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


4. Designation of Official Newspaper

5. Board and Commission Appointments

6. Council Appointments

Approval of Minutes of Previous Meeting

7. Approve Minutes of December 18, 2018

Consent Agenda
8. Adopt Resolution 19-5 Authorizing City Staff to Distribute the Comprehensive Plan to the Metropolitan Council

**Public Hearing**

**Bid Openings and Contract Awards**

**Old Business**

**New Business**

9. Consider Resolution 19-3 Designating Depositories and Investment Collateral Management Procedures

**Open Mic/Public Comment**

**Reports on Previous Open Mic**

**Other Business**

**Adjourn**
City Council Regular  

Meeting Date: 01/07/2019  
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 Mayor Koch. Councilmembers Johnson and Demmer have been sworn in by staff.

DISCUSSION  

RECOMMENDATION  

Attachments  

Mayor Koch Oath
STATE OF MINNESOTA )
COUNTY OF ANOKA ) ss
CITY OF COON RAPIDS )

I, Jerry Koch, 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 Mayor of the City of Coon Rapids in the County of Anoka and State of Minnesota, to the best of my judgment and ability.

______________________________
Jerry Koch

WITNESSED:

______________________________
Tammi A. Fredrickson
Filed this 7th day of January, 2019.
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 2019. The addendum does reflect a rate increase of about 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 19-1 Designating TimeSaver Off Site Secretarial, Inc. as Council secretary for 2019.
  b. Approve Addendum to Recording Secretary Service Agreement.

Attachments
Resolution 19-1
Addendum to TimeSaver Agreement 2019
RESOLUTION NO. 19-1

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 2019.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

_____________________________________
Joan Lenzmeier, City Clerk
ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT

Dated: December 31, 2018

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, 2017 shall be extended under the same terms and conditions to December 31, 2019.

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 Forty-Five and 00/100 dollars ($145.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 00/100 dollars ($35.00) for each thirty (30) minutes following the first one (1) hours; or

   b. Thirty-One and 00/100 dollars ($31.00) 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 Fourteen and 00/100 dollars ($14.00) for each page of draft minutes for submission to 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 ___, 2019

CITY OF COON RAPIDS

By

______________________________
Jerry Koch

Its

Mayor

______________________________
Matt Stemwedel

Its

City Manager

November 1, 2018

TIMESAVER OFF SITE SECRETARIAL, INC.

By

______________________________
Carla Wirth

Its

President & CEO
City Council Regular

Meeting Date: 01/07/2019

Subject: Council Rules of Procedure

Submitted For: Joan Lenzmeier, City Clerk

From: Melissa Moore, Administrative Assistant I

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:

b. Adopt the Addendum to Resolution 19-2, Definitions and Explanations of City Council Order of Business.

Attachments

Resolution 19-2 Council Rules of Procedure
Resolution 19-2 Addendum
RESOLUTION NO. 19-2

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 7th day of January, 2019, by the Coon Rapids City Council.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk
DEFINITIONS AND EXPLANATIONS OF CITY COUNCIL ORDER OF BUSINESS
Addendum to Resolution 19-2

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 member 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 7th day of January, 2019.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk
City Council Regular

Meeting Date: 01/07/2019
Subject: Designation of Official Newspaper
Submitted For: Joan Lenzmeier, City Clerk
From: Melissa Moore, Administrative Assistant I

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 2019. Their publication rates will remain the same as in 2018. The Herald meets all requirements for serving as the legal newspaper.

This year the City also received a proposal from the StarTribune to serve as the City's legal newspaper for 2019. The StarTribune publication rates of $1.31 per line inch are higher than the Anoka County Union publication rates of $1.19 per line inch.

RECOMMENDATION
Based upon the proposals received, staff requests adoption of Resolution 19-6 designating the Anoka County Union Herald as the official newspaper for 2019.

Attachments
Resolution 19-6
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 2019.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

_______________________________________
Jerry Koch, Mayor

ATTEST:

___________________________________
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 re-appointments. 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 (8 vacancies)**
Mary Ann Kehn, Chair
Ellen Feuling, Reappoint
Elaine Stulc, Reappoint
Jim Ulwelling, Reappoint

**Board of Adjustment and Appeals (1 vacancy)**
Aaron Vande Linde, Reappoint and Chair

**Charter Commission**
*Appointments occur in March*

**Civil Service Commission**
Bruce Sanders, Chair
Al Hofstedt, Reappoint

**Historical Commission (2 vacancies)**
Luann Koskinen, Reappoint and Chair
Bill Peterson, Reappoint
Ronald Wendel, Reappoint
Robert Powell, Reappoint

**Parks and Recreation Commission (1 vacancy)**
Neal Livermore, Chair
Karen Blaska, Appoint

**Planning Commission**
Wayne Schwartz, Reappoint and Chair
Don Heikkila, Reappoint
Christopher Geisler, Appoint
Ron Bradley, Appoint

**Safety Commission (4 vacancies)**
Al Hofstedt, Reappoint and Chair

**Sustainability Commission (2 vacancies)**
Stacce Demmer, Chair
Tim Lockrem, Reappoint

**RECOMMENDATION**
Staff recommends that Council adopt the following resolutions:

a. Adopt Resolution 19-4 Approving Annual Appointments to the Arts Commission.

b. Adopt Resolution 19-7 Approving Annual Appointments to the Board of Adjustment and Appeals.


d. Adopt Resolution 19-9 Approving Annual Appointments to the Historical Commission.

e. Adopt Resolution 19-10 Approving Annual Appointments to the Parks Commission.


g. Adopt Resolution 19-12 Approving Annual Appointments to the Safety Commission.

h. Adopt Resolution 19-13 Approving Annual Appointments to the Sustainability Commission.

**Attachments**

Commission Appointment Resolutions
RESOLUTION NO. 19-4

APPROVING ANNUAL APPOINTMENTS TO THE
ARTS COMMISSION

WHEREAS, the term of Charlie Pitts expired on December 31, 2016; and

WHEREAS, Charlie Pitts does not wish to be reappointed to an additional term; and

WHEREAS, the terms of Elaine Stulc, Jim Ulwelling, and Ellen Feuling expired on December 31, 2018; and

WHEREAS, Elaine Stulc, Jim Ulwelling, and Ellen Feuling wish to be reappointed to an additional term; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Elaine Stulc, Jim Ulwelling, and Ellen Feuling be reappointed to the Arts Commission for three year terms to expire on December 31, 2021, and that Mary Ann Kehn is appointed Chair for 2019.

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

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

___________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-7

APPROVING ANNUAL APPOINTMENTS TO THE
BOARD OF ADJUSTMENT AND APPEALS

WHEREAS, the term of Aaron VandeLinde of the Board of Adjustment and Appeals expired on December 31, 2018; and

WHEREAS, the Commission recommends the reappointment of Aaron VandeLine; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Aaron VandeLinde be reappointed for a three year term to expire on December 31, 2021.

BE IT FURTHER RESOLVED that Aaron Vande Linde be appointed as Chair of the Board of Adjustment and Appeals for the year 2019.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

____________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-8

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

WHEREAS, the term of Al Hofstedt expired on December 31, 2018; and

WHEREAS, Al Hofstedt 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 Al Hofstedt be reappointed to serve on the Police and Firefighter’s Civil Service Commission with a term to expire December 31, 2021 and that Bruce Sanders be appointed Chair for 2019.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

_______________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-9

APPROVING ANNUAL APPOINTMENTS TO THE HISTORICAL COMMISSION

WHEREAS, the terms of Bill Peterson, Luann Koskinen, Robert Powell, and Ronald Wendel, expired on December 31, 2018; and

WHEREAS, Lyle Goff has resigned his position on the Historical Commission; and

WHEREAS, the Historical Commission recommends the reappointment of Bill Peterson, Luann Koskinen, Robert Powell, and Ronald Wendel;

WHEREAS, the Historical Commission recommends the appointment of Luann Koskinen as Chair for 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Bill Peterson, Luann Koskinen, Robert Powell, and Ronald Wendel be reappointed for three year terms to expire on December 31, 2021; and

BE IT FURTHER RESOLVED that Luann Koskinen be appointed as Chair of the Historical Commission for the year 2019.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

____________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-10

APPROVING ANNUAL APPOINTMENTS TO THE
PARKS AND RECREATION COMMISSION

WHEREAS, the terms of Tim Arntson, Michael Jacobson, Tim Matsche, and Gen Sand, expired on December 31, 2018; and

WHEREAS, Tim Arntson and Tim Matsche do not wish to be reappointed; and

WHEREAS, the Commission recommends reappointment of Michael Jacobson and Gen Sand; and

WHEREAS, the resignation of Tim Arntson and Tim Matsche creates two vacancies; and

WHEREAS, the Commission recommends appointment of Karen Blaska to fill one of the vacancies; and

WHEREAS, there is one vacancy for a three year term expiring December 31, 2021; and

WHEREAS, the Commission recommends Neal Livermore be appointed Chair of the Parks and Recreation Commission for 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Michael Jacobson and Gen Sand be reappointed to the Parks and Recreation Commission for three year terms to expire December 31, 2021; that Karen Blaska be appointed to a three year term to expire December 31, 2021; and that Neal Livermore be appointed Chair of the Parks and Recreation Commission for 2019.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

__________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-11

APPROVING ANNUAL APPOINTMENTS TO THE PLANNING COMMISSION

WHEREAS, the term of Don Heikkila expired on December 31, 2018; and

WHEREAS, the term of Wayne Schwartz expired on December 31, 2018; and

WHEREAS, the Planning Commission recommends reappointment of Don Heikkila and Wayne Schwartz; and

WHEREAS, Julia Stevens has resigned her position on the Planning Commission; and

WHEREAS, Zachary Stephenson has resigned his position on the Planning Commission; and

WHEREAS, a Sub-Committee consisting of City Council and City Staff members conducted interviews and has recommended the appointment of Christopher Geisler and Ron Bradley to the Planning Commission; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Don Heikkila and Wayne Schwartz be reappointed for three year terms to expire on December 31, 2021; and

BE IT FURTHER RESOLVED that Christopher Geisler be appointed to a three year term ending December 31, 2021 and that Ron Bradley be appointed to fulfill the remaining term of outgoing Commissioner Stephenson with a term ending December 31, 2020.

BE IT FURTHER RESOLVED that Wayne Schwartz be appointed as Chair of the Planning Commission for the year 2019.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

___________________________________
Jerry Koch, Mayor

ATTEST:

___________________________________
Joan Lenzmeier, City Clerk
RESOLUTION 19-12

APPROVING ANNUAL APPOINTMENTS TO THE
SAFETY COMMISSION

WHEREAS, the term of Al Hofstedt of the Safety Commission expired on December 31, 2018; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Al Hofstedt be reappointed for a three year term to expire on December 31, 2021.

BE IT FURTHER RESOLVED that Al Hofstedt be appointed as Chair of the Safety Commission for the year 2019.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

____________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-13

APPROVING ANNUAL APPOINTMENTS TO THE
2019 SUSTAINABILITY COMMISSION

WHEREAS, the terms of Ed Dedman, Robert Krahn and Tim Lockrem expired on December 31, 2018; and

WHEREAS, Tim Lockrem is seeking reappointment and the Commission recommends the reappointment; and

WHEREAS, Ed Dedman and Robert Krahn do not wish to seek reappointment creating two vacancies on the Sustainability Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Tim Lockrem be reappointed for a three year term to expire on December 31, 2021, and that there are two vacancies on the Sustainability Commission for a three year term expiring on December 2021.

BE IT FURTHER RESOLVED that Stacee Demmer be appointed as Chair of the Sustainability Commission for the year 2019.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

____________________________________
Joan Lenzmeier, City Clerk
City Council Regular

Meeting Date: 01/07/2019
Subject: Council Appointments
Submitted For: Matt Stemwedel, City Manager
From: Melissa Moore, Administrative Assistant I

INTRODUCTION

Each year Council makes appointments to certain organizations. Council is asked to make the 2019 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 by Council:

- Anoka County Joint Law Enforcement Council (2018 appointments - Councilmember Wells and Chief Brad Wise; Councilmember Johnson alternate)
- Anoka-Hennepin Community Ed. Advisory Council (2018 appointments - Councilmember Demmer; Councilmember Greskowiak alternate)
- Local Government Information Systems (LOGIS) (2018 appointments - City Manager Matt Stemwedel; IT Manager Dave Sack and Councilmember Geisler alternates)
- Minnesota Metro North Tourism (TC Gateway) (2018 appointments - Mayor Koch and City Manager Matt Stemwedel)
- Schwan’s Super Rink Joint Board (2018 appointments - Councilmember Wells and Public Works Director Tim Himmer, Councilmember Kiecker alternate)
- Anoka County Fire Protection Council (2018 appointments - Councilmember Johnson; Councilmember Wells alternate)
- Coon Rapids Fire Relief Association (2018 appointments - Councilmember Geisler, Chief John Piper and Accounting Manager Fran Hanson)
- North Metro Mayors' Association (2018 appointments - Mayor Koch and City Manager Matt Stemwedel, as required by association bylaws)
- Youth First Community of Promise (2018 appointments - Councilmembers Geisler and Kiecker; Councilmember Johnson and Recreation Supervisor Ryan Gunderson alternates)
RECOMMENDATION

City staff have included in the resolutions the same slate of appointments that was approved in 2018. However, these recommendations can change based upon the appointments included in the motion to approve. Council is asked to make final determinations regarding appointments for the following:

a. Adopt Resolution 19-14 Appointing Chief of Police and One Other Voting Member to the Anoka County Joint Law Enforcement Council.
c. Adopt Resolution 19-16 Appointing a Representative and Alternate to the Local Government Information Systems (LOGIS).
d. Adopt Resolution 19-17 Appointing Representatives to the Minnesota Metro North Tourism (Twin Cities Gateway).
e. Adopt Resolution 19-18 Appointing Representatives to the Schwan’s Super Rink Joint Board.
f. Adopt Resolution 19-19 Appointing a Representative to the Anoka County Fire Protection Council.
g. Adopt Resolution 19-20 Appointing Three Members to the Coon Rapids Fire Relief Association.
h. Adopt Resolution 19-21 Appointing Two Representatives to the North Metro Mayors’ Association.
i. Adopt Resolution 19-22 Appointing Representatives to Youth First Community of Promise.

Attachments

Agency Appointment Resolutions
RESOLUTION NO. 19-14

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 Wells and Police Chief Brad Wise to membership on the Anoka County Joint Law Enforcement Council for the year 2019 with Councilmember Johnson as alternate.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

__________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-15

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 2019.

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

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

__________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-16

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 2019.

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 with Councilmember Geisler as the alternate.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

__________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-17

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 Mayor Koch and City Manager Matt Stemwedel be appointed to represent the City on Minnesota Metro North Tourism for 2019.

Adopted by the Coon Rapids City Council this 7th day of January, 2019.

____________________________________
Jerry Koch, Mayor

ATTEST:

__________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-18

RESOLUTION APPOINTING MEMBER 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 to represent the City.

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

Adopted by the Coon Rapids City Council this 7th day of January, 2019.

____________________________________
Jerry Koch, Mayor

ATTEST:

______________________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-19

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 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Councilmember Johnson be designated as Council delegate to the Anoka County Fire Protection Council for 2019 with Councilmember Wells as alternate.

Adopted this 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

__________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-20

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 Jenny Geisler, Fire Chief John Piper and Manager of Accounting Francine Hanson be designated as representatives to the Coon Rapids Fire Relief Association.

Adopted this 7\textsuperscript{th} day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

__________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-21

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 7th day of January, 2019.

__________________________________
Jerry Koch, Mayor

ATTEST:

__________________________________
Joan Lenzmeier, City Clerk
RESOLUTION NO. 19-22

RESOLUTION APPOINTING REPRESENTATIVES
TO YOUTH FIRST COMMUNITY OF PROMISE

WHEREAS, it is necessary for the Coon Rapids City Council to appoint representatives to Youth First Community of Promise; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that Councilmembers Geisler and Kiecker be designated as representatives to Youth First Community of Promise with Councilmember Johnson and Recreation Supervisor Ryan Gunderson as alternates.

Adopted by the Coon Rapids City Council this 7th day of January, 2019.

____________________________________
Jerry Koch, Mayor

ATTEST:

__________________________________
Joan Lenzmeier, City Clerk
City Council Regular

Meeting Date: 01/07/2019

SUBJECT: Approve Minutes of December 18, 2018

Attachments

December 18, 2018
UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF DECEMBER 18, 2018

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 18, 2018, 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 Brad Greskowiak, Bill Kiecker, Wade Demmer, Jennifer Geisler, Brad Johnson, and Steve Wells

Members Absent: None

ADOPT AGENDA

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT THE AGENDA AS AMENDED ADDING ITEM 1A UNDER PROCLAMATIONS/ PRESENTATIONS FOR A CITIZEN AWARD. THE MOTION PASSED UNANIMOUSLY.

PROCLAMATIONS/PRESENTATIONS

1. GRADUATION OF COON RAPIDS POLICE RESERVE POLICE OFFICERS FROM THE ACADEMY

Police Chief Wise introduced the Council to nine individuals that recently graduated from the Coon Rapids Police Reserve Academy. He commented further on the training individuals receive through the Police Reserve program. Those graduating from the academy were Noah Koss, Cole Brownfield, Tanya Ussery, Rylie Marcotte, Amber Clark, Jordan Devries, Jake Bearl, Daisy Kolstad, and Austin Smith. A round of applause was offered by all in attendance.
1A. CITIZEN AWARD

Police Chief Wise recognized Brian Hiltner, Daniel McKee, and Jason Braaten. He then described an event where police, fire and paramedics responded to a man who had fallen and was severely bleeding. Upon arrival at the scene, police found two citizens, Brian Hiltner and Daniel McKee providing lifesaving first aid to the victim, Jason Braaten. He reported the victim was able to drag himself to the shoulder of the road where he attempted to flag down a passerby. He explained Brian and Daniel recognized the severity of the wound and immediately took action by applying pressure and a tourniquet. He commended Brian Hiltner and Daniel McKee for their fast actions and for saving the life of Jason Braaten and presented them with a Life Saving Award.

Jason Braaten stated he would like to publicly thank Brian Hiltner and Daniel McKee for their actions. He stated he was eternally grateful for their kindness and thanked the City for recognizing these men for their service.

Mayor Koch thanked Brian Hiltner and Daniel McKee for their brave actions and for saving the life of Jason Braaten.

2. DECEMBER 4, 2018, COUNCIL MEETING

MOTION BY COUNCILMEMBER KIECKER, SECONDED BY COUNCILMEMBER DEMMER, FOR APPROVAL OF THE MINUTES OF THE DECEMBER 4, 2018, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

3. APPROVE FINAL PAYMENT FOR PROJECT 18-9, 2018 WELL REHAB, CONTRACT A

4. APPROVE MOU FOR FEDERAL EQUITABLE SHARING FOR THE ANOKA-HENNEPIN NARCOTICS AND VIOLENT CRIMES TASK FORCE

5. APPROVE FINAL PAYMENT TO PARK CONSTRUCTION FOR PROJECT 17-2, STREET CONSTRUCTION

6. ADOPT RESOLUTION 18-127 ACCEPTING DONATION FOR THE POLICE DEPARTMENT

7. ADOPT RESOLUTION 18-126 APPROVING 2019 CIVIC CENTER FEES

8. ADOPT RESOLUTION 18-130 ACCEPTING SOURCE WATER PROTECTION PLAN IMPLEMENTATION GRANT AND APPROVE AGREEMENT WITH THE STATE OF MINNESOTA

9. RECEIVE REPORT FROM CRMAF BOARD OF DIRECTORS

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

None.

BID OPENINGS AND CONTRACT AWARDS

None.

OLD BUSINESS

None.

NEW BUSINESS

10. CONSIDER APPEAL OF PLANNING COMMISSION DECISION – PLANNING CASE 18-18 – SITE PLAN/CONDITIONAL USE PERMIT – SELF STORAGE FACILITY – GREEN PARTNERSHIP

The Staff report was shared with Council.

Mayor Koch commented the property owner has owned this property since 1940. He understood the property owner was frustrated with the City and how this property was not developing. He questioned what should be developed on this property given its limited access. Community Development Director Fernelius stated this was a good question, but noted the City was not excited about the self-storage concept. He indicated this was a unique site but encouraged the Council to think long-term about the potential uses for this property. He reported the use next door has had a number of problems and the City was mindful of this. He explained this property was zoned and guided industrial. He stated there were other industrial uses that could develop on this site but noted the City may have to revisit the zoning for this property. He commented at this time staff did not support the proposed self-storage facility given all of the impacts this use would have.

Councilmember Geisler commented on the history of this site. She understood the adjacent self-storage facility has been a concern. She stated she did not support a gateway property in the City being surrounded with a fence. She discussed the tremendous amount of work the City has been putting into improving the boulevard and stated she was proud of these efforts. She explained she could not support a self-storage facility on this property as this was not the vision of the City.
City Attorney Brodie advised the Council on the appeal process and requested the Council allow the applicant to speak at this time.

Al Taft, 2419 Onstad Road in Eau Claire, thanked the Council for hearing his appeal. He stated he disagreed with some of staff’s analysis and noted the Planning Commission approved the Preliminary Plat. He commented further on how his plan complies with the City’s Comprehensive Plan. He reported the site would be accessed via Coon Rapids Boulevard through a right-in, right-out. He was of the opinion that a self-storage facility would be the least invasive type of industrial use that could operate on this property. He commented on the layers of requirements within the Industrial and River Rapids Zoning Districts. He believed it would be logical for the City to grant a conditional use permit for the requested use given the fact this was the only industrially zoned property within the River Rapids Overlay District. He reported countless hours and many dollars have been spent on this project.

Mr. Taft indicated the Planning Commission based their decision on the fact the request was contrary to the Comprehensive Plan. He stated he disagreed with this and explained this project should be viewed as providing a supporting role for the overall corridor. He commented that while the City would like to see something else built here, this was not likely. He believed the proposed self-storage facility was the highest and best use for the site. He encouraged the Council to support the development of this underutilized property. He discussed the growing need for self-storage in the community. He understood that compared to a medical device company, the proposed use did not compare. However, he was of the opinion the self-storage facility would be less intense.

Mr. Taft discussed how he diligently designed this property to create an attractive view from the street. He was of the opinion his request strongly qualified for a conditional use permit. He described the landscaping and bench amenities he would be putting on the site and believed his project would be more attractive than the vacant land. He recommended the sidewalk be placed on the other side of the street as pedestrians would not be walking to this dead-end site. He commented on how the project advances the overlay district and requested the Council overturn the Planning Commissions denial for this reasonable project. He feared that if this project were not approved the City would continue to see vacant land on this prominent property in Coon Rapids.

Mr. Taft then discussed the site plan. He indicated staff wants pedestrian access to the site. He reported the self-storage facility would be fenced and gated. He stated he did not anticipate there would be any pedestrian visitors to the site and for this reason requested the Council not require a dead-end sidewalk. He was of the opinion he met or exceeded all of the City’s Site Plan requirements and encouraged the Council to offer their support.

Mayor Koch requested Mr. Taft provide staff with a copy of his written narrative. Mr. Taft stated he would provide staff with a copy.
Councilmember Johnson requested further information regarding the proposed building materials. Mr. Taft described the building materials that would be used on the self-storage facility buildings. It was noted the buildings would have brick, split face block and siding. He indicated the view from Coon Rapids Boulevard would be of trees, a fence and brick two-story expression building.

Councilmember Johnson asked when Mr. Taft learned about the access change along Coon Rapids Boulevard. Mr. Taft stated this change would be coming in 2019 and explained he learned about it while working on this project.

Councilmember Johnson questioned who would manage the property. Mr. Taft indicated the property would be managed by the applicant or his employee.

Councilmember Johnson stated he did not agree with the applicant on one point. He commented on how Port Riverwalk was developing and asked if the applicant had considered the importance of having a sidewalk connection to the adjacent neighborhood. Mr. Taft explained it was very unlikely visitors to the self-storage facility would be taking items to or from the site on foot.

Councilmember Demmer indicated he did not plan to offer his support for the Conditional Use Permit. He explained he had concern with a self-storage facility locating on this property given how Port Riverwalk has developed over the past 20 years. However, if the zoning and overlay district had put too many restrictions on this property, the Council may have to revisit this issue. He commented on the number of self-storage facilities that were located within six miles of this property. He encouraged the Council to consider what was the best plan for this property and perhaps hold another conversation regarding the restrictions on the land.

Councilmember Geisler thanked Mr. Taft for his thorough appeal. She commented on how the proposed project design does not fit with the design guidelines for the overlay district. For this reason, she would not be able to support overturning the appeal.

Peter Coyle, Scherer Family representative, explained he was a land attorney. He stated he respected the presentation from staff, but noted he did not agree. He encouraged the Council to consider what governs the request, which was the City’s Comprehensive Plan and Zoning Ordinance. He reported the Comprehensive Plan alone cannot be the sole reason for denying a request. He was of the opinion the applicant has taken off the table all reasons to deny the request before the Council. He reported the Council had to document, based on the record objectively verifiable factors that demonstrate the applicant has not taken the proper steps to protect the public’s health, safety and welfare through its proposed plan, if the Council wished to deny the request. He indicted if the Council accepts the staff recommendation and accepts the rules that are in place, they can’t also ignore the rules that are in place. He advised the applicant feels very strongly that this was an appropriate use for the property. He stated respectfully, there were no other factors in place to deny the request and therefore the Council had the obligation to approve the Conditional Use Permit.
Councilmember Geisler reported the project does not meet the River Rapids Overlay District guidelines. Mr. Coyle stated it was his belief the only manner in which the project did not comply was with respect to the sidewalk and landscaping requirements. He explained a sidewalk makes no sense for grading, utility and cost reasons. He reported his client had amended the landscaping plan. He reiterated that self-storage was a permitted use in the Industrial zoning district with conditions. He stated the applicant was not trying to force something on the City, but rather the City already had this allowance in place.

Councilmember Greskowiak stated he believed the Planning Commission made the right call based on the information they had before them. He requested clarification on the exterior building materials. He asked if the two-story expression would only be on building one. Mr. Taft reported all of the buildings would have a gable end or two-story expression. He commented further on the exterior building materials and stated he was of the opinion it was a waste of money to provide architectural enhancements to buildings that would not be seen from the street.

Mayor Koch noted the Planning Commission had not reviewed the Site Plan. Mr. Taft noted the Planning Commission did make a motion to recommend denial of the Site Plan. City Attorney Brodie reported this was the case based on the fact the CUP was denied due to the fact the request did not meet the overlay requirements.

Councilmember Geisler clarified for the record the applicant was appealing both the Conditional Use Permit and Site Plan denial. She asked if this was a single appeal for the applicant. City Attorney Brodie advised this was a single appeal.

Councilmember Geisler reported the Site Plan does not meet all of the River Rapids guidelines and was recommended for denial by the Planning Commission.

Councilmember Demmer requested further information regarding the findings as stated by the Planning Commission. City Attorney Brodie reported the standards listed by the Planning Commission were within the River Rapids Overlay District. He explained the Planning Commission read each of the standards and noted how the project did not comply. He indicated he was comfortable with the findings stated by the Planning Commission to uphold their decision to deny the CUP.

City Manager Stemwedel commented on the actions that could be taken by the Council this evening.

Councilmember Demmer asked if it was acceptable for the City Council to deny the appeal request without the matter being considered a “taking” and that there were still proper approvable uses for this site. City Attorney Brodie stated he was comfortable with the decision to deny, that proper findings were in place and that it should not be viewed as a taking.
Councilmember Wells stated he would be voting to uphold the appeal but explained there may be unrealistic expectations for this property. He supported the Council discussing this property and its future development in further detail.

Councilmember Johnson commented the City had to consider what other economical viable options were available for this property given the restrictions that were in place. He encouraged the Council to consider the restrictions that were in place on this property. He reported this property was bounded by the railroad track and had poor access. He asked if the City had real economic options viable if this request were denied. He also believed the lack of access to the site would hinder future development. He explained he did not want the denial of the CUP to be viewed as a regulatory taking of the property. He stated he would support action on this item being tabled to allow for staff and the City Council to further analyze the property.

A representative from Mayflower tried to speak and City Attorney Brodie reported the Council would only be taking comments from the appellant. He reported comments from Mayflower regarding this request were reflected in the Planning Commission meeting minutes.

Councilmember Johnson suggested the matter be tabled to allow staff to research the highest and best use for the property.

Councilmember Greskowiak stated he supported the matter being tabled and stated he would like to learn from staff what industrial uses would be acceptable for this site.

Councilmember Geisler commented she would also like to understand what type of use meets the overlay district design guidelines. She explained there were developments that would fit on this property and encouraged the applicant to be more creative.

Councilmember Demmer indicated he supported the matter being tabled.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER DEMMER, TO TABLE ACTION ON THE APPEAL REFERRING THE MATTER BACK TO STAFF AND THE PLANNING COMMISSION TO FIND THE HIGHEST AND BEST USE FOR THIS PROPERTY. THE MOTION PASSED 6-1 (COUNCILMEMBER GEISLER OPPOSED).

11. PC 18-19 – CONSIDER PRELIMINARY PLAT – VALE STREET AND COON RAPIDS BOULEVARD – GREEN PARTNERSHIP

The Staff report was shared with Council.

Mayor Koch asked if the Council should table action on this item as well. City Attorney Brodie recommended the Council approve the Preliminary Plat as it met the City’s requirements. He explained the Preliminary Plat would fail if the Conditional Use Permit and Site Plan were not
MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER WELLS, TO RECOMMENDED APPROVAL OF THE PRELIMINARY PLAT FOR THE STORAGE PLACE WITH THE FOLLOWING CONDITIONS:

1. ALL COMMENTS OF THE ANOKA COUNTY HIGHWAY DEPARTMENT BE ADDRESSED.

2. ALL COMMENTS OF THE CITY ENGINEER BE ADDRESSED.

3. THE STREET RIGHT-OF-WAY FOR RIPPLE LANE, OAK STREET AND BROOKVIEW PLACE BE VACATED BY THE CITY PRIOR TO RELEASING THE PLAT FOR RECORDING.

4. PARK DEDICATION IN THE AMOUNT OF $20,720 BE PAID PRIOR TO RELEASING THE PLAT FOR RECORDING.

THE MOTION PASSED UNANIMOUSLY.

12. CONSIDER RENTAL LICENSE RENEWAL DENIAL APPEAL – ANGELA CHARPENTER – 12380 DRAKE STREET NW

The Staff report was shared with Council.

Mayor Koch commented on Ms. Charpenter’s offense and asked how this applied to the rental license. City Attorney Brodie reported the offense was originally a category A but was reduced to a category B. Police Chief Wise discussed what originally happened and noted he had reviewed the case file. He indicated Ms. Charpenter had been charged for terroristic threats.

Councilmember Johnson asked if the Koskinen law applied to property owners or to property owners and managers. City Attorney Brodie explained in Coon Rapids this applies to managers and property owners.

Councilmember Demmer questioned if Ms. Charpenter was not made a part-owner in the property if she could remain on site. City Attorney Brodie reported this was the case.

Councilmember Greskowiak commented that the applications for this property had been misstated for several years. Neighborhood Coordinator DeGrande stated August of 2018 was the first time Angela Charpenter had been added to the forms.

Councilmember Geisler inquired when the 10-year timeline began.
Councilmember Johnson explained this was from the date of discharge from the sentence, which began in 2015 making Ms. Charpenter eligible in 2025.

Angela Charpenter, 12380 Drake Street NW, stated she has been an owner of this property since 2004. She indicated she was not aware of the fact both she and Kevin had to be on rental application. She commented this issue came up because her rental manager made her aware that her name should be added to the rental application. She reported she and Kevin would be selling the Drake Street property. She requested a temporary permit be considered for the next month and a half to allow tenant to remain in the property. She reported after this time the property would be sold. She noted she had friends, family and co-workers in attendance to speak on her behalf.

Mayor Koch asked what the end date was on the lease. Kevin Perdew, explained the lease would be up in July or August of 2019.

Councilmember Johnson thanked Ms. Charpenter for speaking to the Council regarding this matter. He discussed his work history as a prosecuting attorney. He thanked Ms. Charpenter for bringing members of the community in support of her request. He stated he did not like the fact that the City had added property owner onto this as it meant felons could not rent their property in Coon Rapids. He supported the Council reviewing these matters on a case by case basis and thanked Police Chief Wise for sharing the background on this case. He noted Ms. Charpenter could seek an expungement for her felony or have her name removed from the rental application. He then discussed how the denial of this rental license would impact the community.

Ms. Charpenter stated she was working to have the felony expunged but noted this was a long process. She reported her name could be taken off the title, but noted the mortgage was solely in her name. For this reason, her name had to remain on the title.

Councilmember Johnson commented further on Minnesota State Law and believed the City Council was in a difficult position to enforce City Code by the way it was written. He stated he struggled with the inequities that were being created by the Code.

Mayor Koch indicated he was struggling with putting these tenants out in the winter. Ms. Charpenter stated this was a major concern for her as well.

Mayor Koch explained he could support the rental license remaining in place until spring.

Councilmember Demmer asked if the Council could make this type of recommendation. City Attorney Brodie stated in the past, the Council has allowed a license renewal to a date recommended by staff.

Councilmember Wells supported the rental license being extended until March 31, 2019.
Councilmember Demmer commented the last time this issue was brought before the Council was his neighbor and noted the Council did not support an extension. He stated at that time the rationale for the denial was because both the owner and the property manager had access to the property.

Ms. Charpenter reported she does not have keys to the property.

Councilmember Demmer explained he could support the City working closely with the tenant to find alternative housing.

Councilmember Geisler asked if the property had school ages children. Ms. Charpenter stated she was uncertain as all communication and interaction with the renter was handled by her property manager.

Mayor Koch indicated he supported a May 31st extension deadline as this would allow the tenant to move and not have it still be winter.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER JOHNSON, TO AFFIRM THE DENIAL OF A RENTAL LICENSE RENEWAL TO ANGELA CHARPENTER AND KEVIN PERDEW, PROPERTY OWNERS OF 12380 DRAKE STREET NW, OFFERING AN EXTENSION TO MAY 31, 2019 AT WHICH TIME THE PROPERTY MUST BE VACATED.

Councilmember Greskowiak asked if the Council would be setting a precedence would be set by the Council offering an extension. City Attorney Brodie reported the Council was denying the rental license based on City Code and was providing some human factor by granting an extension of time to allow for the tenant to find alternative housing. He stated he supported this recommendation.

Councilmember Johnson thanked City Attorney Brodie for his recommendation and thanked Ms. Charpenter for coming before the Council.

THE MOTION PASSED UNANIMOUSLY.

13. CONSIDER ADOPTION OF RESOLUTIONS 18-124 AND 18-125 FOR 2018-2 APPEALED ASSESSMENTS

The Staff report was shared with Council.

Councilmember Demmer thanked the Board of Adjustment and Appeals for their service to the community. He described the process that was followed for City Code violations. He requested the City review its restrictions regarding parking cars with expired tabs on City streets. He did not believe that all cars with expired tabs should be considered junk vehicles. He commented on
a citation that was given for garbage and requested the citation amount be reduced by $150 given the fact the property owner had tried to get the trash picked up.

Councilmember Johnson stated he too was impressed by the Board of Adjustment and Appeals and the manner in which they made thoughtful decisions. He requested feedback on the citation that was given to the property on Dahlia Street. Trevor White explained this citation was issued for a vehicle being parked on the property without tabs and not on an improved surface.

Councilmember Geisler encouraged the public to contact the Code Enforcement Department if they have any questions or concerns regarding a citation.

Councilmember Wells believed that staff gave property owners the benefit of the doubt most of the time, when it came to issuing citations.

City Attorney Brodie thanked Councilmember Demmer and Councilmember Johnson for attending the recent Board of Adjustment and Appeals meeting. He cautioned the Council from amending the recommendation of the Board of Adjustment and Appeals, so as not to set a precedent.

Councilmember Demmer stated he believed it was reasonable to lower a citation amount if just cause had been presented by the property owner. However, he stated he would allow another Councilmember to make a motion on this item.

MOTION BY COUNCILMEMBER GRESKOWIAK, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 18-124 AND RESOLUTION NO. 18-125 ADOPTING 2018 (2) MISCELLANEOUS SPECIAL ASSESSMENTS (CONTESTED MISCELLANEOUS ASSESSMENTS-ONE YEAR AND THREE-YEAR). THE MOTION PASSED UNANIMOUSLY.

14. CONSIDER FEASIBILITY REPORT AND ORDER PUBLIC HEARING AND ASSESSMENT HEARING FOR STREET RECONSTRUCTION – PROJECT 19-1

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER KIECKER, TO ADOPT RESOLUTION NO. 19-1(4) ACCEPTING FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING ON IMPROVEMENT FOR FEBRUARY 19, 2019, RESOLUTION NO. 19-1(10) DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 19-1(11) SETTING AN ASSESSMENT HEARING DATE FOR FEBRUARY 19, 2019. THE MOTION PASSED UNANIMOUSLY.
15. CONSIDER FEASIBILITY REPORT AND ORDER PUBLIC HEARING AND ASSESSMENT HEARING FOR MSA STREET RECONSTRUCTION – PROJECT 19-2

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER KIECKER, TO ADOPT RESOLUTION NO. 19-2(4) ACCEPTING FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING ON IMPROVEMENT FOR FEBRUARY 19, 2019, RESOLUTION NO. 19-2(10) DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 19-2(11) SETTING AN ASSESSMENT HEARING DATE FOR FEBRUARY 19, 2019. THE MOTION PASSED UNANIMOUSLY.

16. CONSIDER FEASIBILITY REPORT AND ORDER PUBLIC HEARING AND ASSESSMENT HEARING FOR STREET RECONSTRUCTION – PROJECT 19-3

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KIECKER, SECONDED BY COUNCILMEMBER GRESKOWIAK, TO ADOPT RESOLUTION NO. 19-3(4) ACCEPTING FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING ON IMPROVEMENT FOR FEBRUARY 19, 2019, RESOLUTION NO. 19-3(10) DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 19-3(11) SETTING AN ASSESSMENT HEARING DATE FOR FEBRUARY 19, 2019. THE MOTION PASSED UNANIMOUSLY.

17. CONSIDER FEASIBILITY REPORT AND ORDER PUBLIC HEARING AND ASSESSMENT HEARING FOR STREET RECONSTRUCTION – PROJECT 19-4

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KIECKER, SECONDED BY COUNCILMEMBER GRESKOWIAK, TO ADOPT RESOLUTION NO. 19-4(4) ACCEPTING FEASIBILITY REPORT AND ORDERING A PUBLIC HEARING ON IMPROVEMENT FOR FEBRUARY 19, 2019, RESOLUTION NO. 19-4(10) DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL; AND RESOLUTION NO. 19-4(11) SETTING AN ASSESSMENT HEARING DATE FOR FEBRUARY 19, 2019. THE MOTION PASSED UNANIMOUSLY.
18. CONSIDER RESOLUTION NO. 19-7(8) ACCEPTING PLANS AND SPECIFICATIONS FOR 2019 WELL REHABILITATION AND AUTHORIZING SOLICITATION OF BIDS

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER KIECKER, TO ADOPT RESOLUTION NO. 19-7(8) ACCEPTING PLANS AND SPECIFICATIONS FOR 2019 WELL REHABILITATION, AND AUTHORIZE THE SOLICITATION OF BIDS. THE MOTION PASSED UNANIMOUSLY.

19. CONSIDER JOINT POWERS AGREEMENT WITH MINNESOTA DEPARTMENT OF PUBLIC SAFETY FOR HUMAN TRAFFICKING INVESTIGATORS TASK FORCE

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER WELLS, TO RECOMMEND THE COUNCIL ENTER INTO A JOINT POWERS AGREEMENT WITH THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY TO AUTHORIZE COON RAPIDS POLICE TO BE MEMBER OF THE HUMAN TRAFFICKING INVESTIGATORS TASK FORCE. THE MOTION PASSED UNANIMOUSLY.

20. CONSIDER RESOLUTION 18-123 APPROVING YEAR END BUDGET APPROPRIATIONS

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER KIECKER, TO ADOPT RESOLUTION NO. 18-123 RE-APPROPRIATING FUNDS WITHIN THE 2018 GENERAL FUND BUDGET AND AMENDING THE 2018 AND 2019 BUDGETS. THE MOTION PASSED UNANIMOUSLY.

21. ADOPT RESOLUTION 18-129 APPROVING 2019-2020 INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LABOR AGREEMENT

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KIECKER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 18-129, APPROVING THE LABOR AGREEMENT
22. CONSIDER ADOPTION OF RESOLUTION 18-128 APPROVING 2019-2020 TEAMSTERS LOCAL 320 (“PUBLIC WORKS”) COLLECTIVE BARGAINING AGREEMENT

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT RESOLUTION NO. 18-128, APPROVING THE LABOR AGREEMENT BETWEEN THE CITY AND TEAMSTERS LOCAL NO. 320. THE MOTION PASSED UNANIMOUSLY.

23. CONSIDER RESOLUTION 18-122 APPROVING 2019 COMPENSATION PLAN FOR UNREPRESENTED EMPLOYEES

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 18-122 ESTABLISHING THE 2019 COMPENSATION PLAN FOR UNREPRESENTED EMPLOYEES. THE MOTION PASSED UNANIMOUSLY.

24. CONSIDER RESOLUTION 18-131 ESTABLISHING BUNKER HILLS GOLF COURSE FEES AND CHARGES

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER KIECKER, TO ADOPT RESOLUTION NO. 18-131, ESTABLISHING BUNKER HILLS GOLF COURSE FEES AND CHARGES. 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


Mayor Koch discussed Mr. Froelich’s comments made during Open Mic at the December 4, 2018 Council meeting.

OTHER BUSINESS

Mayor Koch read a proclamation in full for the record recognizing Finance Director Sharon Legg and thanked her for her 24 years of dedicated service to the City of Coon Rapids. He thanked Finance Director Legg for her strong financial leadership on behalf of the City. A round of applause was offered by all in attendance.

Mayor Koch wished everyone Happy Holidays.
MOTION BY COUNCILMEMBER GRESKOWIAK, SECONDED BY COUNCILMEMBER WELLS, TO ADJOURN THE MEETING AT 10:24 P.M. THE MOTION PASSED UNANIMOUSLY.

____________________________________
Jerry Koch, Mayor

ATTEST:

____________________________________
Joan Lenzmeier, City Clerk
City Council Regular

Meeting Date: 01/07/2019

Subject: Adopt Resolution 19-5 Authorizing City Staff to Distribute the Comprehensive Plan to the Metropolitan Council

From: Scott Harlicker, Planner

INTRODUCTION
The City Council is asked to adopt Resolution 19-5 formally authorizing city staff to send the 2040 Comprehensive Plan to the Metropolitan Council.

DISCUSSION
On November 7, 2018 the City Council approved the 2040 Coon Rapids Comprehensive Plan for the purpose of transmittal to the Metropolitan Council. The Metropolitan Council requires that the City's approval must be memorialized by resolution. Attached for Council's consideration is the draft resolution which authorizes the transmittal.

RECOMMENDATION
Council approve Resolution 19-5 authorizing city staff to distribute the 2040 Comprehensive Plan to the Metropolitan Council.

Attachments
Draft Resolution 19-5
CITY OF COON RAPIDS

RESOLUTION 19-5

WHEREAS, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

WHEREAS, the City Council, Planning Commission, and the City Staff have prepared a proposed Comprehensive Plan intended to meet the requirements of the Metropolitan Land Planning Act and Metropolitan Council guidelines and procedures; and

WHEREAS, pursuant to Minnesota Statutes section 473.858, the proposed Comprehensive Plan was submitted to adjacent governmental units and affected special districts and school districts for review and comment on April 20, 2018, and the statutory six-month review and comment period has elapsed; and

WHEREAS, the Planning Commission has considered the proposed Comprehensive Plan and all public comments, and thereafter submitted its recommendations to the City Council; and

WHEREAS, the City conducted a public hearing on October 5, 2018 relative to the adoption of the proposed Comprehensive Plan; and

WHEREAS, the City Council has reviewed the proposed Comprehensive Plan and those recommendations, public comments, and comments from adjacent jurisdictions and affected districts; and

WHEREAS, Minnesota Statutes section 473.858 requires a local governmental unit to submit its proposed comprehensive plan to the Metropolitan Council following recommendation by the planning commission and after consideration but before final approval by the governing body of the local governmental unit.

WHEREAS, based on its review of the proposed Comprehensive Plan and Planning Commission and staff recommendations, the City Council is ready to submit its proposed plan to the Metropolitan Council for review pursuant to Minnesota Statutes section 473.864; and

NOW THERE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA, AS FOLLOWS:

1. City staff is directed to distribute said Comprehensive Plan to the Metropolitan Council pursuant to Minnesota Statutes section 473.864.

Adopted by the City Council of Coon Rapids on January 7, 2019.
Attest:

Mayor

City Clerk
City Council Regular

Meeting Date: 01/07/2019

Subject: Consider Resolution 19-3 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 19-3 designating depositories and investment collateral management procedures.

Attachments

Resolution 19-3 designating depositories
RESOLUTION NO. 19-3

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 2019 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 7th day of January, 2019, by the Coon Rapids City Council.

____________________________________
Jerry Koch, Mayor

ATTEST:

____________________________________
Joan Lenzmeier, City Clerk