



Council Work Session - 6:30 p.m.
CITY COUNCIL AGENDA
Tuesday, October 1, 2024
7:00 p.m.
Coon Rapids City Center
Council Chambers

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

1. Introduction of Coon Rapids Police Wellness Dog

Approval of Minutes of Previous Meeting

2. Approve Minutes of September 17, 2024

Consent Agenda

3. Adopt Resolution 24-91 Levying 2024 Delinquent Utilities
4. Approve Waiver of Fireworks Display License Fee for Coon Rapids Community Strength Foundation
5. Approve On Sale Wine, 3.2% Malt, Strong Beer and Sunday Liquor Licensing for TB James Inc.
6. Adopt Resolution 24-92, Accepting Donations and Business Sponsorships
7. Receive Schedule of Electronic Payments
8. Approve Final Payment to Klamme Mechanical Contractors, Inc. for Project 21-65, Fire Station #3

Public Hearing

Bid Openings and Contract Awards

Old Business

9. Consider Adoption of Ordinance 2314 Amending City Code Section 5-1500 Prohibited Practices for Solicitors

New Business

10. Consider Resolution 24-94 Accepting DWI Grant from State of Minnesota
11. Consider Introduction of an Ordinance Authorizing Sale of Real Estate, 110xx Mississippi Blvd.
12. Consider Introduction of an Ordinance Authorizing Sale of Real Estate, 12258 Crooked Lake Blvd.
13. Consider Resolution 24-93 Accepting a Safe Road Zone Grant, and Approve Grant Agreement with the State of Minnesota
14. Consider Appointment of Election Judges, Approve Salaries, and Set Canvass Date for General Election

Open Mic/Public Comment

Reports on Previous Open Mic

Other Business

Adjourn



City Council Regular

1.

Meeting Date: 10/01/2024

Subject: Introduction of Coon Rapids Police Wellness Dog

From: Bill Steiner, Chief of Police

INTRODUCTION

Captain Harmoning, Officer Ormston and Officer Giese will be at the Council Meeting to introduce the Coon Rapids Police Department Wellness Dog, Gizmo, to the Council and community. Gizmo is a 3-year-old Black Labrador who was trained and donated to the Coon Rapids Police Department by Can-do Canines. Additional start-up costs were generously donated by the Coon Rapids Crime Prevention Association.

DISCUSSION

The therapeutic value of dogs is well established and is being utilized in many settings, including with first responders. Gizmo is in the acclimation process at the police department and has begun to make his way around city hall and into the community. In addition to his services to the officers and support staff within the police department, Gizmo's duties will eventually be expanded into the community, where he will be utilized in response to incidents involving children or adults experiencing trauma or that have special needs.

RECOMMENDATION

Please introduce Wellness Dog Gizmo to the community.



City Council Regular

2.

Meeting Date: 10/01/2024

Subject: Approve Minutes of September 17, 2024

From: Joan Lenzmeier, City Clerk

INTRODUCTION

DISCUSSION

RECOMMENDATION

Attachments

September 17, 2024

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF SEPTEMBER 17, 2024

CALL TO ORDER

The second regular meeting of the Coon Rapids City Council for the month of September was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, September 17, 2024, 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, Kari Rehrauer, Jennifer Geisler, Brian Armstrong, and Pat Carlson

Members Absent: Councilmember Sean Novack

ADOPT AGENDA

MOTION BY COUNCILMEMBER CARLSON, SECONDED BY COUNCILMEMBER GRESKOWIAK, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

PROCLAMATIONS/PRESENTATIONS

None.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

2. SEPTEMBER 3, 2024, COUNCIL MEETING

MOTION BY COUNCILMEMBER CARLSON, SECONDED BY COUNCILMEMBER REHRAUER, FOR APPROVAL OF THE MINUTES OF THE SEPTEMBER 3, 2024, COUNCIL MEETING. THE MOTION PASSED (5-0-1, COUNCILMEMBER ARMSTRONG).

CONSENT AGENDA/INFORMATIONAL BUSINESS

2. APPROVE THERAPEUTIC MASSAGE ENTERPRISE LICENSE FOR FIONA'S DAY SPA, 3183 NORTHDAL BLVD NW, SUITE B

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

PUBLIC HEARING

None.

BID OPENINGS AND CONTRACT AWARDS

None.

OLD BUSINESS

3. CONSIDER ADOPTION OF ORDINANCE 2313 TO AMEND 8-200 WASTE COLLECTION AND RECYCLING

The Staff report was shared with Council.

Councilmember Rehrauer pointed out the item has been in the works for quite some time.

MOTION BY COUNCILMEMBER REHRAUER, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT ORDINANCE 2313 TO AMEND 8-200 WASTE COLLECTION AND RECYCLING AND AUTHORIZE SUMMARY PUBLICATION.

Councilmember Geisler added the haulers were part of the engagement process and support the item.

THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

4. CONSIDER CHANGE ORDER FOR PURCHASE OF A COMMUNITY DEVELOPMENT & BUSINESS LICENSING SOFTWARE

The Staff report was shared with Council.

Councilmember Rehrauer thanked Ms. Hanson for her research on the item. The software will keep up with technology advancements.

MOTION BY COUNCILMEMBER REHRAUER, SECONDED BY COUNCILMEMBER GEISLER, TO APPROVE THE PURCHASE OF COMMUNITY DEVELOPMENT AND BUSINESS LICENSING SOFTWARE AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CHANGE ORDER FOR THE EXISTING BS&A SERVICE AGREEMENT.

Councilmember Greskowiak thanked Ms. Hanson for her efforts. Councilmember Geisler added it will be helpful for residents to access a user-friendly interface online.

THE MOTION PASSED UNANIMOUSLY.

5. CONSIDER MEMORANDUM OF UNDERSTANDING WITH ANOKA HENNEPIN DISTRICT 11 FOR SCHOOL RESOURCE AND PREVENTION PROGRAM OFFICER SERVICES
-

The Staff report was shared with Council.

Councilmember Carlson noted his support of the programs.

MOTION BY COUNCILMEMBER CARLSON, SECONDED BY COUNCILMEMBER ARMSTRONG, TO APPROVE THE 2024-2025 MEMORANDUM OF UNDERSTANDING FOR SCHOOL RESOURCE AND PREVENTION PROGRAM OFFICER SERVICES WITH ANOKA-HENNEPIN SCHOOL DISTRICT #11.

Councilmember Carlson added the Memorandum was well-done.

THE MOTION PASSED UNANIMOUSLY.

6. CONSIDER ADOPTION OF AN ELECTRONIC FUNDS TRANSFER (EFT) POLICY & ADOPTION OF RESOLUTION 24-90 DESIGNATING ELECTRONIC FUNDS TRANSFER AUTHORITY
-

The Staff report was shared with Council.

Councilmember Greskowiak asked why only EFT expenditures would be added to the agenda. Finance Director Ashley Hansen stated there used to be a check register on the agenda, but it was removed in 2003. There are Statutes that require Statutory cities to have check registers. The Statute doesn't require charter cities to have check registers. During the audit process, there was no finding to excuse Coon Rapids from the electronic payments Statute.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER CARLSON, TO ADOPT THE ELECTRONIC FUNDS TRANSFER (EFT) POLICY AND TO

ADOPT RESOLUTION 24-90, DESIGNATING AUTHORITY TO MAKE ELECTRONIC FUND TRANSFERS TO THE FINANCE DIRECTOR.

Councilmember Armstrong asked if there are any ECH regulations Coon Rapids is subject to. Ms. Hanson stated ECH is a specific type of electronic payment. The EFT policy would include ECH transactions along with other electronic methods.

THE MOTION PASSED UNANIMOUSLY.

7. CONSIDER RESOLUTION 24-88 WAIVING MUNICIPAL CONSENT FOR STATE PROJECT 0215-87 (CP 19-26)

The Staff report was shared with Council.

Councilmember Greskowiak pointed out the item was thoroughly discussed during the Work Session.

MOTION BY COUNCILMEMBER GRESKOWIAK, SECONDED BY COUNCILMEMBER REHRAUER, TO ADOPT RESOLUTION NO. 24-88 WAIVING MUNICIPAL CONSENT FOR STATE PROJECT 0215-87 (CP 19-26), ADDING A THIRD LANE IN EACH DIRECTION ON TH 10 BETWEEN ROUND LAKE BOULEVARD AND CREEK MEADOW DRIVE. THE MOTION PASSED UNANIMOUSLY.

8. CONSIDER RESOLUTION 24-89 AMENDING THE 2024 BUDGET AND AUTHORIZING AN INTERFUND LOAN FOR BOULEVARD TREE REMOVAL

The Staff report was shared with Council.

Councilmember Rehrauer noted she receives several phone calls about the trees in the City. Staff has done a fabulous job to find money for the project that doesn't impact the levy.

MOTION BY COUNCILMEMBER REHRAUER, SECONDED BY COUNCILMEMBER ARMSTRONG, TO APPROVE RESOLUTION 24-89 AMENDING THE 2024 BUDGET AND AUTHORIZING AN INTERFUND LOAN FOR BOULEVARD TREE REMOVAL.

Councilmember Armstrong reiterated some of the funds are for tree treatment and replacement on top of tree removal. City Manager Matt Stemwedel stated it will take some time to address the removal before replacement and treatment can be done.

Mayor Koch asked if residents should take any action if there are dead trees in their yard. Public Works Director Tim Himmer stated residents could call the City to report their trees. Staff focused on the most hazardous trees and is now going through neighborhoods.

Councilmember Greskowiak added the Council tries to prioritize budget items. The colder winters slowed down the process but the mild winters accelerated the process again.

Councilmember Carlson pointed out the City's arborist is doing great work, and he has treated over 400 trees. Councilmember Greskowiak stated treatments can be very effective.

THE MOTION PASSED UNANIMOUSLY.

9. CONSIDER INTRODUCTION OF AN ORDINANCE TO AMEND CITY CODE SECTION 5-1500 PROHIBITED PRACTICES FOR SOLICITORS

The Staff report was shared with Council.

Mayor Koch stated the solicitors must have a license and the residents may ask for the solicitor to present their license.

Councilmember Geisler noted the City wants to protect its residents.

Councilmember Carlson added some residents have expressed concerns about aggressive solicitors. He encouraged people to call 911 if they feel uncomfortable.

Councilmember Rehrauer pointed out election canvassing is an exception to the soliciting ordinance. Mayor Koch stated there are exceptions for religious purposes as well.

City Clerk Joan Lenzmeier confirmed soliciting refers to people who go door-to-door and are seeking out funds in exchange for something.

THE COUNCIL CONSIDERED AN ORDINANCE TO AMEND CITY CODE SECTION 5-1500 PROHIBITED PRACTICES FOR SOLICITOR AS INTRODUCED.

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

Councilmember Geisler stated the Farmer's Market has a couple more weeks still. The Love My Pet Fair is on Saturday, September 21, 2024 at Riverview Park.

Councilmember Geisler noted in-person absentee voting begins on Friday, September 20, 2024.

City Clerk Lenzmeier overviewed the in-person absentee voting hours and noted that residents can visit mnvotes.org for more information or contact City Hall or the City's website.

Councilmember Rehrauer explained she is wearing a cardinal lapel pin in honor of Vicky Johnson who recently passed. She worked for the Anoka-Hennepin School District for over 20 years. She also served in other community organizations.

Public Works Director Himmer stated the water tower went up much faster than anticipated. They hope to have it in service by the end of the year. The construction on Coon Creek Trail from Shenandoah to Main Street has begun. The pedestrian bridge on Coon Rapids Boulevard will begin next week.

Councilmember Greskowiak thanked the Anoka-Hennepin School District for the recent fundraising event they hosted. Mayor Koch agreed it was a great event.

ADJOURN

MOTION BY COUNCILMEMBER CARLSON, SECONDED BY COUNCILMEMBER GEISLER, TO ADJOURN THE MEETING AT 7:41 P.M. THE MOTION PASSED UNANIMOUSLY.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

3.

Meeting Date: 10/01/2024

Subject: Adopt Resolution 24-91 Levying 2024 Delinquent Utilities

Submitted For: Ashley Hansen, Finance Director

From: Heidi Cederstrand, Assessment Clerk II

INTRODUCTION

Delinquent utility bills for the entire City should be certified to the County for collection with the 2025 property taxes.

DISCUSSION

According to the City Code, delinquent utility bills should be certified to Anoka County for collection with real estate taxes. Users have been notified by mail that payments should be made to avoid certification.

The amount to be certified to the County is as follows:

UTILITY COST: \$1,237,327

ADMIN. FEE (\$40 PER PARCEL x 2,535 PARCELS): \$101,400

TOTAL: \$1,338,727*

*Provision has been made to accept the utility amount without interest through 4:30 p.m. November 8, 2024. Last year at this time the utility cost total was \$1,027,437.

For reference, the following are the *final amounts certified* to taxes for the past several years.

Date Certified	# of accounts	Utility Cost	Certification Fee	Total
October 3, 2017	1,377	\$648,068	\$48,580	\$696,648
October 2, 2018	1,402	\$665,907	\$49,105	\$715,012
October 1, 2019	1,372	\$624,476	\$48,020	\$672,496
October 7, 2020	1,226	\$588,692	\$42,910	\$631,602
October 5, 2021	1,203	\$577,624	\$42,105	\$619,729
October 4, 2022	1,337	\$626,711	\$53,480	\$680,191
October 3, 2023	1,396	\$698,569	\$55,840	\$754,409

RECOMMENDATION

Staff recommends adopting Resolution No. 24-91 Resolution Certifying Delinquent Utilities to Taxes.

Attachments

Resolution 24-91 Delinquent Utilities 2024

RESOLUTION NO. 24-91

RESOLUTION CERTIFYING DELINQUENT UTILITIES TO TAXES

WHEREAS, pursuant to City Code Section 13-304, any delinquencies in the payment of the water usage on said premises shall be a lien and charged against the premises so served regardless of whether the same be a homestead or not. Said lien shall be reported to the Division of Property Records and Taxation by the City Assessor from time to time and in the same manner as other taxes are collected; and

WHEREAS, accounts are delinquent.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that

1. To certify to the County for collection with the 2025 taxes, delinquent utility accounts.
2. The amount shall bear interest at the rate of 4.84% per annum from the date of the adoption of this resolution until December 31, 2025.
3. At any time prior to certification to the Division of Property Records and Taxation, the amount may be paid to the City Treasurer. However, such payment must be made before November 8, 2024, or interest will be charged from October 1, 2024 through December 31st of the next succeeding year.

Adopted by the Coon Rapids City Council this 1st day of October 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

4.

Meeting Date: 10/01/2024

Subject: Approve Waiver of Fireworks Display License Fee for Coon Rapids Community Strength Foundation

From: Stephanie Lincoln, Deputy City Clerk

INTRODUCTION

The Community Strength Foundation has requested City Council consider a waiver of the \$120 license fee for the fireworks display taking place on December 14, 2024 as part of the Holiday Tree Lighting Event.

DISCUSSION

The Community Strength Foundation has submitted an application to conduct a fireworks display as part of the Holiday Tree Lighting event being held at Boulevard Park on December 14, 2024. The Foundation has requested this in prior years for other events and the Council has granted the waiver.

RECOMMENDATION

Approve waiver of \$120 license fee for fireworks display as part of the Holiday Tree Lighting Event being held at Boulevard Park on December 14, 2024.



City Council Regular

5.

Meeting Date: 10/01/2024

Subject: Approve On Sale Wine, 3.2% Malt, Strong Beer and Sunday Liquor Licensing for TB James Inc.

From: Stephanie Lincoln, Deputy City Clerk

INTRODUCTION

Council is asked to approve On Sale Wine, 3.2% Malt, Strong Beer and Sunday Liquor Licensing for TB James Inc d/b/a Pizza Flame, 2016 105th Ave NW.

DISCUSSION

Tyler James Bourgoïn has submitted an application for On Sale Wine, 3.2% Malt, Strong Beer and Sunday Liquor Licensing for TB James Inc d/b/a Pizza Flame, 2016 105th Ave NW.

A Certificate of Insurance evidencing liquor liability and workers' compensation coverage has been received. The license and investigation fees have been paid. The Police Department is conducting a comprehensive background investigation on the owner of the business and approval of the license would be conditioned upon a successful background investigation and issuance of a Certificate of Occupancy from the Building Inspections Department.

RECOMMENDATION

Approve issuance of On Sale Wine, 3.2% Malt, Strong Beer and Sunday Liquor Licensing for TB James Inc, d/b/a Pizza Flame, 2016 105th Ave NW, contingent upon a successful background investigation and obtaining a Certificate of Occupancy.



City Council Regular

6.

Meeting Date: 10/01/2024

Subject: Adopt Resolution 24-92, Accepting Donations and Business Sponsorships

From: Ashley Hansen, Finance Director

INTRODUCTION

The City Council is asked to accept donations and sponsorships for various events and programs that have received support during the third quarter of the year.

DISCUSSION

Between July 1st - September 30th, the City received the following list of donations and sponsorships for various City events and activities:

<u>Donor</u>	<u>Amount</u>	<u>Type</u>	<u>Activity</u>	<u>Purpose</u>
Carlson Toyota	\$500	Sponsorship	Fire	Safety Camp
Coon Rapids Community Strength Foundation	\$1,000	Donation	Fire	Safety Camp
Rotary Club of Coon Rapids	\$500	Donation	Fire	Safety Camp
Johnny Pops Popsicles	300 popsicles	In-Kind	Fire	Safety Camp
Coon Rapids Crime Prevention Association	\$2,000	Donation	Police	Night to Unite
CR Fire Dept Community Fund	\$250	Donation	Police	Night to Unite
Alloy Brewing Company LLC	\$250	Donation	Police	Night to Unite
Coon Rapids Police Association	\$250	Donation	Police	Night to Unite
NorthStar Towing & Service Center	\$250	Donation	Police	Night to Unite
Vending Minnesota	13 cases - soda	In-Kind	Police	Night to Unite
Texas Roadhouse	Meal & appetizer coupons	In-Kind	Police	Night to Unite
Raising Cane's	Kids meal certificates	In-Kind	Police	Night to Unite
Connexus Energy	Promotional items	In-Kind	Police	Night to Unite
Chanticlear Pizza	30 pizzas	In-Kind	Police	Night to Unite
Coon Rapids Crime Prevention Association	\$1,465.60	Donation	Police	Wellness Dog
Gateway Fiber	\$1,000	Sponsorship	Recreation	City Events
Grand Slam	2-3 hr passes	In-Kind	Recreation	Pet Fair
Nothing Bundt Cakes	Cake voucher	In-Kind	Recreation	Pet Fair
Broadway Pizza	\$25 gift card	In-Kind	Recreation	Pet Fair
Home Depot	\$50 gift card	In-Kind	Recreation	Pet Fair
Cub Foods	\$25 gift card	In-Kind	Recreation	Pet Fair
Chanticlear Pizza	9 pizzas	In-Kind	Recreation	Pet Fair
Jimmy John's	(2) sandwich platters	In-Kind	Recreation	Pet Fair
NutriSource	500 dog food samples	In-Kind	Recreation	Pet Fair
Friends of Fridley Senior Center	\$250	Donation	Senior Center	Senior Services
Anonymous (various)	\$285.35	Donation	Senior Center	Senior Services
Anonymous (various)	\$298	Donation	Senior Center	Senior Transportation

The City would like to thank all of the donors and businesses that supported events and programs.

RECOMMENDATION

The City Council is asked to adopt resolution 24-92 to accept contributions made to the City between July 1st - September 30th, 2024.

RESOLUTION 24-92

A RESOLUTION TO ACCEPT THE DONATION OF MONIES TO THE CITY

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

WHEREAS, the following persons and entities have offered to contribute the amounts set forth below:

Donor	Amount	Type	Activity	Purpose
Carlson Toyota	\$500	Sponsorship	Fire	Safety Camp
Coon Rapids Community Strength	\$1,000	Donation	Fire	Safety Camp
Rotary Club of Coon Rapids	\$500	Donation	Fire	Safety Camp
Johnny Pops Popsicles	300 popsicles	In-Kind	Fire	Safety Camp
Coon Rapids Crime Prevention Association	\$2,000	Donation	Police	Night to Unite
CR Fire Dept Community Fund	\$250	Donation	Police	Night to Unite
Alloy Brewing Company LLC	\$250	Donation	Police	Night to Unite
Coon Rapids Police Association	\$250	Donation	Police	Night to Unite
North Star Towing & Service Ctr	\$250	Donation	Police	Night to Unite
Vending Minnesota	13 cases of soda Meal & appetizer	In-Kind	Police	Night to Unite
Texas Roadhouse	coupons	In-Kind	Police	Night to Unite
Raising Cane's	Kids meal certificates	In-Kind	Police	Night to Unite
Connexus Energy	Promotional items	In-Kind	Police	Night to Unite
Chanticlear Pizza	30 pizzas	In-Kind	Police	Night to Unite
Coon Rapids Crime Prevention Association	\$1,465.60	Donation	Police	Wellness Dog
Gateway Fiber	\$1,000	Sponsorship	Recreation	City events (general)
Grand Slam	2-3 hr passes	In-Kind	Recreation	Pet Fair
Nothing Bundt Cakes	Cake voucher	In-Kind	Recreation	Pet Fair
Broadway Pizza	\$25 gift card	In-Kind	Recreation	Pet Fair
Home Depot	\$50 gift card	In-Kind	Recreation	Pet Fair
Cub Foods	\$25 gift card	In-Kind	Recreation	Pet Fair
Chanticlear Pizza	9 pizzas	In-Kind	Recreation	Pet Fair
Jimmy John's	(2) sandwich platters	In-Kind	Recreation	Pet Fair
NutriSource	500 dog food samples	In-Kind	Recreation	Pet Fair
Friends of Fridley Senior Center	\$250	Donation	Senior Center	Senior Services
Anonymous (various)	\$285.35	Donation	Senior Center	Senior Services
Anonymous (various)	\$298	Donation	Senior Center	Senior Transportation

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

NOW THEREFORE BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the donations described above are accepted and shall be used for the expenses specified by the donor. If no specific expenses are stated, they shall be used for general expenses of the department specified.

BE IT FURTHER RESOLVED that the City of Coon Rapids hereby extends its gratitude to the donors described above for their generosity.

Adopted by the Coon Rapids City Council this 1st day of October, 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

7.

Meeting Date: 10/01/2024

Subject: Receive Schedule of Electronic Payments

From: Ashley Hansen, Finance Director

INTRODUCTION

Minnesota State Statute 471.38 requires a list of transactions made by electronic funds transfer be provided to the City Council at the next regular meeting after the transaction.

DISCUSSION

Staff has prepared the attached list of electronic payments processed since the last Council Meeting.

RECOMMENDATION

Council is requested to receive the schedule of electronic payments from 09/12/2024 to 09/25/2024.

Attachments

Electronic Payments 09/12/24 - 09/25/24

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES

09/12/2024 - 09/25/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 10000 GENERAL FUND					
Department: 10202 BOARDS AND COMMISSIONS					
10000-10202-6370	GENERAL SUPPLIES	CHANTICLEAR PIZZA	PIZZA ELECTION STAFF ON SAT. BEFOR EL	207.78	125
10000-10202-6370	GENERAL SUPPLIES	CUB FOODS #1638	DONUTS ELECTION STAFF-DELIVERY DAY	44.97	125
Total Department 10202 BOARDS AND COMMISSIONS				252.75	
Department: 10309 LEGAL SERVICES					
10000-10309-6281	DUES/MEMBERSHIPS/SUBSCRIPT	SECRETARY OF STATE	NOTARY RENEWAL	120.00	113
10000-10309-6281	DUES/MEMBERSHIPS/SUBSCRIPT	SECRETARY OF STATE	NOTARY RENEWAL HATTSTROM	120.00	113
10000-10309-6281	DUES/MEMBERSHIPS/SUBSCRIPT	SUPREME CT LAWYER REGISTR	ATTORNEY REGISTRATION ZETTLER	278.00	113
Total Department 10309 LEGAL SERVICES				518.00	
Department: 12110 MAINT OF OFFICIAL RECORDS					
10000-12110-6210	PROF AND CONSULTING SERVIC	PIONEER SECURESHRED	SHREDDING AUGUST 2024	150.00	136
10000-12110-6281	DUES/MEMBERSHIPS/SUBSCRIPT	SECRETARY OF STATE	NOTARY PUBLIC APPLICATION FEE	120.00	125
Total Department 12110 MAINT OF OFFICIAL RECORDS				270.00	
Department: 14316 INFORMATION TECHNOLOGY					
10000-14316-6215	SOFTWARE CHARGES	LOGIS	NETWORK SERVICES JULY 2024	2,501.25	94
10000-14316-6215	SOFTWARE CHARGES	LOGIS	SOFT/HARD TOKENS	1,425.00	94
10000-14316-6215	SOFTWARE CHARGES	LOGIS	HOSTED ESXI LABOR	18,900.00	94
10000-14316-6215	SOFTWARE CHARGES	LOGIS	BUDGET PLANNING	750.00	94
10000-14316-6215	SOFTWARE CHARGES	LOGIS	INSIGHT MS365	2,898.20	94
Total Department 14316 INFORMATION TECHNOLOGY				26,474.45	
Department: 14905 PAYROLL					
10000-14905-6230	TRAVEL/SCHOOLS/CONFERENCES	VANKEMPEN, HOLLY	MILEAGE/TUITION REIMB	438.02	101
Total Department 14905 PAYROLL				438.02	
Department: 20221 INVESTIGATION/NON-TRAFFIC					
10000-20221-6230	TRAVEL/SCHOOLS/CONFERENCES	MADDENS ON GULL LAKE	BARRON HOTEL MACIA CONF	332.42	112
10000-20221-6230	TRAVEL/SCHOOLS/CONFERENCES	MADDENS ON GULL LAKE	GUSTAFSON HOTEL MACIA CONF.	332.42	112
10000-20221-6230	TRAVEL/SCHOOLS/CONFERENCES	MADDENS ON GULL LAKE	SMITH HOTEL MACIA CONF.	332.42	112
10000-20221-6230	TRAVEL/SCHOOLS/CONFERENCES	MACIA	CONF FEE-HEITMAN/SMITH/GUSTAFSON/BARR	1,400.00	112
Total Department 20221 INVESTIGATION/NON-TRAFFIC				2,397.26	
Department: 20321 PREVENTATIVE PATROL/TRAFFIC					
10000-20321-6215	SOFTWARE CHARGES	FIRSTECH-DRONEMOBILE	P30 SQ VIDEO EARLY ACCESS FEE	119.88	123
10000-20321-6215	SOFTWARE CHARGES	IN *DATAWORKS PLUS LLC	IBIS YEARLY SUBSCRIPTION	505.00	112
10000-20321-6221	TELEPHONE CHARGES	LIVE VIEW GPS	MONTHLY SVC FEE	119.85	123
10000-20321-6230	TRAVEL/SCHOOLS/CONFERENCES	B2G, LLC* O #71401	MALASKE TRAINING	225.00	112
10000-20321-6230	TRAVEL/SCHOOLS/CONFERENCES	CALIBRE PRESS	ST, MARTIN TRAINING	369.77	112
10000-20321-6230	TRAVEL/SCHOOLS/CONFERENCES	BCA TRAINING EDUCATION	DMT REFRESHER-FREIBERG/JACOBSON/SMITH	300.00	112
10000-20321-6230	TRAVEL/SCHOOLS/CONFERENCES	BCA TRAINING EDUCATION	MALASKE TRAINING	450.00	112
10000-20321-6272	M & R EQUIPMENT - CONTRACT	EMERGENCY AUTOMOTIVE TECH	P8 REPAIR	115.00	132
10000-20321-6281	DUES/MEMBERSHIPS/SUBSCRIPT	ASSOCIATION OF MINNESO	HYLAND AMEM MEMBERSHIP	200.00	112
10000-20321-6281	DUES/MEMBERSHIPS/SUBSCRIPT	ASSOCIATION OF MINNESO	BROWN AMEM MEMBERSHIP	200.00	112
10000-20321-6320	SMALL TOOLS & EQUIPMENT	EMERGENCY AUTOMOTIVE TECH	POLICE GUN LOCK	29.99	132
10000-20321-6371	CARE & SUBSIDIES OF ANIMAL	CHEWY.COM	K9 KOSS FOOD	113.43	123
10000-20321-6371	CARE & SUBSIDIES OF ANIMAL	PETSMART	K9 TAZ FOOD	91.80	123
10000-20321-6371	CARE & SUBSIDIES OF ANIMAL	PETSMART # 0472	WELLNESS DOG GIZMO ITEMS	355.65	123
10000-20321-6371	CARE & SUBSIDIES OF ANIMAL	CHEWY.COM	K9 KOSS FOOD	103.11	123
10000-20321-6371	CARE & SUBSIDIES OF ANIMAL	PETSMART # 0472	WELLNESS DOG GIZMO ITEMS	6.49	123

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 10000 GENERAL FUND					
Department: 20321 PREVENTATIVE PATROL/TRAFFIC					
			Total Department 20321 PREVENTATIVE PATROL/TRAFFIC	3,304.97	
Department: 20621 SCHOOL LIAISON/COMM EDUCATION					
10000-20621-6230	TRAVEL/SCHOOLS/CONFERENCES	HOTEL INDIGO ROCHESTER D	OLSON HOTEL FOR SRO TRAINING	372.39	112
10000-20621-6370	GENERAL SUPPLIES	REBYL SPORTS	NIGHT TO UNIT T-SHIRTS	1,470.00	112
10000-20621-6370	GENERAL SUPPLIES	REBYL SPORTS	NIGHT TO UNITE T-SHIRTS	517.50	112
10000-20621-6370	GENERAL SUPPLIES	MT METROTRANSITSTORE	BUS TOKENS FOR OUTREACH	200.00	112
			Total Department 20621 SCHOOL LIAISON/COMM EDUCATION	2,559.89	
Department: 20721 DRUG ENFORCEMENT AND EDUCATION					
10000-20721-6230	TRAVEL/SCHOOLS/CONFERENCES	FSP*ARROWWOOD RESORT & CO	OLSON DARE CONF HOTEL	395.14	112
10000-20721-6230	TRAVEL/SCHOOLS/CONFERENCES	FSP*ARROWWOOD RESORT & CO	JACKSON DARE CONF. HOTEL	395.14	112
			Total Department 20721 DRUG ENFORCEMENT AND EDUCATION	790.28	
Department: 20821 EMERGENCY OPERATION/PLANNING					
10000-20821-6230	TRAVEL/SCHOOLS/CONFERENCES	ASSOCIATION OF MINNESO	HYLAND AMEM CONF REGISTRATION	225.00	112
10000-20821-6230	TRAVEL/SCHOOLS/CONFERENCES	ASSOCIATION OF MINNESO	BROWN AMEM CONF REGISTRATION	300.00	112
10000-20821-6230	TRAVEL/SCHOOLS/CONFERENCES	ASSOCIATION OF MINNESO	AMEM CONF FEE	225.00	111
10000-20821-6230	TRAVEL/SCHOOLS/CONFERENCES	ASSOCIATION OF MINNESO	AMEM CONF FEE	225.00	111
			Total Department 20821 EMERGENCY OPERATION/PLANNING	975.00	
Department: 22122 FIRE PREVENTION					
10000-22122-6230	TRAVEL/SCHOOLS/CONFERENCES	PAYPAL *FIREMARSHAL	FIRE MARSHALL CLASS, TODD/JAKE/ROBERT	585.00	121
10000-22122-6240	ADVERTISING & PRINTING	ECM PUBLISHERS		885.00	131
			Total Department 22122 FIRE PREVENTION	1,470.00	
Department: 22322 FIRE SUPPRESSION					
10000-22322-6160	UNIFORM ALLOWANCE	STREICHERS	UNIFORM ALLOWANCE - J. PLOOF	22.00	100
10000-22322-6272	M & R EQUIPMENT - CONTRACT	SETCOM CORPORATION	REPAIR OF HEADSET-FIRE ENGINE	99.70	111
10000-22322-6281	DUES/MEMBERSHIPS/SUBSCRIPT	ASSOCIATION OF MINNESO	AMEM MEMBERSHIP-JOHN FICK	100.00	111
10000-22322-6370	GENERAL SUPPLIES	FEDEX OFFIC58000005801	POSTAGE FOR SCBA TEST EQUIP CALIBRATI	62.19	111
10000-22322-6370	GENERAL SUPPLIES	CLAREYS SAFETY EQUIP	CO SENSOR REPLACEMENTS	902.08	130
			Total Department 22322 FIRE SUPPRESSION	1,185.97	
Department: 22422 RESCUE & FIRST AID					
10000-22422-6230	TRAVEL/SCHOOLS/CONFERENCES	MADDOX, BRITTA	MILEAGE REIMB - JOINT FIRE COUCIL	42.61	95
			Total Department 22422 RESCUE & FIRST AID	42.61	
Department: 40114 PLANNING					
10000-40114-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	SEP 5 PH - STONEWING BUILDERS	69.87	131
10000-40114-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	SEP 5 PH - HANDLEY	75.25	131
10000-40114-6281	DUES/MEMBERSHIPS/SUBSCRIPT	APA	PROFESSIONAL MEMBERSHIP RENEWAL	618.00	110
			Total Department 40114 PLANNING	763.12	
Department: 41319 HOUSING PROGRAMS					
10000-41319-6240	ADVERTISING & PRINTING	SQSP* INV144662397	HOME SHOW WEBSITE FEE-WILL BE REIMBUR	336.00	119
			Total Department 41319 HOUSING PROGRAMS	336.00	
Department: 50132 STREET MAINTENANCE					
10000-50132-6343	M & R OTHER IMPROVEMTS-BY	HOLCIM MWR INC	SUPPLIES-AGGREGATE	1,038.22	118
			Total Department 50132 STREET MAINTENANCE	1,038.22	
Department: 50633 CENTRAL GARAGE/VEHICLE MAINT					

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Fund: 10000 GENERAL FUND					
Department: 50633 CENTRAL GARAGE/VEHICLE MAINT					
10000-50633-5610	GAS FOR CHARGEBACK	PETROLEUM TRADERS CORPORAT	FUEL	19,583.51	98
10000-50633-5630	PARTS & O/H ITEMS FOR CHRG	EMERGENCY AUTOMOTIVE TECH	STOCK PARTS	180.00	92
Total Department 50633 CENTRAL GARAGE/VEHICLE MAINT				19,763.51	
Department: 50713 PUBLIC BUILDING MAINTENANCE					
10000-50713-6289	MISCELLANEOUS	SPEEDWAY - 07024 SAINT PA	PERSONAL PURCHASE IN ERROR	25.00	114
10000-50713-6289	MISCELLANEOUS	SPEEDWAY - 07024 SAINT PA	PERSONAL PURCHASE IN ERROR	12.79	114
10000-50713-6289	MISCELLANEOUS	CUB FOODS #1629	PERSONAL PURCHASE IN ERROR	18.85	114
10000-50713-6289	MISCELLANEOUS	SPEEDWAY - 07024 SAINT PA	PERSONAL PURCHASE IN ERROR	23.99	114
10000-50713-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	4.98	96
10000-50713-6370	GENERAL SUPPLIES	MENARDS	VERTICAL BLIND REPAIR KIT	12.72	96
10000-50713-6370	GENERAL SUPPLIES	MENARDS	DEGREE HINGE	18.99	96
10000-50713-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	19.19	96
10000-50713-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	27.44	96
10000-50713-6370	GENERAL SUPPLIES	MENARDS	WASP & HORNET SPRAY	6.29	96
10000-50713-6370	GENERAL SUPPLIES	MENARDS	HINGE, SOFT CLOSE	38.18	96
10000-50713-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES, ANCHORS & SCREWS	10.98	135
10000-50713-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	24.28	135
Total Department 50713 PUBLIC BUILDING MAINTENANCE				243.68	
Department: 50931 ENGINEERING					
10000-50931-6320	SMALL TOOLS & EQUIPMENT	DIAMONDTRAFFIC	TRAFFIC COUNT SUPPLIES	67.00	120
Total Department 50931 ENGINEERING				67.00	
Department: 51034 PARKS MAINTENANCE					
10000-51034-6289	MISCELLANEOUS	SMARTSIGN	SIGNS PHEASANT RIDGE PARK	84.77	118
10000-51034-6330	MOTOR FUELS & LUBRICANTS	FREEBORN COUNTY COOP-AL	FUEL FOR NEW UNIT 166	43.00	118
10000-51034-6342	M & R EQUIPMENT - BY CITY	MTI DISTRIBUTING	RIMS, BEARING SEALS	132.01	97
10000-51034-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	UNIT 150 - SIDE PLATE	148.05	2
10000-51034-6342	M & R EQUIPMENT - BY CITY	MN EQUIPMENT	UNIT 176 - PIN FASTENER/SPRING	10.38	2
10000-51034-6343	M & R OTHER IMPROVEMTS-BY	DOUGLAS INDUSTRIES	EQUIP FOR PARKS REPAIR	149.00	122
10000-51034-6343	M & R OTHER IMPROVEMTS-BY	GRASSFLAP	EQUIP FOR PARKS REPAIRS	420.60	122
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	39.92	96
10000-51034-6370	GENERAL SUPPLIES	MENARDS	PAINT SUPPLIES	30.92	96
10000-51034-6370	GENERAL SUPPLIES	MENARDS	2 CYCLE OIL	73.92	96
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	114.04	96
10000-51034-6370	GENERAL SUPPLIES	MENARDS	BALLKNOB	4.99	96
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SUPPLIES	19.96	96
10000-51034-6370	GENERAL SUPPLIES	MENARDS	REBAR	19.92	96
10000-51034-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	53.95	96
Total Department 51034 PARKS MAINTENANCE				1,345.43	
Department: 51434 RECREATIONAL SPORTS PROGRAM					
10000-51434-6230	TRAVEL/SCHOOLS/CONFERENCES	MN RECREATION AND PARK A	CONFERENCE REGISTRATION	420.00	115
10000-51434-6280	SPECIAL EVENTS	CUB FOODS	REC ON THE SPOT SNACKS	8.00	115
10000-51434-6280	SPECIAL EVENTS	ECM PUBLISHERS	BIZ SPONSOR STICKERS	70.00	131
Total Department 51434 RECREATIONAL SPORTS PROGRAM				498.00	
Department: 51536 INDOOR SKATING					
10000-51536-5510	CONCESSION MDSE FOR RESALE	SAMSCLUB.COM	CONCESSIONS FOR RESALE	500.12	124
10000-51536-5510	CONCESSION MDSE FOR RESALE	TARGET 00011445	LTS COOKIES FOR LAST CLASS	18.18	116

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Fund: 10000 GENERAL FUND					
Department: 51536 INDOOR SKATING					
10000-51536-6281	DUES/MEMBERSHIPS/SUBSCRIPT	LEARN TO SKATE USA	LTS USA EMPLOYEE MEMBERSHIP	18.50	116
10000-51536-6320	SMALL TOOLS & EQUIPMENT	THE WEBSTAUANT STORE INC	OVEN FOR CONCESSION STAND	159.99	124
10000-51536-6370	GENERAL SUPPLIES	R&R SPECIALTIES INC	ICE PAINT	216.00	99
10000-51536-6370	GENERAL SUPPLIES	WAL-MART #1562	DISTILLED WATER FOR ZAM/CONCESSIONS W	28.77	124
10000-51536-6370	GENERAL SUPPLIES	LEARN TO SKATE USA	LTS PATCHES & SUPPLIES	290.68	116
Total Department 51536 INDOOR SKATING				1,232.24	
Department: 52138 TREE MAINTENANCE					
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE TRIMMING	181.06	91
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE TRIMMING	452.65	91
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE TRIMMING	178.40	91
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE TRIMMING	178.40	91
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE TRIMMING	904.83	91
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE TRIMMING	356.81	91
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE TRIMMING	181.06	91
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE REMOVAL	829.43	91
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE REMOVAL	820.96	91
10000-52138-6273	M & R OTHER IMPS - CONTRAC	BREIWKICK COMPANIES	STUMP REMOVAL	4,666.50	90
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE REMOVAL	638.79	129
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE REMOVAL	819.85	129
10000-52138-6273	M & R OTHER IMPS - CONTRAC	CARR'S TREE SERVICE	TREE TRIMMING	181.06	129
Total Department 52138 TREE MAINTENANCE				10,389.80	
Total Fund 10000 GENERAL FUND				76,356.20	
Fund: 21000 LAW ENFORCEMENT PROGRAMS					
Department: 74600 DUI FORFEITURES					
21000-74600-6320	SMALL TOOLS & EQUIPMENT	STREICHERS	POLICE MOBILE FIELD FORCE GEAR	5,300.00	100
21000-74600-6320	SMALL TOOLS & EQUIPMENT	STREICHERS	POLICE MOBILE FIELD FORCE GEAR	3,900.00	138
Total Department 74600 DUI FORFEITURES				9,200.00	
Department: 74900 JAG GRANT & RELATED CONTRIB					
21000-74900-6320	SMALL TOOLS & EQUIPMENT	WYZE LABS INC.	CAMERAS (JAG GRANT)	279.42	112
21000-74900-6320	SMALL TOOLS & EQUIPMENT	DESERT SNOW 3	TOOL KIT (JAG GRANT)	239.95	112
Total Department 74900 JAG GRANT & RELATED CONTRIB				519.37	
Total Fund 21000 LAW ENFORCEMENT PROGRAMS				9,719.37	
Fund: 24000 PUBLIC COMMUNICATIONS FUND					
Department: 71642 PUBLIC COMMUNICATIONS					
24000-71642-6230	TRAVEL/SCHOOLS/CONFERENCES	UBER *TRIP	NATOA CONF RIDE FROM AIROPRT TO HOTEL	54.36	126
24000-71642-6230	TRAVEL/SCHOOLS/CONFERENCES	UBER *TRIP	NATOA CONF RIDE TO AIRPORT	77.86	126
24000-71642-6230	TRAVEL/SCHOOLS/CONFERENCES	UBER *TRIP	NATOA CONF RIDE TO AIRPORT TIP	15.57	126
24000-71642-6230	TRAVEL/SCHOOLS/CONFERENCES	ERICSON, STEVEN	MAY-AUG 2024 EXP REPORT	62.31	133
24000-71642-6230	TRAVEL/SCHOOLS/CONFERENCES	ERICSON, STEVEN	AUG 2024 EXP REPORT	21.44	133
24000-71642-6281	DUES/MEMBERSHIPS/SUBSCRIPT	SQSP* INV143552727	CTN MOBILE WEBSITE HOST	192.00	126
24000-71642-6281	DUES/MEMBERSHIPS/SUBSCRIPT	SQSP* INV144043597	CTN MOBILE DOMAIN	20.00	126
24000-71642-6281	DUES/MEMBERSHIPS/SUBSCRIPT	US BANK PC	TRANSCRIBE SERVICE REFUND	(240.00)	126
24000-71642-6281	DUES/MEMBERSHIPS/SUBSCRIPT	OTTER.AI	TRANSCRIBE SERVICE CHARGE	163.07	126
24000-71642-6281	DUES/MEMBERSHIPS/SUBSCRIPT	GOOGLE ONE	ANNUAL STORAGE SUBSCRIPTION	99.99	126
24000-71642-6310	OFFICE SUPPLIES	MARKERTEK VIDEO SUPPLY	2 FIBER CLEANERS	155.90	126

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Fund: 24000 PUBLIC COMMUNICATIONS FUND					
Department: 71642 PUBLIC COMMUNICATIONS					
24000-71642-6370	GENERAL SUPPLIES	SHOWMECABLES	2 ANTENNAS FOR TRUCKS	54.02	126
24000-71642-6370	GENERAL SUPPLIES	DKC*DIGI KEY CORP	2 RASBERRY PI COMPUTERS	76.99	126
Total Department 71642 PUBLIC COMMUNICATIONS				753.51	
Total Fund 24000 PUBLIC COMMUNICATIONS FUND				753.51	
Fund: 27000 SENIOR ACTIVITY FUND					
Department: 75700 SENIOR CENTER ACTIVITIES					
27000-75700-6210	PROF AND CONSULTING	SERVIC ANOKACOHISTORY	HISTORY CENTER DEPOSIT	75.00	117
27000-75700-6210	PROF AND CONSULTING	SERVIC SARNAS CLASSIC GRILL	BUS TRIP LUNCH	522.55	117
27000-75700-6210	PROF AND CONSULTING	SERVIC BEST WESTERN PLUS WHIT	BUS TRIP LUNCH	1,174.52	117
27000-75700-6210	PROF AND CONSULTING	SERVIC CHANHASSEN DINNER THEATE	DOWN PAYMENT FOR GREASE	380.00	117
27000-75700-6210	PROF AND CONSULTING	SERVIC CHANHASSEN DINNER THEATE	DOWN PAYMENT LOVE LETTERS	320.00	117
27000-75700-6210	PROF AND CONSULTING	SERVIC IN *ANOKA COUNTY HISTORIC	GHOST TOUR	252.00	117
Total Department 75700 SENIOR CENTER ACTIVITIES				2,724.07	
Total Fund 27000 SENIOR ACTIVITY FUND				2,724.07	
Fund: 29000 RECYCLING FUND					
Department: 74100 RECYCLING					
29000-74100-6271	M & R BLDGS/STRUCTURES - C	ATLAS STAFFING INC	CONTRACTED STAFFING	2,461.22	88
29000-74100-6271	M & R BLDGS/STRUCTURES - C	ATLAS STAFFING INC	CONTRACTED STAFFING	2,256.10	127
29000-74100-6283	WASTE REMOVAL	PIONEER SECURESHRED	AUGUST PAPER SHREDDING EVENT	800.00	136
Total Department 74100 RECYCLING				5,517.32	
Total Fund 29000 RECYCLING FUND				5,517.32	
Fund: 52250 2025 BONDED PROJECTS FUND					
Department: 52250 2025 BONDED PROJECTS					
52250-52250-6545-2025-01	OTHER IMPROVEMENTS	BRAUN INTERTEC	GEO & PAVEMENT EVAL 25-1	7,555.80	128
Total Department 52250 2025 BONDED PROJECTS				7,555.80	
Total Fund 52250 2025 BONDED PROJECTS FUND				7,555.80	
Fund: 65000 CAPITAL EQUIPMENT FUND					
Department: 78821 CAPITAL EQUIPMENT					
65000-78821-6544	MACHINERY & AUTOMOTIVE	EMERGENCY AUTOMOTIVE TECH	UNMARKED - UNIT P50	4,746.88	92
Total Department 78821 CAPITAL EQUIPMENT				4,746.88	
Total Fund 65000 CAPITAL EQUIPMENT FUND				4,746.88	
Fund: 66000 PUBLIC SAFETY CAPITAL FUND					
Department: 78921 PUBLIC SAFETY CAPITAL					
66000-78921-6543	FURNITURE & EQUIPMENT	EMERGENCY AUTOMOTIVE TECH	REPLACE LEOSA RIFLES	11,081.73	92
Total Department 78921 PUBLIC SAFETY CAPITAL				11,081.73	
Total Fund 66000 PUBLIC SAFETY CAPITAL FUND				11,081.73	
Fund: 69000 HRA FUND					
Department: 70117 HRA ADMINISTRATION					
69000-70117-6240	ADVERTISING & PRINTING	ECM PUBLISHERS	SUMMER 2024 NEWSLETTER PRINT	1,712.42	131
Total Department 70117 HRA ADMINISTRATION				1,712.42	

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Fund: 69000 HRA FUND					
Total Fund 69000 HRA FUND				1,712.42	
Fund: 70000 SEWER FUND					
Department: 62074 SANITARY SEWER MAINTENANCE					
70000-62074-6272	M & R EQUIPMENT - CONTRACT MARCO		PLOTTER SPLIT W/UTILITIES	95.29	134
70000-62074-6273	M & R OTHER IMPS - CONTRAC BLAKE DRILLING CO		85TH AVE DEWATERING SYS. INSTALLED	7,792.00	89
Total Department 62074 SANITARY SEWER MAINTENANCE				7,887.29	
Total Fund 70000 SEWER FUND				7,887.29	
Fund: 71000 WATER FUND					
Department: 60171 WATER SYSTEM MAINTENANCE					
71000-60171-6272	M & R EQUIPMENT - CONTRACT MARCO		PLOTTER SPLIT W/UTILITIES	95.30	134
71000-60171-6370	GENERAL SUPPLIES	MENARDS	SHOP SUPPLIES	16.99	96
71000-60171-6370	GENERAL SUPPLIES	MENARDS	PAINT & PPE	61.94	96
71000-60171-6380	SAFETY ITEMS	MENARDS	PAINT & PPE	12.96	96
71000-60171-6545-2021-28	OTHER IMPROVEMENTS	BNSF RAIL PERMITTING	RR PERMIT FOR WORK ON PROJ21-28	3,792.50	120
Total Department 60171 WATER SYSTEM MAINTENANCE				3,979.69	
Total Fund 71000 WATER FUND				3,979.69	
Fund: 72000 STORM WATER DRAINAGE FUND					
Department: 64076 STORM WATER DRAINAGE					
72000-64076-6272	M & R EQUIPMENT - CONTRACT MARCO		PLOTTER SPLIT W/UTILITIES	95.29	134
72000-64076-6370	GENERAL SUPPLIES	MENARDS	CONCRETE STATION	23.73	96
Total Department 64076 STORM WATER DRAINAGE				119.02	
Total Fund 72000 STORM WATER DRAINAGE FUND				119.02	
Fund: 73000 GOLF FUND					
Department: 67381 GOLF COURSE MAINTENANCE					
73000-67381-6230	TRAVEL/SCHOOLS/CONFERENCES ADAMS, GREG		SPRAYERS LICENSE TRAINING	145.00	87
73000-67381-6230	TRAVEL/SCHOOLS/CONFERENCES LENHART, DYLAN		SPRAYERS LICENSE TRAINING	145.00	93
73000-67381-6342	M & R EQUIPMENT - BY CITY MTI DISTRIBUTING		SPACERS FOR MOWING ROUGH	25.20	97
73000-67381-6342	M & R EQUIPMENT - BY CITY MTI DISTRIBUTING		TIRES/RIMS	374.63	97
73000-67381-6342	M & R EQUIPMENT - BY CITY MTI DISTRIBUTING		MOWER SENSOR	379.16	97
73000-67381-6342	M & R EQUIPMENT - BY CITY MTI DISTRIBUTING		MOWER PARTS	325.60	97
73000-67381-6342	M & R EQUIPMENT - BY CITY MTI DISTRIBUTING		MOWER PARTS	15.20	97
73000-67381-6342	M & R EQUIPMENT - BY CITY MTI DISTRIBUTING		MOWER PARTS	42.64	97
73000-67381-6342	M & R EQUIPMENT - BY CITY MTI DISTRIBUTING		MOWER PARTS	207.67	97
73000-67381-6342	M & R EQUIPMENT - BY CITY MN EQUIPMENT		BOLTS	8.36	2
Total Department 67381 GOLF COURSE MAINTENANCE				1,668.46	
Department: 67382 GOLF COURSE ADMINISTRATION					
73000-67382-6271	M & R BLDGS/STRUCTURES - C SILENT KNIGHT SECURITY SYS		REPLACED BROKEN DOOR HARD WIRE	200.00	137
Total Department 67382 GOLF COURSE ADMINISTRATION				200.00	
Total Fund 73000 GOLF FUND				1,868.46	
Fund: 99000 PAYROLL CLEARING FUND					
Department: 00000					
99000-00000-2025	SALARIES PAYABLE	CR POLICE ASSOCIATION SCHO	Remittance Check	64.00	103
99000-00000-2025	SALARIES PAYABLE	MN BENEFIT ASSOCIATION	Remittance Check	315.63	106
99000-00000-2025	SALARIES PAYABLE	COON RAPIDS POLICE ASSOC	Remittance Check	162.00	102

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Fund: 99000 PAYROLL CLEARING FUND					
Department: 00000					
99000-00000-2025	SALARIES PAYABLE	LELS INC-POLICE UNION DUES	Remittance Check	4,794.00	105
99000-00000-2025	SALARIES PAYABLE	FIREFIGHTERS LOCAL 1935	Remittance Check	1,752.46	104
99000-00000-2025	SALARIES PAYABLE	MN TEAMSTER UNION 320	Remittance Check	1,363.00	107
99000-00000-2025	SALARIES PAYABLE	NCPERS C/O MEMBER BENEFITS	Remittance Check	344.00	108
99000-00000-2025	SALARIES PAYABLE	MISSION SQUARE 457 PAYROLL	Remittance Check	28,819.55	140
99000-00000-2025	SALARIES PAYABLE	MN CHILD SUPPORT PAYMENT C	Remittance Check	1,339.62	141
99000-00000-2025	SALARIES PAYABLE	MN STATE RETIREMENT SYSTEM	Remittance Check	15,350.46	143
99000-00000-2025	SALARIES PAYABLE	MN DEPT OF REV - PAYROLL E	Remittance Check	43,755.91	144
99000-00000-2025	SALARIES PAYABLE	EMPOWER RETIREMENT SERVICE	Remittance Check	3,349.17	145
99000-00000-2025	SALARIES PAYABLE	WISCONSIN SUPPORT COLLECTI	Remittance Check	576.70	146
99000-00000-2025	SALARIES PAYABLE	MISSION SQUARE ROTH IRA PA	Remittance Check	6,707.01	147
99000-00000-2025	SALARIES PAYABLE	NORTH DAKOTA CHILD SUPPORT	Remittance Check	330.93	148
99000-00000-2025	SALARIES PAYABLE	IRS - EFT	Remittance Check	98,303.73	139
99000-00000-2025	SALARIES PAYABLE	BPAS VEBA EFT	Remittance Check	2,344.05	150
99000-00000-2025	SALARIES PAYABLE	BRI HSA EFT	Remittance Check	25,480.77	149
99000-00000-2025	SALARIES PAYABLE	BPAS VEBA EFT	Remittance Check	2,344.05	150
99000-00000-2026	BENEFITS PAYABLE	BRI FSA EFT	Remittance Check	3,643.73	151
99000-00000-2030	ACCRUED LIFE INS PAYABLE	STANDARD INSURANCE COMPANY	LIFE INSURANCE	7,060.80	86
99000-00000-2031	ACCRUED DENTAL INS PAYABLE	WELFARE TRUST FUND	Remittance Check	2,052.36	109
99000-00000-2035	ACCRUED PERA PAYABLE	PERA - EFT	Remittance Check	218,784.20	142
99000-00000-2036	ACCRUED FICA & MEDICARE PA	IRS - EFT	Remittance Check	96,622.82	139
Total Department 00000				565,660.95	
Total Fund 99000 PAYROLL CLEARING FUND				565,660.95	

INVOICE DISTRIBUTION REPORT FOR CITY OF COON RAPIDS

ELECTRONIC PAYMENT TRANSACTION DATES

09/12/2024 - 09/25/2024

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		10000	GENERAL FUND	76,356.20	
		21000	LAW ENFORCEMENT PROGRAMS	9,719.37	
		24000	PUBLIC COMMUNICATIONS FUND	753.51	
		27000	SENIOR ACTIVITY FUND	2,724.07	
		29000	RECYCLING FUND	5,517.32	
		52250	2025 BONDED PROJECTS FUND	7,555.80	
		65000	CAPITAL EQUIPMENT FUND	4,746.88	
		66000	PUBLIC SAFETY CAPITAL FUND	11,081.73	
		69000	HRA FUND	1,712.42	
		70000	SEWER FUND	7,887.29	
		71000	WATER FUND	3,979.69	
		72000	STORM WATER DRAINAGE FUND	119.02	
		73000	GOLF FUND	1,868.46	
		99000	PAYROLL CLEARING FUND	565,660.95	
		Total For All Funds:		699,682.71	



City Council Regular

8.

Meeting Date: 10/01/2024

Subject: Approve Final Payment to Klamm Mechanical Contractors, Inc. for Project 21-65, Fire Station #3

Submitted For: Ashley Hansen, Finance Director

From: Dianne Nelson, Advanced Accounting Technician

INTRODUCTION

The Public Works Director has recommended final payment to Klamm Mechanical Contractors, Inc. for Project 21-65, Fire Station #3.

DISCUSSION

A summary of the project is as follows:

Substantial completion date	6/21/21
Contract completion date	7/23/21
Final completion date	10/29/21
Contract amount	\$1,048,500.00
Total additions/deletions	\$28,579.87
Total contract amount	\$1,077,079.87
Actual project cost	\$1,077,079.87
Less: previous payments by City	(\$1,023,225.88)
Amount due	\$53,853.99

RECOMMENDATION

All of the dates and amounts are reasonable and accurate according to the project file. No liquidated damages are recommended. Staff recommends approval of the change orders and final payment in the amount of \$53,853.99 to Klamm Contractors, Inc. for Project 21-65.



City Council Regular

9.

Meeting Date: 10/01/2024

Subject: Consider Adoption of Ordinance 2314 Amending City Code Section 5-1500 Prohibited Practices for Solicitors

From: Joan Lenzmeier, City Clerk

INTRODUCTION

Council is asked to adopt Ordinance 2314 Amending City Code Chapter 5-1500 as it relates to prohibited practices for solicitors, transient merchants, peddlers, etc.

DISCUSSION

As part of the discussions that occurred related to updates to our waste hauler licensing regulations, it was brought to staff's attention that there have been some concerns as it relates to the door-to-door practices of some of our licensed waste haulers. After internal discussions, staff proposed the attached amendment to the solicitor, transient merchant, peddler code that may help with the concerns raised.

This ordinance was introduced at the September 17, 2024 City Council meeting.

RECOMMENDATION

Adopt Ordinance 2314 Amending City Code Section 5-1500 as it relates to prohibited practices for solicitors, transient merchants, peddlers, etc.

Attachments

Ordinance 2314

ORDINANCE NO. 2314

AN ORDINANCE REVISING TRANSIENT AND ITINERANT MERCHANTS AND VENDORS, PEDDLERS, SOLICITORS, CANVASSERS, AND MOBILE FOOD UNITS AND THEREBY AMENDING REVISED CITY CODE - 1982, SECTION 5-1519

The City of Coon Rapids does ordain:

Section 1. Revised City Code – 1982 Section 5-1519 is hereby amended as follows:

(deletions in brackets, additions double underlined).

5-1519 Prohibited Practices. No person under this Chapter shall:

(1) Call attention to the business or to the merchandise by any loud, unusual noise including but not limited to, shouting, amplification system, blowing a horn or ringing a bell.

(2) Solicit, peddle or canvass after the hour of 8:00 p.m. or before 9:00 a.m. unless a previous appointment has been made.

(3) Operate a business defined as a transient merchant in Section 5-1513(a) after the hour of 9:00 p.m. or before 9:00 a.m. except for mobile food units which are allowed to operate until 10:00 p.m.

(4) Enter or conduct business upon premises where a sign or plaque is conspicuously posted, stating in effect that no peddlers or solicitors are allowed. Such sign shall have letters at least one-half (1/2) inch high.

(5) Occupy for the purpose of advertising and/or conducting business any area within a sight triangle, as defined by City Code Section 11-1825.

(6) Occupy any fixed location within any public right-of-way or other public property for the purpose of advertising and/or conducting business.

(7) Create a public nuisance as that term is defined by state or local law.

(8) Sell merchandise or services by means of statements which the person making them knows or should know are false or misleading.

Introduced this 17th day of September 2024.

Adopted this ____ day of _____, 2024.

ATTEST:

Jerry Koch, Mayor

Joan Lenzmeier, City Clerk



City Council Regular

10.

Meeting Date: 10/01/2024

Subject: Consider Resolution 24-94 Accepting DWI Grant from State of Minnesota

Submitted For: Bill Steiner, Chief of Police

From: Adam Jacobson, Deputy Chief

INTRODUCTION

The Minnesota Office of Traffic Safety has notified the City that they have approved funding for the DWI Officer position for an additional year through September 30, 2025.

DISCUSSION

In 2023, the City of Coon Rapids was awarded a grant by the Minnesota Office of Traffic Safety (OTS) to fund a full-time officer to enforce DWI laws. The grant was authorized and funded for up to one fiscal year with the possibility of extensions. The grant is funded by the National Highway Traffic Safety Administration (NHTSA). Federal guidelines require the grant money be spent on projects to reduce DWI incidents. Because of this, the officer can only be funded for the enforcement of laws prohibiting driving while impaired. If the officer is called to or responds to an incident other than an alcohol-related driving offense, the time spent on non-DWI related enforcement exceeding 15 successive minutes must be paid for by the agency. The officer works on peak nights and times when drinking and driving occur. Progress reports will be required to be made to the OTS.

Recently, the OTS notified Coon Rapids that they have approved grant funding for the position from October 1, 2024, through September 30, 2025, to a maximum of \$146,636.16 for salary/benefits and DWI conference registration fees. The 2024 federal fiscal year ends September 30, 2025. The Coon Rapids Police department has developed a work plan and budget approved by the OTS. The award covers a full-time sworn officer's salary and fringe benefits. The squad car operating costs, uniforms and weapons are not covered by the grant.

Accepting the grant required the authorized strength of the police department to be raised by one officer. The additional officer and grant funds are included in the 2024 budget and anticipated in the proposed 2025 budget. Therefore, this grant award doesn't represent any new revenue or expenses compared to what has been presented to the City Council during the budgeting process. Once the grant funds are discontinued, the authorized strength of the department will be reduced by one.

Council is asked to adopt a resolution to accept the grant through 2025.

RECOMMENDATION

Staff recommends approving Resolution 24-94 authorizing the 2024/2025 Agreement with the MN Office of Traffic Safety Accepting a Grant to Fund a Full-time Officer through September 30, 2025.

Attachments

DWI Grant Agreement

Lobbying Form

Resolution 24-94



Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101	Grant Program: 2025 NHTSA: DWI / Traffic Safety Officer Grant Contract Agreement No.: A-OFFICR25-2025-CNRPDSPD-010
Grantee: Coon Rapids Police Department 11155 Robinson Drive NW Coon Rapids, MN 55433-3761	Grant Contract Agreement Term: Effective Date: 10/01/2024 Expiration Date: 09/30/2025
Grantee’s Authorized Representative: Sergeant Dan Durette 11155 Robinson Drive NW Coon Rapids, MN 55433-3761 (763)767-6405 ddurette@coonrapidsmn.gov	Grant Contract Agreement Amount: Original Agreement \$146,636.16 Matching Requirement \$ 0.00
State’s Authorized Representative: Duane Siedschlag, Impaired Driving Program Coordinator 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101 (651)221-7078 Duane.siedschlag@state.mn.us	Federal Funding: CFDA/ALN: 20.608 & 20.608 & 20.600 FAIN: 69A37523300001640MNA & 69A37523300001640MNA & 69A37523300004020MNO State Funding: N/A Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2025 NHTSA: DWI / Traffic Safety Officer Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 620, Saint Paul, MN 55101. The Grantee shall also comply with all requirements referenced in the 2025 NHTSA: DWI / Traffic Safety Officer Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-OFFICR25-2025-CNRPDSPD-010 / 3000098161

Project No.25-03-03

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative



Organization: Coon Rapids Police Department

A-OFFICR25-2025-CNRPDSPD-010

Budget Summary

Budget				
Budget Category	State Reimbursement	Local Match		
DWI TSO Salary & Fringe				
DWI / TS Officer Salary and Overtime	\$146,636.16	\$0.00		
Total	\$146,636.16	\$0.00		
Operating Expense				
Operating Expenses and Local Match	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
TZD Conference				
TZD Conference	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Total	\$146,636.16	\$0.00		

CERTIFICATION REGARDING LOBBYING
(For State of Minnesota Contracts and Grants over \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S.Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date

RESOLUTION NO. 24-94

**A RESOLUTION TO ACCEPT A GRANT FROM THE MINNESOTA DEPARTMENT
OF PUBLIC SAFETY, OFFICE OF TRAFFIC SAFETY
TO BE USED TOWARD FUNDING A FULL-TIME DWI OFFICER**

WHEREAS, the Minnesota Department of Public Safety's Office of Traffic Safety awarded in 2024, a one-year grant to fund a DWI officer; and

WHEREAS, the total grant amount will be up to \$146,636.16 per year; and

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

WHEREAS, the City Council finds that it is in the best interest of its citizens to enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects for one Federal fiscal year beginning in 2024 and accept the City's portion of the offered grant money; and

WHEREAS, the Coon Rapids Police Department will be the fiscal agent and administrator of the grant.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coon Rapids, Minnesota, that the grant of up to \$146,636.16 is hereby accepted on behalf of the Police Department.

BE IT FURTHER RESOLVED the Coon Rapids Police Department enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2024, through September 30, 2025.

BE IT FURTHER RESOLVED that the Coon Rapids Police Department Chief of Police or designee is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Coon Rapids Police Department and to be the fiscal agent and administer the grant.

BE IT FURTHER RESOLVED that the City of Coon Rapids hereby extends its gratitude to the Minnesota Department of Public Safety's Office of Traffic Safety for the full-time DWI officer grant.

Adopted by the Coon Rapids City Council this 1st day of October 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

11.

Meeting Date: 10/01/2024

Subject: Consider Introduction of an Ordinance Authorizing Sale of Real Estate, 110xx Mississippi Blvd.

From: Matt Brown, Community Development Director

INTRODUCTION

The Council is asked to introduce an ordinance authorizing the sale of the southern portion of the former Cook Arena site on Mississippi Boulevard.

DISCUSSION

Earlier this year, the Council discussed the potential sale of several City and HRA owned properties, including a portion of the former Cook Arena site. This 3.25-acre site is left over from construction of the new Fire Station #3. In response to the Council discussion, Staff conducted a Solicitation of Offers process to identify one or more interested developers. As part of this process, Staff contacted several developers of for-sale townhouses and single-family homes. One proposal was received, from Centra Homes, which proposes a 16-unit small-lot single-family development. Other developers contacted indicated that they were not interested due to the site's relatively small size. Staff provided an overview of the proposal at the Council September 10 work session.

The City's Charter establishes that any disposal of City-owned real estate must be done via ordinance. The Council must first introduce the ordinance and adoption would be considered on October 15. The Council would also consider a purchase agreement on October 15, a draft of which is attached for informational purposes. Staff is still working out details of the purchase agreement with Centra. The proposed terms include:

- A sale price of \$179,000, which assumes that vinyl siding would not be allowed on any elevations. While Centra originally proposed a sale price of \$355,000, that price assumed that the houses would include vinyl siding on all sides. The City's PORT zoning district prohibits vinyl siding. Centra feels that its buyers generally are not willing to pay a substantially higher sale price for upgraded exterior materials. The revised sale price reflects a \$11,000 per unit cost increase associated with upgrading to LP Smart Side, an engineered wood product.
- A contingency date of 120 days following execution of the purchase agreement. The contingencies include obtaining all land use approvals from the City. The Council will have additional opportunities to weigh in on project details during the site plan and plat approval process, which would occur later this year.
- A closing date no later than March 31, 2025. Centra intends to begin construction of the project in the spring of 2025.

RECOMMENDATION

Staff recommends that the Council introduce an ordinance authorizing the sale of real estate legally described as: Outlot A, Coon Rapids Fire Station Number Three.

Attachments

Location Map

Centra Homes Concept Plan

Ordinance

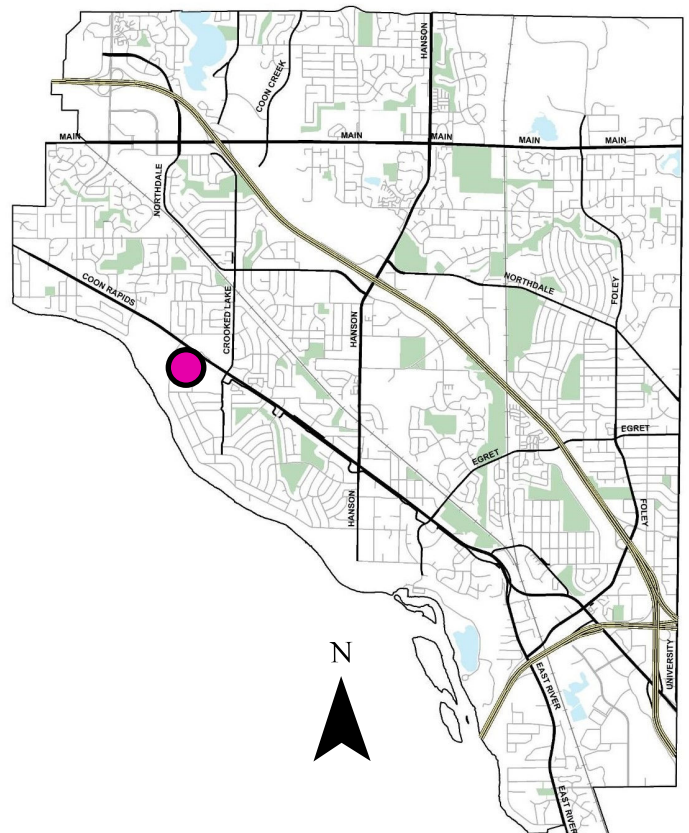
Location Map



Prepared by: Planning Division

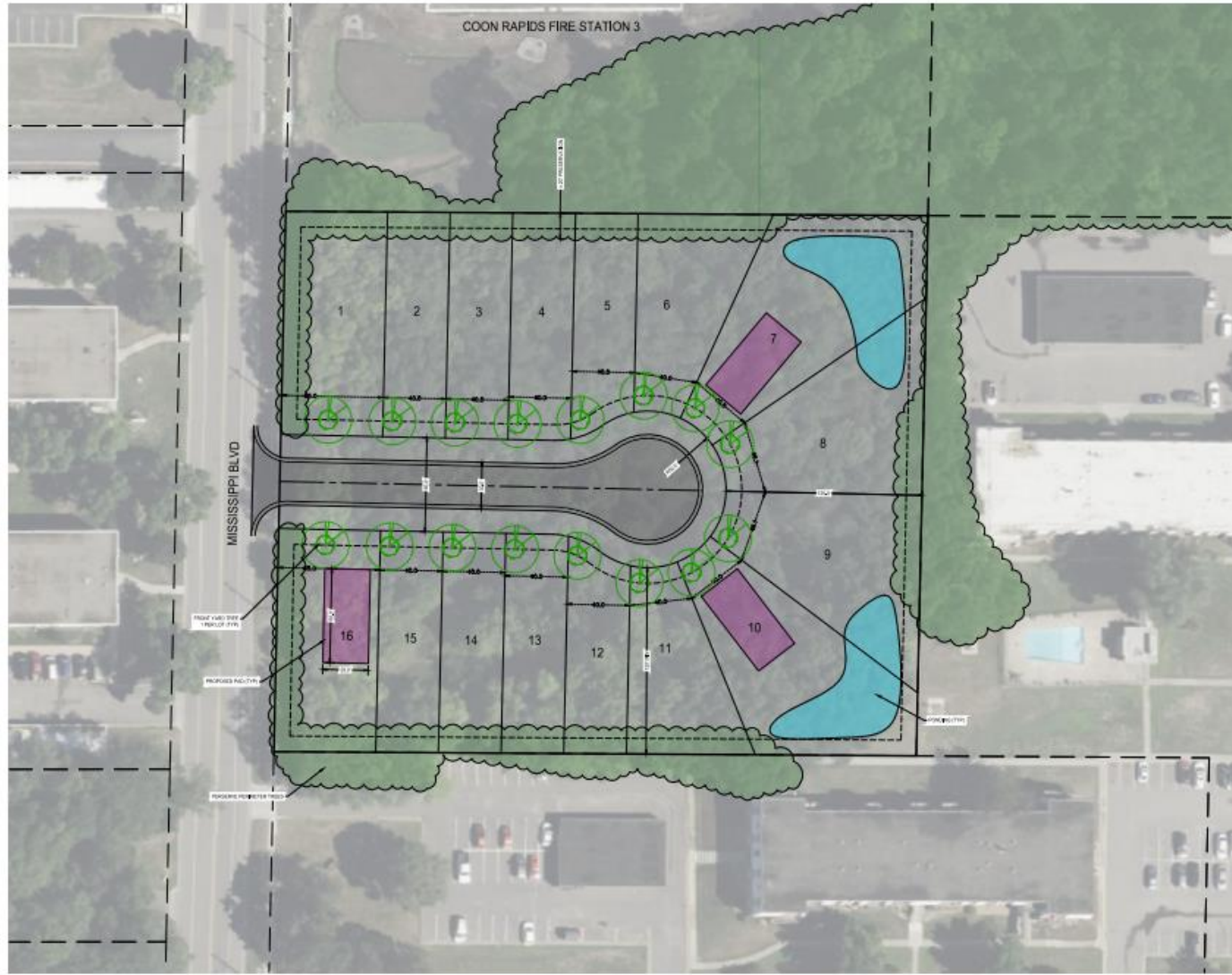
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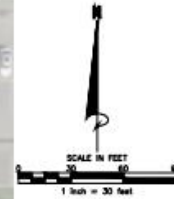


Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located from various sources and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exact measurement of distance or direction or precision in the depiction of geographic features. If error or discrepancies are found please contact 763-767-6430.

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SITE DATA	
SUBJECT AREA	1.26 AC
LOTS	16 EA
SETBACKS	AS SHOWN
REAR YARD SETBACK	10'
FRONT YARD SETBACK	10'
PLANTING STRIP	16'



James R. Hill, Inc.
PLANNERS / ENGINEERS / SURVEYORS
2809 N. CH. PK. #2, SUITE 100, MINNEAPOLIS, MN 55412
PHONE (612) 800-4044 FAX (612) 800-4044

PROJECT NO.	24214
DATE	8/13/2024
DRAWN BY	JDH
CHECKED BY	JDH
APPROVED BY	JDH
DATE	8/13/2024

ADJACENT FIRE STATION PROPERTY
COON RAPIDS, MN
CONCEPT SITE LAYOUT
CENTRA COMPANIES
11400 ROBINSON DRIVE NW, COON RAPIDS, MN 55007

DRAWN BY	
CITY	COON RAPIDS, MN
DATE	8/13/2024
REVISIONS	
NO.	DESCRIPTION
1	ISSUED FOR PERMIT
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Two-Story Home

The SINCLAIR

3 – 4 Beds | 2.5 Baths | 2 Garage Bays | 2,335 fsf | Slab-on-grade



Elevation A – Farmhouse

FEATURES

- Covered Entry
- Main Level Flex Room
- Upper Level Loft
- Kitchen Center Island and Walk-in Pantry
- Upper Level Laundry Room
- Primary Suite with Large Walk-in Closet
- Fourth Bedroom ILO of Loft *(per plan)*
- Stone Accents at Garage *(per plan)*



Elevation B – Craftsman



Elevation C – Prairie

CENTRA HOMES LLC

CentraHomes.com

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE SALE OF REAL ESTATE, OUTLOT A, COON RAPIDS FIRE STATION NUMBER THREE

Preamble:

The City is the owner of real estate described as Outlot A, Coon Rapids Fire Station Number Three, Anoka County Minnesota (the "Property").

- A. The City acquired real estate that included the Property in 1966 to facilitate construction of an ice arena, which was completed in 1972.
- B. The ice arena was demolished in 2012 and in 2022, the Coon Rapids Fire Station Number Three plat was recorded to facilitate construction of a new City fire station on 111th Avenue.
- C. The City Council finds that the Property is no longer needed for public facility purposes.
- D. The City Council finds that residential development is a suitable use of the Property and the City conducted a Solicitation of Offers process to identify a residential developer.
- E. Centra Homes has agreed to purchase the property to construct an approximately 16-lot single-family subdivision with a sale price of: \$355,000 if four-sided vinyl siding is approved by City Council; \$307,000 if fiber board is required on the front elevation of the house with vinyl siding allowed on the side and rear of the house; and \$179,000 if fiber board is required on all elevations with no vinyl siding allowed at all.

Now, therefore, the City of Coon Rapids does ordain:

Section 1. The conveyance of the following property to Centra Homes or an affiliated entity is hereby authorized: Outlot A, Coon Rapids Fire Station Number Three, Anoka County Minnesota.

Section 2. The Mayor and City Manager are hereby authorized to execute a Purchase Agreement, Development Agreement, deed, and all other necessary documents to effectuate the conveyance.

Section 3. The proceeds of the sale are directed to be paid into the City's Revolving Construction Fund.

Introduced this 1st day of October, 2024

Adopted _____

Attest:

Jerry Koch, Mayor

Joan Lenzmeier, City Clerk

PURCHASE AGREEMENT

1. **PARTIES.** This Purchase Agreement (this “Agreement”) is made on this _____ day of _____, 2024 (the “Effective Date”), by and between the City of Coon Rapids, Minnesota, a Minnesota municipal corporation (the “Seller”) and Centra Homes LLC, a Minnesota limited liability company, or its permitted assigns (the “Buyer”).

2. **SALE OF PROPERTY.** The Seller agrees to sell to the Buyer and the Buyer agrees to buy from the Seller, the real estate described on the attached Exhibit A (provided such Exhibit A shall be revised in accordance with the Title Commitment or an applicable survey or by mutual agreement of the parties to reflect an updated legal description of the Property) (the “Property”).

3. PURCHASE PRICE AND MANNER OF PAYMENT.

3.1. Purchase Price. The Buyer shall pay the Seller \$355,000 for the Property (the “Purchase Price”) if Vinyl Siding on all four sides of the house is approved by City Council. The price shall change if City Council requires an upgraded siding such as Fiber Board (e.g. LP Smartside or equivalent). The purchase price shall adjust as follows:

- \$ 355,000 if Four Sided Vinyl Siding is approved by City Council
- \$ 307,000 if Fiber Board is required on the Front Elevation of the house with Vinyl Siding allowed on the side and rear of the house.
- \$ 179,000 if Fiber Board is required on Front, Side and Rear of the house; with no Vinyl Siding allowed at all

3.2. Earnest Money. Upon approval and execution of this Agreement by the Buyer and the Seller, the Buyer shall pay to Land Title (the “Title Company”) \$25,000 in earnest money and in part payment therefor (the “Earnest Money”). Said Earnest Money shall be deducted from the Purchase Price at Closing. The Earnest Money shall be refunded to Buyer only if (a) all of the contingencies are not removed or waived by the Buyer and closing does not occur or (b) in the event of an uncured Seller default, as set forth herein. If all the contingencies are removed and the Buyer fails to close this transaction, the Seller’s remedy shall be limited to receiving the Earnest Money as liquidated damages as is more fully described in Section 15.2. The balance of said Purchase Price less the Earnest Money shall be paid by the Buyer to the Seller on or before the Closing Date, as described in Section 6 herein, at which time the Seller’s deed to the Property shall be delivered to the Buyer.

4. **OBLIGATIONS OF THE SELLER.** The Seller shall provide the following documentation:

4.1. Representations and Warranties. The representations and warranties of the Seller contained in this Agreement must be true now and on the Closing Date in all material respects as if made on the Closing Date and the Seller shall have delivered to the Buyer on the Closing Date, a certificate dated the Closing Date, signed by an authorized representative of the Seller, certifying that such representations and

warranties are true as of the Closing Date in all material respects (the “Closing Certificate”).

- 4.2. Title. Title shall have been found marketable, or been made marketable, in accordance with the requirements and terms of Section 8 below.
- 4.3. Performance of the Seller’s Obligations. The Seller shall have performed all of the obligations required to be performed by the Seller under this Agreement in all material respects. Included within the obligations of the Seller under this Agreement shall be the following:
 - 4.3.1. The Seller agrees to cooperate with the Buyer as reasonably necessary to permit the Buyer to investigate the Property. The Seller shall make available to the Buyer and the Buyer’s agents copies of any surveys, reports, records, and permits in the Seller’s possession relating to the Property.
 - 4.3.2. The Seller shall deliver to the Buyer the Title Evidence required in Section 8 on or before 10 days from the Effective Date.

5. CONTINGENCIES WHICH MUST BE EXERCISED BY WRITTEN NOTICE TO THE SELLER WITHIN 120 DAYS FROM EXECUTION OF THIS AGREEMENT (THE “CONTINGENCY DATE”):

5.1. Buyer’s Contingencies.

- 5.1.1. Testing. The Buyer shall have determined that it is satisfied with the results of, and matters disclosed by, any environmental site assessments, soil tests, engineering inspections, hazardous substances and environmental reviews of the Property, all such tests, assessments, inspections and reviews to be obtained at the Buyer’s sole cost and expense.
 - a. The Buyer shall pay all costs and expenses of such investigation and testing and shall promptly repair and restore any damage to the Property caused by the Buyer’s testing and return the Property to substantially the same condition as existed prior to entry. The Buyer shall indemnify, defend, and hold the Seller harmless from any claim for damage to person or property arising from any investigation or inspection of the Property conducted by the Buyer, its agents or contractors, including the cost of attorneys’ fees, provided, however, that Buyer shall not be responsible for any pre-existing conditions that are discovered by Buyer or its consultants so long as, following discovery, Buyer or its consultants do not materially exacerbate such conditions through their actions.
 - b. Copies of any final written reports, studies, or test results obtained by the Buyer in connection with its inspection of the Property or investigation relating to the Property shall be delivered to the Seller promptly upon receipt of the same at no cost to the Seller.

- 5.1.2. Financing. The sale of the Property shall be contingent upon the Buyer obtaining financing acceptable to the Buyer, in its sole discretion, for the acquisition of the Property at terms that are acceptable to the Buyer. In the event this financing contingency is not satisfied and released by the Buyer by the Contingency Date, the Earnest Money and all interest earned thereon will be returned to the Buyer.
- 5.1.3. Title Report. The Buyer's obligation to close hereunder is subject to its approval of a commitment of title for the Property to be ordered by the Buyer immediately upon execution of this Agreement, and as is more fully described in Section 8.
- 5.1.4. Land Use Approvals. The Buyer having received all land use approvals from the City of Coon Rapids and any other governmental entities or agencies deemed necessary by the Buyer for its intended use of the Property, including, but not limited to, site plan approval, and preliminary and final plat approval for an approximately 16-lot small-lot single-family subdivision. The Contingency Date shall automatically extend by an additional 60 days if any governmental entity has not granted approvals with conditions acceptable to Buyer within the original 120 Day review period.

If, on or before the Contingency Date or if required earlier by this Agreement, if the Buyer determines that any of its contingencies listed in this Section have not been satisfied in its sole discretion, then this Agreement may be terminated by written notice from the Buyer to the Seller, which notice must given no later than the Contingency Date. If the Buyer does not give written notice of termination on or before the Contingency Date, all of such contingencies will be deemed to have been satisfied and the parties shall proceed to close this transaction in accordance with the terms of this Agreement. If this Agreement is terminated by the Buyer in accordance with this Section, the Title Company shall return the Earnest Money to the Buyer and neither party shall have any further rights or obligations regarding this Agreement or the Property. All of the contingencies set forth in this Agreement are specifically stated and agreed to be for the sole and exclusive benefit of the Buyer and the Buyer shall have the right to unilaterally waive any of its contingencies by written notice to the Seller. Notwithstanding the foregoing, the Contingency Date shall automatically extend for an additional 60 days if all Land Use Approvals under 5.1.4. with conditions acceptable to the Buyer have not been granted. In addition, Buyer may deposit an additional \$10,000 of additional Earnest Money for a one time 90-day closing extension at which the additional Earnest Money shall be non-refundable.

6. CLOSING. The closing of the purchase and sale contemplated by this Agreement (the "Closing") shall occur on or before March 31, 2025, or such date on which the parties may agree (the "Closing Date"). The closing shall occur at the offices of the Seller, unless otherwise agreed to by the parties. The Seller agrees to deliver possession of the Property to the Buyer on the Closing Date.

- 6.1. Seller's Closing Documents. On the Closing Date, the Seller shall execute and deliver to the Buyer the following (collectively, "Seller's Closing Documents"), all in form and content reasonably satisfactory to the Seller and the Buyer:

- 6.1.1. Deed. A limited warranty deed conveying the Property to the Buyer.
- 6.1.2. Seller's Affidavit. A seller's affidavit as required by the Title Company to issue an owner's policy of title insurance with the standard exceptions waived.
- 6.1.3. Original Documents. Original copies of any surveys, reports, permits, and records in the Seller's possession.
- 6.1.4. FIRPTA Affidavit. A nonforeign affidavit, properly executed, containing such information as is required by the Internal Revenue Code Section 1445(b)(2) and its regulations.
- 6.1.5. Other Documents. Any other documents reasonably required in order to complete the transaction contemplated by this Agreement.
- 6.2. Buyer's Closing Documents. On the Closing Date, the Buyer shall execute, as appropriate and deliver to the Seller the following (collectively, "Buyer's Closing Documents"):
 - 6.2.1. Purchase Price. The Purchase Price in good funds (certified or cashier's check or wire transfer).
 - 6.2.2. Development Agreement. An executed copy of the Development Agreement, by and between Buyer and the City (the "Development Agreement") the form of which is attached hereto as Exhibit B.
 - 6.2.3. Other Documents. Such affidavits of the Buyer, certificates of value, or other documents as may be reasonably required in order to complete the transaction contemplated by this Agreement.

7. PRORATIONS. The Seller and the Buyer agree to the following prorations and allocation of costs regarding this Agreement:

- 7.1. Title Insurance and Closing Costs. The Seller shall pay the cost to record any document required to establish marketable title in the Seller; any fees incurred for updating title, including the cost of preparing the Title Commitment and title search and examination fees; any state deed tax, conservation fee, or other federal, state, or local documentary or revenue stamps or transfer tax with respect to the deed to be delivered by the Seller. The Buyer shall pay the cost of all premiums required for the issuance of a title insurance policy; the fees of any soil tests, surveys, environmental assessments, inspection reports, appraisals, or other tests or reports ordered by the Buyer; recording fees and charges related to the recording of the deed; and its own legal and accounting fees associated with this transaction. All closing fees charged by the Title Company and any escrow fees charged by any escrow agent engaged by the parties in connection with this Agreement shall be split equally between the Buyer and the Seller.

- 7.2. Real Estate Taxes and Special Assessments. The Seller shall pay, on or before the Closing Date, all levied special assessments, constituting a lien against the Property as of the effective date, including, without limitation, any installments of special assessments that are payable with general real estate taxes in the year in which Closing occurs. The Property is currently taxexempt, but in the event that there are any general real estate taxes payable in any year prior to the year in which the Closing occurs, they shall be paid by the Seller. Any general real estate taxes payable in the year in which Closing occurs shall be prorated between the Buyer and the Seller as of the Closing Date.

8. TITLE EXAMINATION. Title Examination shall be conducted as follows:

- 8.1. Seller's Title Evidence. No later than November 15, 2024, the Seller shall furnish the following (collectively, "Title Evidence") to the Buyer:

8.1.1. Title Commitment. A title commitment for the Property (the "Title Commitment").

8.1.2. Survey. A copy of any existing land survey of the Property that is in the Seller's possession or control. The Buyer, at its option, also may obtain, at its expense, an updated survey of the Property (the "Updated Survey"). Any Updated Survey shall be certified and delivered to the Seller as well as the Buyer and any other parties that the Buyer may designate.

- 8.2. Buyer's Objections. No later than 15 days after receiving the Title Commitment, the Buyer must make written objections ("Objections") to the marketability of title to the Property based on the Title Evidence. If the Buyer elects to obtain an Updated Survey, objections based upon the Updated Survey must be made within seven (7) days after receipt of said Updated Survey but in no event later than the Contingency Date. The Buyer's failure to make Objections within such time period will constitute a waiver of Objections. However, any matter which is not referenced in the Title Commitment and is first recorded, discovered, or disclosed after the effective date of the Title Commitment may be objected to by the Buyer in the manner described herein. Any matter shown on such Title Evidence and not objected to by the Buyer shall be a "Permitted Encumbrance" hereunder. Within seven (7) days after receipt of the Buyer's Objections, the Seller shall notify the Buyer in writing if the Seller elects not to cure the Objections. If such notice is given within said seven (7) day period, the Buyer may either waive the Objections or terminate this Agreement by giving written notice of termination to the Seller within ten (10) days after the Seller's notice is given to the Buyer. If written notice by the Seller is not given within the ten (10) day period, the Seller shall use commercially reasonable efforts to correct any Objections within thirty (30) days after the expiration of the ten (10) day period ("Cure Period"). If the Title Company is willing to issue a title insurance policy to the Buyer that does not except from title insurance coverage an item the Buyer has objected to, the objection relating to such item shall be deemed cured. If the Objections are not cured within the Cure Period, the Buyer shall have the option to do any of the following:

8.2.1. Terminate this Agreement by giving written notice to the Seller within ten (10) days after the expiration of the Cure Period and neither the Seller nor the Buyer shall have further rights or obligations hereunder. In such event the Title Company shall return all Earnest Money to the Buyer.

8.2.2. Waive the objections and proceed to close without reduction in the Purchase Price.

The Buyer shall make its election within ten (10) days after expiration of the Seller's Cure Period. A failure to make an election within such period shall be deemed an election to proceed to close pursuant to subsection 8.2.2.

9. REPRESENTATIONS AND WARRANTIES BY THE SELLER. The following representations made by the Seller are limited to the actual knowledge of Matt Stemwedel, the City Manager. The Seller represents and warrants to the Buyer that the following are true in all material respects now and, as modified by any changes about which the Seller notifies the Buyer in writing following after the date hereof, will be true in all material respects on the Closing Date:

- 9.1. Authority. The Seller is a Minnesota body corporate and politic, duly created under and subject to the laws of the State of Minnesota; the Seller has the requisite power and authority to enter into and perform this Agreement and those Seller Closing Documents signed by it; such documents have been or will be duly authorized by all necessary action on the part of the Seller and have been or will be duly executed and delivered; such execution, delivery, and performance by the Seller of such documents does not conflict with or result in a violation of any judgment, order, or decree of any court or arbiter to which the Seller is a party; such documents are valid and binding obligations of the Seller, and are enforceable in accordance with their terms, subject to bankruptcy, reorganization, insolvency, moratorium and other laws affecting the rights and remedies of creditors generally and principles of equity.
- 9.2. Rights of Others to Purchase the Property. The Seller has not entered into any other contracts for the sale of the Property, nor are there any rights of first refusal or options to purchase the Property or any other rights of others that might prevent the sale of the Property contemplated by this Agreement.
- 9.3. Use of the Property. To the best of the Seller's knowledge without investigation, the Property is usable for its current uses without violating any federal, state, local, or other governmental building, zoning, health, safety, platting, subdivision, or other law, ordinance, or regulation, or any applicable private restriction, and such use is a legal conforming use.
- 9.4. Proceedings. There is no action, litigation, investigation, condemnation, or proceeding of any kind pending or, to the best of the Seller's knowledge without investigation, threatened against any portion of the Property.
- 9.5. Wells. To the best of the Seller's knowledge, no wells exist on the Property.

- 9.6. Sewage Treatment Systems. To the best of the Seller's knowledge, no sewage treatment system exists on the Property.
- 9.7. Title. The Seller owns fee title to the Property.
- 9.8. Notices. The Seller has not received any written notice of noncompliance with any applicable federal, state, municipal, or county environmental laws, statutes, or ordinances from any governmental authority having jurisdiction over the Property, other than the records provided to the Buyer.
- 9.9. Use. While this Agreement is in effect, the Seller shall not transfer the Property, or any portion thereof, except to an entity or individual affiliated with the Seller, or create on the Property any easements, liens, leasehold interests, encumbrances, or other interests or take any other actions that would affect the Property or the Seller's ability to comply with the terms of this Agreement. Additionally, while this Agreement is in effect, the Seller shall operate and maintain the Property in the same manner as it has been operated and maintained heretofore, free from waste and neglect, reasonable wear and tear excepted.
- 9.10. Insurance. While this Agreement is in effect, the Seller shall maintain or cause to be maintained, in full force and effect, all liability and other commercially reasonable insurance upon and with respect to the Property against such hazards and in such amounts as exist on the date hereof.
- 9.11. Approvals. No consent, authorization, license, permit, registration, or approval of, or exemption or other action by, any other governmental or public body, commission, or authority is required in connection with the execution, delivery, and performance by the Seller of this Agreement.

The Seller's representations shall be true, accurate, and complete as of the date of this Agreement, in all material respects and, as modified by any notices given by the Seller to the Buyer, on the Closing Date in all material respects. If any time prior to Closing, the Buyer shall determine that any representation herein made by the Seller was not true in all material respects when made, the Buyer's sole remedy shall be to terminate this Agreement by giving notice to the Seller and seeking any applicable remedies for breach from the Seller. The Earnest Money paid by the Buyer shall be returned to the Buyer.

Notwithstanding the above paragraph, all representations and warranties shall terminate six (6) months following the Closing Date. Any claim by the Buyer not made by written notice delivered to the Seller before such date the representation or warranty terminates shall be deemed waived.

10. "AS IS, WHERE IS." The Buyer acknowledges that it has inspected or has had the opportunity to inspect the Property and agrees to accept the Property "AS IS" with no right of set off or reduction in the Purchase Price. Such sale shall be without representation of warranties, express or implied, either oral or written, made by the Seller or any official, employee or agent of the Seller with respect to the physical condition of the Property, including, but not limited to, the existence of or absence of petroleum, asbestos, lead, hazardous substances, pollutants, or

contaminants in, on, or under, or affecting the Property. Other than as expressly stated herein, or expressly stated in any closing document delivered by Seller at Closing, Buyer acknowledges and agrees that the Seller has not made and does not make any representations, warranties, or covenants of any kind or character whatsoever, whether expressed or implied, with respect to warranty of income potential, operating expenses, uses, habitability, tenant ability, or suitability for any purpose, merchantability, or fitness of the Property for a particular purpose, all of which warranties the Seller hereby expressly disclaims, except as stated above. The Buyer expressly assumes, at closing, all environmental and other liabilities with respect to the Property. Except for the representations herein, the Buyer is solely relying upon information and knowledge obtained from its own investigation, experience, and knowledge obtained from its own investigation, experience, or personal inspection of the Property. The foregoing provision shall survive Closing and shall not be deemed merged into any instrument of conveyance delivered at Closing.

11. REPRESENTATIONS AND WARRANTIES BY THE BUYER. The Buyer represents and warrants to the Seller that the Buyer is a Minnesota limited liability company; that the Buyer has the requisite capacity, power and authority to enter into this Agreement and the Buyer's Closing Documents signed by it; such documents have been or will be duly authorized by all necessary action on the part of the Buyer and have been or will be duly executed and delivered; delivery and performance by the Buyer of such documents does not conflict with or result in a violation of any judgment, order, or decree of any court or arbiter to which the Buyer is a party; such documents are valid and binding obligations of the Buyer, and are enforceable in accordance with their terms.

12. CONDEMNATION. If, prior to the Closing, eminent domain proceedings are commenced against all or any material part of the Property, the Seller shall immediately give notice to the Buyer of such fact and at the Buyer's option (to be exercised within 15 days after the Seller's notice), this Agreement shall terminate, in which event neither party will have further obligations under this Agreement. The Earnest Money paid by the Buyer shall be returned to the Buyer. If the Buyer fails to give such notice, then there shall be no reduction in the Purchase Price, and the Seller shall assign to the Buyer at the Closing all of the Seller's right, title, and interest in and to any award made or to be made in the condemnation proceedings. Prior to the Closing, the Seller shall not designate counsel, appear in, or otherwise act with respect to the condemnation proceedings without the Buyer's prior written consent. For purposes of this section, the words "a material part" means a part if acquired by a condemning authority would materially hinder Buyer's operations on the Property.

13. COMMISSIONS. Both the Buyer and the Seller represent that they have not entered into a contract with any real estate broker, whereby the broker is entitled to a commission resulting from the transaction contemplated by this Agreement. Each party agrees to indemnify, defend, and hold harmless the other party against any claim made by a real estate broker for a commission or fee based on alleged acts or agreements with the indemnifying party.

14. REMEDIES.

14.1. Buyer's Remedies. The Seller shall not be considered in default under this Agreement unless and until: (i) the Seller has failed to materially comply with or satisfy any of the Seller's obligations in this Agreement; (ii) the Buyer has provided

the Seller with written notice of such default (the "Default Notice"), which Default Notice shall specify the date on which the default occurred, the nature of the default and the Buyer's proposed cure; and (iii) the Buyer has allowed the Seller five (5) business days (the "Cure Period"), after the Seller receives such Default Notice, to cure the default. If the Seller is in default under this Agreement for any cause other than the default of the Buyer, the Buyer may at its sole option and remedy, elect, in writing to the Seller (the "Notice of Election"), within thirty (30) days after the Cure Period, to: (a) rescind this Agreement and receive the Earnest Money, after which, neither party shall have any further obligations to the other, except those obligations which survive termination; (b) proceed with this Agreement and take the Property "AS IS"; or (c) file an action seeking specific performance (but not damages except for fees and costs associated with such action). In the event the Buyer does not timely deliver a Notice of Election to the Seller, it shall be deemed that the Buyer waives all previous defaults by the Seller and elects to proceed with this Agreement under option (b) above. The Buyer specifically waives any right to make a claim against the Seller for compensatory or consequential damages or any other type of monetary claim, except for the indemnity obligations and claims for fees and costs as set forth in this Agreement.

- 14.2. Seller's Remedy. If the Buyer fails to consummate this Agreement for any reason except the Seller's default or the termination of this Agreement pursuant to a right to terminate given herein, the Seller's sole and exclusive remedy shall be to terminate this Agreement by giving 30 days' written notice to the Buyer, pursuant to Minnesota Statutes Section 559.21, as amended from time to time, in which case the Earnest Money shall be tendered to the Seller.

15. ASSIGNMENT. The Buyer may not assign its rights under this Agreement, without prior written consent of the Seller. Notwithstanding the foregoing, the Seller acknowledges that the Buyer may be assigning this Agreement to a different business entity for purposes of taking title to the Property. Buyer shall have the right to assign its rights and obligations under this Agreement to a different entity, without prior consent of Seller, provided, however, that (a) Buyer must give Seller written notice of such assignment, and (b) such assignment shall not relieve Buyer from any of its obligations (including indemnification obligations) hereunder.

16. SURVIVAL. All of the terms of this Agreement and warranties and representations herein contained shall survive and be enforceable after the Closing.

17. NOTICES. Any notice required or permitted hereunder shall be given by personal delivery upon an authorized representative of a party hereto; or if mailed by United States mail postage prepaid; or if transmitted by facsimile copy followed by mailed notice; or if deposited cost paid with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to the Seller:

City of Coon Rapids
Attn: Matt Brown
11155 Robinson Drive
Coon Rapids, MN 55433

If to the Buyer:

Centra Homes LLC
Attn: Dale R. Wills
11460 Robinson Drive NW
Minneapolis, MN 55433

Notices shall be deemed effective on the earlier of the date of receipt or the date of deposit, as aforesaid; provided, however, that if notice is given by deposit, the time for response to any notice by the other party shall commence to run one business day after any such deposit. Any party may change its address for the service of notice by giving notice of such change ten (10) days prior to the effective date of such change.

18. CAPTIONS. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement and are not to be considered in interpreting this Agreement.

19. ENTIRE AGREEMENT, MODIFICATIONS. This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver of any of its terms will be effective unless in a writing executed by the parties.

20. BINDING EFFECT. This Agreement binds and benefits the parties and their successors and assigns.

21. CONTROLLING LAW. This Agreement has been made under the substantive laws of the State of Minnesota, and such laws shall control its interpretation.

22. REVERTER. If the Buyer fails to: 1) substantially complete construction of the following improvements under the Development Agreement ("substantial completion" being defined as completion, subject only to minor "punch list" items agreed upon between Buyer and Seller): site grading; first lift of street construction; and stormwater management facilities; and 2) fails to apply for a building permit from the City for a model home to be constructed (said building permit application to include fulfillment of all City-required prerequisites and include all required information and have been determined by the City to be complete) (collectively, the "Improvements") within twelve (12) months following the Closing Date; and such failure is not cured within thirty (30) days following written notice from the Seller, then the Seller shall have the right to re-enter and take possession of the lots contained in the Property for which building permits have not been issued by the City and to terminate and revert in the Seller the estate conveyed by the Deed to the Buyer, it being agreed that the Deed shall contain a condition subsequent to the effect that in the event of noncompliance with this Section 22 on the part of the Buyer, the Seller at its option may declare a termination in favor of the Seller of the title, and of all the rights and interests in and to the lots contained in the Property conveyed to the Buyer for which building permits have not been issued by the City, and that such title and all rights and interests of the Buyer, and any assigns or successors in interest to the lots contained in the Property for which building permits have not been issued by the City, shall revert to the Seller. Once a building permit is issued for a lot compromising part of the Property, the right of

reverter shall automatically be released by the Seller as to such lot contained in the Property. The Seller agrees to subordinate this right of reverter to the lien of any construction mortgage for the Improvements, such Subordination Agreement to be in the form of Exhibit ____ attached hereto (the "Subordination Agreement"), but only after all equity required by the construction lender has been advanced and an initial draw of the construction mortgage loan has been advanced. Upon Buyer providing a draft Settlement Statement evidencing that proceeds of the construction loan shall be advanced from the construction loan for the Project, the Seller shall execute the Subordination Agreement.

23. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which will, for all purposes, be deemed to be an original, and all of which are identical. This Agreement may be further evidenced by facsimile and email scanned signature pages.

BUYER
CENTRA HOMES LLC

By: _____

Its: _____

DRAFT

**SELLER
CITY OF COON RAPIDS**

By: _____

Its: Mayor

By: _____

Its: City Manager

DRAFT

EXHIBIT A

Legal Description of the Property

Outlot A, Coon Rapids Fire Station Number Three

DRAFT

EXHIBIT B

Form of Development Agreement

[to be added]

DRAFT



City Council Regular

12.

Meeting Date: 10/01/2024

Subject: Consider Introduction of an Ordinance Authorizing Sale of Real Estate, 12258 Crooked Lake Blvd.

From: Matt Brown, Community Development Director

INTRODUCTION

The Council is asked to introduce an ordinance authorizing the sale of a residential property at 12258 Crooked Lake Boulevard.

DISCUSSION

Earlier this year, the Council discussed the potential sale of several City and HRA owned properties, including a residential property located at 12258 Crooked Lake Boulevard. The City took possession of this duplex in 2020 after entering into a “life estate” deed with the previous owner in about 2000 when Crooked Lake Boulevard was realigned. Since the acquisition, Staff has determined that this property is not needed for any component of the Highway 10 “third lane” project. While it could be demolished and incorporated into the adjacent City-owned green space, the Council indicated a preference to sell the property as-is to a buyer who would renovate it as a single-family home. Staff had the property listed on MLS during the first two weeks of September, requesting that anyone making an offer submitted certain items, including a work scope, project budget, and contractor's license. The listing outlined certain improvements that would be required of a buyer, including removing excess asphalt pavement, full remodel of the kitchen and bathrooms, and converting the house from a duplex to a single-family home to comply with zoning requirements. A total of eight offers were received and Staff scored them based on several criteria. The highest scoring offer was submitted by 246 Home Capital Inc, which is based locally and has extensive experience rehabilitating homes in Anoka County. The offer is a cash offer and the potential buyer has demonstrated it has the financial capacity to complete the renovation project.

The City's Charter establishes that any disposal of City-owned real estate must be done via ordinance. The Council must first introduce the ordinance and adoption would be considered on October 15. The Council would also consider a purchase agreement on October 15, a draft of which is attached. The proposed terms include:

- A sale price of \$160,000. While this falls under the list price of \$179,900, Staff feels that it is justified based on the buyer's extensive work scope and expected sale price of the fully-renovated house.
- A closing date within 60 days of execution of the purchase agreement. The buyer has indicated a preference for closing as soon as late October.
- Completion of the renovation project by March 31, 2025. The purchase agreement also provides for the return of title to the City if the buyer fails to perform.

RECOMMENDATION

Staff recommends that the Council introduce an ordinance authorizing the sale of real estate at 12258 Crooked Lake Boulevard.

Attachments

Location Map

Ordinance

Draft Purchase and Redevelopment Agreement

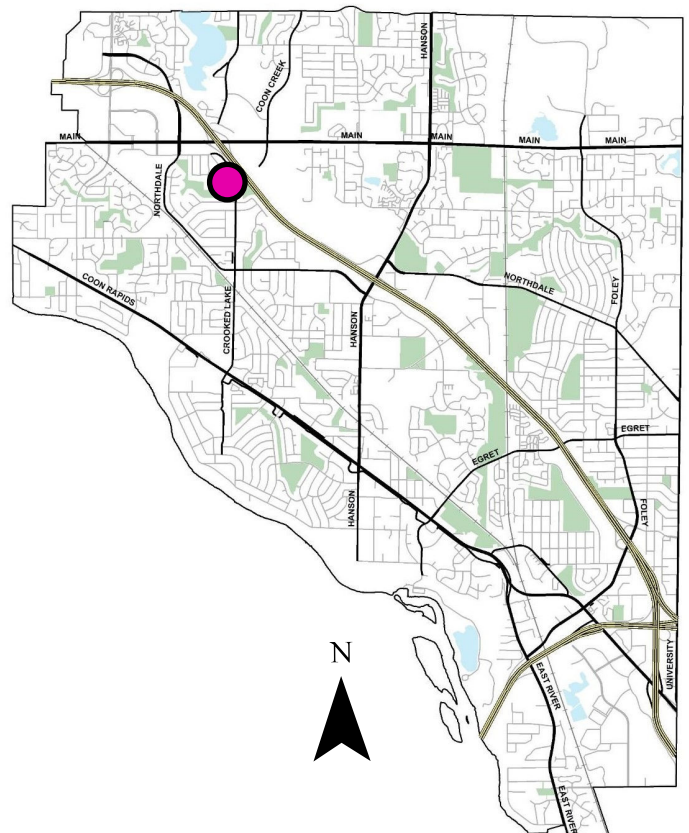
Location Map



Prepared by: Planning Division

Date Exported: 6/17/2024 8:07 AM

Address or PID:
12258 Crooked Lake Blvd
09-31-24-21-0065



Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located from various sources and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exact measurement of distance or direction or precision in the depiction of geographic features. If error or discrepancies are found please contact 763-767-6430.

ORDINANCE NO.

**AN ORDINANCE AUTHORIZING THE SALE OF REAL ESTATE,
12258 CROOKED LAKE BOULEVARD**

Preamble:

The City is the owner of real estate described as Lot 1 Block 4, Hazelwood Manor 3rd Addition, Anoka County Minnesota (the "Property").

- A. The City acquired the Property for transportation purposes via life estate deed in 2000 and took possession in 2020.
- B. The City Council finds that the Property is no longer needed for transportation purposes.
- C. The City Council finds that single-family residential is a suitable use of the Property and the City conducted a Solicitation of Offers process to identify a buyer who will rehabilitate the existing structure.
- D. 246 Home Capital, Inc. has agreed to purchase the property for \$160,000 and complete renovations.

Now, therefore, the City of Coon Rapids does ordain:

Section 1. The conveyance of the following property to 246 Home Capital, Inc. is hereby authorized: Lot 1 Block 4, Hazelwood Manor 3rd Addition, Anoka County Minnesota.

Section 2. The Mayor and City Manager are hereby authorized to execute a Purchase and Redevelopment Agreement, deed, and all other necessary documents to effectuate the conveyance.

Section 3. The proceeds of the sale, \$160,000, are directed to be paid into the City's Revolving Construction Fund.

Introduced this 1st day of October, 2024

Adopted _____

Jerry Koch, Mayor

Attest:

Joan Lenzmeier, City Clerk

PURCHASE AND REDEVELOPMENT AGREEMENT

12258 Crooked Lake Blvd.

1. Parties. This Purchase and Redevelopment Agreement is made on October 15, 2024 between the CITY OF COON RAPIDS, a public body corporate and politic under the laws of Minnesota having its office located at 11155 Robinson Drive, Coon Rapids, Minnesota 55433 (Seller), and 246 HOME CAPITAL, INC. a Minnesota corporation (Buyer).

2. Offer/Acceptance. Buyer offers to purchase and Seller agrees to sell real property legally described as follows (the Property):

Lot 1 Block 4, Hazelwood Manor 3rd Addition, Anoka County Minnesota.

3. Price and Terms. The price for the Property is *One Hundred Sixty Thousand Dollars (\$160,000)*, which Buyer shall pay as follows:

- a. Earnest money in the total amount of \$1,600 by certified check payable to the Seller upon execution of this Agreement. All earnest money shall be applied towards the purchase price.
- b. The balance of the purchase price by certified check on the date of closing
- c. The Date of Closing shall be within sixty (60) days of the date of this agreement unless otherwise mutually agreed upon by the parties.

4. Documents to be delivered at closing. On the closing date, Buyer shall deliver to Seller the balance of the purchase price and Seller shall deliver to Buyer:

- a. A duly executed general warranty deed, conveying marketable title to the Property to Buyer, subject only to the performance of the Buyer as described in Section 12 and to:
 - i. Building and zoning laws, ordinances, State and Federal regulations;
 - ii. Utility and drainage easements which do not interfere with Buyer's intended use of the Property; and
 - iii. Reservation of any minerals or mineral rights to the State of Minnesota.
- b. A duly executed affidavit of Seller.
- c. All documents necessary to establish marketable title to Buyer.

5. Real Estate Taxes and Special Assessments. On or before the Date of Closing, Seller will pay all delinquent real estate taxes, penalties, and interest, if any. Real estate taxes due and payable in the year of closing will be prorated between Buyer and Seller as of the Date of

Closing. Seller shall pay on Date of Closing all special assessments levied against the Property as of the date of this agreement. Seller represents that there are no special assessments pending as of the date of this agreement. If a special assessment becomes pending after the date of this agreement and before the Date of Closing, Buyer may, as Buyer's option:

- a. Assume payment of the pending special assessment without adjustment to the purchase agreement price of the property; or
- b. Require Seller to pay the pending special assessment and Buyer shall pay a commensurate increase in the purchase price of the Property, which increase shall be the same as the estimated amount of the assessment; or
- c. Declare this agreement null and void by notice to Seller, and earnest money shall be refunded to Buyer.

6. Marketability of Title. Buyer shall have ten (10) days after the date of this Agreement to examine the title to the Property and to deliver written objections to title, if any, to Seller. Seller shall have thirty (30) days after receipt of written objections to cure title defects. Upon receipt of Buyer's title objections, Seller shall, within ten (10) business days, notify Buyer of Seller's intention to make title marketable within the 30-day period. Seller shall permit no additional encumbrances to be made upon the Property between the date of this Agreement and the Date of Closing.

7. Title Clearance and Remedies. In the event that title to the Property cannot be made marketable or is not made marketable by the Seller by the Date of Closing, then, at the option of the Buyer: this Purchase Agreement shall be null and void; neither party shall be liable for damages hereunder to the other; the Earnest Money, if any, shall be refunded to the Buyer; and Buyer and Seller agree to sign a cancellation of this Purchase Agreement.

- a. If title is marketable, or is made marketable as provided herein, and Buyer defaults in any of the agreements herein, Seller may elect either of the following options, as permitted by law:
 - i. Cancel this contract as provided by statute and retain all payments made hereunder as liquidated damages. The parties acknowledge their intention that any note given pursuant to this contract is a down payment note, and may be presented for payment notwithstanding cancellation;
 - ii. Seek specific performance within six months after such right of action arises, including costs and reasonable attorney's fees, as permitted by law.
- b. If title is marketable, or is made marketable as provided herein, and Seller defaults in any of the agreements herein, Buyer may, as permitted by law:
 - i. Seek damages from Seller including costs and reasonable attorney's fees;

- ii. Seek specific performance within six months after such right of action arises.

8. Condition of Property. Buyer acknowledges that it has inspected or has had the opportunity to inspect the Property and agrees to accept the Property AS IS. Buyer has the right, at its own expense, to perform an inspection within 10 days of execution of this Agreement. Upon review of the inspection results, the Buyer may rescind this agreement by written notice to the Seller, in which case the agreement shall be null and void and all earnest money paid hereunder shall be refunded to the Buyer. Written notice of rescission must be served upon the Seller within 20 days of execution of this Agreement.

9. Well Disclosure.

___ Seller certifies that Seller does not know of any wells on the property; OR

X Wells on the subject real property are disclosed by Seller on the Well Disclosure form attached to this agreement as Exhibit A.

10. Individual Sewage Treatment System Disclosure.

X Seller certifies that there is no individual sewage treatment system on or serving the property; OR

___ Individual sewage treatment systems on or serving the property are disclosed by seller on the attached disclosure statement.

11. Methamphetamine Disclosure. To the best of Seller's knowledge, methamphetamine production has not occurred on the Property.

12. Rehabilitation of Property. Buyer agrees that it will make certain improvements to the existing structure. This covenant shall survive the delivery of the deed.

a. The improvements made in accordance with this Section shall be referred to as the "Minimum Improvements".

b. The Minimum Improvements shall include the following:

- i. The odd driveway configuration is modified.
- ii. A stairway is added connecting the lower and main levels and lower-level kitchen removed so that the property is converted to single-family.
- iii. The property is eventually sold to an owner-occupant.
- iv. Other improvements as shown in the proposal submitted to and approved by the Seller on September 17, 2024 and which is attached to this Agreement as Exhibit B.

c. **Deadline for Construction.** The Minimum Improvements must be substantially completed by March 31, 2025. Construction shall be judged to have been “substantially completed” when the Minimum Improvements have been completed and the final Certificate of Occupancy for the Minimum Improvements has been issued by the Building Official.

d. Promptly after substantial completion of the Minimum Improvements in accordance with those provisions of the Agreement relating solely to the obligations of the Buyer to construct such Minimum Improvements (including the date for completion thereof), the Seller will furnish the Buyer with a Certificate of Completion for such improvements. Such certification by the Seller shall be (and it shall be so provided in the deed and in the certification itself) a conclusive determination of satisfaction and termination of the agreements and covenants in the Agreement and in the deed with respect to the obligations of the Buyer and its successors and assigns, to construct the Minimum Improvements and the dates for completion thereof.

The certificate provided for in this Section of this Agreement shall be in such form as will enable it to be recorded in the proper office for the recordation of deeds and other instruments pertaining to the Property. If the Seller shall refuse or fail to provide any certification in accordance with the provisions of this Section, the Seller shall, within thirty (30) days after written request by the Buyer, provide the Buyer with a written statement, indicating in adequate detail in what respects the Buyer has failed to complete the Minimum Improvements in accordance with the provisions of the Agreement, or is otherwise in default, and what measures or acts it will be necessary, in the opinion of the Seller for the Buyer to take or perform in order to obtain such certification.

The construction of the Minimum Improvements shall be deemed to be substantially completed when the Buyer has received a final certificate of occupancy from the responsible inspecting authority.

13. Time is of the essence for all provisions of this contract.

14. Notices. All notices required herein shall be in writing and delivered personally or mailed to the address shown in Section 1 above and, if mailed, are effective as of the date of mailing.

15. Minnesota Law. This contract shall be governed by the laws of the State of Minnesota.

16. Nonassignable Agreement. This Agreement may not be assigned. In the event of the death of the Buyer before the Date of Closing, this Purchase Agreement shall be null and void, and all Earnest Money shall be paid to the Buyer’s estate.

17. Revesting Title in Seller upon Happening of Event Subsequent to Conveyance to Buyer. In the event that subsequent to conveyance of the Property or any part thereof to the

Buyer and prior to receipt by the Buyer of the Certificate of Completion for of the Minimum Improvements, the Buyer, subject to Unavoidable Delays (as hereafter defined), fails to carry out its obligations with respect to the construction of the Minimum Improvements (including the nature and the date for the completion thereof), or abandons or substantially suspends construction work, and any such failure, abandonment, or suspension shall not be cured, ended, or remedied within thirty (30) days after written demand from the Seller to the Buyer to do so, then the Seller shall have the right to re-enter and take possession of the Property and to terminate (and revest in the Seller) the estate conveyed by the Deed to the Buyer, it being the intent of this provision, together with other provisions of the Agreement, that the conveyance of the Property to the Buyer shall be made upon, and that the Deed shall contain a condition subsequent to the effect that in the event of any default on the part of the Buyer and failure on the part of the Buyer to remedy, end, or abrogate such default within the period and in the manner stated in such subdivisions, the Seller at its option may declare a termination in favor of the Seller of the title, and of all the rights and interests in and to the Property conveyed to the Buyer, and that such title and all rights and interests of the Buyer, and any assigns or successors in interest to and in the Property, shall revert to the Seller, but only if the events stated in this Section have not been cured within the time periods provided above.

Notwithstanding anything to the contrary contained in this Section, the Seller shall have no right to reenter or retake title to and possession of a portion of the Property for which a Certificate of Completion has been issued.

For the purposes of this Agreement, the term "Unavoidable Delays" means delays beyond the reasonable control of the Buyer as a result thereof which are the direct result of strikes, other labor troubles, prolonged adverse weather or acts of God, fire or other casualty to the Minimum Improvements, litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays, or acts of any federal, state or local governmental unit (other than the Seller in exercising its rights under this Agreement) which directly results in delays. Unavoidable Delays shall not include delays in the Buyer's obtaining of permits or governmental approvals necessary to enable construction of the Minimum Improvements by the dates such construction is required under this section of this Agreement.

18. Resale of Reacquired Property; Disposition of Proceeds. Upon the revesting in the Seller of title to and/or possession of the Property or any part thereof as provided in Section 17, the Seller shall apply the purchase price paid by the Buyer under Section 3 of this Agreement as follows:

- (a) First, to reimburse the Seller for all costs and expenses incurred by the Seller, including but not limited to proportionate salaries of personnel, in connection with the recapture, management, and resale of the Property or part thereof (but less any income derived by the Seller from the property or part thereof in connection with such management); all taxes, assessments, and water and sewer charges with respect to the Property or part thereof (or, in the event the Property is exempt from taxation or assessment or such charge during the period of ownership thereof by the Seller, an amount, if paid, equal to such taxes, assessments, or charges (as determined by the Seller

assessing official) as would have been payable if the Property were not so exempt); any payments made or necessary to be made to discharge any encumbrances or liens existing on the Property or part thereof at the time of reversion of title thereto in the Seller or to discharge or prevent from attaching or being made any subsequent encumbrances or liens due to obligations, defaults or acts of the Buyer, its successors or transferees; any expenditures made or obligations incurred with respect to the making or completion of the Minimum Improvements or any part thereof on the Property or part thereof; and any amounts otherwise owing the Seller by the Buyer and its successor or transferee; and

(b) Second, to reimburse the Buyer for the balance of the purchase price remaining after the reimbursements specified in paragraph (a) above. Such reimbursement shall be paid to the Buyer upon delivery of an executed, recordable warranty deed to the Property by the Buyer to the Seller.

19. No Remedy Exclusive. No remedy herein conferred upon or reserved to the Seller or Buyer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Dated: _____

SELLER:

CITY OF COON RAPIDS

Jerry Koch, Mayor

By: _____

By: _____
Matt Stemwedel, City Manager

Dated: _____

BUYER:

246 HOME CAPITAL, INC.

By: _____

Its: _____

Approved as to form:

David Brodie
City Attorney

Exhibit A: Well Disclosure
Exhibit B: Proposed Work Scope

DRAFT

Exhibit A - Well Disclosure

Exhibit B – Proposed Work Scope



City Council Regular

13.

Meeting Date: 10/01/2024

Subject: Consider Resolution 24-93 Accepting a Safe Road Zone Grant, and Approve Grant Agreement with the State of Minnesota

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Support Lead - PW

INTRODUCTION

Earlier this year, the Minnesota Office of Traffic Safety awarded the City a two-part grant for traffic safety measures on Northdale Blvd, between Hanson Blvd and University Ave. Staff requests the City Council accept the second piece of the Safe Road Zones grant and approve an agreement with the State of Minnesota.

DISCUSSION

In May 2024, the City was awarded a Safe Roads Grant from the Minnesota Office of Traffic Safety. In coordination with Engineering and Communications staff, Police Department staff applied for the grant after numerous traffic safety complaints and incidents in the area.

The grant has two different phases. The first, approved on June 18, 2024, will fund additional traffic safety enforcement activities within the safe road zone. The State awarded this phase of the grant jointly to the cities of Coon Rapids and Anoka. The City of Anoka is the fiscal agent for this grant.

The second phase, which is the subject of this resolution, encompasses additional engineering and education measures to increase public awareness and safety within the safe road zone. Upon approval, staff will purchase and install two pairs of dynamic speed display signs and additional speed limit signs (4 each), execute a concurrent social media campaign, and design/distribute educational print materials. The City will receive up to \$52,000 in reimbursement for activities related to the safe road zone, requiring a \$5,000 local match for a total budget of \$57,000.

RECOMMENDATION

Staff recommends the Council approve Resolution 24-93 authorizing the acceptance of the Safe Road Zone grant and authorize staff to execute the grant agreement with the State of Minnesota.

BUDGET IMPACT:

Local match budget is available in the Streets (501) and Street Reconstruction (797) funds.

Attachments

Resolution 24-93

Grant Agreement

RESOLUTION NO. 24-93

**A RESOLUTION ACCEPTING A SAFE ROAD ZONES GRANT
FROM THE STATE OF MINNESOTA THROUGH ITS
COMMISSIONER OF TRANSPORTATION**

WHEREAS, in 2024, the Minnesota Department of Transportation awarded the City of Coon Rapids a Safe Road Zone grant for education, public awareness, behavior modification, and traffic engineering efforts on Northdale Boulevard NW between Hanson Boulevard NW and University Avenue NW; and

WHEREAS, the Minnesota Department of Public Safety's Office of Traffic Safety previously awarded a concurrent traffic safety grant of up to \$50,000 for extra enforcement in the same location, accepted by the City Council on June 18, 2024; and

WHEREAS, the total Safe Road Zone grant amount will be up to \$52,000, with a \$5,000 local match; and

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

WHEREAS, the City Council finds it is in the best interest of its citizens to enter into a grant agreement with the State of Minnesota through its Commissioner of Transportation for additional traffic safety measures targeting Northdale Boulevard NW.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coon Rapids, Minnesota, that the grant of up to \$52,000 is hereby accepted on behalf of the Public Works Department.

BE IT FURTHER RESOLVED that the Coon Rapids Public Works Director or designee is hereby authorized to execute such agreements and amendments as are necessary to implement the safety measures on behalf of the City.

BE IT FURTHER RESOLVED that the City of Coon Rapids hereby extends its gratitude to the Minnesota Department of Transportation for the Safe Road Zone grant.

Adopted by the Coon Rapids City Council this 1st day of October, 2024.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

**STATE OF MINNESOTA
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and the Coon Rapids Police Department ("Grantee").

RECITALS

1. Minnesota Statutes § [Chapter 68, HF2887, Section 2, Subd.5](#) authorizes the State to enter into this agreement.
2. The State is in need of completing a Safe Road Zone.
 - 2.1 In the 2023 Transportation Omnibus bill, a new program entitled Safe Road Zones was developed and listed under the general fund. Recommendations must be made to the commissioners of public safety and transportation on supporting the local authority in implementing safety measures for each safe road zone through education, public awareness, behavior modification, and traffic engineering efforts.
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

- 1 **Term of Agreement, Survival of Terms, and Incorporation of Exhibits**
 - 1.1 **Effective Date.** This agreement will be effective executed after the State obtains all required signatures under [Minn. Stat.§16B.98](#), Subd. 5, whichever is later. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
 - 1.2 **Expiration Date.** This agreement will expire on June 30, 2025, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
 - 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

Exhibits. Exhibit A: Scope of Work, Exhibit B: Budget, Exhibit C: Grant Progress Report Form, and Exhibit D: Request for Reimbursement.
- 2 **Grantee's Duties**
 - 2.1 Grantee, who is not a state employee, will: Perform the duties specified in Exhibit A, which is attached and incorporated into this grant agreement.
 - 2.2 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat.§16B.97](#), Subd. 4 (a) (1).
 - 2.3 Grantee will submit written progress reports (Exhibit C), Quarterly (September 30, 2024, December 31, 2024, March 31, 2025, and June 30, 2025). Payments will not be made under section 4.2 if a progress report is past due unless Grantee has been given a written extension by the State.
 - 2.4 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 3 **Time**
 - 3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Consideration and Payment

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

- 4.1.1 **Compensation.** Grantee will be paid according to the breakdown of costs contained in Exhibit B, which is attached and incorporated into this grant agreement. All advance payments on grants over \$50,000 must be reconciled within 12 months of issuance or within 60 days of the end of the grant period.
- 4.1.2 **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by Grantee as a result of this agreement will not exceed \$0.00 provided that Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.
- 4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed \$52,000.00 (fifty-two thousand dollars and zero cents).

4.2 Payment

- 4.2.1 **Invoices.** Grantee will submit invoices for payment by email to Michelle Pooler (michelle.pooler@state.mn.us). Exhibit D, which is attached and incorporated into this agreement, is the form Grantee will use to submit invoices. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget, grant expenditures to-date, and the latest written progress report before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule: Quarterly, for work completed (September 30, 2024, December 31, 2024, March 31, 2025, and June 30, 2025).
- 4.2.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion. Audits will be conducted using the cost principles and procedures set forth in 2 Code of Federal Regulations – (CFR) part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 4.2.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.
- 4.2.4 **Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will make at least one monitoring visit and conduct annual financial reconciliations of Grantee's expenditures.
 - 4.2.4.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided with at least seven calendar days of notice prior to any monitoring visit or financial reconciliation.
 - 4.2.4.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.
 - 4.2.4.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.
- 4.2.5 **Unexpended Funds.** The Grantee must promptly return to the State at grant closeout any unexpended funds that have not been accounted for in a financial report submitted to the State.
- 4.2.6 **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.3 **Contracting and Bidding Requirements.** Prior to publication, Grantee will submit to State all solicitations for work

to be funded by this Agreement. Prior to execution, Grantee will submit to State all contracts and subcontracts funded by this agreement between Grantee and third parties. State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten business days.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representatives

6.1 The State's Authorized Representative is:

Michelle Pooler
Safety Education Coordinator
395 John Ireland Blvd., St. Paul MN 55155
michelle.pooler@state.mn.us

State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Tim Himmer
Coon Rapids Public Works
763-755-2880
1831 111th Avenue NW, Coon Rapids, MN 55433
thimmer@coonrapidsmn.gov

If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

7.2 **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

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

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

7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

7.6 **Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8 Liability

In the performance of this agreement, and to the extent permitted by law, Grantee must indemnify, save, and hold

the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices. Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State.

10.2 Intellectual Property Rights.

10.2.1 Intellectual Property Rights. State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this agreement, Grantee will immediately give State's Authorized Representative written notice thereof and must promptly furnish State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 Representation. Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee's expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in Grantee's or State's

opinion is likely to arise, Grantee must, at State's discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Grantee's website when practicable.

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

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination; Suspension

14.1 Termination by the State or Commissioner of Administration. The State or Commissioner of Administration may unilaterally terminate this agreement at any time, with or without cause, upon written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause. The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding. The State may immediately terminate this agreement if:

14.3.1 It does not obtain funding from the Minnesota Legislature; or

14.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 Suspension. The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

- 16 **Fund Use Prohibited.** The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project.
- 17 **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
- 18 **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
- 19 **Telecommunications Certification.** By signing this agreement Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), Grantee does not and will not use any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this agreement.
- 20 **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.
- 21 **Additional Provisions**
[Intentionally left blank.]

[The remainder of this page has intentionally been left blank.]

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and § 16C.05.

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

GRANTEE

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

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By: _____

Date: _____

Coon Rapids Exhibit A: Scope of Work

1. Two pairs of dynamic speed display signs and additional speed limit signs
 - a. 4 dynamic signs | $4 \times \$7,500 = \$30,000$
 - b. 4 speed limit signs | $4 \times \$500 = \$2,000$
2. Social media campaign and print materials

All funds must be expended by June 30, 2025.

Budget Item	Budget Specific Line Item	July 1, 2024 to June 30, 2025				
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
PERSONNEL/SALARIES	Personnel & salaries	\$ -	\$ -	\$ -	\$ -	\$ -
FRINGE BENEFITS	Fringe benefits	\$ -	\$ -	\$ -	\$ -	\$ -
TRAVEL	Travel time	\$ -	\$ -	\$ -	\$ -	\$ -
EQUIPMENT	Dynamic driver speed feedback signs (4 @ \$7,500 each)	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00
EQUIPMENT	Speed limit signs (4 @ \$500 each)	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
SUPPLIES & MATERIALS	Supplies and materials	\$ -	\$ -	\$ -	\$ -	\$ -
SUBAWARDS & CONTRACTUAL SVCS	Media plan (i.e., social media, printed media, other media)	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00
OTHER	Other expenses	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DIRECT COSTS		\$ 57,000.00	\$ -	\$ -	\$ -	\$ 57,000.00
TOTAL INDIRECT COSTS		\$ -	\$ -	\$ -	\$ -	\$ -
LOCAL MATCH		\$ (5,000.00)	\$ -	\$ -	\$ -	\$ (5,000.00)
TOTAL AWARD BUDGET		\$ 52,000.00	\$ -	\$ -	\$ -	\$ 52,000.00

Budget Item	Budget Specific Line Item	July 1, 2024 to June 30, 2025				
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL

Budget Item	Total
PERSONNEL/SALARIES	\$ -
FRINGE BENEFITS	\$ -
TRAVEL	\$ -
EQUIPMENT	\$ 32,000.00
SUPPLIES & MATERIALS	\$ -
SUBAWARDS & CONTRACTUAL SVCS	\$ 25,000.00
OTHER	\$ -
LOCAL MATCH	\$ (5,000.00)
TOTAL AWARD BUDGET	\$ 52,000.00

Exhibit C

Grant Progress Report Form

The purpose of this form is to document progress made on a grant project/award. Grant Progress Reports provide a summary of the grant activities and progress on the goals and outcomes of the program/project. Progress reports must be submitted at least annually for approval by the Program/Project Manager. This document can be customized to suit the needs of a grant program.

Coon Rapids Police Department	
CAATS Contract Number	
Date of Report Submission	
Report Period	
Report Submitted By	

Areas of Progress

Program Operation	Y	N	Comments
Is the project progressing on schedule?			
Is the project functioning as described in the workplan?			
Is data provided to support project outcomes?			
Has there been a change in project scope?			
Is technical assistance needed with any aspect of the project? Please describe.			

Budget/Finance	Y	N	Comments
Is the project on track with budget estimates?			
Will budget revisions be needed?			

Personnel	Y	N	Recommendation/Comments

Are all positions paid by the grant working on approved grant activities?			
Is there adequate staffing for the project? Has there been staff turnover in grant-funded positions?			
Has there been a change in the subrecipient/grantee authorized representative?			

Professional/Contractual Services	Y	N	Recommendation/Comments
Are contractors making regular and accurate billing?			

Please describe activities performed during this report period.

Please describe any challenges or lessons learned during this report period and how they were resolved.

Please describe the activities planned for the next stage of the project.

Additional Notes

Exhibit D

Request for Reimbursement - (Coon Rapids Police Department)

Invoice Instructions:

Safe Road Zone Funds Program participant must:

1. Complete the *invoice and, if applicable, the progress report, in their entirety.
2. Sign the invoice.
3. Attach supporting documentation (if applicable).
4. E-mail the invoice to michelle.pooler@state.mn.us

*invoice may be modified to fit your programs specific needs

MnDOT Contract Number:

Contract Expiration Date: June 30, 2025

Billing Period: From _____ to _____

Invoice Date: _____

Cash advance total				
Expenses Total				
Cash advance balance				
Request for Funds (RFF) to replenish account				
EXPENSE DETAIL				
	Grant and Budget Total	Expenses Incurred this period	Total expended to date	Balance Remaining
Subawards and Contractual Services				
Supplies and Materials				
Personnel/Salaries				
Fringe Benefits				
Travel				
Equipment				
Indirect Costs				
TOTAL				

I certify that the statements contained on this invoice, and its supporting documents, are true and accurate and that I have not knowingly made a false or fraudulent claim or used a false or fraudulent record in connection with this invoice. I understand that this invoice is subject to audit.

Contractor Name: _____

Signature: _____

Print Name: _____

Title: _____



City Council Regular

14.

Meeting Date: 10/01/2024

Subject: Consider Appointment of Election Judges, Approve Salaries, and Set Canvass Date for General Election

From: Joan Lenzmeier, City Clerk

INTRODUCTION

State law and the City's Charter require the City Council to appoint election judges and set election judge salaries. Staff is also requesting authority for the City Clerk to make substitutions and appoint election judges as deemed necessary during the 25 days preceding the election.

DISCUSSION

Minnesota State Statute 204B.21, Subd. 2 requires that election judges be appointed by the City Council at least 25 days prior to the election. Attached is a list of election judges by precinct. Staff is requesting that Council authorize the City Clerk to make appointments and substitutions as deemed necessary during the 25 days prior to the election. Election law allows for emergency appointments on election day, should the need arise.

Staff is proposing that the election judge hourly salary remain at \$12.00 per hour, with the assistant head judge at \$13.00 per hour and the head judge at \$15.00 per hour. Student judges would be paid \$12.00 per hour.

State law requires that the City Council meet to canvass the returns and declare the results of the general election. Staff suggests that Council set a special meeting to canvass election results for Tuesday, November 12, 2024 at 6:30 p.m. This meeting should be brief and at least four Councilmembers must attend.

RECOMMENDATION

- a. Approve appointment of election judges as outlined on the attached list;
- b. Authorize the City Clerk to appoint and assign election judges during the 25 days preceding the election if substitutions are necessary;
- c. Approve hourly salary for Election Judges at \$12.00 per hour; Assistant Head Judges at \$13.00 per hour; Head Judges at \$15.00 per hour; and Student judges at \$12.00 per hour; and
- d. Schedule a special meeting to canvass the results of the general election for Tuesday, November 12, 2024 at 6:30 p.m.

Attachments

Election Judge List

Poll Worker Report, 2024 Statewide Election

General Election, Tuesday, November 5, 2024

Coon Rapids W-1 P-1

(W1 P1) Anoka County Sheriff's Office, 13301 Hanson Blvd NW, Andover, MN 55304

JoAnn Lawrence, Head Judge
Patricia McGee, Assistant Head Judge
Debra Urquhart, Technology Judge
Joan Christoffel, Election Judge
Carol Harmon, Election Judge
Susan Howe, Election Judge
Linda Jamme, Election Judge
Roseanne Joa, Election Judge
Alexander Larson, Election Judge
Cynthia Nelson, Election Judge
Amy Norquist, Election Judge
Darren Prom, Election Judge
Judy Rosene, Election Judge
Lynn Vanasse, Election Judge
Jacob Sievert, Student Judge

Coon Rapids W-1 P-2

(W1 P2) Anoka County Sheriff's Office, 13301 Hanson Blvd NW, Andover, MN 55304

Charles McGee, Head Judge
Gail Owen, Assistant Head Judge
Claudia Hodges, Election Judge
Timothy Howe, Election Judge
Karen Lewis, Election Judge
Don Manion, Election Judge
Bernice Olson, Election Judge
Kiah Sagami, Election Judge
Nanette Sausen, Election Judge
Richard Schwantes, Election Judge
Amy Storrick, Election Judge
Marshall Vink, Election Judge
Stephanie Vogel, Election Judge
Lori Vukson, Election Judge
Melody Kpahn, Student Judge

Coon Rapids W-1 P-3

(W1 P3) Riverwind Community Center, 2701 Northdale Blvd, Coon Rapids, MN 55433

Cynthia Hintze, Head Judge
Danielle Callahan, Assistant Head Judge
Richard Boyce, Election Judge
Jerome Ditlefsen, Election Judge
Suzanne Frame, Election Judge
Nicolette Rheude, Election Judge
Cassandra Schmidtbauer, Election Judge
Sue Swankier, Election Judge
Lauren Waters, Election Judge
Lewis Enright, Election Judge
Amai Rahn, Student Judge

Poll Worker Report, 2024 Statewide Election

Coon Rapids W-1 P-4

(W1 P4) Mision Cristiana Bethel, 2135 Northdale Blvd NW, Coon Rapids, MN 55433

Sheryl Looyen, Head Judge
Sara Vnuck, Assistant Head Judge
Kristin Anderson, Election Judge
Randolph Deutsch, Election Judge
Allan Kohl, Election Judge
David Rudquist, Election Judge
Valerie Schwantes, Election Judge
Mark Vogel, Election Judge

Coon Rapids W-2 P-1

(W2 P1) True North Church, 12691 Hanson Blvd NW, Coon Rapids, MN 55448

Naomi Peterson, Head Judge
Roni Brunner, Assistant Head Judge
Marilyn Baldwin, Election Judge
Vern Chandler, Election Judge
Gwen Johnson, Election Judge
Charles Krogee, Election Judge
Oluwaseyi Olawore, Election Judge
Barbara J Olson, Election Judge
Raegan Sipe, Election Judge
Andre Yang, Election Judge

Coon Rapids W-2 P-2

(W2 P2) Bunker Hills Golf Club, 12800 Bunker Prairie Road NW, Coon Rapids, MN 55448

Judy Herrmann, Head Judge
Maggie Akhavan, Assistant Head Judge
Carol Schmitz, Assistant Head Judge
Jonathan Devries Sr, Election Judge
Mary Dresch, Election Judge
Sheila Monson, Election Judge
Kathy Tingelstad, Election Judge
Colin Wilkinson, Election Judge

Coon Rapids W-2 P-3

(W2 P3) Sand Creek Elementary, 12156 Olive Street NW, Coon Rapids, MN 55448

Doug Looyen, Head Judge
Elizabeth Augustoviz, Election Judge
Robert Brick, Election Judge
Michele Heuckendorf, Election Judge
Thomas Hoffelder, Election Judge
Jerome Meyer, Election Judge
Michael Riddle, Election Judge
Justin Wilkins, Election Judge
Sue Willoughby, Election Judge

Poll Worker Report, 2024 Statewide Election

Coon Rapids W-2 P-4

(W2 P4) Sorteberg Early Childhood, 11400 Magnolia Street NW, Coon Rapids, MN 55448

Christine Bennett-Gagner, Head Judge
Carol Hatcher, Assistant Head Judge
Angela Monson, Assistant Head Judge
Todd Ferwerda, Election Judge
Mona Glesne, Election Judge
Louise Orttel, Election Judge
Shannon Sivula-Fell, Election Judge
Gregory Wagner, Election Judge

Coon Rapids W-2 P-5

(W2 P5) Faith Lutheran Church, 11115 Hanson Blvd NW, Coon Rapids, MN 55433

Melody Olson, Head Judge
Carol Lagermeier, Assistant Head Judge
Lorrie Adams, Election Judge
Robert Chenier, Election Judge
Deb Heupel, Election Judge
Tracy Nelson, Election Judge
Jan Peterson, Election Judge
Gayle Ross, Election Judge
Marlys Withers, Election Judge

Coon Rapids W-3 P-1

(W3 P1) Hoover Elementary School, 2369 109th Avenue NW, Coon Rapids, MN 55433

Deborah Vogel, Head Judge
Sarah Hayden, Assistant Head Judge
Kris Wiersma, Assistant Head Judge
Mary Bona, Election Judge
Nicole Bundy, Election Judge
Denise Flaa, Election Judge
Kim Greskowiak, Election Judge
Timothy Johnson, Election Judge
Joseph May, Election Judge
Mary Pouliot, Election Judge

Coon Rapids W-3 P-2

(W3 P2) Coon Rapids Civic Center, 11155 Robinson Drive, Coon Rapids, MN 55433

James Trombley, Head Judge
Michael Olson, Assistant Head Judge
Anne Burgoyne, Election Judge
Rita Holland, Election Judge
Bonnie Jacobsen, Election Judge
Joy Ladd, Election Judge
Peggy LePage, Election Judge
Evelyn Nelson, Election Judge
Barbara Scherer, Election Judge
Mary Ann Williams, Election Judge
Claire Handeland, Student Judge

Poll Worker Report, 2024 Statewide Election

Coon Rapids W-3 P-3

(W3 P3) Coon Rapids VFW Post 9625, 1919 Coon Rapids Boulevard NW, Coon Rapids, MN 55433

Gary Olson, Head Judge
Marvin Jones, Technology Judge
Carolyn Bing, Election Judge
Kathleen Burek, Election Judge
Robert Cambanes, Election Judge
Nicholas Fusenig, Election Judge
Linzi Hansen, Election Judge
Daniel Johnson, Election Judge
Joe Miller, Election Judge
Leo Sausen Jr., Election Judge
Melanie Thome, Election Judge

Coon Rapids W-3 P-4

(W3 P4) Spirit of Grace Church, 10110 Woodcrest Drive NW, Coon Rapids, MN 55433

Donald Heikkila, Head Judge
Cheri Chapman, Assistant Head Judge
Joseph Baker, Election Judge
Rosanne Betley, Election Judge
Chester Dryke, Election Judge
Lori Mahowald, Election Judge
Mary Paye, Election Judge
William Schmidt, Election Judge
Michelle Walstad, Election Judge
Joseph Hill, Student Judge

Coon Rapids W-4 P-1

(W4 P1) North Star Community Church (former American Legion Building), 11640 Crooked Lake Blvd NW, Coon Rapids, MN 55433

Mark Olson, Head Judge
Tim Price, Head Judge
Christy Weispfenning, Assistant Head Judge
Julia Antiel, Election Judge
Ruth Bittner, Election Judge
Nicole Kingbird, Election Judge
David Kleba, Election Judge
William Rausch, Election Judge
Rennell Schank, Election Judge
John Shimshock, Election Judge
Cassidy Streff, Election Judge
Patricia Walters, Election Judge
Michaela Wessling, Election Judge
Ella Rose Duax, Student Judge

Poll Worker Report, 2024 Statewide Election

Coon Rapids W-4 P-2

(W4 P2) North Star Community Church (former American Legion Building), 11640 Crooked Lake Blvd NW, Coon Rapids, MN 55433
Elliot Korth, Head Judge
Mary Kalk, Assistant Head Judge
Mark Antiel, Election Judge
Walter Brunner, Election Judge
Mary Ann Koehler, Election Judge
William Kosgei, Election Judge
Luranne McLean, Election Judge
William Peterson, Election Judge
Riley Rosar, Election Judge
Jean Stauffer, Election Judge
Nathaniel Kosbab, Student Judge

Coon Rapids W-4 P-3

(W4 P3) Coon Rapids Ice Center, 11000 Crooked Lake Blvd NW, Coon Rapids, MN 55433
Kevin Olson, Head Judge
Donna Stephan, Assistant Head Judge
Susan Kjelvik, Election Judge
Michael Lohse, Election Judge
Dennis Melland, Election Judge
Michael Nielsen, Election Judge
Brian Rupe, Election Judge
Mary Russell, Election Judge
Karen Ruth-Jarmon, Election Judge
Julie Shuckhart-Flatness, Election Judge
Luke Strina, Election Judge

Coon Rapids W-4 P-4

(W4 P4) Coon Rapids United Methodist Church, 10506 Hanson Blvd NW, Coon Rapids, MN 55433
David Teske, Head Judge
Rene Kisrow, Assistant Head Judge
Senamarie Bradley, Election Judge
Randall Duba, Election Judge
Cindy Gates, Election Judge
Katherine Johnson, Election Judge
Rachel Malarz, Election Judge
Helen Mitchell, Election Judge
Amanda Romano, Election Judge
Kathleen Wehmhoff, Election Judge
John Wolkerstorfer, Election Judge

Coon Rapids W-5 P-1

(W5 P1) Northdale Middle School, 11301 Dogwood Street NW, Coon Rapids, MN 55448
Jen Graham, Head Judge
Matt Wessling, Assistant Head Judge
Brian Armstrong, Election Judge
Jean Askvig, Election Judge
Kathleen Bailey, Election Judge
Brenda Curtis, Election Judge
Deborah Hampton, Election Judge
Mohammad Hasan, Election Judge
Dorothy Maki-Green, Election Judge
Patricia Minell, Election Judge
Betty Notto, Election Judge

Poll Worker Report, 2024 Statewide Election

Coon Rapids W-5 P-2

(W5 P2) Peace Lutheran Church, 20 Northdale Blvd NW, Coon Rapids, MN 55448

Shawna Jones, Head Judge
Vernon Rausch, Assistant Head Judge
Linda Burr, Election Judge
Nancy Case, Election Judge
David Ehne, Election Judge
Jeanette Erickson, Election Judge
Milo Hartmann, Election Judge
Daniel Lewis, Election Judge
Dana Rossow, Election Judge
Jean Wayne, Election Judge
Autumn Davis, Student Judge

Coon Rapids W-5 P-3

(W5 P3) Word Of Life Church, 10730 University Ave NW, Coon Rapids, MN 55448

Julie Obedoza, Head Judge
Todd Gabrielson, Assistant Head Judge
Hannah Anger, Election Judge
Robert Gagner, Election Judge
Eric Gossett, Election Judge
Karen Hayden, Election Judge
Michael Mroska, Election Judge
Michael Stuhr, Election Judge
Sandra Wiest, Election Judge

Coon Rapids W-5 P-4

(W5 P4) Emma B Howe YMCA - Conference Room, 8950 Springbrook Drive NW, Coon Rapids, MN 55433

Michael Monical, Head Judge
Samantha Chaffin, Assistant Head Judge
Sarah Anderson-Gutz, Election Judge
Jeffrey Cosman, Election Judge
Jacqueline McGreevey, Election Judge
Mary Mroska, Election Judge
Susan Schirmers, Election Judge
Cathy St. Martin, Election Judge
Mark Weispfenning, Election Judge

Coon Rapids W-5 P-5

(W5 P5) Adams Elementary School, 8989 Sycamore Street NW, Coon Rapids, MN 55433

Laurel Jedamus, Head Judge
Debby Boyd, Assistant Head Judge
Pat Buzzell, Election Judge
Jolene Ehne, Election Judge
Ellen Feuling, Election Judge
Greg Hoover, Election Judge
Jason Horton, Election Judge
Lydia Lafferty, Election Judge
Steve Laudenbach, Election Judge
Carol Wilm, Election Judge