to said Highway a distance of 200 feet; thence at right angles Northwesterly a distance of 150 feet; thence at right angles and parallel to the first described line a distance of 200 feet; more or less, to the North line of said Highway; thence Southeasterly along the North line of said Highway a distance of 150 feet to the point of beginning.

That part of the Northeast Quarter of the Northeast Quarter of Section 21, Township 31, Range 24, Anoka County, Minnesota, that is described as follows:

Commencing at a point where the East line of Section 21 intersects the North line of State Highway No. 10 as laid out (now known as Coon Rapids Boulevard); thence Northwesterly along the North line of said State Highway 10 as distance of 204.5 feet to the point of beginning of the tract to be described herein; and continuing thence along the said right-of-way line for a distance of 130 feet, and proceeding thence at right angles to said highway right-of-way line for a distance of 200 feet, and proceeding thence Southeasterly and parallel to said highway right-of-way line for a distance of 130 feet and proceeding thence Southwesterly to the point of beginning herein.

That part of the Northeast Quarter of the Northeast Quarter of Section 21, Township 31, Range 24, Anoka County, Minnesota, that is described as follows:

Beginning at a point on the Northerly line of State Highway No. 10 as laid out (now known as Coon Rapids Boulevard) which point is 104.5 feet Northwesterly along said Northerly line from the intersection of said Northerly line with the East line of said Northeast quarter of Northeast quarter and proceeding thence Northwesterly along said Northerly line for a distance of 100 feet , and proceeding thence Northeasterly and at right angles to said Northerly line of said highway to the east line of said Northeast quarter of Northeast quarter and proceeding thence South on said East line to that point formed by the intersection with said East line of a line extended through the point of beginning herein at right angles to the Northerly line of said highway to said East line of the Northeast quarter of the Northeast quarter and proceeding thence Southwesterly and at right angles to the Northerly line of said highway to the point of beginning herein,

Introduced the 6th day of September, 2016

Adopted on the \_\_\_\_ day of September, 2016

---

Jerry Koch, Mayor

**ATTEST:**

---

Joan Lenzmeier, City Clerk



**City Council Regular**

**18.**

**Meeting Date:** 09/06/2016

**Subject:** Consider Introduction of an Ordinance Restricting Parking on Dakotah Street NW

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

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

---

**INTRODUCTION**

Staff is requesting the City Council introduce a no parking ordinance on both sides of Dakotah Street NW from Coon Rapids Boulevard south to 116th Lane NW.

**DISCUSSION**

This proposal came about from the Police Department regarding on-street parking in the area. Excess parking creates an obstruction for emergency vehicles entering/exiting Mercy Hospital and the surrounding clinics. The Traffic Review Committee reviewed the area on July 12, 2016. On July 29, City staff sent a letter to property owners requesting feedback regarding the placement of No Parking signs on both sides of Dakotah Street NW from Coon Rapids Boulevard south to 116th Lane NW.

Staff received no objections or comments from area property owners.

**RECOMMENDATION**

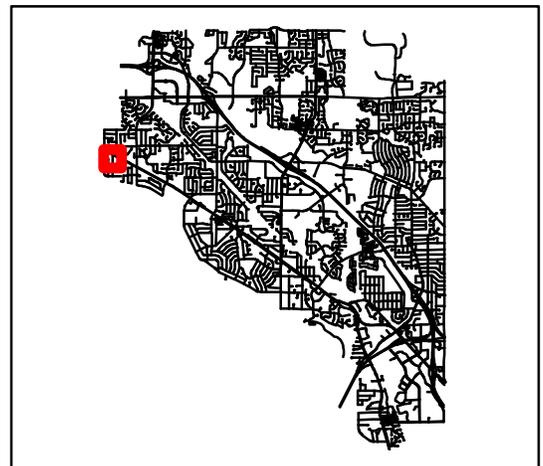
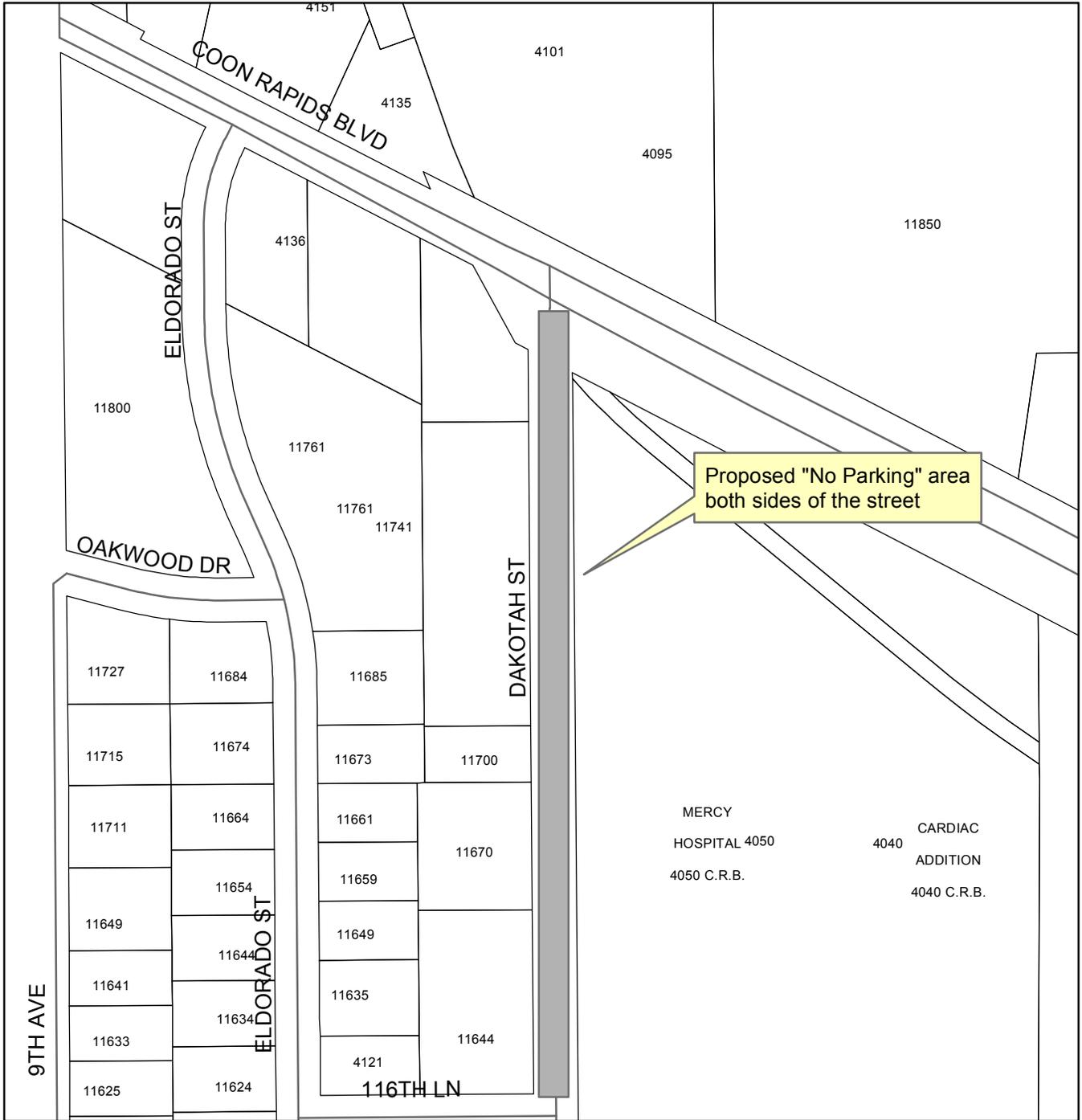
Staff recommends the City Council introduce an ordinance restricting parking on both sides of Dakotah Street NW from Coon Rapids Boulevard south to 116th Lane NW.

---

**Attachments**

Layout  
Ordinance

---



**ORDINANCE NO.**

**AN ORDINANCE RESTRICTING PARKING ON BOTH SIDES OF  
DAKOTAH STREET NW FROM COON RAPIDS BOULEVARD  
SOUTH TO 116<sup>TH</sup> LANE NW**

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

Section 1. There is hereby established a parking restriction on both sides of Dakota Street NW from Coon Rapids Boulevard south to 116<sup>th</sup> Lane NW.

Section 2. The Public Works Director is authorized and directed to install appropriate signs to effectuate the purpose of this ordinance.

Introduced on the 6th day of September, 2016.

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

ATTEST:

\_\_\_\_\_  
City Clerk



**City Council Regular**

**19.**

**Meeting Date:** 09/06/2016

**Subject:** Consider Introduction of an Ordinance Restricting Parking on Eldorado Street NW

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

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

---

**INTRODUCTION**

Staff is requesting the City Council introduce a no parking ordinance on both sides of Eldorado Street NW from Coon Rapids Boulevard south to a distance of approximately 100 feet.

**DISCUSSION**

This proposal came about due to resident concerns regarding on-street parking in the area when entering/exiting Eldorado Street NW at Coon Rapids Boulevard. The Traffic Review Committee reviewed the area on July 12, 2016. On July 29, City staff sent a letter to area property owners requesting feedback regarding the placement of No Parking signs on both sides of Eldorado Street NW from Coon Rapids Boulevard south to a distance of approximately 100 feet.

Staff received one response on the matter. The property owner expressed concerns that nearby apartment residents would lose necessary overflow parking space; staff explained the signage would not extend south of the apartment's driveway entrance, which was acceptable to the property owner.

Staff will send a follow-up letter to property owners based on Council's potential introduction of the ordinance.

**RECOMMENDATION**

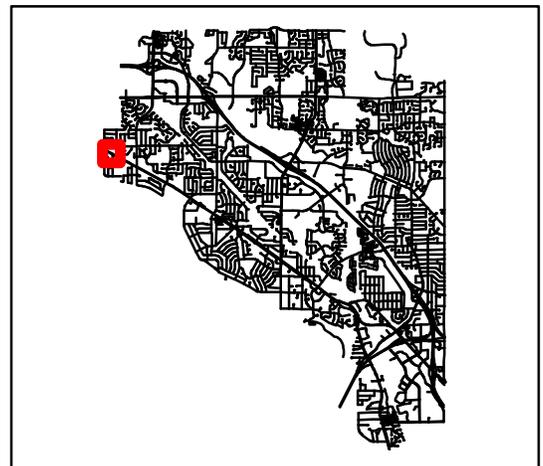
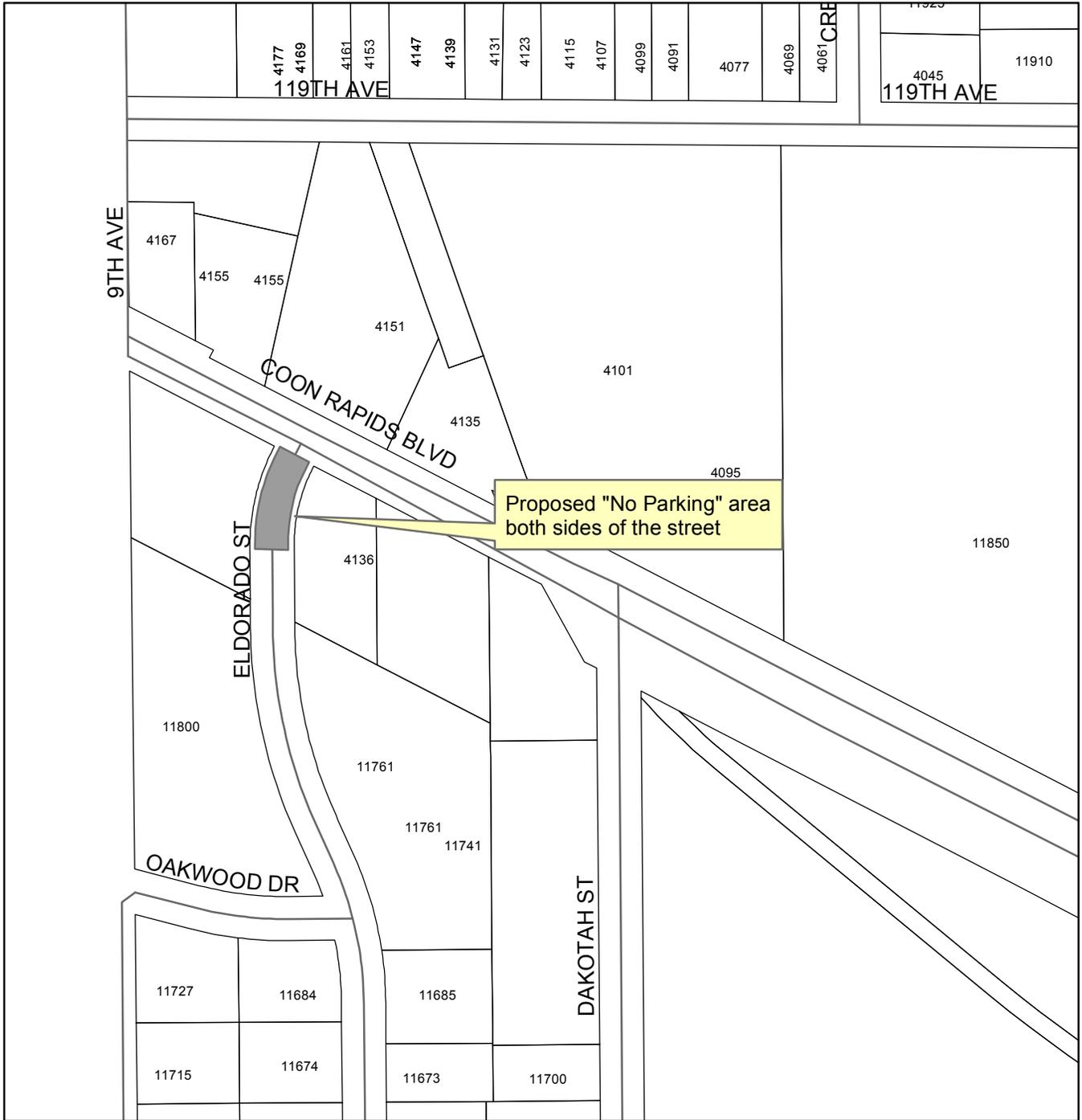
Staff recommends the City Council introduce an ordinance restricting parking both sides of Eldorado Street NW from Coon Rapids Boulevard south to a distance of approximately 100 feet.

---

**Attachments**

Layout  
Ordinance

---



**ORDINANCE NO.**

**AN ORDINANCE RESTRICTING PARKING ON BOTH SIDES OF  
ELDORADO STREET NW FROM COON RAPIDS BOULEVARD  
SOUTH TO A DISTANCE OF APPROXIMATELY 100 FEET**

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

Section 1. There is hereby established a parking restriction on both sides of Eldorado Street NW from Coon Rapids Boulevard south to a distance of approximately 100 feet.

Section 2. The Public Works Director is authorized and directed to install appropriate signs to effectuate the purpose of this ordinance.

Introduced on the 6th day of September, 2016.

Adopted on the \_\_\_\_ day of \_\_\_\_\_, 2016.

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Jerry Koch, Mayor

ATTEST:

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City Clerk



**City Council Regular**

**20.**

**Meeting Date:** 09/06/2016

**Subject:** Consider Adopting Resolution 16-92 Calling for Public Hearing on a Drainage and Utility Easement Vacation for Lawrence Estates

**Submitted For:** David Brodie, City Attorney

**From:** Kim Reid, Administrative Legal Assistant

---

**INTRODUCTION**

The Council is asked to consider a resolution to set a public hearing on a drainage and utility easement vacation off of 128th Avenue in order for the Lawrence Estates plat to be recorded.

**DISCUSSION**

In planning case 13-26, the Council approved the final plat for Lawrence Estates on May 20, 2014. This plat creates six lots along the south side of 128th street and four lots on the north side. It has been determined that one of the lots on the plat has a utility and drainage easement running through the middle of it. The drainage and utility easement is not needed and the city engineer recommended the easement be vacated. A vacation petition may be initiated by the City Council upon adoption of a resolution by a 4/5 majority of the Council. Resolution 16-92 initiates the vacation and calls for a public hearing for October 4, 2016.

**RECOMMENDATION**

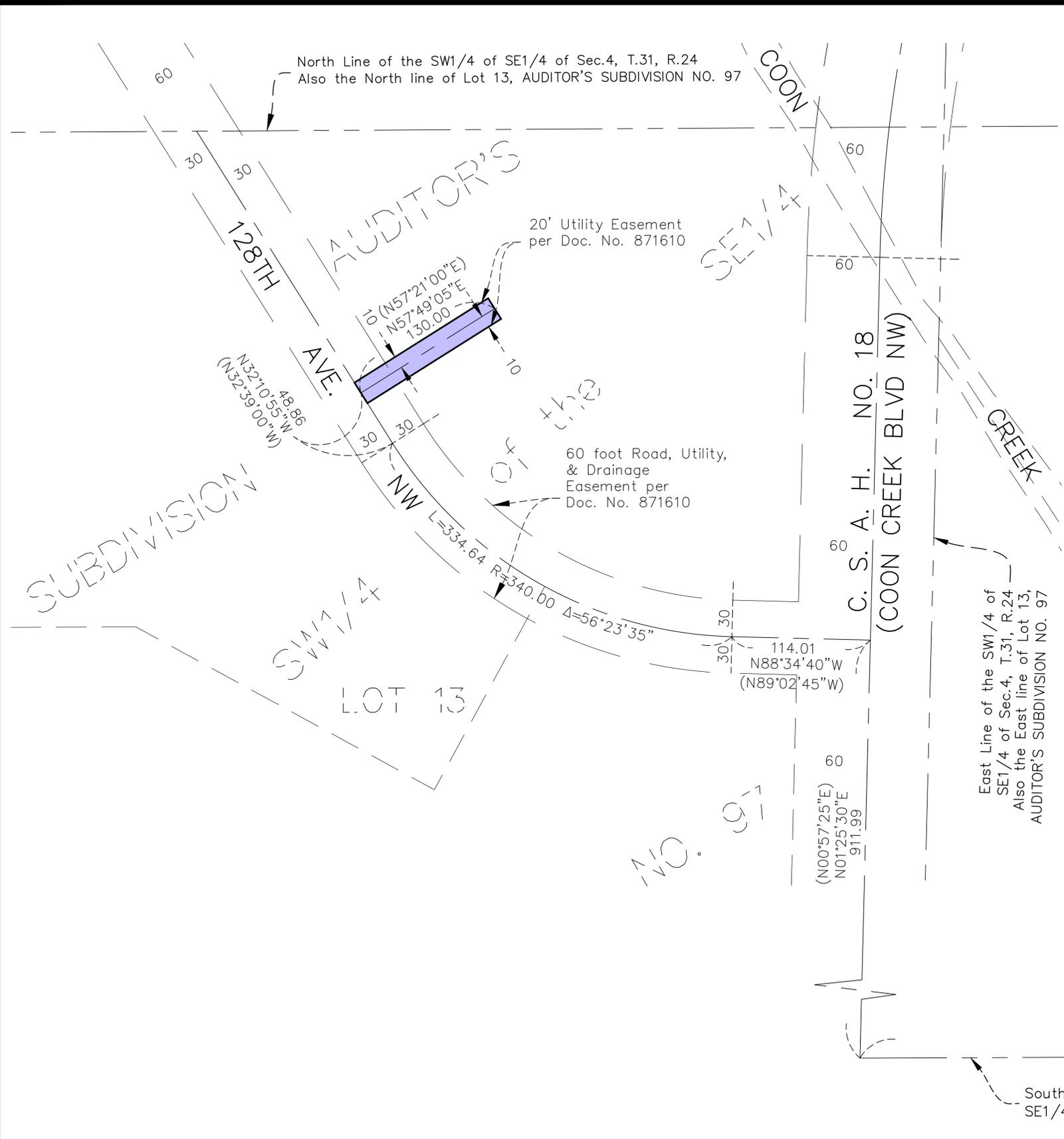
Adopt Resolution 16-92, which calls for a public hearing on October 4, 2016 for vacation of a drainage and utility easement off of 128th Avenue.

---

**Attachments**

Easement Vacation Location  
Resolution 16-92

---

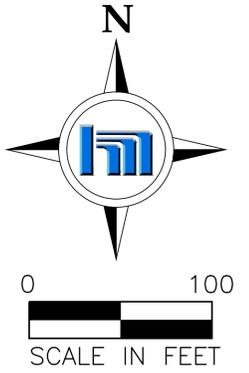


**DESCRIPTION OF PUBLIC UTILITY EASEMENT PER DOCUMENT NO. 871610 TO BE VACATED:**

A strip of land 20.00 feet wide, the centerline of said strip being described as follows:

Commencing at the southeast corner of the Southeast Quarter of Section 4, Township 31 North, Range 24 West of the 4th Principal Meridian, Anoka County, Minnesota; thence South 89 degrees 19 minutes 04 seconds West along the south line of said Southeast Quarter for 1380.19 feet; thence North 00 degrees 57 minutes 25 seconds East for 911.99 feet; thence North 89 degrees 02 minutes 45 seconds West for 114.01 feet; thence northwesterly a distance of 334.64 feet along a tangential curve concave to the northeast, having a radius of 340.00 feet and a central angle of 56 degrees 23 minutes 35 seconds; thence North 32 degrees 39 minutes 00 seconds West for 48.86 feet to the point of beginning of the centerline to be described; thence North 57 degrees 21 minutes 00 seconds East for 130.00 feet and said centerline there terminating.

 Denotes Existing Utility Easement to be Vacated  
 Area of Existing Drainage & Utility Easement to be Vacated = 2,600 sq. ft. or 0.060 acres



SE Corner of the SE1/4 of Sec. 4, T. 31, R. 24 Anoka County Monument  
 (S89°19'04"W)  
 S89°47'09"W  
 1380.19  
 South Line of the SE1/4 of Sec. 4, T. 31, R. 24

Date	Revision

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Professional Licensed Land Surveyor under the laws of the State of Minnesota.  
  
 Charles R. Christopherson, MN License No. 18420      Date 08/01/16

  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520

Easement Vacation Exhibit		SHEET 1 OF 1 SHEETS
for Rocket Turf		
DATE	08/01/16	FILE NO.
		3796.01

**RESOLUTION NO. 16-92**

**RESOLUTION TO CONSIDER AND SET A PUBLIC HEARING  
ON A VACTION OF A DRAINAGE AND UTILITY EASEMENT**

**WHEREAS**, The City Council pursuant to Minnesota Statute §412.851 desires to consider the vacation of a drainage and utility easement legally described as:

A strip of land 20.00 feet wide, the centerline of said strip being described as follows:

Commencing at the southeast corner of the Southeast Quarter of Section 4, Township 31 North, Range 24 West of the 4th Principal Meridian, Anoka County, Minnesota; thence South 89 degrees 19 minutes 04 seconds West along the south line of said Southeast Quarter for 1380.19 feet; thence North 00 degrees 57 minutes 25 seconds East for 911.99 feet; thence North 89 degrees 02 minutes 45 seconds West for 114.01 feet; thence northwesterly a distance of 334.64 feet along a tangential curve concave to the northeast, having a radius of 340.00 feet and a central angle of 56 degrees 23 minutes 35 seconds; thence North 32 degrees 39 minutes 00 seconds West for 48.86 feet to the point of beginning of the centerline to be described; thence North 57 degrees 21 minutes 00 seconds East for 130.00 feet and said centerline there terminating.

**NOW, THEREFORE, BE IT RESOLVED** Council will consider the vacation of such drainage and utility easement and a public hearing shall be held on such proposed vacation on the 4<sup>th</sup> day of October, 2016 at City Hall.

Adopted by the Coon Rapids City Council this 6th day of September, 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



## City Council Regular

21.

**Meeting Date:** 09/06/2016

**Subject:** PC 15-35, Consider Resolution 16-97 Granting Final Plat Approval for Anoka Hennepin 1st Addition, 11301 Dogwood Street

**From:** Scott Harlicker, Planner

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### **INTRODUCTION**

The applicant is requesting City Council approval of Resolution 16-97 granting Final Plat approval for Anoka Hennepin 1st Addition

### **DISCUSSION**

In February 2016 the City Council approved the preliminary plat for Anoka Hennepin 1st Addition. The plat subdivided 79 acres into six lots and and three outlots. The plat includes request for variances to the minimum lot depth requirement for three lots and lot frontage for one lot.

- Lot 1 - Northdale Middle School, 38.9 acres, no variance needed
- Lot 2 - Eisenhower Elementary School, 17.3 acres, no variance needed
- Lot 3 - City well house, 15,334 sf., variance for lot depth required
- Lot 4- City well house, 16,573 sf., variances for lot frontage and lot depth required
- Lot 5 - City well house, 13,144 sf., variance for lot depth required
- Lot 6 - Proposed maintenance facility, 5.3 acres, no variance needed
- Outlot A - Future development, 10.7 acres
- Outlot B - Stormwater pond, 5.8 acres, no variance needed
- Outlot C - Remnant parcel, no variance needed

### **Variances**

Each of the well houses will be on its own lot, each school on its own lot and the maintenance facility on its own lot. Each of the lots meet the minimum lot area requirement and the buildings will comply with setback requirements. However, because of the location of some of the well houses, and the desire to minimize the impact on the school district properties, those lots will need variances to lot depth. One well house is located behind a row of residences and will not have frontage on a city street.

The Subdivision Regulations permit the granting of variances. The variance can be granted provided the following are met:

Criteria for Granting a Variance	
The intent of this Chapter is met	Yes - The existing buildings comply with the setback requirements.
The granting of the variance will not be detrimental to the public safety, health or welfare, or injurious to other property or improvements in the neighborhood in which the property is located	Yes - The granting of this variance will not be detrimental to the public or neighborhood.
The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are generally not applicable to other property	Yes - The location of the well houses and the stormwater pond are unique and not generally applicable to other property.
The literal interpretation of the provisions of this Chapter would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district	Yes
The special conditions and circumstances do not result from the actions of the applicant	Yes - The well houses were constructed prior to the School District owning he property.
Because of the particular natural surroundings, shape, or topographical conditions of the specific property involved, unusual hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out	Yes - without the variance the well houses and stormwater pond will not be able to located on separate lots.

The proposed final plat is consistent with the approved preliminary plat with the exception of Lot 6. Lot 6 was made slightly larger so that the proposed vehicle maintenance facility could be moved further away from the well house on Lot 5. Oultlot C was added to address title issues. The City and the School District are coordinating the various utility easements.

**RECOMMENDATION**

In Planning Case 15-35, staff recommends the City Council approve the attached Resolution 16-97 approving the final plat for Anoka Hennepin 1st Addition with the following conditions:

1. All Engineering comments must be addressed.

In Planning Case 15-35, the City Council approval of the variances to minimum lot depth and lot frontage based on the following:

1. The intent of this Chapter is met.
2. The granting of the variances will not be detrimental to the public safety, health or welfare, or injurious to other property or improvements in the neighborhood in which the property is located.
3. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are generally not applicable to other property.
4. The literal interpretation of the provisions of this Chapter would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district.

5. The special conditions and circumstances do not result from the actions of the applicant.
6. Because of the particular natural surroundings, shape, or topographical conditions of the specific property involved, unusual hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out

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### **Attachments**

Location Map

Final Plat Resolution 16-97

Final Plat

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# Location Map



## **Resolution 16-97**

### **A Resolution of the City of Coon Rapids Granting Approval of the Final Plat for Anoka Hennepin 1st Addition, Planning Case No. PC 15-35**

**WHEREAS**, application has been made for approval of a final plat, pursuant to Section 11-1504.2 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 January 21, 2016 recommended approval of the preliminary plat of the Property;

**WHEREAS**, a preliminary plat of the Property was approved by the City Council on February 2 2016; and

**WHEREAS**, the proposed final plat is consistent with the preliminary plat as approved by the City Council; and

#### **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. Approval of the final plat 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 final plat 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 final plat 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 final plat approval may be rescinded 90 days from the date of this resolution if the plat is not recorded within that time.

Adopted this 6th day of September 2016.

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Jerry Koch, Mayor

ATTEST:

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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 15-35.

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

Lots 3 and 4 and the west 1/2 of Lot 2, Auditor's Plat No. 8, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota.

(Per Lis Pendens Doc. No. 333543)

The South Half of the South Half of the Southeast Quarter of the Northeast Quarter, Section 13, Township 31, Range 24, Anoka County, Minnesota.

The West Half of Lot 1, Auditor's Plat No. 8, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota.

(Per Warranty Deed No. 342942)

An undivided One-Third of the East Half of Lot 2, Auditor's Plat No. 8, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota.

(Per Warranty Deed No. 342943)

An undivided One-Third of the East Half of Lot 2, Auditor's Plat No. 8, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota.

(Per Warranty Deed No. 342944)

An undivided One-Third of the East Half of Lot 2, Auditor's Plat No. 8, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota.

(Per Warranty Deed No. 336197)

The North Half of the South Half of the Southeast Quarter of the Northeast Quarter, Section 13, Township 31, Range 24, Anoka County, Minnesota, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota.

(Per Document No. 346107)

The North 60 feet of the South 95 feet of the East One-Half of Lot 1, Auditor's Plat No. 8 according to the map or plat thereof on file and of record in the office of the Anoka County Register of Deeds.

(Per Document No. 417574)

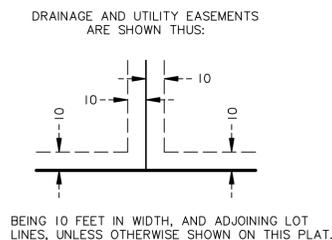
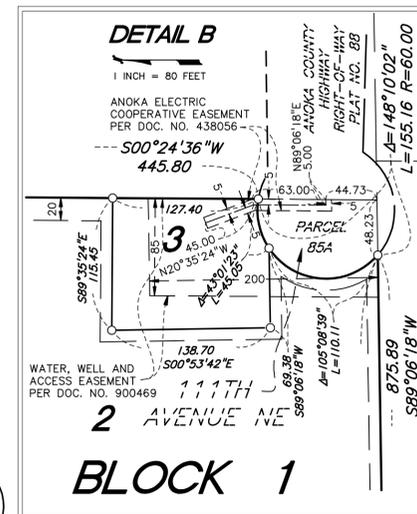
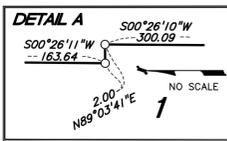
The North Half of the Southeast Quarter of the Northeast Quarter of Section 13, Township 31, Range 24, Anoka County, Minnesota, lying southerly and southeasterly of the existing public roadway

EXHIBIT B  
CONDITIONS OF APPROVAL

1. All Engineering comment must be addressed.
2. Mortgage consent obtained prior to recording of the final plat.

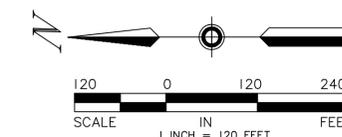
# ANOKA HENNEPIN 1ST ADDITION

CITY OF COON RAPIDS  
 COUNTY OF ANOKA  
 SEC. 13, T. 31, R. 24



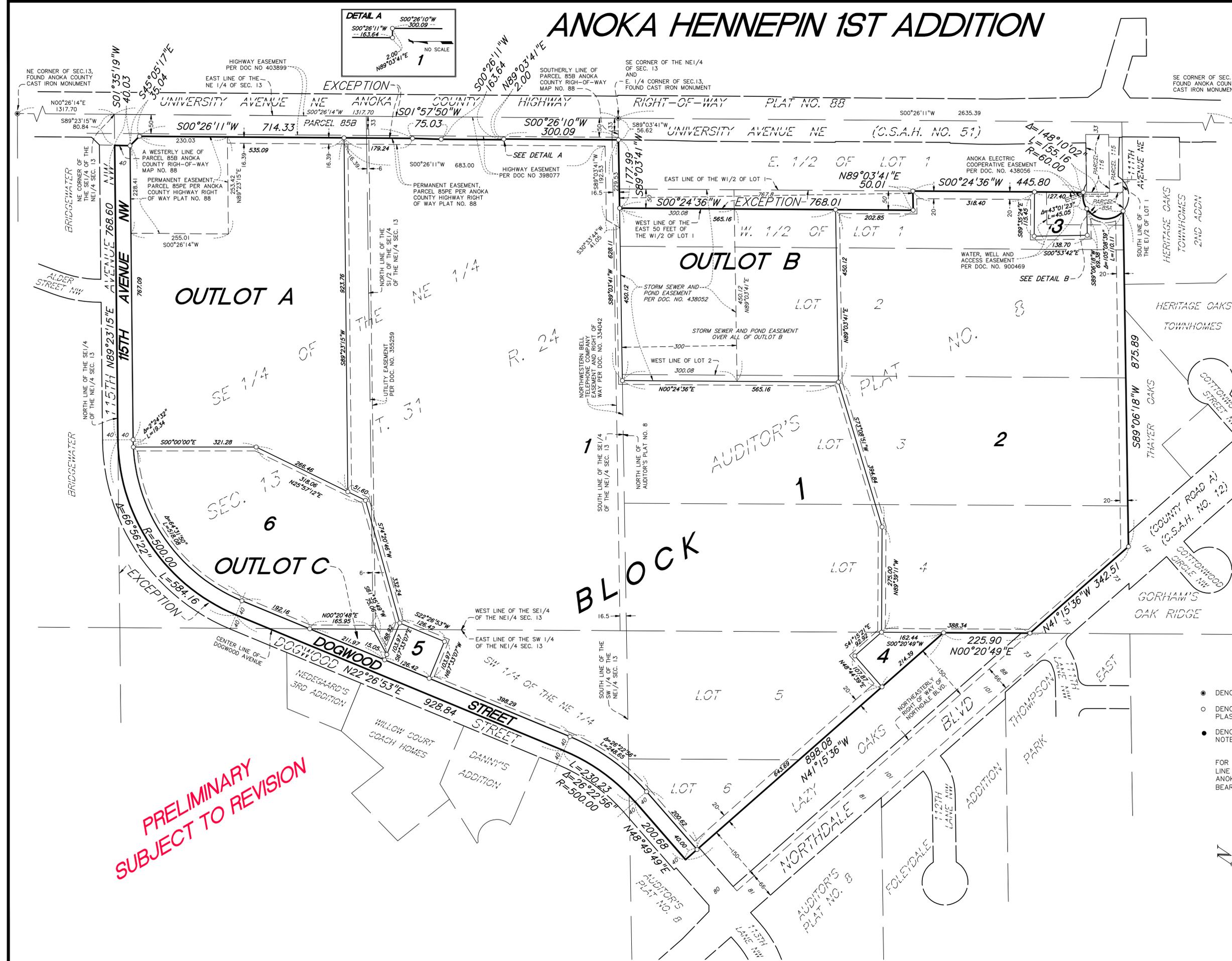
- DENOTES ANOKA COUNTY CAST IRON MONUMENT
- DENOTES 1/2 INCH BY 16 INCH IRON PIPE WITH PLASTIC CAP INSCRIBED RLS 44900
- DENOTES FOUND IRON PIPE, UNLESS OTHERWISE NOTED.

FOR THE PURPOSES OF THIS PLAT, THE EAST LINE OF THE NE 1/4 OF SEC. 13, T. 031, R. 24, ANOKA COUNTY, MINNESOTA, IS ASSUMED TO BEAR S00°26'14\"/>



**SUNDE**  
 LAND SURVEYING

**PRELIMINARY  
 SUBJECT TO REVISION**





**City Council Regular**

22.

**Meeting Date:** 09/06/2016

**Subject:** Consider Adopting Resolution 16-93 Calling for Public Hearing to Vacate Storm Sewer, Water Main and Sanitary Sewer per Document Number 438053

**Submitted For:** David Brodie, City Attorney

**From:** Kim Reid, Administrative Legal Assistant

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**INTRODUCTION**

The Council is asked to consider a resolution to set a public hearing on a storm sewer, water main and sanitary sewer easement vacation as part of the Anoka-Hennepin 1st Addition Plat.

**DISCUSSION**

This vacation is being considered as part of the Anoka-Hennepin 1st Addition Plat, a proposed land swap between the City and the Anoka-Hennepin School District, together with updated information on site utilities. City staff has reviewed the existing utilities on site and determined revised easements are required as part of the platting process. In addition to a few inconsistencies with in place utilities, the City recently completed the installation of a new storm sewer across the property as part of City Improvement project 16-4. New easements will be created as separate documents to cover all facilities contained within the plat. The new easements will be brought to the City Council for acceptance at a future date. A vacation petition may be initiated by the City Council upon adoption of a resolution by 4/5 majority. Resolution 16-93 calls for a public hearing on October 4, 2016 for Council to consider this vacation.

**RECOMMENDATION**

Adopt Resolution 16-93, which calls for a public hearing on October 4, 2016 for vacation on storm sewer, water main and sanitary sewer easement as part of the Anoka-Hennepin 1st Addition Plat.

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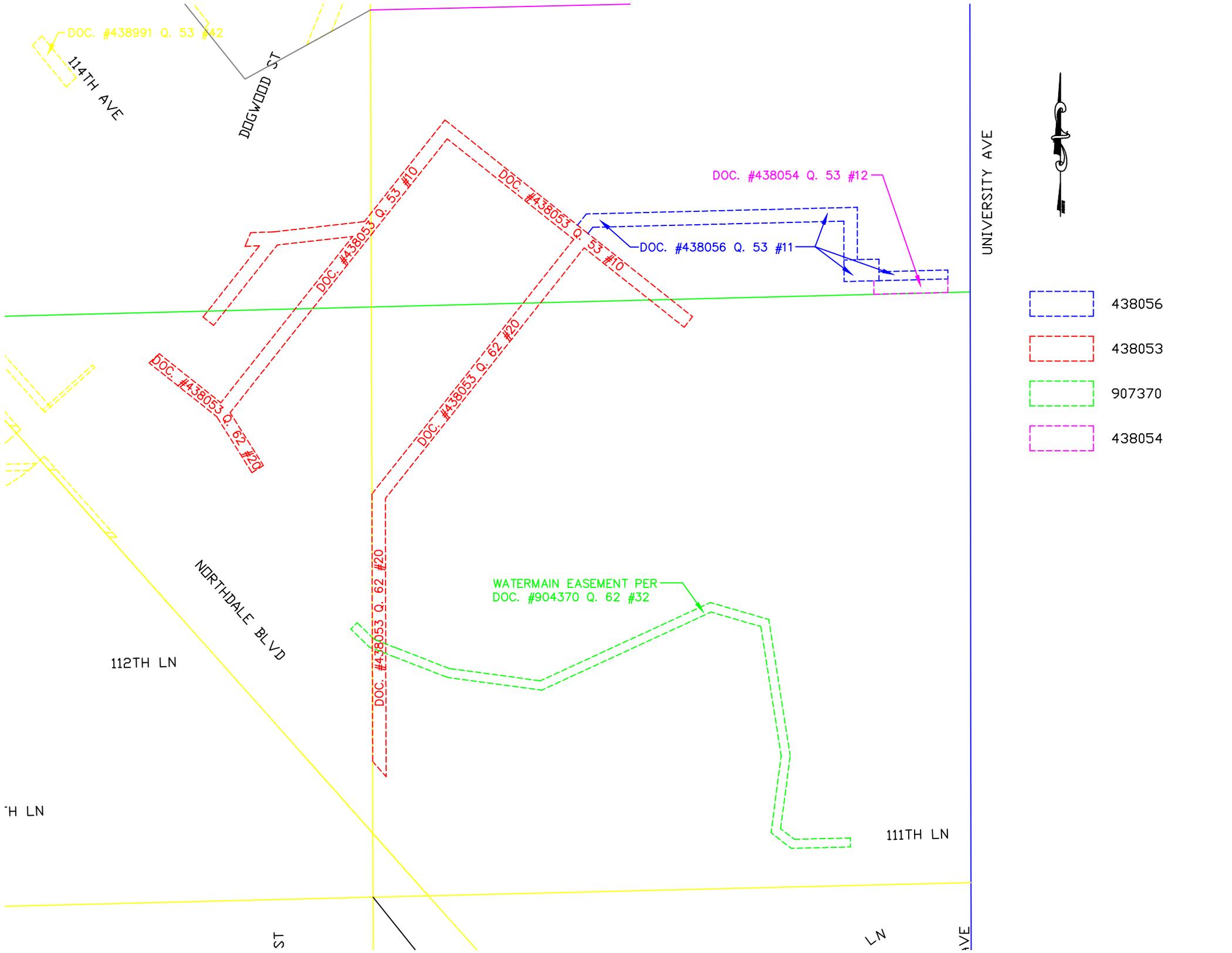
**Attachments**

Easement Vacation Location

Location Map

Resolution 16-93

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DOC. #438991 Q. 53 #42

114TH AVE

DOGWOOD ST

DOC. #438054 Q. 53 #12

DOC. #438056 Q. 53 #11

UNIVERSITY AVE



438056



438053



907370



438054

DOC. #438053 Q. 62 #20

DOC. #438053 Q. 62 #20

WATERMAIN EASEMENT PER  
DOC. #904370 Q. 62 #32

DOC. #438053 Q. 62 #20

NORTHDALE BLVD

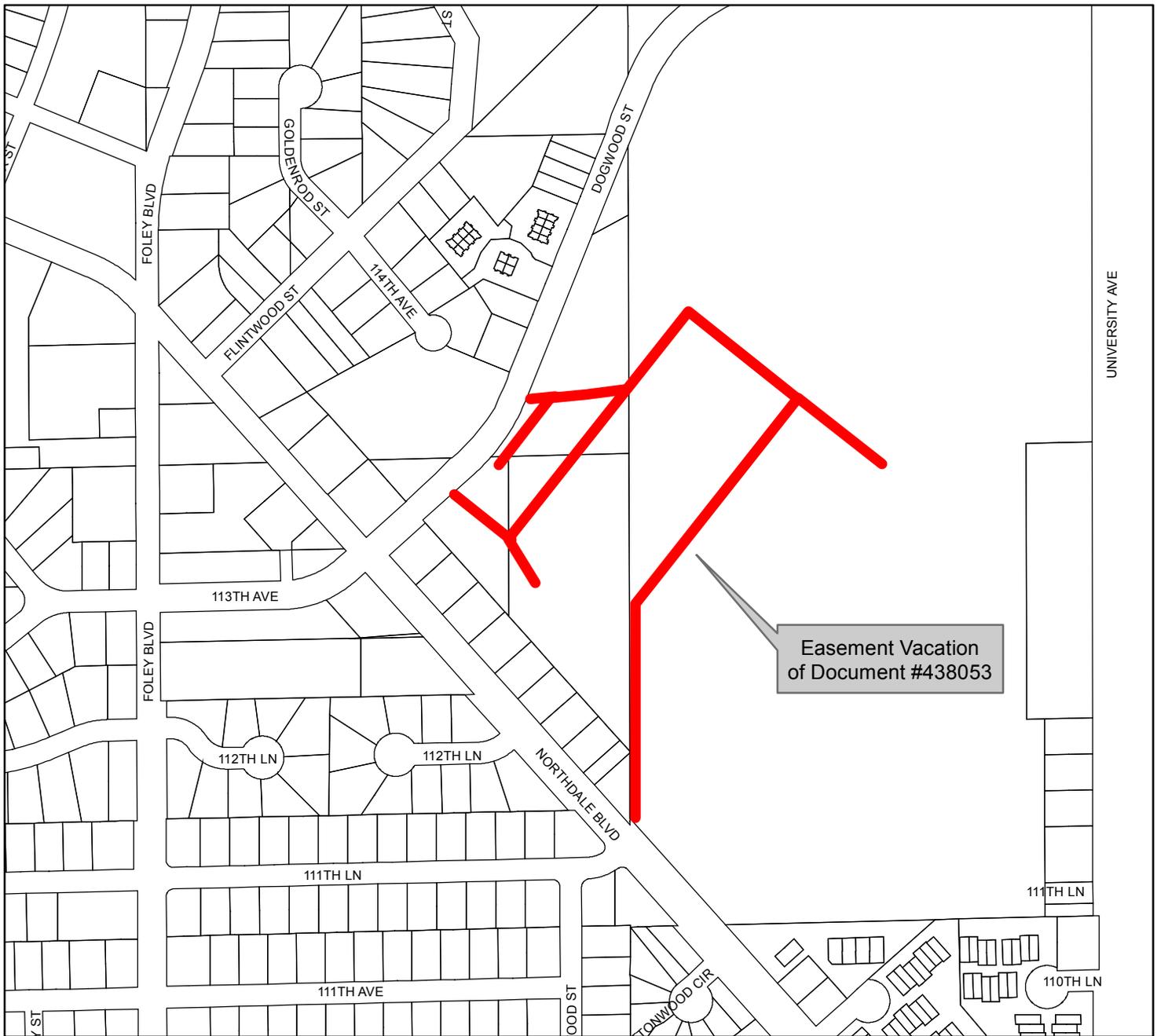
112TH LN

111TH LN

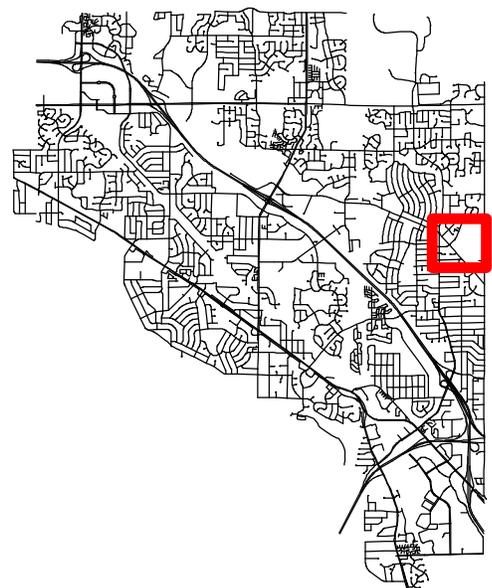
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**COON  
RAPIDS**  
Minnesota



**RESOLUTION NO. 16-93**

**RESOLUTION TO CONSIDER AND SET A PUBLIC HEARING  
ON A VACATION OF A STORM SEWER, WATER MAIN  
AND SANITARY SEWER EASEMENT**

**WHEREAS,** The City Council pursuant to Minnesota Statute §412.851 desires to consider the vacation of a storm sewer, water main and sanitary sewer easement legally described as:

A strip of land 30 feet in width, the center line of which is described as follows:

That part of the Southwest Quarter of the Northeast Quarter, and the Southeast Quarter of the Northeast Quarter and the Northeast Quarter of the Southeast Quarter, and the Northwest Quarter of the Southeast Quarter of Section 13, Township 31, Range, 24, Anoka County, Minnesota described as follows:

Commencing at the point of intersection of the Northeasterly line of Northdale Boulevard with the West line of said Southwest Quarter of the Northeast Quarter, said point of intersection being 482.7 feet North as measured along said West line, from the center of said Section 13; thence Southeasterly along said Northeasterly line of said Northdale Boulevard a Distance of 312.9 feet to a point thereon hereinafter referred to as point "A"; thence continuing Southeasterly along said Northeasterly line of Northdale Boulevard a distance of 156.45 feet; thence Northeasterly along a straight line which if extended would intersect the Southwest corner of the North Half of the Southeast Quarter of the Northeast Quarter of said Section 13, a distance of 525 feet to a point to be hereinafter referred to as point "B"; thence Northwesterly in a straight line to its intersection with a straight line drawn from the Northeast corner of said Southwest Quarter of the Northeast Quarter to point "A" heretofore described and distance 525.00 feet Northeasterly from said point "A" as measured along said last described line; thence Southeasterly along a straight line passing through the aforesaid point "B" for a distance of 305.91 feet; thence on a tangential curve to the left, the radius of which is 200.00 feet, the central angle of which is 28 degrees, 23 minutes, 57 seconds, a distance of 99.13 feet; thence Southeasterly and tangent to said curve a distance of 204.19 feet; thence at right angles Southwesterly a distance of 59.08 feet to the actual point of beginning of the center line to be hereinafter described; thence at right angles Southeasterly and along an assumed bearing of South 67 degrees, 59 minutes, 27 seconds East a distance of 18.00 feet; thence on a bearing of North 87 degrees, 50 minutes, 58 seconds East a distance of 82.77 feet, said last described point to be hereinafter referred to as point "C"; thence North 83 degrees, 17 minutes, 30 seconds East a distance of 211.78 feet; thence North 38 degrees, 11 minutes, 47 seconds East a

distance of 280.50 feet; thence South 51 degrees, 48 minutes, 13 seconds East a distance of 390.50 feet, said last described point to be hereinafter referred to as point "D"; thence South 38 degrees, 11 minutes, 47 seconds West a distance of 736.55 feet to a point distant 15 feet East of the West line of Lot 4, Auditor's Plat #8, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota; thence South 0 degrees, 05 minutes, 12 seconds East 657.33 feet more or less to the Northeasterly right of way line of Northdale Boulevard and there terminating.

ALSO,

A strip of land 30 feet in width, the center line of which is described as follows:

Beginning at the aforesaid point "D"; thence South 51 degrees, 48 minutes, 13 seconds East a distance of 300.0 feet and there terminating.

ALSO,

An easement described as a strip of land 30 feet in width, the center line of which is described as follows:

Commencing at the above described point "C"; thence North 83 degrees, 17 minutes, 30 seconds East a distance of 211.78 feet to the actual point of beginning of the center line to be hereinafter described; thence South 38 degrees, 11 minutes, 47 seconds West a distance of 524.50 feet to a point, said point to be hereinafter referred to as point "E"; thence South 32 degrees, 23 minutes, 13 seconds East a Distance of 150.00 feet and there terminating.

ALSO,

A strip of land 30 feet in width the center line of which is described as follows:

Beginning at the above described point "E"; thence North 51 degrees, 48 minutes, 13 seconds West to its intersection with the following described line:

Beginning at the Northeast corner of said Southeast Quarter of the Northeast Quarter of Section 13; thence on an assumed bearing of South 88 degrees, 56 minutes, 55 seconds West along the North line of said Southeast Quarter of the Northeast Quarter a distance of 849.44 feet; thence on a tangential curve to the left, the radius of which is 500.00 feet, the central angle of which is 66 degrees, 56 minutes, 22 seconds, a distance of 584.16 feet; thence South 22 degrees, 00 minutes, 33 seconds West and tangent to said curve a distance of 928.84 feet; thence on a tangential curve to the right, the radius of which is 500.00 feet, the central

angle of which is 26 degrees, 22 minutes, 56 seconds a distance of 230.23 feet to the actual point of beginning of the line to be herein described; thence South 48 degrees, 23 minutes, 29 seconds West and tangent to said last described curve to the Northeasterly right of way line of County Road "A" (Northdale Boulevard) and there terminating.

ALSO,

A strip of land 30 feet in width, the center line of which is described as follows:

Beginning at the aforesaid point "C"; thence South 38 degrees, 11 minutes, 47 seconds West a distance of 235.00 feet and there terminating.

**NOW, THEREFORE, BE IT RESOLVED** Council will consider the vacation of such storm sewer, water main and sanitary easement and a public hearing shall be held on such proposed vacation on the 4<sup>th</sup> day of October, 2016 at City Hall.

Adopted by the Coon Rapids City Council this 6th day of September, 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**23.**

**Meeting Date:** 09/06/2016

**Subject:** Consider Adopting Resolution 16-94 Calling for Public Hearing to Vacate Utility, Water Well and Access per Document Number 438056

**Submitted For:** David Brodie, City Attorney

**From:** Kim Reid, Administrative Legal Assistant

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**INTRODUCTION**

The Council is asked to consider a resolution to set a public hearing on a utility, water well and access easement vacation as part of the Anoka-Hennepin 1st Addition Plat.

**DISCUSSION**

This vacation is being considered as part of the Anoka-Hennepin 1st Addition Plat, a proposed land swap between the City and the Anoka-Hennepin School District, together with updated information on site utilities. City staff has reviewed the existing utilities on site and determined revised easements are required as part of the platting process. In addition to a few inconsistencies with in place utilities, the City recently completed the installation of a new storm sewer across the property as part of City Improvement project 16-4. New easements will be created as separate documents to cover all facilities contained within the plat. The new easements will be brought to the City Council for acceptance at a future date. A vacation petition may be initiated by the City Council upon adoption of a resolution by 4/5 majority. Resolution 16-94 calls for a public hearing on October 4, 2016 for Council to consider this vacation.

**RECOMMENDATION**

Adopt Resolution 16-94, which calls for a public hearing on October 4, 2016 for vacation on utility, water well and access easement as part of the Anoka-Hennepin 1st Addition Plat.

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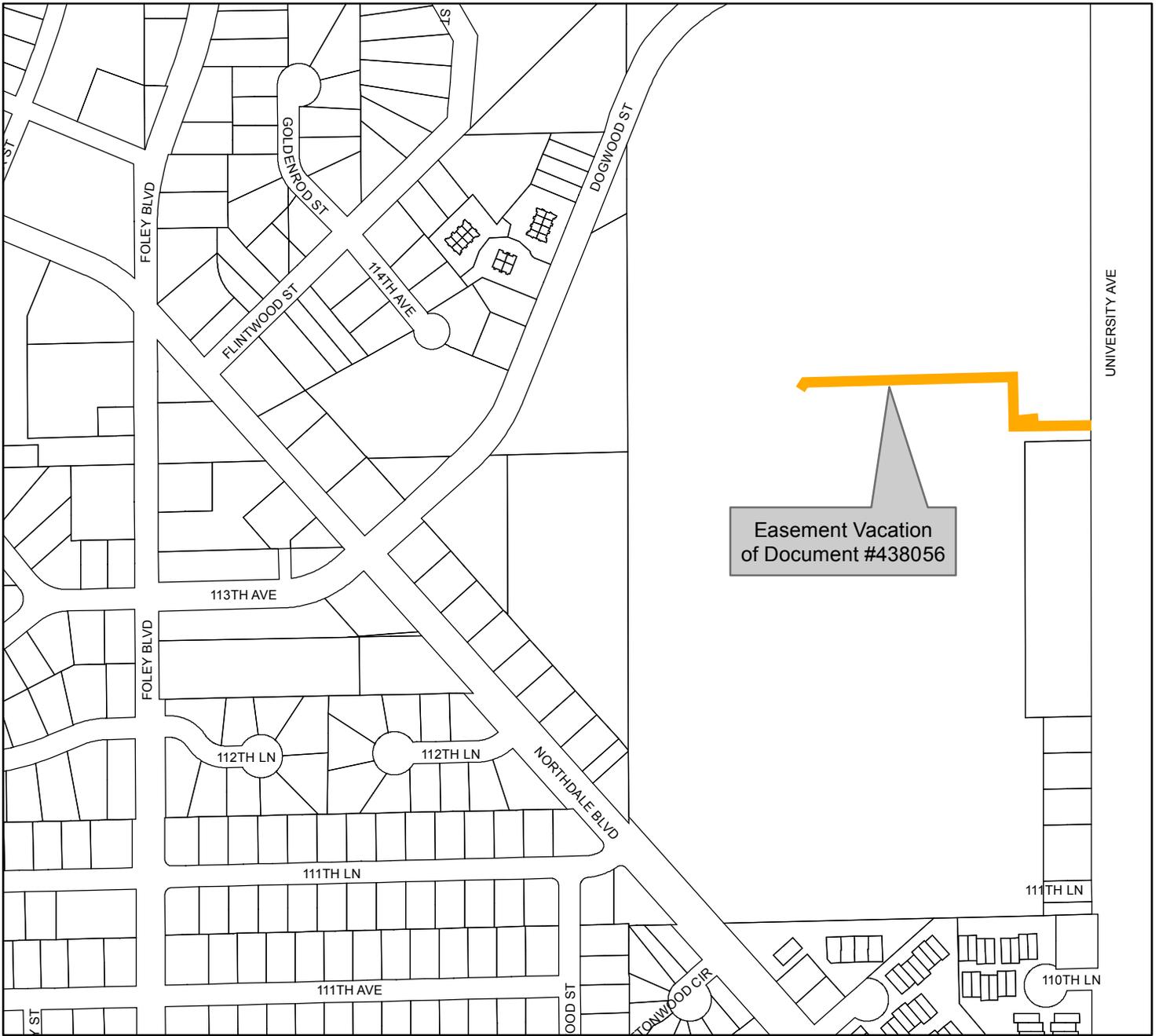
**Attachments**

Location Map

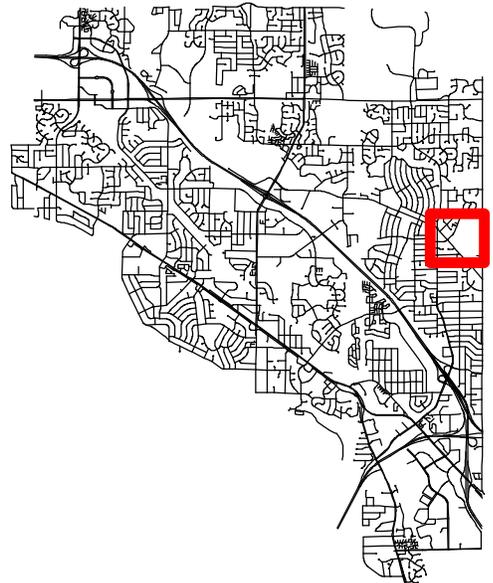
Easement Vacation Location

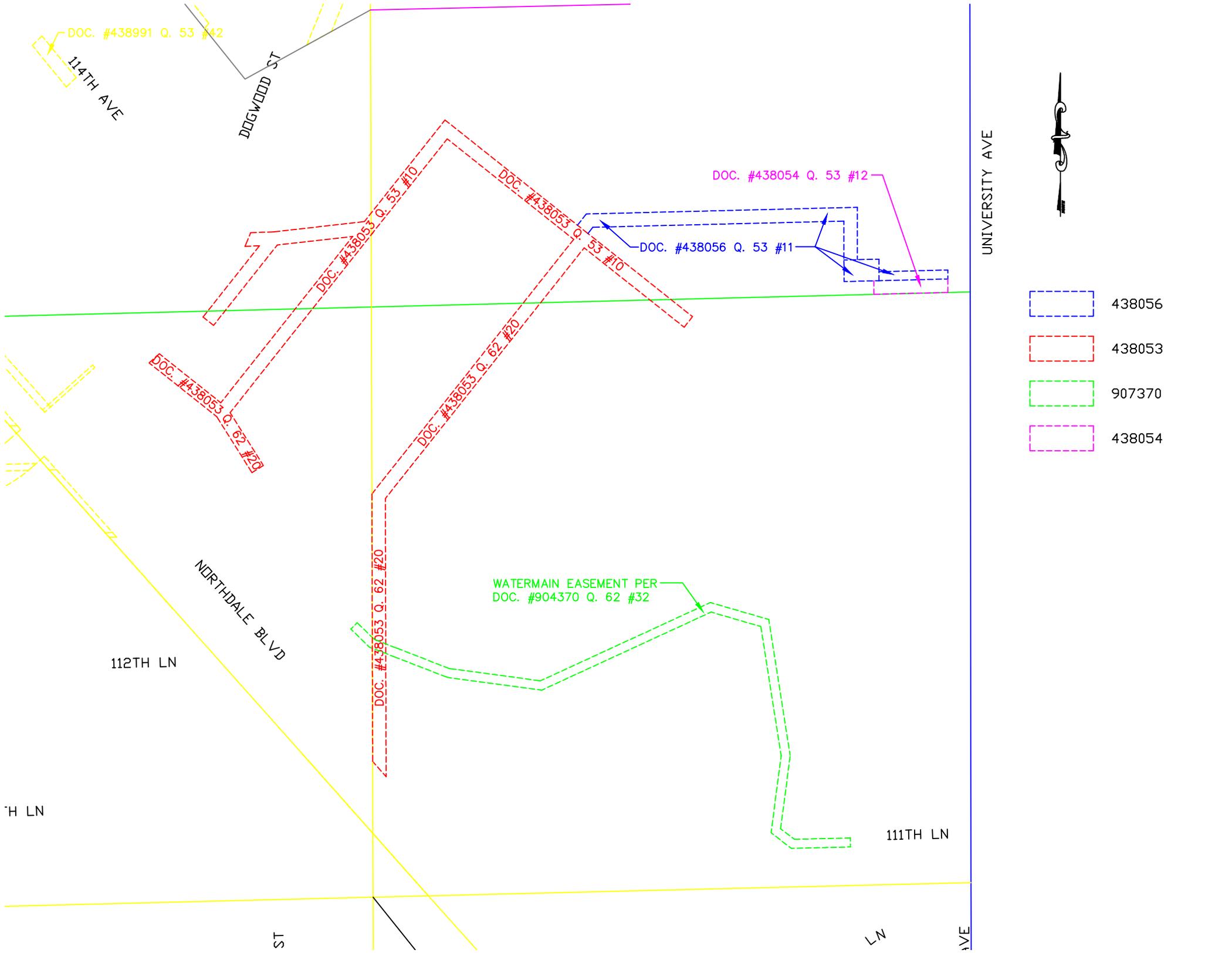
Resolution 16-94

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**COON  
RAPIDS**  
Minnesota





DOC. #438991 Q. 53 #42

114TH AVE

DOGWOOD ST

DOC. #438054 Q. 53 #12

DOC. #438056 Q. 53 #11

DOC. #438053 Q. 53 #10

DOC. #438053 Q. 53 #10

DOC. #438053 Q. 62 #20

DOC. #438053 Q. 62 #20

DOC. #438053 Q. 62 #20

WATERMAIN EASEMENT PER  
DOC. #904370 Q. 62 #32

112TH LN

NORTHDAL BLVD

111TH LN

UNIVERSITY AVE



438056



438053



907370



438054



**RESOLUTION NO. 16-94**

**RESOLUTION TO CONSIDER AND SET A PUBLIC HEARING  
ON A VACATION OF A UTILITY, WATER WELL  
AND ACCESS EASEMENT**

**WHEREAS,** The City Council pursuant to Minnesota Statute §412.851 desires to consider the vacation of a utility, water well and access easement legally described as:

An easement for access and utility purposes 20 feet in width, lying 10 feet on each side of the following described centerline:

Commencing at the southeast corner of the Northeast Quarter of Section 13, Township 31, Range 24; thence Northerly along the East line of said Section 13 a distance of 40 feet; thence Westerly along a line bearing South 88 degrees, 37 minutes, 37 seconds West, a distance of 50 feet to the West right-of-way line of University Avenue, also known as County Road No. 51, the true point of beginning; thence Westerly along the aforesaid line bearing South 88 degrees, 37 minutes, 37 seconds West, a distance of 154 feet and there terminating.

ALSO,

An easement for utility and water well purposes, described as follows:

Commencing at the Southeast corner of the Northeast Quarter of said Section 13, Township 31, Range 24; thence Northerly along the East line of said Section 13, a distance of 30 feet; thence Westerly along a line bearing South 88 degrees, 37 minutes, 37 seconds West, a distance of 204 feet to the true point of beginning; thence Westerly along the aforesaid line bearing South 88 degrees, 37 minutes, 37 seconds West, a distance of 78 feet; thence Northerly along a line parallel with, and a distance of 282 feet from the East line of said Section 13 a distance of 48 feet; thence Easterly along a line bearing South 88 degrees, 37 minutes, 37 seconds West, a distance of 78 feet; thence Southerly along a line parallel with, and 204 feet West of the East line of said Section 13, a distance of 48 feet more or less, to the actual point of beginning and there terminating.

ALSO,

A 30 foot easement for utility purposes lying 15 feet on each side of the following described centerline:

Commencing at the Southeast corner of the Northeast Quarter of Section 13, Township 31, Range 24; thence Northerly along the East line of said Section 13 a

distance of 78 feet; thence Westerly along a line bearing South 88 degrees, 37 minutes, 37 seconds West a distance of 267 feet to the true point of beginning; thence Northerly a distance of 102 feet, more or less, along a line parallel with, and a distance of 267 feet from the East line of said Section 13 to a point lying 15 feet North of the South line of the North Half of the South Half of the South Half of the Southeast Quarter of the Northeast Quarter, of said Section 13; thence Westerly along a line parallel and 15 feet North of the South line of the North half of the South Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section 13, a distance of 583 feet; thence Southwesterly along a line bearing South 38 degrees, 11 minutes, 47 seconds West a distance of 50 feet and there terminating.

**NOW, THEREFORE, BE IT RESOLVED** Council will consider the vacation of such utility, water well and access easement and a public hearing shall be held on such proposed vacation on the 4<sup>th</sup> day of October, 2016 at City Hall.

Adopted by the Coon Rapids City Council this 6th day of September, 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**24.**

**Meeting Date:** 09/06/2016

**Subject:** Consider Adopting Resolution 16-95 Calling for Public Hearing to Vacate Water Main per Document Number 904370

**Submitted For:** David Brodie, City Attorney

**From:** Kim Reid, Administrative Legal Assistant

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**INTRODUCTION**

The Council is asked to consider a resolution to set a public hearing on a water main easement vacation as part of the Anoka-Hennepin 1st Addition Plat.

**DISCUSSION**

This vacation is being considered as part of the Anoka-Hennepin 1st Addition Plat, a proposed land swap between the City and the Anoka-Hennepin School District, together with updated information on site utilities. City staff has reviewed the existing utilities on site and determined revised easements are required as part of the platting process. In addition to a few inconsistencies with in place utilities, the City recently completed the installation of a new storm sewer across the property as part of City Improvement project 16-4. New easements will be created as separate documents to cover all facilities contained within the plat. The new easements will be brought to the City Council for acceptance at a future date. A vacation petition may be initiated by the City Council upon adoption of a resolution by 4/5 majority. Resolution 16-95 calls for a public hearing on October 4, 2016 for Council to consider this vacation.

**RECOMMENDATION**

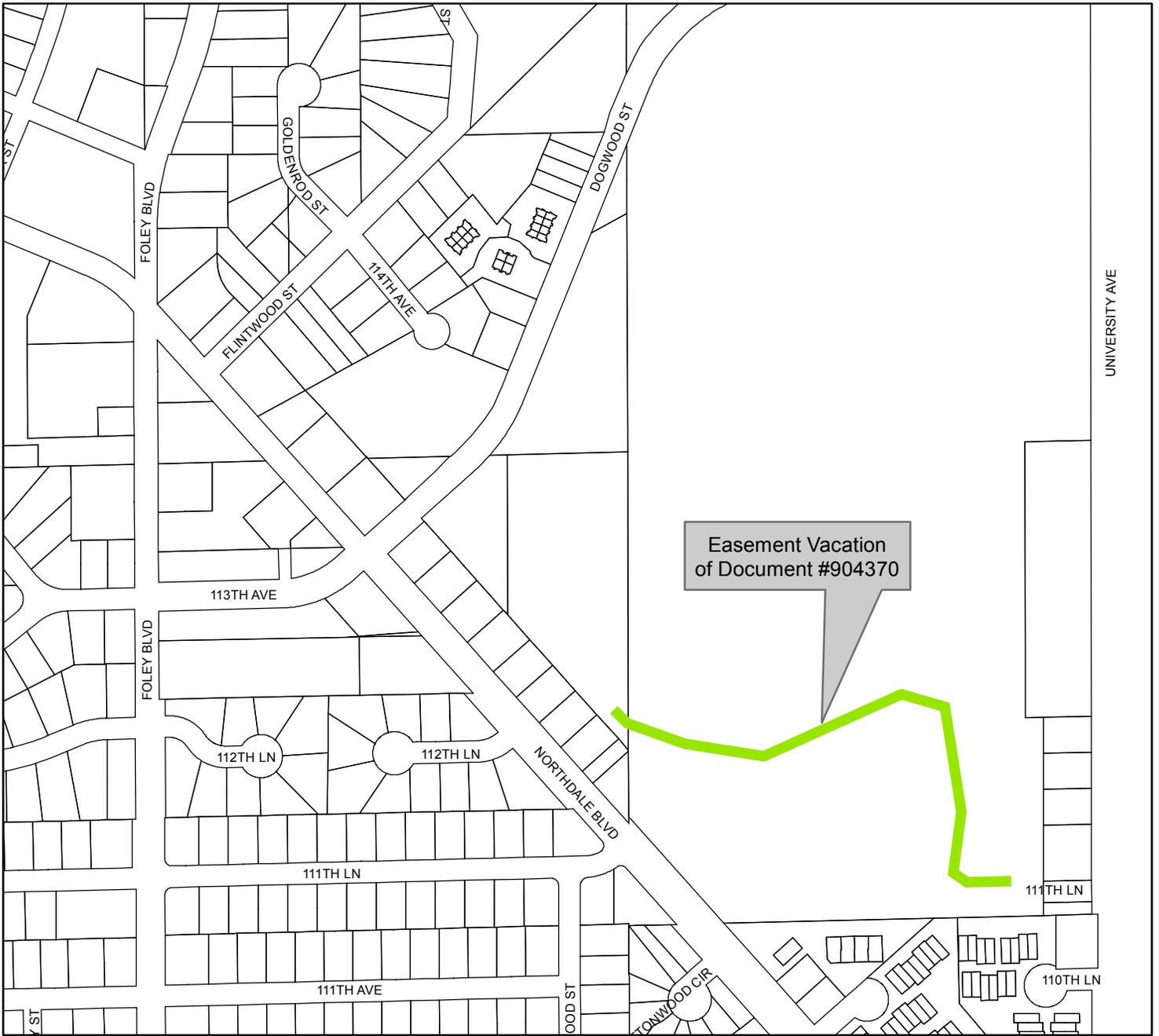
Adopt Resolution 16-95, which calls for a public hearing on October 4, 2016 for vacation on water main easement as part of the Anoka-Hennepin 1st Addition Plat.

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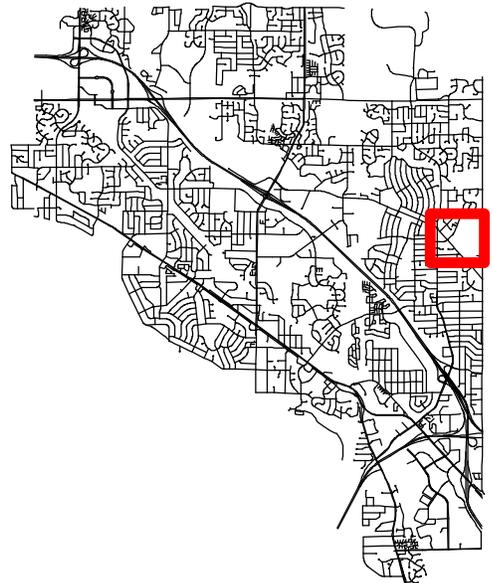
**Attachments**

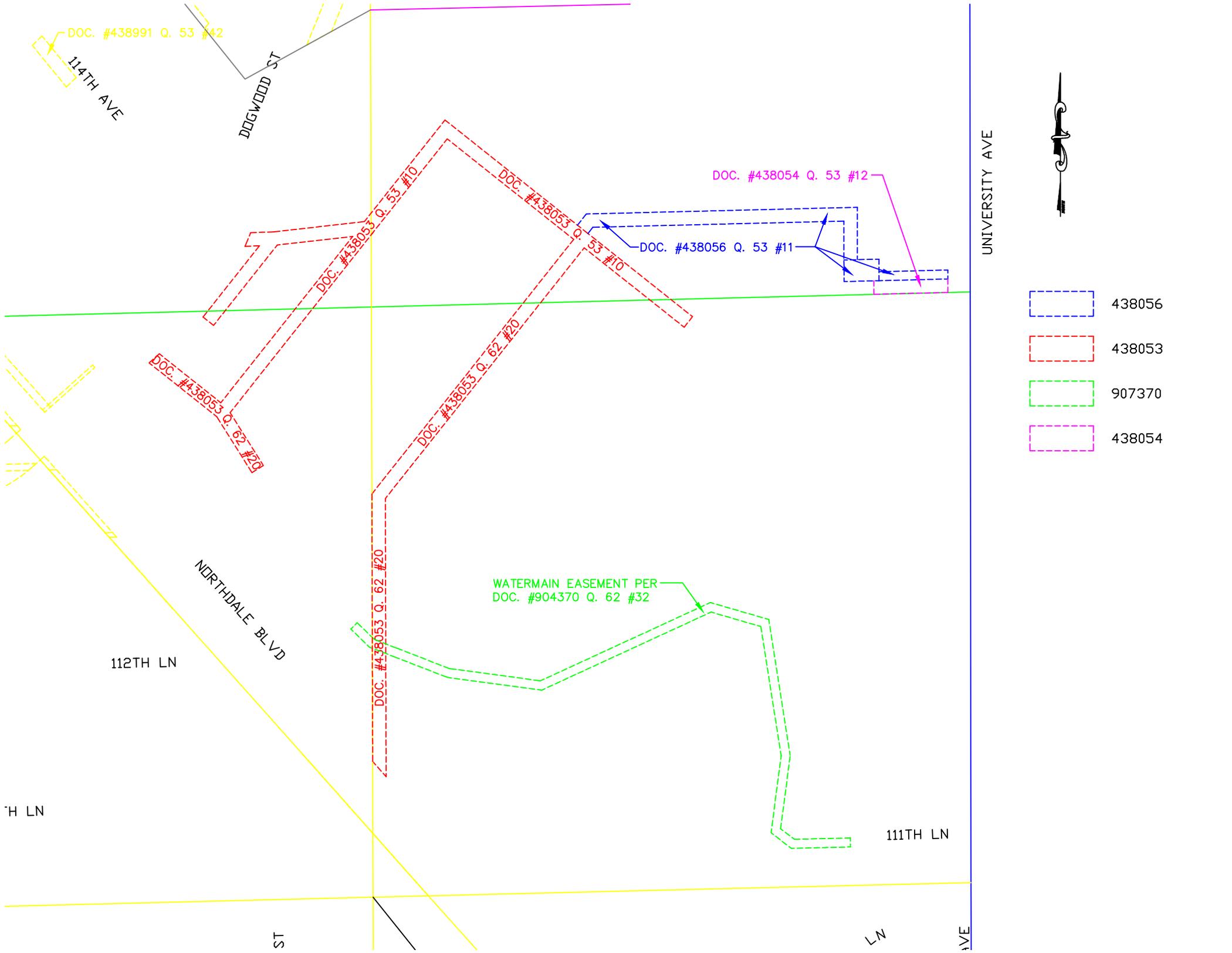
Location Map  
Easement Vacation Location  
Resolution 16-95

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**COON  
RAPIDS**  
Minnesota





DOC. #438991 Q. 53 #42

114TH AVE

DOGWOOD ST

DOC. #438053 Q. 62 #20

DOC. #438053 Q. 53 #10

DOC. #438053 Q. 62 #20

DOC. #438053 Q. 53 #10

DOC. #438054 Q. 53 #12

DOC. #438056 Q. 53 #11

UNIVERSITY AVE



438056



438053



907370



438054



NORTHDALE BLVD

112TH LN

WATERMAIN EASEMENT PER  
DOC. #904370 Q. 62 #32

DOC. #438053 Q. 62 #20

111TH LN

ST

LN

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**RESOLUTION NO. 16-95**

**RESOLUTION TO CONSIDER AND SET A PUBLIC HEARING  
ON A VACATION OF A WATER MAIN EASEMENT**

**WHEREAS**, The City Council pursuant to Minnesota Statute §412.851 desires to consider the vacation of water main easement legally described as:

A permanent easement for water main purposes over, under and across the NE $\frac{1}{2}$  of the SE $\frac{1}{4}$  and the NW $\frac{1}{4}$  of the SE $\frac{1}{4}$  of Section 13, Township 31, Range 24, Anoka County, Minnesota.

Underlying Descriptions:

All that part of Auditors Plat No. 8, located in Section 13, Range 31, Township 24, Anoka County, Minnesota, described as follows:

Lot 5, Auditor's Plat No. 8  
Lot 4, Auditor's Plat No. 8  
Lot 3, Auditor's Plat No. 8  
West  $\frac{1}{2}$  of Lot 2, Auditor's Plat No. 8  
East  $\frac{1}{2}$  of Lot 2, Auditor's Plat No. 8  
West  $\frac{1}{2}$  of Lot 1, Auditor's Plat No. 8  
Except the East 50 feet of the North 767.8 feet.

Said permanent easement is a 20 foot wide strip of land, the centerline of which is described as follows:

Commencing at the SE corner of the NE $\frac{1}{4}$  of the SE $\frac{1}{4}$  of said Section 13, Township 31, Range 24; thence South 88° 18' 26" West, assumed bearing, along the South line of said NE $\frac{1}{4}$  of the SE $\frac{1}{4}$  of Section 13, 268.98 feet; thence North 00° 20' 07" West, 96.24 feet, for the actual point of beginning of the centerline to be described; thence South 88° 18' 26" West, 128.81 feet; thence North 52° 51' 13" West, 47.95 feet; thence North 7° 12' 46" East, 168.54 feet; thence North 9° 14' 58" West, 299.94 feet; thence North 74° 08' 24" West, 125.66 feet; thence South 64° 59' 20" West, 416.86 feet; thence North 82° 37' 17" West, 209.09 feet; thence North 69° 04' 24" west, 127.49 feet, to a point on the West line of the NE $\frac{1}{4}$  of the SE $\frac{1}{4}$  being 782.75 Feet South of the NW corner of the NE $\frac{1}{4}$  of the SE $\frac{1}{4}$ ; thence continuing the previous described course of North 69° 04' 24" West, 55.51 feet; thence North 46° 01' 55" West, 55.60 feet and terminating the sidelines of the 20 foot easement shall be prolonged on shortened to match.

**NOW, THEREFORE, BE IT RESOLVED** Council will consider the vacation of such water main easement and a public hearing shall be held on such proposed vacation on the 4<sup>th</sup> day of October, 2016 at City Hall.

Adopted by the Coon Rapids City Council this 6th day of September, 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**25.**

**Meeting Date:** 09/06/2016

**Subject:** Consider Adopting Resolution 16-98 Calling for Public Hearing to Vacate Storm Sewer per Document Number 438054

**Submitted For:** David Brodie, City Attorney

**From:** Kim Reid, Administrative Legal Assistant

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**INTRODUCTION**

The Council is asked to consider a resolution to set a public hearing on a storm sewer easement vacation as part of the Anoka-Hennepin 1st Addition Plat.

**DISCUSSION**

This vacation is being considered as part of the Anoka-Hennepin 1st Addition Plat, a proposed land swap between the City and the Anoka-Hennepin School District, together with updated information on site utilities. City staff has reviewed the existing utilities on site and determined revised easements are required as part of the platting process. In addition to a few inconsistencies with in place utilities, the City recently completed the installation of a new storm sewer across the property as part of City Improvement project 16-4. New easements will be created as separate documents to cover all facilities contained within the plat. The new easements will be brought to the City Council for acceptance at a future date. A vacation petition may be initiated by the City Council upon adoption of a resolution by 4/5 majority. Resolution 16-98 calls for a public hearing on October 4, 2016 for Council to consider this vacation.

**RECOMMENDATION**

Adopt Resolution 16-98, which calls for a public hearing on October 4, 2016 for vacation on storm sewer easement as part of the Anoka-Hennepin 1st Addition plat.

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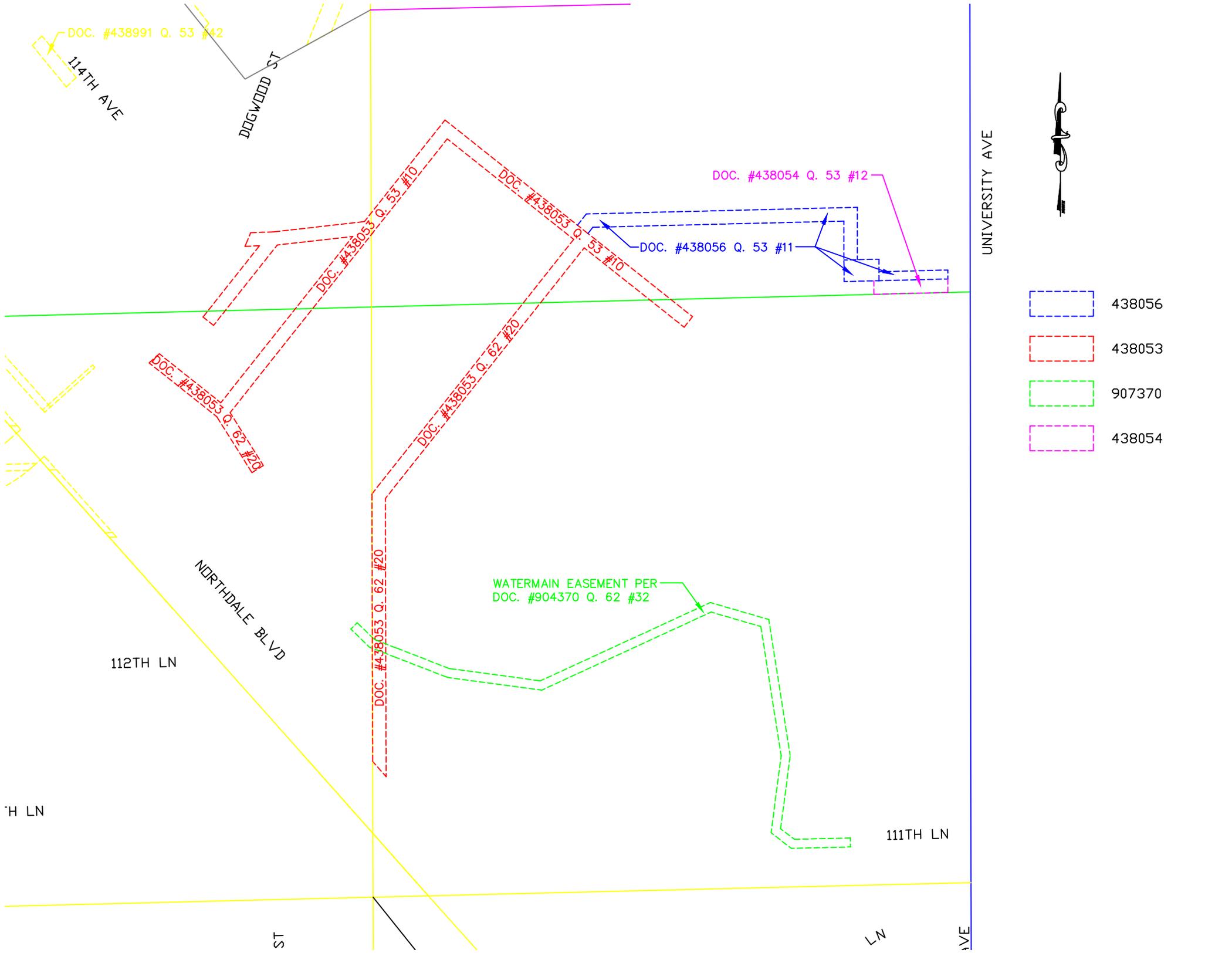
**Attachments**

Easement Vacation Location

Location Map

Resolution 16-98

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DOC. #438991 Q. 53 #42

114TH AVE

DOGWOOD ST

DOC. #438054 Q. 53 #12

DOC. #438056 Q. 53 #11

DOC. #438053 Q. 53 #10

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WATERMAIN EASEMENT PER  
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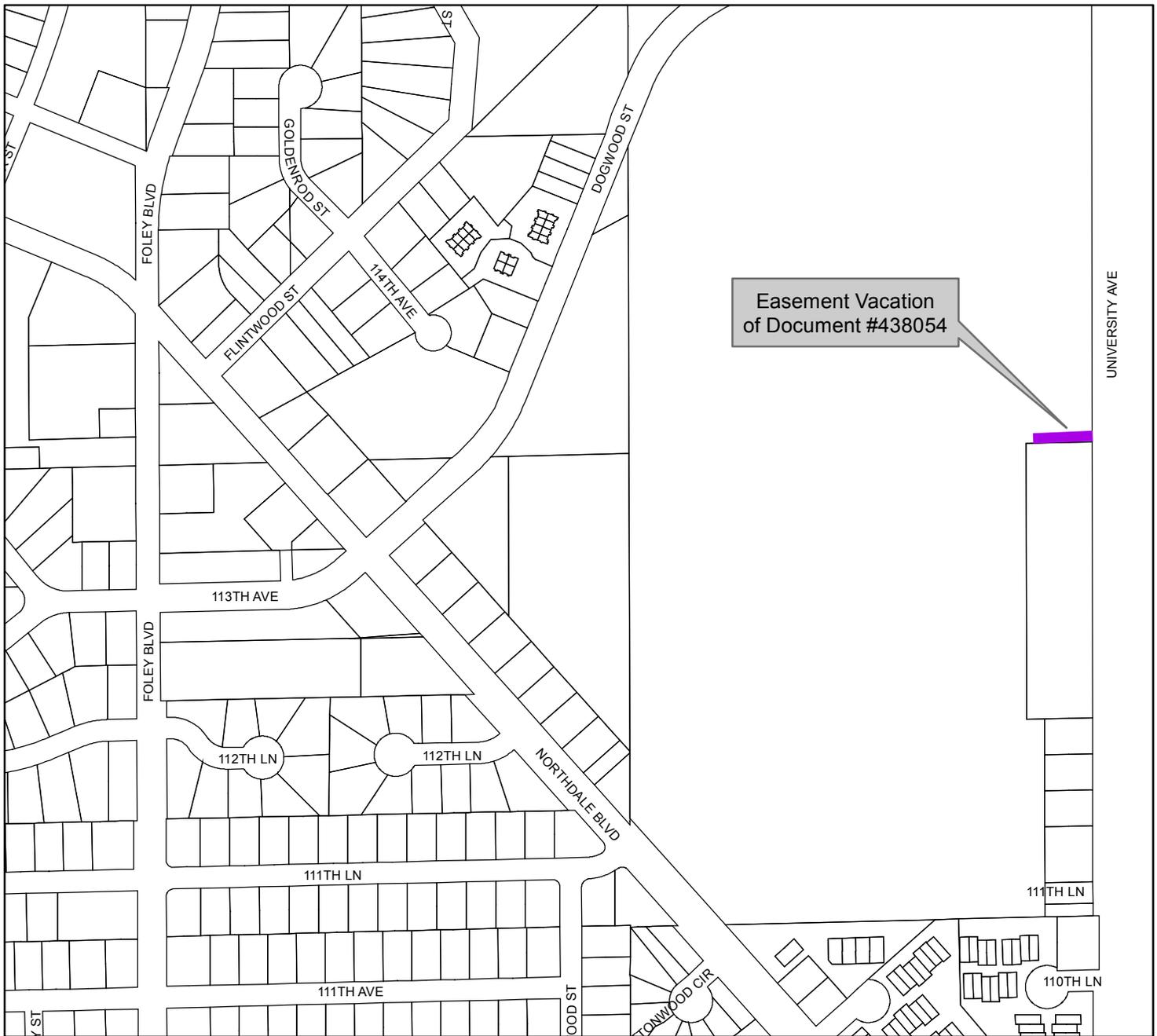


907370

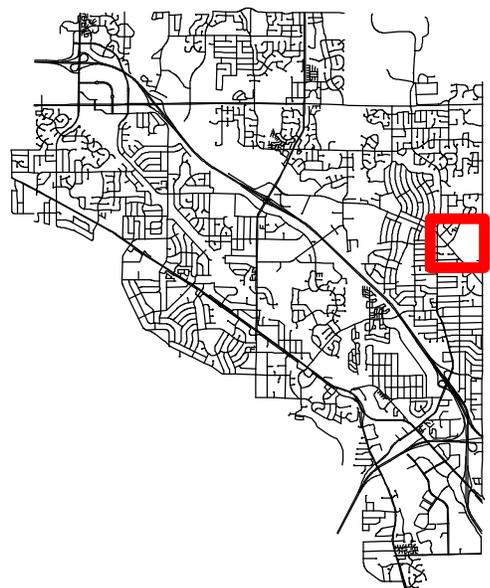


438054





**COON  
RAPIDS**  
Minnesota



**RESOLUTION NO. 16-98**

**RESOLUTION TO CONSIDER AND SET A PUBLIC HEARING  
ON A VACATION OF A STORM SEWER EASEMENT**

**WHEREAS**, The City Council pursuant to Minnesota Statute §412.851 desires to consider the vacation of a storm sewer easement legally described as:

The South 30 feet of the East 215.09 feet of the Southeast Quarter of the Northeast Quarter of Section 13, Township 31, Range 24, Anoka County, Minnesota, except the East 50 feet thereof

**NOW, THEREFORE, BE IT RESOLVED** Council will consider the vacation of such storm sewer easement and a public hearing shall be held on such proposed vacation on the 4<sup>th</sup> day of October, 2016 at City Hall.

Adopted by the Coon Rapids City Council this 6th day of September, 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk