



Council Work Session - 6:30 p.m.

CITY COUNCIL AGENDA
Tuesday, January 3, 2017
7:00 p.m.
Coon Rapids City Center
Council Chambers

Call to Order

Pledge of Allegiance

Oath of Office

1. Oath of Office for New Councilmembers

Roll Call

Adopt Agenda

Council Business

2. Designate Council Secretary
3. Council Rules of Procedure
4. Designation of Official Newspaper
5. Council Appointments
6. Board and Commission Appointments

Approval of Minutes of Previous Meeting

7. Approve Minutes of December 19, 2016

Consent Agenda

8. Consider Contract Renewal with ACCAP for Senior Companion Program

Public Hearing

Bid Openings and Contract Awards

Old Business

New Business

9. Designating Depositories and Investment Collateral Management Procedures

Open Mic/Public Comment

Reports on Previous Open Mic

Other Business

Adjourn



City Council Regular

1.

Meeting Date: 01/03/2017

Subject: Oath of Office for New Councilmembers

From: Joan Lenzmeier, City Clerk

INTRODUCTION

The Honorable Tammi A. Fredrickson will be administering the Oath of Office to Councilmembers Greskowiak, Kiecker, Geisler, and Wells.

DISCUSSION

RECOMMENDATION

Attachments

Greskowiak Oath

Kiecker Oath

Geisler Oath

Wells Oath



OATH OF OFFICE

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

I, Brad Greskowiak, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and discharge faithfully the duties of the office of City Councilmember for the City of Coon Rapids in the County of Anoka and State of Minnesota, to the best of my judgment and ability.

Brad Greskowiak

WITNESSED:

Tammi A. Fredrickson
Filed this 3rd of January, 2017.



OATH OF OFFICE

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

I, Bill Kiecker, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and discharge faithfully the duties of the office of City Councilmember for the City of Coon Rapids in the County of Anoka and State of Minnesota, to the best of my judgment and ability.

Bill Kiecker

WITNESSED:

Tammi A. Fredrickson
Filed this 3rd of January, 2017.



OATH OF OFFICE

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

I, Jennifer Geister, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and discharge faithfully the duties of the office of City Councilmember for the City of Coon Rapids in the County of Anoka and State of Minnesota, to the best of my judgment and ability.

Jennifer Geisler

WITNESSED:

Tammi A. Fredrickson
Filed this 3rd of January, 2017.



OATH OF OFFICE

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

I, Steve Wells, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and discharge faithfully the duties of the office of City Councilmember for the City of Coon Rapids in the County of Anoka and State of Minnesota, to the best of my judgment and ability.

Steve Wells

WITNESSED:

Tammi A. Fredrickson
Filed this 3rd of January, 2017.



City Council Regular

2.

Meeting Date: 01/03/2017

Subject: Designate Council Secretary

From: Joan Lenzmeier, City Clerk

INTRODUCTION

Each year Council enters into an agreement for recording secretarial services for meeting minutes.

DISCUSSION

In 1994, Council entered into an agreement with TimeSaver Off Site Secretarial, Inc. (TOSS) for recording and preparation of meeting minutes. This agreement has been extended annually.

TOSS has submitted the attached Addendum to the Recording Secretary Service Agreement for 2017. The addendum does reflect a rate increase of 2.5%. This will result in a small increase for secretarial services but the increase can be accommodated in the approved budget. Staff will continue with the modified format of the minutes and only include discussion and not staff reports which will minimize the cost of minute production.

RECOMMENDATION

Staff recommends:

- a. Adoption of Resolution 17-1 Designating TimeSaver Off Site Secretarial, Inc. as Council secretary for 2017.
 - b. Approve Addendum to Recording Secretary Service Agreement.
-

Attachments

Resolution 17-1

Addendum

RESOLUTION NO. 17-1

DESIGNATING COUNCIL SECRETARY

WHEREAS, it is necessary for the Coon Rapids City Council to annually designate a secretary to take minutes at Council meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the Coon Rapids City Council does hereby designate TimeSaver Off Site Secretarial, Inc. (TOSS) as the recording secretary for the City Council for 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2016

By and between TimeSaver Off Site Secretarial, Inc. and the City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433-3761.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2015 shall be extended under the same terms and conditions to December 31, 2017.
2. TOSS Charges. TOSS shall be paid for its services as recording secretary for each meeting (the highest rate will prevail), as follows:
 - a. Base Rate of One Hundred Thirty-Nine and 00/100 dollars (\$139.00) for any meeting up to one (1) hour (billable time) plus Thirty-Four and 00/100 dollars (\$34.00) for each thirty (30) minutes following the first one (1) hours; or
 - b. Thirty and 00/100 dollars (\$30.00) per hour for length of meeting, and fifteen (15) minutes prior to Call to Order and fifteen (15) minutes following Adjournment with a one and one-half (1.5) hour minimum; and Thirteen and 50/100 dollars (\$13.50) for each page of minutes prepared from shorthand or machine notes of the recording secretary as draft minutes for submission to and the review and comment of the City of Coon Rapids for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January __, 2017

CITY OF COON RAPIDS

By _____
Jerry Koch
Its _____
Mayor

By _____
Matt Stemwedel
Its _____
City Manager

November 16, 2016

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth
Carla Wirth
Its _____
President & CEO



City Council Regular

3.

Meeting Date: 01/03/2017

Subject: Council Rules of Procedure

From: Joan Lenzmeier, City Clerk

INTRODUCTION

Council is asked to adopt Rules of Procedure.

DISCUSSION

Council annually adopts Rules of Procedure setting forth the order of business for regular meetings, along with certain definitions and explanations.

As a reminder for Council, the City Manager is authorized to prepare a list of Consent Agenda items, but the Mayor or any Councilmember may request that a particular Consent Agenda item be removed from the Consent list and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted; the item will then be placed for consideration immediately after adoption of the remaining Consent Agenda items. As always, should the Council have any questions regarding items posted on the final agenda contact staff and we will provide additional information before or during the Council meeting.

RECOMMENDATION

Staff recommends:

- a. Adopt Resolution 17-2 Establishing Council Rules of Procedure.
 - b. Adopt the Addendum to Resolution 17-2, Definitions and Explanations of City Council Order of Business.
-

Attachments

Addendum

Resolution 17-2

DEFINITIONS AND EXPLANATIONS OF CITY COUNCIL ORDER OF BUSINESS

Addendum to Resolution 17-2

The items contained in the formally adopted order of business for the Coon Rapids City Council shall have the meanings commonly associated therewith unless otherwise defined or explained herein.

1. **ADOPTION OF AGENDA:** This order of business is the appropriate time for the Mayor and Councilmembers to add, delete, or change items on the agenda as proposed by the City Manager. A majority of those present must approve additions, deletions or changes to the proposed agenda. After an agenda has been formally adopted, any change thereto shall require a two-thirds (2/3) vote of all members present.

2. **CONSENT/ INFORMATIONAL ITEMS:** Consent items are those business items which must be acted upon by the City Council, but which are routine and generally do not require any discussion or debate. Informational items do not require formal action and are provided as an update or comment to an item of interest to the Council. The City Manager is authorized to prepare a list of consent items, but any Councilmember or the Mayor may request that a particular consent item be removed from the consent list and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted.

3. **PUBLIC HEARINGS:** The Mayor will make every effort to ensure that each speaker giving testimony at a public hearing provides new information and does not simply reiterate the testimony of a previous speaker. Persons will be allowed to associate themselves with previously expressed opinions by approaching the podium, stating their name and address, and indicating their concurrence with a particular prior speaker. The Mayor will also make every reasonable effort to control, and where possible prevent, demonstrations which might occur during public hearings whether the demonstrations are preplanned or spontaneous.

4. **OPEN MIC:** This order of business provides a time for members of the public to approach the Council and comment, ask questions, present a concern or make a statement specifically relating to City business that is not already on the agenda for that meeting. Each speaker will be limited to three minutes and will be informed by the Mayor when their time is concluded. The Mayor will advise the audience of the time limit when introducing the Open Mic portion of the meeting. The speaker will be asked to come to the podium set up for that purpose, state his or her name and address, and give his or her statement, question or concern. Councilmembers may speak briefly to an Open Mic item for the purposes of asking for clarification, providing additional, pertinent information, or responding to questions raised by the speaker or another Councilmember. The Mayor will explain to the speaker that the statement, question or concern will be referred to the City staff for review and then a report will be sent to the speaker prior to the next regularly scheduled Council meeting. It is recognized that not all issues may be resolved at or prior to the next Council meeting, but the speaker will be informed of the progress on the issue prior to the next meeting. By the following Friday or as soon thereafter as is practical, Staff will provide Council with a draft response to the Open Mic comments. Following Council concurrence with the response, the Open Mic Report will be included as part of the next regular meeting agenda. The speaker will be provided a copy of the report and any subsequent reports until the matter is resolved.

Speakers are prohibited from engaging in personal attacks on Councilmembers, staff, or

members of the public. Should this occur, the presiding officer will inform the speaker his/her opportunity to address Council has been relinquished and the person must leave the podium.

5. OTHER COUNCIL BUSINESS: This order of business provides an opportunity for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to, such items as questions or concerns of Councilmembers, questions or concerns that have been expressed to Councilmembers by citizens and suggestions by Councilmembers for future workshops which will be scheduled upon consensus of the Council.

Items may be placed on or removed from an agenda by any Councilmember in accordance with the following procedures:

A. PLACEMENT OF ITEMS ON AN AGENDA. Any Councilmember may have an item placed on a meeting agenda up until the time the agenda is formally adopted at the Council meeting. Thereafter additions to the agenda will be permitted only upon a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

Items submitted by the Wednesday preceding a regular Council meeting will be included in the original printing of the agenda. Thereafter, items requested by Councilmembers will be included in the recommended additions, deletions and amendments distributed at the Council meeting.

B. REMOVAL OF ITEMS FROM AN AGENDA. Any Councilmember who has placed an item on an agenda will be given the courtesy to remove that item from the agenda at any time prior to the formal adoption of the agenda. Thereafter an item may be removed from the agenda with a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

If an item which was placed on an agenda is deleted at the originator's request prior to the meeting, the City Manager will advise the Council as part of the additional agenda materials provided prior to the meeting. Any such removed item may be placed on the next or any subsequent meeting agenda by the originator of the item or by any other Councilmember.

Any Councilmember who will be absent from a meeting may have any item on that meeting's proposed agenda removed or postponed by notifying the Mayor or the City Manager no later than 3:00 p.m. on the day of the scheduled meeting.

However, if the item has been placed on the agenda by another Councilmember, then it can be removed or postponed only with the concurrence of that Councilmember.

Adopted by the Coon Rapids City Council this 3rd day of January, 2017.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-2

RESOLUTION ESTABLISHING COUNCIL RULES OF PROCEDURE

BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the business of the Council shall be conducted in the following order:

1. Call to order by the Mayor or, in his/her absence, the Mayor Pro Tem.
2. Pledge of Allegiance to the Flag
3. Appointment of Acting Secretary if necessary
4. Roll Call
5. Adoption of Agenda
6. Proclamations/Recognitions
7. Approval of Minutes of Previous Meetings
8. Consent/Informational Business
9. Public Hearings
10. Bid Openings and Contract Awards
11. Old Business
12. New Business
13. Open Mic Segment
14. Reports on Previous Open Mic Requests
15. Other Council Business
16. Adjourn

BE IT FURTHER RESOLVED that the City Manager or his designee, shall direct the preparation of the agenda for each meeting. An agenda item may be added, removed, or amended with the approval of a majority of the Council.

BE IT FURTHER RESOLVED that meetings shall be adjourned not later than 11:00 p.m. unless waived by a majority vote of the Councilmembers present.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

4.

Meeting Date: 01/03/2017

Subject: Designation of Official Newspaper

From: Joan Lenzmeier, City Clerk

INTRODUCTION

Each year Council designates the City's official legal newspaper.

DISCUSSION

The Anoka County Union Herald has submitted a proposal to serve as the City's legal newspaper for 2017. Their publication rates will remain the same as in 2016. The Herald meets all requirements for serving as the legal newspaper.

RECOMMENDATION

Staff requests adoption of Resolution 17-3 designating the Anoka County Union Herald as the official newspaper for 2017.

Attachments

Letter from Anoka County Union Herald
Resolution 17-3

**ABC Newspaper and
Anoka County Shopper**

Division of ECM Publishers, Inc

ABC NEWSPAPERS
ANOKA COUNTY UNIONHERALD • BLAINE/SPRING LAKE PARK LIFE

Shopper ANOKA COUNTY
Through Search Find What
Serving People of Anoka County & Beyond

4101 Coon Rapids Blvd., Coon Rapids, MN 55433

December 1, 2016

Joan Lenzmeier
City Clerk
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433

Dear Joan:

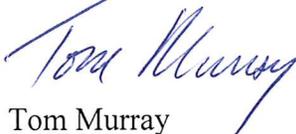
It is with great pleasure that we ask to serve as the official newspaper for the City of Coon Rapids in 2017. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Anoka County UnionHerald. The legal publication rate for the Anoka County UnionHerald as of January 1, 2017, will remain unchanged at \$10.75 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice. As a newspaper published in the County of Anoka, we meet the requirements to qualify as your official legal newspaper.

All public notices published in the Anoka County UnionHerald will be posted to abcnewspapers.com – which averages over 65,000 unique visitors per month in search of local news and information.

We have appreciated your business over the past years and hope that we can be of service to you in 2017 as a credible community news source. Your direct contacts with our Public Notice department are: publicnotice@ecm-inc.com or call Tonya Orbeck at (763) 689-6001. Deadline: 10am Wednesday to publish Friday. If you have any questions, please feel free to call me at (763) 712-3533 or email me at tom.murray@ecm-inc.com. Thank you for your consideration.

Sincerely,



Tom Murray
General Manager
ECM Publishers, Inc.
ABC Newspapers

RESOLUTION NO. 17-3

RESOLUTION DESIGNATING OFFICIAL NEWSPAPER

WHEREAS, it is necessary for the Coon Rapids City Council to annually designate a newspaper of local general circulation as the official legal newspaper for the City; and

WHEREAS, the Anoka County Union Herald has previously been so designated; and

WHEREAS, the Anoka County Union Herald meets all necessary requirements for designation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the Anoka County Union Herald is hereby designated as the official newspaper for the City of Coon Rapids for the year 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

5.

Meeting Date: 01/03/2017

Subject: Council Appointments

From: Joan Lenzmeier, City Clerk

INTRODUCTION

Each year Council makes appointments to certain organizations. Council is asked to make the 2017 appointments at this time.

DISCUSSION

Council is asked to appoint members to represent the City on several organizations. Below is a list of appointments to be filled in by Council:

- Anoka County Joint Law Enforcement Council
- Anoka-Hennepin Community Ed. Advisory Council
- Local Government Information Systems (LOGIS)
- Minnesota Metro North Tourism (TC Gateway)
- Schwan's Super Rink Joint Board
- Anoka County Fire Protection Council
- Coon Rapids Fire Relief Association
- North Metro Mayors' Association

RECOMMENDATION

Council is asked to make final determinations regarding appointments for the following:

- a. Adopt Resolution 17-14 Appointing Chief of Police and One Other Voting Member to the Anoka County Joint Law Enforcement Council.
- b. Adopt Resolution 17-15 Appointing a Delegate and Alternate to the Anoka-Hennepin District 11 Community Education Advisory Council.
- c. Adopt Resolution 17-16 Appointing a Representative and Alternate to the Local Government Information Systems (LOGIS).
- d. Adopt Resolution 17-17 Appointing Representatives to the Minnesota Metro North Tourism (Twin Cities Gateway).
- e. Adopt Resolution 17-18 Appointing Representatives to the Schwan's Super Rink Joint Board.
- f. Adopt Resolution 17-19 Appointing a Representative to the Anoka County Fire Protection Council.
- g. Adopt Resolution 17-20 Appointing Three Members to the Coon Rapids Fire Relief Association.
- h. Adopt Resolution 17-21 Appointing Two Representatives to the North Metro Mayors' Association.

Attachments

2017 Council Appointments

RESOLUTION NO. 17-14

**RESOLUTION APPOINTING CHIEF OF POLICE
AND ONE OTHER VOTING MEMBER TO
ANOKA COUNTY JOINT LAW ENFORCEMENT COUNCIL**

WHEREAS, the City of Coon Rapids is a party to the Anoka County Joint Law Enforcement Council, by the signature of the Mayor and City Manager of Coon Rapids on April 15, 1982 as authorized by resolution of the Coon Rapids City Council; and

WHEREAS, the Joint Powers Agreement requires that the parties to such agreement annually appoint their Chief of Police together with one other individual, to sit on and be a voting member of the Anoka County Law Enforcement Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the City Council does hereby appoint Councilmember _____ and Police Chief Brad Wise to membership on the Anoka County Joint Law Enforcement Council for the year 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-15

**RESOLUTION APPOINTING A DELEGATE AND ALTERNATE
TO THE ANOKA-HENNEPIN DISTRICT 11
COMMUNITY EDUCATION ADVISORY COUNCIL**

WHEREAS, it is necessary for the Coon Rapids City Council to appoint a delegate and alternate member to represent the City of Coon Rapids to the Anoka-Hennepin District 11 Advisory Council for the year 2017.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Councilmember _____ be designated as Council delegate and Councilmember _____ as alternate to the Anoka-Hennepin District 14 Advisory Council.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-16

**RESOLUTION APPOINTING A REPRESENTATIVE AND ALTERNATE
TO LOCAL GOVERNMENT INFORMATION SYSTEMS (LOGIS)**

WHEREAS, it is necessary for the Coon Rapids City Council to appoint a delegate member and alternate member to represent the City of Coon Rapids on the Local Government Information Systems for the year 2017.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that City Manager Matt Stemwedel be designated as delegate to the Local Government Information Systems (LOGIS) and IT Manager Dave Sack as the alternate.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-17

**RESOLUTION APPOINTING REPRESENTATIVES TO
MINNESOTA METRO NORTH TOURISM
(TWIN CITIES GATEWAY)**

WHEREAS, the City of Coon Rapids is a member of the Minnesota Metro North Tourism; and

WHEREAS, membership includes representation on the Board of Directors; and

WHEREAS, it is necessary to appoint representatives to represent the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that _____ and City Manager Matt Stemwedel be appointed to represent the City on Minnesota Metro North Tourism for 2017.

Adopted by the Coon Rapids City Council this 3rd day of January, 2017.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-18

**RESOLUTION APPOINTING MEMBER AND ALTERNATE
TO THE SCHWAN'S SUPER RINK JOINT BOARD**

WHEREAS, the City is a participant in the Schwan's Super Rink facility at the National Sports Center in Blaine; and

WHEREAS, a joint board was established to oversee the operations of the facility on behalf of the participants; and

WHEREAS, it is necessary to appoint a representative and alternate to represent the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the City Council appoint Councilmember _____ and Public Works Director Tim Himmer as alternate to the Schwan's Super Rink Joint Board.

Adopted by the Coon Rapids City Council this 3rd day of January, 2017.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-19

**RESOLUTION APPOINTING A REPRESENTATIVE TO THE
ANOKA COUNTY FIRE PROTECTION COUNCIL**

WHEREAS, it is necessary for the Coon Rapids City Council to appoint a delegate to represent the City of Coon Rapids to the Anoka County Fire Protection Council for the year 2017.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Councilmember _____ be designated as Council delegate to the Anoka County Fire Protection Council for 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-20

**RESOLUTION APPOINTING REPRESENTATIVES TO THE
COON RAPIDS FIRE RELIEF ASSOCIATION**

WHEREAS, it is necessary for the Coon Rapids City Council to appoint three representatives to the Coon Rapids Fire Relief Association.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota Councilmember _____, Fire Chief John Piper and Manager of Accounting Francine Hanson be designated as representatives to the Coon Rapids Fire Relief Association.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-21

**RESOLUTION APPOINTING REPRESENTATIVES
TO THE NORTH METRO MAYORS' ASSOCIATION**

WHEREAS, it is necessary for the Coon Rapids City Council to appoint two representatives to the North Metro Mayors' Association.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota Mayor Jerry Koch and City Manager Matt Stemwedel be designated as representatives to the North Metro Mayors' Association.

Adopted by the Coon Rapids City Council this 3rd day of January, 2017.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

6.

Meeting Date: 01/03/2017

Subject: Board and Commission Appointments

From: Joan Lenzmeier, City Clerk

INTRODUCTION

Council is asked to approve the annual appointments of members to the City's Boards and Commissions.

DISCUSSION

Below is a list of term status for City Boards and Commissions with recommendations for reappointments. Per City Code Council is also responsible for designating Chairs for each Commission so current Chairs have been listed. The resolutions have been drafted based on that data but should Council wish to make any changes to Chair selections the resolutions can be updated accordingly.

Arts Commission (7 vacancies)

Mary Ann Kehn *Chair*

Donna Carson, *Reappoint*

Board of Adjustment and Appeals

Aaron Vande Linde, *Chair*

Teri Spano-Madden, *Reappoint*

Trish Thorup, *Reappoint*

Charter Commission

Appointments occur in March

Civil Service Commission

Bruce Sanders, *Chair and Reappoint*

Historical Commission

Boo Mills, *Chair*

Jackie Dingley, *Reappoint*

Lyle Goff, *Reappoint*

Parks and Recreation Commission

Tim Arntson, *Chair*
Valerie Weaver, *Reappoint*
Neal Livermore, *Reappoint*
Ryan McAlpine, *Reappoint*

Planning Commission

Wayne Schwartz, *Chair*
Ray Knoblauch, *Reappoint*

Safety Commission

Al Hofstedt, *Chair*
Arnie Alderman, *Reappoint*
Tracy Wigen, *Reappoint*

Sustainability Commission (1 vacancy)

Stacey Demmer, *Chair*
Rebecca Holmlund, *Reappoint*
Chris Lamoreaux, *Reappoint*

RECOMMENDATION

Staff recommends that Council adopt the following resolutions:

- a. Adopt Resolution 17-4 Approving Annual Appointments to the Arts Commission.
- b. Adopt Resolution 17-5 Approving Annual Appointments to the Board of Adjustment and Appeals.
- c. Adopt Resolution 17-6 Approving Annual Appointments to the Police and Firefighter's Civil Service Commission.
- d. Adopt Resolution 17-7 Approving Annual Appointments to the Historical Commission.
- e. Adopt Resolution 17-8 Approving Annual Appointments to the Parks Commission.
- e. Adopt Resolution 17-9 Approving Annual Appointments to the Planning Commission.
- f. Adopt Resolution 17-10 Approving Annual Appointments to the Safety Commission.
- g. Adopt Resolution 17-11 Approving Annual Appointments to the Sustainability Commission.

Attachments

Resolutions for Commission Appointments

RESOLUTION NO. 17-4

**APPROVING ANNUAL APPOINTMENTS TO THE
ARTS COMMISSION**

WHEREAS, the term of Cheryl Alberts expired on December 31, 2016; and

WHEREAS, Cheryl Alberts does not wish to be reappointed to an additional term; and

WHEREAS, the term of Donna Carson expired on December 31, 2016; and

WHEREAS, Donna Carson wishes to be reappointed to an additional term; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Donna Carson be reappointed to the Arts Commission for a three-year term to expire on December 31, 2019, and that Mary Ann Kehn is appointed Chair for 2017.

BE IT FURTHER RESOLVED that seven vacancies exist on this Commission.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-5

**APPROVING ANNUAL APPOINTMENTS TO THE
BOARD OF ADJUSTMENT AND APPEALS**

WHEREAS, the term of Teri Spano-Madden of the Board of Adjustment and Appeals expired on December 31, 2016; and

WHEREAS, the term of Trish Thorup of the Board of Adjustment and Appeals expired on December 31, 2016; and

WHEREAS, the Commission recommends the reappointment of Teri Spano-Madden; and

WHEREAS, the Commission recommends the reappointment of Trish Thorup.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Teri Spano-Madden and Trish Thorup be reappointed for three-year terms to expire on December 31, 2019.

BE IT FURTHER RESOLVED that Aaron Vande Linde be appointed as Chair of the Board of Adjustment and Appeals for the year 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-6

**APPROVING ANNUAL APPOINTMENTS TO THE
POLICE AND FIREFIGHTER'S CIVIL SERVICE COMMISSION**

WHEREAS, the term of Bruce Sanders expired on December 31, 2016; and

WHEREAS, Bruce Sanders is seeking reappointment to the Police and Firefighter's Civil Service Commission; and

WHEREAS, Minnesota State Statutes designates the Civil Service Commission member with the expiring term for that year be appointed Chair.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Bruce Sanders be reappointed to serve on the Police and Firefighter's Civil Service Commission with a term to expire December 31, 2019 and that Bob Thistle be appointed Chair for 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-7

**APPROVING ANNUAL APPOINTMENTS TO THE
HISTORICAL COMMISSION**

WHEREAS, the terms of Jackie Dingley and Lyle Goff, expired on December 31, 2016; and

WHEREAS, the Historical Commission recommends the reappointment of Jackie Dingley and Lyle Goff; and

WHEREAS, the Historical Commission recommends the appointment of Boo Mills as Chair for 2017.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Jackie Dingley and Lyle Goff be reappointed for three-year terms to expire on December 31, 2019; and

BE IT FURTHER RESOLVED that Boo Mills be appointed as Chair of the Historical Commission for the year 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-8

**APPROVING ANNUAL APPOINTMENTS TO THE
PARKS AND RECREATION COMMISSION**

WHEREAS, the terms of Valerie Weaver, Neal Livermore, and Ryan McAlpine, expired on December 31, 2016; and

WHEREAS, the Commission recommends reappointment of Valerie Weaver, Neal Livermore, and Ryan McAlpine; and

WHEREAS, the Commission recommends Tim Arntson be appointed Chair of the Parks and Recreation Commission for 2017.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Valerie Weaver, Neal Livermore, and Ryan McAlpine be reappointed to the Parks and Recreation Commission for three-year terms to expire December 31, 2019 and that Tim Arntson be appointed Chair of the Parks and Recreation Commission for 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-9

**APPROVING ANNUAL APPOINTMENTS TO THE
PLANNING COMMISSION**

WHEREAS, the term of Ray Knoblauch of the Planning Commission expired on December 31, 2016; and

WHEREAS, the Planning Commission recommends reappointment of Ray Knoblauch.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Ray Knoblauch be reappointed for three-year terms to expire on December 31, 2019.

BE IT FURTHER RESOLVED that Wayne Schwartz be appointed as Chair of the Planning Commission for the year 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION 17-10

**APPROVING ANNUAL APPOINTMENTS TO THE
SAFETY COMMISSION**

WHEREAS, the terms of Arnie Alderman, Tracy Wigen, and Jeramy Wytttenback of the Safety Commission expired on December 31, 2016; and

NOW THEREFORE BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Arnie Alderman, Tracy Wigen, and Jeramy Wytttenback be reappointed for three-year terms to expire on December 31, 2019.

BE IT FURTHER RESOLVED that Al Hofstedt be appointed as Chair of the Safety Commission for the year 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

RESOLUTION NO. 17-11

**APPROVING ANNUAL APPOINTMENTS TO THE
2017 SUSTAINABILITY COMMISSION**

WHEREAS, the terms of Stacey Demmer, Rebecca Holmlund, and Chris Lamoreaux expired on December 31, 2016; and

WHEREAS, Stacey Demmer, Rebecca Holmlund, and Chris Lamoreaux are seeking reappointment and the Commission recommends the reappointment; and

WHEREAS, there is a vacancy on the Sustainability Commission due to the death of a member.

NOW THEREFORE BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Stacey Demmer, Rebecca Holmlund, and Chris Lamoreaux be reappointed for three-year terms to expire on December 31, 2019, and that there is a vacancy on the Sustainability Commission for a three-year term expiring on December 2019.

BE IT FURTHER RESOLVED that Stacey Demmer be appointed as Chair of the Sustainability Commission for the year 2017.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

7.

Meeting Date: 01/03/2017

SUBJECT: Approve Minutes of December 19, 2016

Attachments

12-20-16CC Minutes

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF DECEMBER 20, 2016

CALL TO ORDER

The second regular meeting of the Coon Rapids City Council for the month of December was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, December 20, 2016, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Koch led the Council in the Pledge of Allegiance.

ROLL CALL

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

Members Absent: None

ADOPT AGENDA

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

PROCLAMATIONS/PRESENTATIONS

1. OATH OF OFFICE FOR NEW POLICE OFFICER

Police Chief Wise introduced newly hired Police Officer Steve Minion to the City Council. He noted he served as an Explorer with the State Troopers and worked as a Community Service Officer in Coon Rapids for two years. Officer Minion's badge was pinned on by his father, Brad Minion.

Mayor Koch administered the Oath of Office for Police Officer Minion and welcomed him to the City of Coon Rapids. A round of applause was offered by all in attendance.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

2. DECEMBER 6, 2016, COUNCIL MEETING

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER WELLS, FOR APPROVAL OF THE MINUTES OF THE DECEMBER 6, 2016, COUNCIL MEETING. THE MOTION PASSED 6-0-1 (GEISLER ABSTAINED).

CONSENT AGENDA/INFORMATIONAL BUSINESS

3. ADOPT RESOLUTION 16-137, AMENDING THE 2016 BUDGET TO REPLACE SNOW BLOWER AT RECYCLING CENTER
4. APPROVE 2017 WORKERS COMPENSATION COVERAGE
5. ADOPT RESOLUTION 16-140, REVISING ASSESSMENT FOR PROJECT 16-3
6. APPROVE A CLASS A ON SALE AND SUNDAY LIQUOR LICENSE FOR PAPPY'S CAFÉ 2 INC.
7. ADOPT RESOLUTION 16-141, APPROVING NEW GAMBLING PREMISE PERMIT FOR COON RAPIDS HIGH SCHOOL SPIRIT BOOSTER CLUB
8. ADOPT RESOLUTION 16-144, ACCEPTING A DONATION FROM THE COON RAPIDS CRIME PREVENTION ASSOCIATION
9. ADOPT RESOLUTION 16-145, ACCEPTING A DONATION FROM THE COSS FAMILY FOUNDATION
10. RECEIVE REPORT FROM CRMAF BOARD OF DIRECTORS
11. CONCUR WITH CRMAF BOARD OF DIRECTORS RECOMMENDATION
12. ADOPT RESOLUTION 16-136, ACCEPTING \$12,000 GRANT FROM CRMAF FOR THE HOME OF GENERATIONS II PROGRAM
13. ACCEPT INFORMATIONAL ITEM: CORPORATE OFFICER CHANGE FOR OSAKA STEAKHOUSE, 77 85TH AVENUE NW
14. ADOPT RESOLUTION 16-146, ESTABLISHING BUNKER HILLS GOLF COURSE FEES AND CHARGES

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

PUBLIC HEARING

15. HOLD PUBLIC HEARING AND CONSIDER AUTHORIZING APPLICATION FOR 2017 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Staff report was shared with Council.

Mayor Koch opened and closed the public hearing at 7:17 p.m. since no one appeared to address the Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER DEMMER, TO AUTHORIZE THE APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR PROGRAM YEAR 2017 FOR A HOUSING REHABILITATION PROGRAM; AND AUTHORIZE THE MAYOR AND CITY MANAGER TO EXECUTE A CDBG PROGRAM AGREEMENT, TOGETHER WITH ANY OTHER NECESSARY DOCUMENTS, WITH ANOKA COUNTY REGARDING THE IMPLEMENTATION OF THE 2017 CDBG PROGRAM. THE MOTION PASSED UNANIMOUSLY.

BID OPENINGS AND CONTRACT AWARDS

16. CONSIDER RESOLUTION NO. 17-7(9) AWARDED CONTRACT FOR 2017 WELL REHABILITATION PROGRAM

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 17-7(9) AWARDED CONTRACT TO KEYS WELL DRILLING COMPANY FOR \$566,155.00 FOR REHABILITATION OF WELL NOS. 7, 12 AND 18, AND BOOSTER PUMPS 1 AND 2 LOCATED AT THE WEST WATER TREATMENT PLANT.

Councilmember Demmer understood the cost for this project could be lower than projected. Public Works Director Himmer explained this was the case.

THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

None.

NEW BUSINESS

17. ACCEPT FEASIBILITY AND ORDER PUBLIC HEARING AND ASSESSMENT HEARING FOR STREET RECONSTRUCTION – PROJECT 17-1

The Staff report was shared with Council.

Councilmember Klint questioned how the streets would be completed by the contractor. Community Development Director Brown anticipated that as the project got closer the contractor would have a timeline mapped out for the impacted residents. He provided further comment on how the City would communicate the construction timeline to residents.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 17-1(4) ACCEPTING FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING ON IMPROVEMENT FOR FEBRUARY 21, 2017; RESOLUTION NO. 17-1(10) DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 17-1(11) SETTING AN ASSESSMENT HEARING DATE FOR FEBRUARY 21, 2017. THE MOTION PASSED UNANIMOUSLY.

18. ACCEPT FEASIBILITY AND ORDER PUBLIC HEARING AND ASSESSMENT
 HEARING FOR STATE AID STREET RECONSTRUCTION – PROJECT 17-2

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 17-2(4) ACCEPTING FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING ON IMPROVEMENT FOR FEBRUARY 21, 2017; RESOLUTION NO. 17-2(10) DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 17-2(11) SETTING AN ASSESSMENT HEARING DATE FOR FEBRUARY 21, 2017. THE MOTION PASSED UNANIMOUSLY.

19. ACCEPT FEASIBILITY AND ORDER PUBLIC HEARING AND ASSESSMENT
 HEARING FOR STREET RECONSTRUCTION – PROJECT 17-3

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 17-3(4) ACCEPTING FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING ON IMPROVEMENT FOR FEBRUARY 21, 2017; RESOLUTION NO. 17-3(10) DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 17-3(11) SETTING AN ASSESSMENT HEARING DATE FOR FEBRUARY 21, 2017. THE MOTION PASSED UNANIMOUSLY.

20. ACCEPT FEASIBILITY AND ORDER PUBLIC HEARING AND ASSESSMENT
HEARING FOR STREET RECONSTRUCTION – PROJECT 17-4

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 17-4(4) ACCEPTING FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING ON IMPROVEMENT FOR FEBRUARY 21, 2017; RESOLUTION NO. 17-4(10) DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 17-4(11) SETTING AN ASSESSMENT HEARING DATE FOR FEBRUARY 21, 2017. THE MOTION PASSED UNANIMOUSLY.

21. ADOPT RESOLUTION 16-138 APPROVING 2017-18 TEAMSTERS LOCAL 320
("PUBLIC WORKS") COLLECTIVE BARGAINING AGREEMENT

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 16-138, APPROVING THE LABOR AGREEMENT BETWEEN THE CITY AND TEAMSTERS LOCAL NO. 320. THE MOTION PASSED UNANIMOUSLY.

22. ADOPT RESOLUTION 16-139 APPROVING 2017-18 INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS LABOR AGREEMENT

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 16-139, APPROVING THE LABOR AGREEMENT BETWEEN THE CITY AND THE INTERNATIONAL ASSOCIATION OF FIREFIGHTER UNION LOCAL NO. 1935. THE MOTION PASSED UNANIMOUSLY.

23. CONSIDER RESOLUTION 16-142, APPROVING YEAR END BUDGET
APPROPRIATIONS

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 16-142 RE-APPROPRIATING FUNDS WITHIN

THE 2016 GENERAL FUND BUDGET AND AMENDING THE 2016 AND 2017 BUDGETS.
THE MOTION PASSED UNANIMOUSLY.

24. ADOPT RESOLUTION 16-143, APPROVING 2017 COMPENSATION PLAN FOR
UNREPRESENTED EMPLOYEES

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER WELLS,
TO ADOPT RESOLUTION NO. 16-143 ESTABLISHING THE 2017 COMPENSATION
PLAN FOR UNREPRESENTED EMPLOYEES. THE MOTION PASSED UNANIMOUSLY.

OPEN MIC/PUBLIC COMMENT

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

REPORTS ON PREVIOUS OPEN MIC

None.

OTHER BUSINESS

City Manager Stemwedel reported City Hall would be closed on Monday, December 26th and Monday, January 2nd.

Councilmember Demmer thanked Councilmember Manning and Councilmember Klint for their service to the City of Coon Rapids.

Mayor Koch also thanked Councilmember Manning and Councilmember Klint for leaving the City in a better place during their time on the City Council.

Councilmember Geisler appreciated the fact that Councilmember Klint and Councilmember Manning served as positive role models for the City.

Councilmember Johnson thanked Councilmember Klint and Councilmember Manning for their dedication and commitment to the community.

Councilmember Wells encouraged Councilmember Klint and Councilmember Manning to stay

engaged in the community. He wished them both a Merry Christmas and thanked them for their service to the City of Coon Rapids.

Councilmember Klint addressed the Council and stated she was proud of how well this group works together, even on tough issues. She urged the Council to stay involved and to continue learning. She thanked staff and the citizens for their continued support.

Councilmember Manning believed the City was in really good hands between the Councilmembers and City staff. He appreciated the areas of expertise each Councilmember had and encouraged the group to continue to agree to disagree in order to keep the City moving forward in a positive manner.

ADJOURN

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER MANNING, TO ADJOURN THE MEETING AT 7:55 P.M. THE MOTION PASSED UNANIMOUSLY.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

8.

Meeting Date: 01/03/2017

Subject: Consider Contract Renewal with ACCAP for Senior Companion Program

From: Sharon Legg, Finance Director

INTRODUCTION

The City has been offering the Senior Companion Program for many years. Beginning in 2016, the program has been coordinated by Anoka County Community Action Program (ACCAP) with the City funding its share of the cost. The agreement with ACCAP must be renewed to maintain the current arrangement.

DISCUSSION

The Senior Companion Program provides for the placement of up to five senior companions to serve a minimum of 25 adults in an in-home setting. These companions provide companionship and assist with transportation to doctors appointments and errands. ACCAP coordinates the program and Lutheran Social Services (LSS) covers some costs such as volunteer stipends and program insurance. The City pays for client related travel and up to \$150 to the senior companion per year to cover the cost of traveling to the client. Additionally, the City pays \$2.00 per meal that the companion has with the client. The City has a separate Memorandum of Understanding with LSS for this arrangement that covers July 1, 2016 through June 30, 2018.

Through the third quarter of 2016, the Coon Rapids Senior Companion Program provided 682 visits to isolated, lonely or vulnerable seniors in the city. The visits totaled 1,935 hours of service and provided 358 client rides. A full year report will be received by the end of January.

To match the agreement that the City has with LSS, staff recommends entering into an agreement with ACCAP to administer the program for the City from January 1, 2017 through June 30, 2019. This extends the agreement, which is attached to this memorandum, for another year and a half. The annual costs will be \$3,840 in 2017, \$4,200 in 2018 and \$2,220 for the first half of 2019. The agreement phases in reimbursements for added costs such as mileage reimbursement for the companions that are not included in the original 2016 agreement which was for \$3,547.

RECOMMENDATION

Staff recommends that the City Council approve the execution of the agreement with ACCAP to administer the Senior Companion Program.

Attachments

AMENDED SERVICE CONTRACT

This contract (the "Agreement") is made and entered into this 1st day January, 2017, between the **City of Coon Rapids, Minnesota (the "City")**, and **Anoka County Community Action Program (the "Contractor")**, (collectively, the "Parties").

1. Scope of Services. The Contractor agrees to perform the following services:

Provide a Senior Companion Coordinator to the City for the Senior Companion Program. Coordinator will provide three hours of service per week to the City. At all times, a minimum of five Companions should be servicing Coon Rapids senior citizens. The City should be notified in writing if the minimum number of Companions is not being met.

In order for City to evaluate the services provided, Contractor further agrees that on or before January 31st of each year that the agreement is in effect, Contractor will provide data for the previous year as to the number of Volunteer Companions, hours of service provided and number of clients served.

Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the services and is appropriately licensed by all applicable agencies and governmental entities.

Contractor shall not perform any additional services without the express written permission of the City.

2. Compensation. The City agrees to pay the Contractor as follows:

Annually for 2017 \$ 3,840
Annually for 2018 \$ 4,200
First half of 2019 \$ 2,220

The compensation pays for:

- a. Services of three (3) hours/week of salary for the coordinator (includes wages, benefits and payroll taxes).
- b. Travel expenses of Companions.
- c. Overhead related to the program.

The Contractor shall submit an invoice annually to the City for such services. Each invoice shall include in detail the hours worked and a description of the services performed.

The City shall pay Contractor within thirty (30) days after the invoice has been received by the City.

The City shall not withhold monies for the payment of any federal or state income taxes, social security benefits, or other taxes.

If the City objects to all or any portion of any invoice, the City shall notify the Contractor of the dispute with ten (10) days from the date of receipt and shall pay that portion of the invoice not in dispute. Any dispute shall be settled in accordance with Paragraph 7 of this Agreement.

3. Term. January 1, 2017 to June 30, 2019. The agreement may be extended each year for an additional year upon mutual written consent of the Parties until such the time the agreement is terminated by either party. Each additional year shall be governed by the same terms and conditions contained in this Agreement, unless otherwise agreed to in by the Parties.

The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Contractor.

If the Contractor refuses or fails to complete the tasks described in Paragraph 1, or to complete the services in a manner satisfactory to the City, the City may, by written notice to the Contractor, give notice of its intention to terminate this Agreement. After such notice, the Contractor shall have ten (10) days to cure, to the satisfaction of the City. If the Contractor fails to cure, the City shall send the Contractor a written termination letter which shall be effective upon deposit in the United States mail to the Contractor's address as stated in Paragraph 8F.

In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by the Contractor to the effective date of termination, as described in the final invoice to the City.

4. Independent Contractor Relationship. It is expressly understood that the Contractor is an "independent contractor" and not an employee of the City. The Contractor shall have control over the manner in which the services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits.

5. Insurance Requirements. (Note: Liability insurance requirements may be modified or waived depending on the nature of the contract.)

- A. Liability. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be named as an additional insured.
- B. Automobile Liability. If the Contractor operates a motor vehicle in performing the services under this Agreement, the Contractor shall maintain commercial automobile

liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit.

- C. Workers' Compensation. The Contractor agrees to comply with all applicable workers' compensation laws in Minnesota.
- D. Certificate of Insurance. The Contractor shall, prior to commencing services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

6. Indemnification. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses, including attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

7. Dispute Resolution. The Parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the Parties, the following procedures shall be used:

- A. Whenever there is a failure between the Parties to resolve a dispute on their own, the Parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Anoka County District Court Administrator and select a mediator by alternately striking names until one remains. The City shall strike the first name followed by the Contractor, and shall continue in that order until one name remains.
- B. Litigation. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the Parties may litigate the matter.

8. General Provisions.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.
- C. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.

- E. Force Majeure. Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement, if and to the extent that such party's performance is prevented by reason of Force Majeure, as determined by the City.
- F. Notices. All notices and other communications under this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to City: Senior Center Coordinator
 11155 Robinson Drive NW
 Coon Rapids, MN 55433-3761

Notice to Contractor: ACCAP Director of Senior Programs
 1201 89th Avenue #345
 Blaine, MN 55434

- G. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the State of Minnesota.
- H. Waivers. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- I. Ownership of Documents. All reports, plans, specifications, data, maps, and other documents produced by the Contractor in the performance of services under this Agreement shall be the property of the City.
- J. Government Data. The Contractor agrees to maintain all data received from the City in the same manner as the City as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- K. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.
- L. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

City of Coon Rapids, Minnesota

By: _____
 Its City Manager

Anoka County Community Action Program

By: _____



City Council Regular

9.

Meeting Date: 01/03/2017

Subject: Designating Depositories and Investment Collateral Management Procedures

From: Francine Hanson, Accounting Manager

INTRODUCTION

Chapter 118A of the Minnesota Statutes sets forth the requirements for the deposit of public funds and the management of collateral.

DISCUSSION

State Statutes allow the City Council to authorize the treasurer or chief financial officer to designate depositories for City funds and to manage the collateral for those funds. The attached resolution designates Wells Fargo Bank Minnesota, N.A. as the official depository and authorizes the Manager of Accounting or Finance Director to designate additional depositories for investment purposes, approve wire transfer agreements with the depositories, and manage the collateral as prescribed by State Statute.

RECOMMENDATION

Adopt Resolution 17-12 designating depositories and investment collateral management procedures.

Attachments

Designating Depositories

RESOLUTION NO. 17-12

**RESOLUTION DESIGNATING DEPOSITORIES AND
INVESTMENT COLLATERAL MANAGEMENT PROCEDURES**

WHEREAS, Minnesota Statutes Section 118 sets forth the procedures for the deposit of public funds; and

WHEREAS, these statutes allow the Coon Rapids City Council to authorize the treasurer or chief financial officer to annually designate a bank as the official depository for the City funds and manage the collateral pledged to such funds; and

WHEREAS, Wells Fargo Bank Minnesota, N.A. is now the official depository; and

WHEREAS, Wells Fargo Bank Minnesota, N.A. wire transfers funds to institutions the City purchases investments from.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Wells Fargo Bank Minnesota, N.A. is designated as the City's official depository for 2016 and the Manager of Accounting/Treasurer or Finance Director are authorized to designate additional depositories for investment purposes and to approve wire transfer agreements with Wells Fargo Bank Minnesota, N.A. and other designated depositories.

BE IT FURTHER RESOLVED that the Manager of Accounting or Finance Director of the City of Coon Rapids are hereby designated as the approved authority for the acceptance and release of all collateral to be held by the City in conjunction with City funds on deposit with authorized institutions.

Adopted this 3rd day of January, 2017, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk